



**Contract Number**

20-1182 A-4

**SAP Number**

4400015716

## Department of Public Health

<b>Department Contract Representative</b>	Monica Rivera
<b>Telephone Number</b>	(909) 361-0211
<b>Contractor</b>	Foothill AIDS Project
<b>Contractor Representative</b>	LaMonica Stowers
<b>Telephone Number</b>	(909) 482-2066
<b>Contract Term</b>	March 1, 2021 - February 28, 2026
<b>Original Contract Amount</b>	\$12,120,588
<b>Amendment Amount</b>	\$105,210
<b>Total Contract Amount</b>	\$12,225,798
<b>Cost Center</b>	9300371000
<b>Grant Number (if applicable)</b>	N/A

### IT IS HEREBY AGREED AS FOLLOWS:

#### Amendment No. 4

It is hereby agreed to amend Contract No. 20-1182, effective November 19, 2024 as follows:

#### SECTION V. FISCAL PROVISIONS

Paragraph A and C is amended to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed \$12,225,798, of which \$12,225,798 may be federally funded, and shall be subject to availability of funds to the County. If the funding source notifies the County that such funding is terminated or reduced, the County shall determine whether this Contract will be terminated or the County's maximum obligation reduced. The County will notify the Contractor in writing of its determination and of any change in funding amounts. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

Original Contract	\$6,518,220	March 1, 2021 through February 29, 2024
Amendment No. 1	(\$228,039) decrease	March 1, 2021 through February 29, 2024
Amendment No. 2	\$790,716	March 1, 2022 through February 29, 2024

Amendment No. 3	\$5,039,691	March 1, 2023 through February 28, 2026
Amendment No. 4	\$105,210	March 1, 2024 through February 28, 2026

It is further broken down by Program Year as follows:

Program Year	Dollar Amount
March 1, 2021 through February 28, 2022	\$2,096,727
March 1, 2022 through February 28, 2023	\$2,492,085
March 1, 2023 through February 29, 2024	\$2,510,592*
March 1, 2024 through February 28, 2025	\$2,563,197
March 1, 2025 through February 28, 2026	\$2,563,197
Total	\$12,225,798

\*This amount includes an increase of \$18,507 from the previous year.

- C. Contractor shall provide monthly invoices to the County within twenty (20) calendar days or earlier following the month in which services were provided in the format designated in the Invoice (Attachment K), attached hereto and incorporated herein by this reference. Invoices submitted after the required due date will be paid at the sole discretion of the County. Progress and utilization reports must be entered into ARIES before the invoice is submitted for payment. Contractor will submit all supporting documentation for all line items and clearly identify the supporting data/information of the submitted invoice, including utilization reports printed from ARIES and logs (as required). Invoices submitted without corresponding utilization, narrative reports, and supporting documentation will not be processed and will be returned to Contractor. Failure to submit documents as required may result in the delay of payment to the Contractor. The County reserves the right to revise invoice formats to meet updated program requirements. Refer to RWP Policy #2: Monthly Invoice/Reporting Packet for most recent requirements. Invoices shall be submitted to:

Ryan White Program Office  
Department of Public Health  
451 E. Vanderbilt Way, 2<sup>nd</sup> Floor  
San Bernardino, CA 92408  
Main Line: (909) 387-6492  
FAX: (909) 387-6493

## **X. GENERAL PROVISIONS**

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

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below:

Contractor: Foothill AIDS Project  
233 West Harrison Avenue  
Claremont, CA 91711

County: (Program Information)  
San Bernardino County  
Department of Public Health  
Attn: Ryan White Program Office  
451 E. Vanderbilt Way, 2<sup>nd</sup> Floor  
San Bernardino, CA 92408

County: (Contract Information)  
San Bernardino County  
Department of Public Health  
Attn: Contracts and Grants Unit  
451 E. Vanderbilt Way, 3<sup>rd</sup> Floor, Suite 325  
San Bernardino, CA 92408

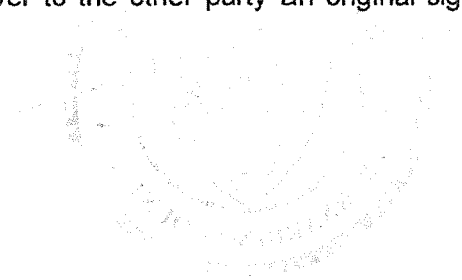
### **ATTACHMENTS**

ATTACHMENT A3 – Add SCOPE OF WORK for Program Year 2024-25

ATTACHMENT J3 – Add PROGRAM BUDGET AND ALLOCATION for Program Year 2024-25

**All other terms and conditions of Contract 20-1182 remain in full force and effect.**

This agreement may be executed in any number of parts, 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 the Contract (whether by facsimile, PDF, or other email transmission), which signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.



SAN BERNARDINO COUNTY

► Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: NOV 19 2024

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

By Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By



Deputy

Foothill AIDS Project

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

By ► Lanika Stowers  
(Authorized signature - sign in blue ink)

Name Lanika Stowers  
(Print or type name of person signing contract)

Title Executive Director  
(Print or Type)

Dated: 10/29/24

Address On File

FOR COUNTY USE ONLY

Approved as to Legal Form

► Adam Ebright

Adam Ebright, Deputy County Counsel

Date Oct 30, 2024

Reviewed for Contract Compliance

►

Date

Reviewed/Approved by Department

► Joshua Dugas  
(Oct 30, 2024 15:38 PDT)

Joshua Dugas, Director of Public Health

Date Oct 30, 2024



## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Early Intervention Services
<b>Service Goal:</b>	Quickly link HIV infected individuals to testing services, core medical services, and support services necessary to support treatment adherence and maintenance in medical care. Decreasing the time between acquisition of HIV and entry into care and decrease instances of out-of-care facility access to medications, decrease transmission, and improve health outcomes.
<b>Service Health Outcomes:</b>	<p>If RW-funded test: maintain 1.1% positivity rate or higher (targeted testing)</p> <p>Link newly diagnosed HIV+ medical care in 30 days or less</p> <p>Improve retention in care (at least 1 medical visit in each 6 month period)</p> <p>Improve viral suppression rate</p>

24/25 TOTAL							
	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	
Proposed Number of Clients	60	30	0	10	190	10	300
Proposed Number of Visits = Regardless of number of transactions or number of units	240	180	0	60	1140	60	1800
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	1340	570	0	190	3610	190	5900
Group Name and Description (must be HIV+ related)	Service Area of Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
Not applicable							
.							
.							

Planned Service Delivery and Implementation      Service Area      Timeline      Process Outcomes

<p><b>Element #1: Outreach Encounters</b></p> <ul style="list-style-type: none"> <li>Activities: Early Intervention Services Case manager (EISCM) will conduct one-on-one, in-depth encounters with members of targeted populations at risk and provide referral to HIV Testing and Counseling (HCT), Pre-exposure prophylaxis navigation, Sexually Transmitted Infections testing among others.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence encounters in case notes entered in ARIES Anonymous Encounter module and on outreach logs
<p><b>Element #2: Community Collaboration</b></p> <ul style="list-style-type: none"> <li>Activities: EISCM will Coordinate with local HIV Prevention Programs including surveillance activities of the Data to Care program from county public health departments.</li> <li>EISCM will participate in the End of HIV Epidemic (EHE) of Riverside and San Bernardino County.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	FAP maintain collaboration with Riverside and San Bernardino DPH and other local prevention programs to coordinate outreach activities. Documentation of outreach activities and attendance to prevention meetings is kept in program binder.
<p><b>Element #3: Screening, Intake, Assessment</b></p> <ul style="list-style-type: none"> <li>Activities: EISCM will conduct screening, intake and assess PLWH newly diagnosed or disengaged in care to identify and problem-solve barriers to care.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence in case note entered in ARIES identification of barriers to care and plan to problem-solve such barriers via intake and assessment.

<p><b>Element #4:</b></p> <ul style="list-style-type: none"> <li>Activities: EISCM will develop with client a referral plan to medical care, and support services.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence referrals to medical care and support services via the Referral Tracking Plan. Referrals to medical and support services along with their outcome will be documented in ARIES. Referrals to testing will be documented in outreach log and sign- in sheet.
<p><b>Element #5:</b></p> <ul style="list-style-type: none"> <li>Activities: EISCM will conduct HIV Testing and Counseling. Individuals who test HIV positive will be referred to confirmatory HIV testing and care should confirmatory test result is positive.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	HIV Testing and counseling and referrals documentation will be maintained following approved HIV testing and counseling quality assurance
<p><b>Element #6:</b></p> <ul style="list-style-type: none"> <li>Activities: EISCM will utilize Navigation model to connect newly diagnosed and reconnect those that have fallen out of care. Navigation is an evidence-based intervention from the Centers for Disease Control compendium. Navigation support relies on accompanying clients to medical appointments.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	FAP follow-up/no contact protocol includes mail, community, home visit, and phone contact. Client file will evidence attempts to contact, education and support provided to address barriers to care. Attempts and contact with client will be documented in ARIES.
<p><b>Element #7:</b></p> <ul style="list-style-type: none"> <li>Activities EIS CM will maintain formal linkages with traditional (prisons, homeless shelters, treatment centers, etc) and non-traditional (faith- based organizations, community centers, hospitals, etc.) entry points</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Memoranda of Understanding (MOU) are kept at Administration. Staff maintain a List of Collaborators (traditional and non-traditional) which depicts the name of the agency collaborating, the target population, the type and frequency of outreach activity to be provided at the site.

<b>Element #8:</b> Activities: EISCM Provide education/information regarding availability of testing and HIV care services to HIV+ those affected by HIV, and caregivers. <i>Activities that are exclusively HIV</i>	1,2,4,5,6	3/1/2024- 2/28/2025	Encounter file will evidence education of the HIV system of care in case note entered in ARIES ACE module. Sign-in sheets document location as well as attendees information for outreach activities.
<b>Element #9:</b> Activities: EISCM will utilize standardized, required documentation to record encounters, progress regarding linkage of referrals	1,2,4,5,6	3/1/2024- 2/28/2025	Client will file evidence use of standardized, required documentation to include EIS Consent form, Enrollment form and Progress report form among others.
<b>Element #10:</b> Activities: EISCM will maintain update, quantifiable, required documentation to accommodate reporting and evaluation.	1,2,4,5,6	3/1/2024- 2/28/2025	Encounters are documented in ARIES. Referrals and their outcome are documented in ARIES. Outreach activities are documented in sign-in sheets and in the ARIES Anonymous Contact dashboard. Case Manager will track health outcomes (viral load and CD4 as well as access to medical care services data.

<b>Element #11:Activities</b> Eligibility worker will collaborate with Early Intervention Case Manager to conduct eligibility certification and re-certification every six	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence documents supporting eligibility for services according to the IEHPC.
<b>Element #12: Case Closure/Graduation</b> Activities: EISCM will carry on case closure and transfer to another level of care according to standard.	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence date, reason for closure or transfer, referrals provided as appropriate in progress note entered in ARIES. Case Manager will complete Client Status form which will be placed in client file.

## SCOPE OF WORK – PART A

### USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2023 – February 29, 2024
<b>Service Category:</b>	Early Intervention Services - Minority AIDS Initiative
<b>Service Goal:</b>	Quickly link HIV infected <i>Latinx and African-Americans</i> to testing services, core medical services, and support services necessary to support treatment adherence and maintenance in medical care. Decreasing the time between acquisition of HIV and entry into care and decrease instances of out-of-care facility access to medications, decrease transmission, and improve health outcomes.
<b>Service Health Outcomes:</b>	<ul style="list-style-type: none"> <li>• If RW-funded test: maintain 1.1% positivity rate or higher (targeted testing)</li> <li>• Link Latinx and African-American newly diagnosed HIV+ medical care in 30 days or less</li> <li>• Improve retention in care (at least 1 medical visit in each 6 month period)</li> <li>• Improve viral suppression rate</li> </ul>

BLACK / AFRICAN AMERICAN	SA1	SA2	SA3	SA4	SA5	SA6	FY 23/24 TOTAL
	West Riv	Mid Riv	East Riv	San B West	San B East	San B Desert	
<b>Number of Clients</b>	20	20	0	10	70	5	125
<b>Number of Visits</b> = Regardless of number of transactions or number of units	40	40	0	20	140	10	250
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)	310	310	0	155	1085	80	1940
HISPANIC / LATINO	SA1	SA2	SA3	SA4	SA5	SA6	FY 23/24 TOTAL
	West Riv	Mid Riv	East Riv	San B West	San B East	San B Desert	
<b>Number of Clients</b>	80	40	0	20	120	15	275
<b>Number of Visits</b> = Regardless of number of transactions or number of units	160	80	0	40	240	30	550
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)	1240	620	0	310	1860	230	4260
<b>TOTAL MAI (sum of two tables above)</b>	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B	FY 23/24 TOTAL



<b>Number of Clients</b>	100	60	0	30	190	20	<b>400</b>
<b>Number of Visits</b> = Regardless of number of transactions or number of units	200	120	0	60	380	40	800
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)	1550	930	0	465	2945	310	<b>6200</b>

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• Not Applicable								
•								
•								

Planned Service Delivery and Implementation Activities		Service Area	Timeline	Process Outcomes	
<b>Element #1: Outreach Encounters</b>					
<ul style="list-style-type: none"> <li><b>Activities:</b> Early Intervention Services Case manager (EISCM) will conduct one-on-one, in-depth encounters with members of the Latinx and African-American communities and provide referral to HIV Testing and Counseling (HCT), Pre-exposure prophylaxis navigation, Sexually Transmitted Infections testing among others.</li> </ul>		1,2,4,5,6	3/1/2023- 2/29/2024	Client file will evidence encounters in case notes entered in ARIES Anonymous Encounter module and on outreach logs	
<b>Element #2: Community Collaboration</b>		1,2,4,5,6	3/1/2023- 2/29/2024	FAP maintain collaboration with Riverside and San Bernardino DPH and other local prevention programs to coordinate outreach activities. Documentation of outreach activities and attendance to prevention meetings is kept in program binder.	
<ul style="list-style-type: none"> <li><b>Activities:</b> EISCM will coordinate with local HIV Prevention Programs including surveillance activities of the Data to Care program from county public health departments.</li> </ul>					

<ul style="list-style-type: none"> <li>EISCM will participate in the End of HIV Epidemic (EHE) of Riverside and San Bernardino County.</li> </ul>			
<b>Element #3:</b> <ul style="list-style-type: none"> <li><b>Activities:</b> EISCM will conduct HIV Testing and Counseling. Individuals who test HIV positive will be referred to confirmatory HIV testing and care should confirmatory test result be positive.</li> </ul>	1,2,4,5,6	3/1/2023-2/29/2024	HIV Testing and counseling and referrals documentation will be maintained following approved HIV testing and counseling quality assurance
<b>Element #4: Screening, Intake, Assessment</b> <ul style="list-style-type: none"> <li><b>Activities:</b> EISCM will conduct screening, intake and assess PLWH newly diagnosed or disengaged in care to identify and problem-solve barriers to care.</li> </ul>	1,2,4,5,6	3/1/2023-2/29/2024	Client file will evidence in case note entered in ARIES identification of barriers to care and plan to problem-solve such barriers via intake and assessment.
<b>Element #5:</b> <ul style="list-style-type: none"> <li><b>Activities:</b> EISCM will develop with client a referral plan to medical care and support services.</li> </ul>	1,2,4,5,6	3/1/2023-2/29/2024	Client file will evidence referrals to medical care and support services via the Referral Tracking Plan. Referrals to medical and support services along with their outcome will be documented in ARIES.
<b>Element #6:</b> <ul style="list-style-type: none"> <li><b>Activities:</b> EISCM will utilize Navigation model to connect newly diagnosed and reconnect those that have fallen out of care. Navigation is an evidence-based intervention from the Centers for Disease Control compendium. Navigation support relies on accompanying clients to medical and other support service appointments to ensure linkage.</li> </ul>	1,2,4,5,6	3/1/2023-2/29/2024	FAP follow-up/no contact protocol includes mail, community, home visit, and phone contact. Client file will evidence attempts to contact, education and support provided to address barriers to care. Attempts and contact with client will be documented in ARIES.

<b>Element #7:</b>	1,2,4,5,6	3/1/2023- 2/29/2024	Memoranda of Understanding (MOU) are kept at Administration. Staff maintain a List of Collaborators (traditional and non-traditional) which depicts the name of the agency collaborating, the target population, the type and frequency of outreach activity to be provided at the site.
<ul style="list-style-type: none"> <li>Activities EIS CM will maintain formal and informal linkages with traditional (prisons, homeless shelters, treatment centers, etc) and non- traditional (faith-based organizations, community centers, hospitals, etc.) entry points.</li> </ul>			

<b>Element #8:</b>	1,2,4,5,6	3/1/2023- 2/29/2024	Encounter file will evidence education of the HIV system of care in case note entered in ARIES ACE module. Sign-in sheets document location as well as attendees information for outreach activities.
<ul style="list-style-type: none"> <li>Activities: EISCM Provide education/information regarding availability of testing and HIV care services to HIV+ those affected by HIV, and caregivers. <i>Activities that are exclusively HIV prevention education are prohibited.</i></li> </ul>			
<b>Element #9:</b>	1,2,4,5,6	3/1/2023- 2/29/2024	Client will file evidence use of standardized, required documentation to include EIS Consent form, Enrollment form and Progress report form among others.
<ul style="list-style-type: none"> <li>Activities: EISCM will utilize standardized, required documentation to record encounters, progress regarding linkage of referrals</li> </ul>			
<b>Element #10:</b>	1,2,4,5,6	3/1/2022- 2/28/2023	Encounters are documented in ARIES. Referrals and their outcome are documented in ARIES. Outreach activities are documented in sign-in sheets and outreach logs and entered in the ARIES Anonymous Contact dashboard. Case Manager will track health outcomes (viral load and CD4 as well as access to medical care services data.
<b>Element #11:</b>	1,2,4,5,6	3/1/2023- 2/29/2024	Client file will evidence documents supporting eligibility for services according to the IEHPC.
Activities Eligibility worker will collaborate with Early Intervention Case Manager to conduct eligibility certification and re-certification every six months.			
<b>Element #12: Case Closure/Graduation</b>	1,2,4,5,6	3/1/2023- 2/29/2024	Client file will evidence date, reason for closure or transfer, referrals provided as appropriate in progress note entered in ARIES.
<ul style="list-style-type: none"> <li>Activities: EISCM will conduct on case closure and transfer to another level of care according to standard.</li> </ul>			Case Manager will complete Client Status form which will be placed in client file.

## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Food Services
<b>Service Goal:</b>	The overall goal of food services is to supplement eligible HIV/AIDS consumer's financial ability to maintain continuous access to adequate caloric intake and balanced nutrition sufficient to maintain optimal health in the face of compromised health status due to HIV infection in the TGA.
<b>Service Health Outcomes:</b>	<p>Improve retention on care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral load suppression rate</p>

FY 24/25 TOTAL							
	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	
Proposed Number of Clients	169	154	0	0	342	160	825
Proposed Number of Visits = Regardless of number of transactions or number of units	1,690	1,540	0	0	3,420	1,600	8,250
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	6,760	6,160	0	0	13,680	6,400	33,000
Group Name and Description (must be HIV+)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration
Not Applicable							

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:		SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p><b>Element #1: Food Vouchers</b></p> <p><b>Activities:</b> To provide Food Vouchers</p> <p>Food assistance needs will be identified by staff during assessment/reassessment, which will be included in the individualized Care Plan (CP). Eligibility will be determined according to current financial eligibility guidelines in collaboration with Eligibility Worker. Eligible Clients will make appointment for picking up vouchers – whenever possible.</p> <p>Food vouchers will be distributed on a monthly to clients not to exceed a maximum of \$80.00 monthly.</p> <p>Food vouchers will be kept in locked file cabinet in FAP's Administration offices and logged out to program using FAP's internal Food Voucher Request form.</p> <p>Food vouchers will be kept in locked file cabinet in FAP's program sites and logged out to eligible clients using FAP's internal Monthly Food Voucher Log.</p>		1,2,4,5,6	03/01/2024 -02/28/25	<p>Client file will evidence eligibility screening for Ryan White funds as well other party payors. Client file will document HIV status, proof of medical insurance, residence, and income according to standards.</p> <p>Client file will document evidence of certification and re-certification for service eligibility.</p> <p>Client file will contain Consent for Services; ARIES consent updated every three years, HIPAA Notification and Partner Services</p> <p>Acknowledgement form.</p> <p>Client file will evidence need for food assistance.</p> <p>Client file will contain proof of food assistance received as client signature on copy of food vouchers.</p> <p>Client file will contain evidence of referral to other sources of food assistance, as applicable.</p>

# SCOPE OF WORK – PART A

## USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Medical Transportation Services
<b>Service Goal:</b>	To enhance clients' access to health care or support services using multiple forms of transportation throughout the TGA
<b>Service Health Outcomes:</b>	Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

								SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients								90	10	6	0	212	45	363
Proposed Number of Visits = Regardless of number of transactions or number of units								1080	120	72	0	2544	540	4356
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)								4320	480	288	0	10186	2160	17434
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures						
Not Applicable														
,														
.														



PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:		SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<b>Element #1:</b> <ul style="list-style-type: none"><li><b>Activities:</b> To provide <i>Bus passes</i> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, purpose of trips and screening for other party payors. CM will document services ordered in client file. Staff will provide bus pass to client and will enter service provided on Transportation Log. Transportation allowance is not to exceed \$40.00 monthly. Medical Transportation services will be provided to access services according to standard.</li></ul>	1,2,3,5,6	03/01/2024-02/28/25	Client file will evidence eligibility screening for Ryan White funds as well other party payors. Client file will document eligibility screening every six months and statement of need for bus pass. Client file will contain Consent for Services; ARIES consent updated every three years, HIPPA Notification and Partner Services. Transportation Log will evidence client signature acknowledging receipt of bus pass. Bus Pass assistance will be documented in ARIES.	
<b>Element #2:</b> <ul style="list-style-type: none"><li><b>Activities:</b> To provide <i>Taxi service</i> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, screening for other party payors, purpose and date of trip. CM will document services ordered in client file. Staff will order taxi service, notify client of time and need to be ready on time. Staff will enter service provided on Taxi Services Binder. Services will be provided to access services according to standard. Transportation allowance is not to exceed \$40.00 monthly. Staff will document trip point of origin, destination and reason for trip.</li></ul>	1,2,3,5,6	03/01/2024-02/28/25	Client file will evidence eligibility screening for Ryan White funds as well other party payors. Client file will document eligibility screening every six months and statement of need for urgent trip. Client file will contain Consent for Services; ARIES consent updated every three years, HIPPA Notification and Partner Services. Taxi Services Binder will evidence taxi request depicting point of origin and destination and statement of need for urgent trip. Services will be provided within San Bernardino County. Taxi assistance will be documented in ARIES.	
<b>Element #3:</b> <ul style="list-style-type: none"><li><b>Activities:</b> To provide <i>Gas cards</i> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, screening for other party payors, purpose and date of trip. CM will document service provided in client file. Staff will log voucher disbursement in Gas Card Log. Services will be provided to access services according to</li></ul>	1,2,3,5,6	03/01/2024-02/28/25	Client file will evidence eligibility screening for Ryan White funds as well other party payors. Client file will document eligibility screening every six months and statement of need for gas voucher. Client file will contain Consent for Services; ARIES consent updated every three years, HIPPA Notification and Partner Services. Transportation log will evidence client signature	

standard. Transportation allowance is not to exceed \$40.00 monthly. Staff will document trip point of origin, destination and reason for trip.			acknowledging receipt of gas vouchers. Gas Voucher assistance will be documented in ARIES.
<b>Element #3:</b> <b>Activities:</b> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, screening for other party payors, purpose and date of trip. CM and Mobility Manager will document service provided in client file. Mobility Manager and CM will document trip point of origin, destination, date, and reason for trip.	1,2,3,5,6	03/01/2024 -02/28/25	Client file will evidence eligibility screening for Ryan White funds as well other party payors. Client file will document eligibility screening every six months and statement of need for van trip. Client file will contain Consent for Services; ARIES consent updated every three years, HIPPA Notification and Partner Services. Excel Transportation log will evidence client signature acknowledging receipt of van trips which will be documented in ARIES.

## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2024 – February 28, 2025
Service Category:	Housing Services
Service Goal:	To provide shelter, on an emergency or temporary basis, to eligible clients throughout the TGA at risk for homelessness or with unstable housing to ensure that they have access to and/or remain in medical care.
Service Health Outcomes:	<ul style="list-style-type: none"> <li>Improve retention in care (at least 1 medical visit in each -month period)</li> <li>Improve viral suppression rate</li> <li>Improve stable housing rate</li> </ul>

### Emergency Housing

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	2	0	0	0	4	2	8
Proposed Number of Visits (application) = Regardless of number of transactions or number of units	2	0	0	0	4	2	8
Proposed Number of Units (nights) = Transactions or 15 min encounters	74	0	0	0	111	71	256

Housing Case Management

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL	
Proposed Number of Clients	12	0	0		72	14	98	
Proposed Number of Visits = Regardless of number of transactions or number of units	120	0	0		720	140	980	
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	480	0	0		2,880	560	3,920	
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
Not Applicable								

# Planned Service Delivery and Implementation Activities

# Service Area

# Timeline

# Process Outcomes

<p><b>Service Delivery Element #1: Emergency Housing</b></p> <ul style="list-style-type: none"> <li><b>Activities:</b> Housing Case Manager (HCM) will provide Emergency housing assistance for a maximum of 90 nights (hotel/motel or rental assistance for up to 90 nights) per client to <u>3</u> eligible clients throughout the TGA based on current TGA standards.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	<p>Client file will evidence housing intake and assessment activities, including comprehensive housing plan, eligibility screening, as well as insurance/third party payor.</p> <p>Client file will document HIV status, acknowledgement of Partner Services, and proof of insurance, income and residency according to IEHPC standards.</p> <p>Client file will contain Consent for Services, ARIES consent (updated every three years), HIPA Notification and Partner Services Acknowledgement form. Client file will contain housing assistance vouchers and proof of payment, housing applications, leases, and any other required forms.</p> <p>Emergency housing assistance will be documented in progress note in ARIES.</p>
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<p><b>Service Delivery Element #2: Housing Case Management</b></p> <ul style="list-style-type: none"> <li>▪ <b>Activities:</b> HCM will provide case management to 65 eligible clients assessed at high acuity level based on current TGA standards. HCM will conduct intake and assess for housing needs and budgeting.</li> <li>▪ HCM will conduct visit to clients in emergency housing on a weekly basis and number of contact with client will be determined according to acuity level.</li> </ul>	4,5,6	3/1/2024- 2/28/2025	<p>Client file will evidence housing intake and assessment activities, including comprehensive housing plan, eligibility screening, as well as insurance/third party payor. Client file will document HIV status, Acknowledgement of Partner Services, proof of insurance, income and residency according to IEHPC standards. Client file will contain Consent for Services, ARIES consent (updated every three years), HIPAA Notification and Partner Services.</p> <p>Acknowledgement form. Client file will contain housing assistance vouchers and proof of payment, housing applications, leases, etc. Emergency housing assistance will be documented in ARIES.</p> <p>Client file will contain Housing Service Plan signed by client and HCM.</p> <p>Client file will contain budgeting form completed in conjunction with client and HCM.</p> <p>Contact with and on behalf of client will documented in progress note entered in ARIES.</p>
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## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Emergency Financial Assistance
<b>Service Goal:</b>	To enable HIV service clients at risk of loss of utility services to remain connected, thus allowing them to maintain a stable living environment thereby improving quality of life and clinical health outcomes
<b>Service Health Outcomes:</b>	Improve retentions on care (at least 1 medical visit in each month period 6-month period) Improve viral load suppression rate

		SA1      SA2      SA3      SA4      SA5      SA6						FY 23/24 TOTAL
		West Riv	Mid Riv	East Riv	San B West	San B East	San B Desert	
<b>Proposed Number of Clients</b>		0	0	0	2	21	3	26
<b>Proposed Number of Visits</b> = Regardless of number of transactions or number of units		0	0	0	2	21	3	26
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)		0	0	0	2	21	3	26
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• Not Applicable								
•								
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## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 29, 2025
<b>Service Category:</b>	Mental Health Services
<b>Service Goal:</b>	Minimize crisis situations and stabilize HIV clients' mental health status to maintain clients in the care system
<b>Service Health Outcomes:</b>	<p>Improve retention in care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral suppression rate, improved or maintained CD4 cell count.</p> <p>Decreased level of depression post 12 individual sessions</p> <p>Decreased level of anxiety post 12 individual sessions.</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY23/24 TOTAL	
Proposed Number of Clients	42	17	0	14	12	3	88	
Proposed Number of Visits = Regardless of number of transactions or number of units	420	170	0	140	120	30	880	
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	2,640	1,640	0	1,520	1,440	1,080	9,280	
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures

<b>Living Well with HIV</b> Living Well with HIV/AIDS psychotherapy groups are facilitated by Mental Health clinicians. Focus of group sessions are psychological/emotional	1,2,3,4,5,6	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning
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issues clients experience related to living with HIV/AIDS, relationships and other topics designated by group members.								
<b>Young and Thriving</b> Young and Thriving group is for clients age 30 and under. Group focuses on topics and activities that educate as well as equip youth with social skills for cultivating health relationships on the age of social media	1,2,3,4,5	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning
<b>Rise and Grind</b> This is group is a Co-ed, strength-based psycho-education group. The group is offered in 6 weeks segments with the topic/emphasis changing every new cycle.	4,5	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning

<b>Aging Well</b> This is a co-ed group which provides support to clients 50+ living with HIV. This group focuses on topics and activities that educate as well as equip social engagement, emotional welfare, and mental welfare which are often-overlooked challenges faced by aging people with HIV who can benefit from engaging in peer support, avoiding isolation, and maintaining open communication.	1,2,3,4,5	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning

Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
<b>Element #1: Initial Assessment and Re-assessment</b> <b>Activities:</b> Initial individual mental health assessment(document mental health diagnosis) Client will meet with Mental Health Clinician (MHC) to complete initial assessment and reassessment. MHC will conduct eligibility for services along with screening for Third Party payer.	1,2,3,4,5,6	3/1/2024- 2/28/2025	Client file will document initial mental health assessment and reassessment to include DSMV diagnosis, and other outcome tracking data per program standards and entered in ARIES. Client file will document statement of screening and eligibility.
<b>Element #2: Development of Treatment Plan</b> <b>Activities:</b> Client and MHC will meet to develop treatment plan	1,2,3,4,5,6	3/1/2024- 2/28/2025	Client file will include initial and updated treatment plan and entered in ARIES.
<b>Element #3:Individual counseling session</b> <b>Activities:</b> Client will meet with MHC for individual session	1,2,3,4,5,6	3/1/2024- 2/28/2025	Client file will document session as case note and entered in ARIES.



<p><b>Element #4: Group counseling session</b></p> <p><b>Activities:</b> MHC will convene weekly support group to discuss issues relevant to HIV/AIDS.</p> <p>For individual attending group sessions only, file will include assessment, DSMV diagnosis, and treatment plan and documentation of group participation.</p>	1,2,3,4,5,6	3/1/2024- 2/28/2025	Group counseling documentation will be maintained via sign-in sheets depicting group topic and entered in ARIES. Case Note will document attendance to group session
<p><b>Element #5: Case Conferencing</b></p> <p><b>Activities:</b> MHC will participate in case conference to discuss issues and needed referrals.</p> <p>MHC will discuss wrap-up around services regarding access to additional services including psychiatrists and other mental health professionals.</p>	1,2,3,4,5,6	3/1/2024- 2/28/2025	Documentation of case conferencing is kept in program binder and entered in case in ARIES.

# **SCOPE OF WORK – PART A** USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Substance Abuse Services
<b>Service Goal:</b>	Minimize crisis situations and stabilize client's substance use to maintain their participation in the medical care system.
<b>Service Health Outcomes:</b>	<p>Improve retention in care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral load suppression rate</p> <p>A clinically significant reduction in level of substance use/abuse (12) individual or group sessions</p>

SA1 West Riv								SA2 Mid Riv		SA3 East Riv		SA4 San B West		SA5 San B East		SA6 San B Desert		FY 24/25 TOTAL	
Proposed Number of Clients			24		18		0		28		54		62		186				
Proposed Number of Visits = Regardless of number of transactions or number of units			240		180		0		280		540		620		1,860				
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)			1,440		1,200		0		1,600		2,640		2,960		10,320				
Group Name and Description (must be HIV+ related)			Service Area		Targeted Population		Open/Closed		Expected Avg. Attend.		Session Length (hours)		Sessions per Week		Group Duration		Outcome Measures		
Circle of Truth Nuevo Amanecer The support group goal is to identify the irrational beliefs and to refute tem. The irrational belief			1,2,3,4,5		English Co-ed Spanish-Speaking		Open Open		8 8		1.5 hr 1.5		1 2		On-going On-going		Medical visits Viral loads Substance use/abuse self-report and/or equivalent tool		

would then be substituted with a more rational or accurate beliefs, which should have an impact on the emotional response. Social and problem solving skills will also be used to enable clients to develop non-substance use habits in order to adhere to their HIV care. HIV prevention risk-reduction including condom use as related to substance use is also discussed.								
<b>Clean and Serene</b> This support group focuses on Cognitive Behavioral content with an emphasis on practicing new coping skills in maintaining sobriety	6	Co-ed	Open	8	1.5 hr	1 Weekly	On-going	<ul style="list-style-type: none"><li>Medical visits</li><li>Viral loads</li><li>Substance use/abuse self-report and/or equivalent tool</li></ul>

<b>Moving On</b> This group targets those who have lived with HIV for a number of years and who have a history of and/or current struggles with substance use.	4,5	Co-ed	Open	8	1.5 hr	1 Weekly	On-gong	Medical visits Viral loads Substance use/abuse self-report and/or equivalent tool
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Planned Service Delivery and Implementation Activities		Service Area	Timeline	Process Outcomes
<b>Element #1: Initial Assessment and Re-assessment</b>				
<ul style="list-style-type: none"> <li><b>Activities:</b> Initial individual substance abuse assessment</li> </ul> <p>Client will meet with Substance Use Disorder Counselor (SUDC) to complete initial assessment and reassessment. SUDC will conduct eligibility for services along with screening for Third Party payor.</p>		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document initial substance abuse assessment and reassessment along with and other outcome tracking data per program standards and entered in ARIES. Client file will document statement of
<b>Element #2: Development of Treatment Plan</b>		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will include initial and updated treatment plan and entered in ARIES. Treatment plan will be updated at least every 120 days.
<ul style="list-style-type: none"> <li><b>Activities:</b> Client and SUDC will meet to develop treatment plan</li> </ul>				
<b>Element #3: Individual Counseling Session</b>		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document session as case note and entered in ARIES.
<ul style="list-style-type: none"> <li><b>Activities:</b> Client will meet with SUDC for individual session</li> </ul>				
<b>Element #4: Group Counseling</b>		1,2,4,5,6.	3/1/2024- 2/28/2025	Group counseling documentation will be maintained via sign-in sheets and entered in ARIES.
<ul style="list-style-type: none"> <li><b>Activities:</b> Group counseling session</li> </ul> <p>SUDC will convene weekly support group to discuss issues relevant to HIV/AIDS. For individual attending group sessions only, file will include assessment, and treatment plan.</p>				For individual attending group sessions only, file will include assessment, and treatment plan.
<b>Element #4: Case Conferencing</b>		1,2,4,5,6.	3/1/2024- 2/28/2025	Documentation of case conferencing will be kept in program binder.
<ul style="list-style-type: none"> <li><b>Activities:</b> SUDC will participate in case conferencing to coordinate services and address identified issues</li> </ul>				
<b>Element #5: Referrals</b>		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document referral(s) provided to include referral information and follow-up on the
<ul style="list-style-type: none"> <li><b>Activities:</b> Referral to other mental health professionals</li> </ul> <p>SUDC will meet with client to identify needed</p>				

## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Psychosocial Support Services
<b>Service Goal:</b>	To provide psychosocial support services to person living with HIV/AIDS in the TGA in order to maintain them in the HIV system of care.
<b>Service Health Outcomes:</b>	Improve retention in care (at least 1 medical 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 23/24 TOTAL	
Proposed Number of Clients	8	4	15	6	6	3	42	
Proposed Number of Visits = Regardless of number of transactions or number of units	80	40	150	60	60	30	800	
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	800	640	1,080	720	720	600	4,560	
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures

· Abriendo Caminos: Group provides a safe forum to learn about HIV self-management skill and healthy living while supporting each other	4.5	Spanish-Speaking	Open	8	1.5 hr	1	Open	Self-report of adherence to medical appointments, treatment regimen, knowledge about HIV disease and quality of life
· Healthy HIV self-	4.5	Co-ed	Open	8	1.5 hr	1	Open	Self-report of adherence to

management		English						medical appointments, treatment regimen, knowledge about HIV disease and quality of life

<b>Planned Service Delivery and Implementation Activities</b>	<b>Service Area</b>	<b>Timeline</b>	<b>Process Outcomes</b>
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<p><b>Element #1: Assessment and Development of Psychosocial Support Plan</b></p> <p><b>Activities:</b></p> <p>Psychosocial Case Manager (CM) will meet with client to complete initial assessment and reassessment.</p>	4,5	3/1/2024- 2/28/2025	<p>Client file will evidence intake activities to include screening for eligibility as well as insurance/third party payor. Client file will document HIV status, proof of insurance, residence, and income according to IEHPC standards. Client file will evidence assessment of psychosocial needs and psychosocial support plan based on needs. Client file will contain Consent for Services, ARIES consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form and any other required forms.</p>
<p><b>Element #2: Individual Psychosocial session</b></p> <p><b>Activities:</b> Individual support/counseling session</p> <p>Psychosocial CM will meet with client to provide individual session using Trauma-Informed care and psychosocial support approach</p>	4,5	3/1/2024- 2/28/2025	<p>Client file will evidence in progress note individual support session received.</p>
<p><b>Element #3: Coordination/Case Conferencing</b></p> <p><b>Activities:</b> Psychosocial Case Manager will case conference with Medical Case Manager, if applicable to discuss issues and problem-solve.</p> <p>Psychosocial CM will participate in case conference to coordinate services, discuss issues and resolution to identified issues</p>	4,5	3/1/2024- 2/28/2025	<p>Client file will document linkage with Medical Case Management as applicable. Client file will document in progress note coordination with Medical Case Management to include issues discussed and resolutions identified.</p>
<p><b>Element #4:</b></p> <p><b>Activities:</b> Group support/counseling session</p>	4,5	3/1/2024- 2/28/2025	<p>Client file will reflect in progress note participation in support group.</p>



Psychosocial CM will convene weekly support group.			Group sign-in sheets will be maintained.
<b>Element #5:</b> <b>Activities:</b> Referral to Mental Health Professionals (MHP) Psychosocial CM will provide MHP referrals as needed.	4.5	3/1/2024- 2/28/2025	Client file will evidence referral to MPH. Referrals along with outcome will be entered in ARIES.
<b>Element #6:</b> <b>Activities:</b> Eligibility worker will collaborate with Psychosocial CM to conduct eligibility certification and re-certification every six months.	4.5	3/1/2024- 2/28/2025	Client file will evidence documents supporting eligibility for services according to the IEHPC Standards.

**USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY**

Contract Number:	Leave Blank
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2024 – February 28, 2025
Service Category:	Case Management Services (Non-Medical)
Service Goal:	Facilitate linkage and retention in care through the provision of guidance and assistance with service information and referrals.
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	24/25 TOTAL	
Proposed Number of Clients	61	23	0	14	73	27	198	
Proposed Number of Visits = Regardless of number of transactions or number of units	610	230	0	140	730	270	1,980	
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	3,400	1,880	0	1,520	3,880	2,040	12,720	
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
Not Applicable								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES		SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<b>Element #1: Intake and Eligibility</b> <ul style="list-style-type: none"> <li>Activities: Intake/Screening for eligibility conducted within 10 days of referral for request and complete required consent forms,</li> <li>Initial assessment conducted within 30 of first visit</li> <li><i>*Case Management collaborates with County Public Health HIV clinics, Borrego Health, AIDS HealthCare Foundation, Jerry L Pettis Veterans Hospital, Loma Linda Social Action Clinic Health System and with medical managed-care plans among others.</i></li> </ul>		1,2,4,5,6	03/01/24-02/28/25	Client file will evidence intake activities including orientation to service, screening for eligibility as well as insurance/third party payor. Client file will document HIV status, proof of insurance, residence, and income according to standards. Client file will contain Consent for Services, ARIIES consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form and any other required forms.
Case Manager will collaborate with Eligibility Worker to ensure service is delivered according eligibility standards. Eligibility will be conducted every six months				Client file will document evidence of certification and re-certification for service eligibility every six months.
<b>Element #2: Assessment and Re-assessment of needs and acuity level</b> <ul style="list-style-type: none"> <li>Activities: Initial and ongoing assessment of acuity level and of service needs.</li> </ul> Case Manager will complete initial Acuity Level based on identified needs and assess new acuity level as needed.		1,2,4,5,6	03/01/24-02/28/25	Client file will evidence assessment and re-assessment of needs. Client file will evidence initial acuity level and on-going acuity level.
<b>Element #3: Development of Individualized Comprehensive Care plan</b> <ul style="list-style-type: none"> <li>Activities: Case manager will develop a comprehensive individualized Care Plan with client-centered goals and milestones. Care Plan will be re-evaluated every six months or as changes occur.</li> </ul>		1,2,4,5,6	03/01/24-02/28/25	Client file will document Care Plan and disposition of objectives. Care Plan will be signed by client and Case Manager

<p><b>Element #4: On-going monitoring of efficacy of Care Plan</b></p> <ul style="list-style-type: none"> <li>· <b>Activities:</b> Case Manager will monitor efficacy of care plan via on-going monitoring via face to face contact, phone contact and any other forms of communication deemed appropriate.</li> <li>· Case Manager will work with client to identify tasks, interventions, assistance needed to access services, and anticipated time for each task/service.</li> </ul>	1,2,4,5,6  03/01/24-02/28/25	Client file will document monitoring of Care Plan via progress notes and update of service objectives. Progress notes will be entered in ARIES.
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<p><b>Element #5: Assistance in accessing services and follow-up</b></p> <ul style="list-style-type: none"> <li>· <b>Activities:</b> Case Manager will work with client to determine barriers to access services and provide assistance in addressing identified barriers.</li> <li>· Case Manager will provide education, advice assistance in obtaining medical, social, community, legal, financial (e.g. benefits counseling), and other services from a trauma-informed approach.</li> </ul>	1,2,4,5,6  03/01/24-02/28/25	Client file will document in progress note contacts to provide education and advice on accessing medical, social, community, legal, benefits counseling, treatment adherence counseling and other services. Progress notes will be entered in ARIES.  Client file will document entry of referrals provided and their outcomes in ARIES.
<p><b>Element #6: Assistance with budgeting</b></p> <ul style="list-style-type: none"> <li>· <b>Activities:</b> Case Manager will discuss budgeting with clients to maintain access to necessary services.</li> <li>· CM will meet with client to complete Budgeting form and discuss budgeting issues as related to maintaining access to necessary services.</li> </ul>	1,2,4,5,6  03/01/24-02/28/25	Client file will include Budgeting Form. Client file will document in progress note discussion regarding budgeting in order to maintain access to necessary services.
<p><b>Element #7: Participation in case conference</b></p> <ul style="list-style-type: none"> <li>· <b>Activities:</b> Case Manager will participate in Case conferencing with Medical Case Management (MCM) and other disciplines on behalf of the client.</li> <li>· CM will present issues and discuss resolution to problem-solve identified issues.</li> </ul>	1,2,4,5,6  03/01/24-02/28/25	Client file will evidence case conference as documented in progress notes entered in ARIES. As applicable, client file will reflect coordination of services with other medical providers and/or professionals.

<b>Element #8: Case Closure/Graduation</b> <b>Activities:</b> Case Manager will carry on case closure/graduation according to standard whether it be agency initiated or self-disengagement or graduation.	4,5,6	03/01/24-02/28/25	Client file will evidence date, reason for closure, referrals provided as appropriate in progress note entered in ARIES. Case Manager will complete Client Status form which will be placed in client file.
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## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

<b>Contract Number:</b>	<i>Leave Blank</i>
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant Period:</b>	March 1, 2024 – February 29, 2025
<b>Service Category:</b>	Medical Case Management Services
<b>Service Goal:</b>	The goal of providing medical case management services is to ensure that those who are unable to self-manage their care, struggling with challenging barriers to care, marginally in care, and/or experiencing poor CD4/Viral load test results receive intense care coordinating assistance to support participation in HIV medical care.
<b>Service Health Outcomes:</b>	Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 Riv	West	SA2 Riv	Mid	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 23/24 TOTAL
<b>Proposed Number of Clients</b>		20		0	0	35	10	15	80
<b>Proposed Number of Visits</b> = Regardless of number of transactions or number of units		200		0	0	350	100	150	800
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)		800		0	0	1,400	400	600	3560
<b>Group Name and Description</b> (must be HIV+ related)	<b>Service Area of Service Delivery</b>	<b>Targeted Population</b>	<b>Open/ Closed</b>	<b>Expected Avg. Attend. per Session</b>	<b>Session Length (hours)</b>	<b>Sessions per Week</b>	<b>Group Duration</b>	<b>Outcome Measures</b>	
HIV Education	1, 2,4,5,6	Clients engaged with MCM	Open	1,2,4,5,6	3/1/2024-2/28/2025	1 monthly	1.5 hr	Self-reported knowledge about HIV disease, treatment, and rating of importance of maintaining treatment adherence	

Planned Service Delivery and Implementation Activities		Service Area	Timeline	Process Outcomes
<b>Element #1: Initial and On-going Assessment</b> · <b>Activities:</b> Medical Case Manager will conduct initial and on-going assessment of needs. <i>Medical Case Management will target clients who experience barriers in self-managing their HIV medical care; poor CD4 and viral load count; and do not have access to medical case management thru their medical homes, thus needing intense care coordination.</i>		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence intake activities including screening for eligibility as well as insurance/third party payor. Eligibility certification will be conducted every six months. Client file will evidence initial and on-going assessment of needs.
<b>Element #2: Development of Comprehensive Care Plan</b> · <b>Activities:</b> Medical Case Manager (MCM) will develop a comprehensive, individualized care plan with the client and re-evaluation of plan (every six months). · MCM will rate areas of medical case management needs to measure acuity level.		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document individualized comprehensive care plan and acuity level that are to be re-evaluated every six months.
<b>Element #3: Care Plan Implementation and Monitoring</b> · <b>Activities:</b> MCM will monitor the plan efficacy, periodic re-evaluation and adaptation of the plan as necessary (6 months). · MCM will meet with client to assess progress and re-define objectives as needed.		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document in ARIES case note contacts to monitor progress and re-evaluation of plan every six months.
<b>Element #4: Educational Group</b> · <b>Activities:</b> MCM will facilitate group treatment adherence education, e.g. HIV health numeracy in respect to viral load.		1,2,4,5,6	3/1/2024- 2/28/2025	Group sign-in sheets will be kept in Treatment Adherence Group binder at respective FAP location.

<b>Element #5: Advocacy</b> Activities: MCM will advocate and/or review of utilization of services, coordination and follow-up of medical treatments, communication between primary medical provider and HIV specialist among others	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document specific advocacy, coordination and follow-up of services and medical treatments.
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<b>Element #6: Referrals</b> Activities: MCM will provide or refer clients for advice, support, counseling on topics surrounding HIV disease, treatments, medications, treatment adherence education, caregiver bereavement support, dietary/nutrition advice and education, and terms and information needed by client to effectively participate in his/her medical care.	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will reflect service provided to include advice and counseling regarding treatment adherence, nutrition, and support to effectively participate in the system of care. As applicable, client file will reflect coordination of services with client's local managed-care plan. Performance Measures: 1) Care Plan 2) Gap in HIV medical visits
<b>Element #7: Case Closure/Graduation</b> Activities: MCM will carry on case closure/graduation according to standard whether it be agency initiated or self- disengagement or graduation	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence date, reason for closure, referrals provided as appropriate in progress note entered in ARIES.



## SCOPE OF WORK – PART A

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

<b>Contract Number:</b>	
<b>Contractor:</b>	Foothill AIDS Project
<b>Grant &amp; Period:</b>	Part A Contract March 1, 2024 – February 28, 2025
<b>Service Category:</b>	Medical Nutrition Therapy
<b>Service Goal:</b>	Facilitate maintenance of nutritional health to improve health outcome or maintain positive health outcomes.
<b>Service Health Outcomes:</b>	Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 East	SA6 San B Desert	FY 23/24 TOTAL
<b>Proposed Number of Clients</b>	15	0	0	5	30	15	65
<b>Proposed Number of Visits</b> = Regardless of number of transactions or number of units	150	0	0	50	300	150	650
<b>Proposed Number of Units</b> = Transactions or 15 min encounters	750	0	0	350	1,350	750	3,200

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
Healthy Eating	1,2,4,5,6	PLWH engaged with MNT	Open	5	1.5 hr	1 monthly	On-going	Self-reported increased knowledge of foods for a healthy diet

Planned Service Delivery and Implementation Activities		Service Area	Timeline	Process Outcomes
\ Element #1: Intake and Assessment Activities: Registered Dietician (RD) will conduct Intake/assessment of nutritional needs.		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence intake activities including screening for eligibility as well as insurance/third party payer. Eligibility certification and re-certification will be conducted every six months. Client file will document HIV status, proof of insurance, residence, and income according to IEHPC standards. Client file will document referral from medical provider. Client file will evidence assessment of nutritional needs signed and dated by Registered Dietician. Client file will contain Consent for Services, ARIES consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form.
Element #2: Development of Nutritional Plan Activities: RD will develop a nutritional plan with the client within 30 days of the initial assessment and re-evaluation of plan (every six months).		1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document individualized nutritional plan signed and dated by Registered Dietitian. Client file will document re- evaluation of the nutritional plan signed and dated by the Registered Dietitian every six months.

<p><b>Element #3: Follow-up and Monitoring</b></p> <ul style="list-style-type: none"> <li>Activities: RD will follow-up counseling with clients regarding medical nutritional recommendations, discuss barriers to implement recommendations and assess new nutritional needs as needed.</li> <li>RD will provide nutritional supplements to clients without medical insurance or to those waiting for approval for nutritional supplements from their medical insurance.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will document follow-up counseling and re-assessment as needed. Notes will document progress towards nutritional plan goals and barriers to implement recommendation and interventions to address these barriers as recommended. Progress note will document nutritional supplements given to client.
<p><b>Element #4: Nutritional Group</b></p> <ul style="list-style-type: none"> <li>Activities: Provide nutrition group education to increase knowledge of healthy food choices and enhance strategies to accomplish nutritional goals, food/drug interactions and medications side effects associated with long-term pharmacotherapy.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Group sign-in will be maintained in Nutrition Group binder at respective locations.
<p><b>Element #5: Case Conferencing</b></p> <ul style="list-style-type: none"> <li>Activities: Case conferencing with Medical Case Management (MCM) Staff and Primary Care Provider.</li> <li>RD will participate in case conference to discuss issues and problem-solve identified issues.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will reflect staff participation at case conference with MCM and Primary Care Provider, issues discussed and resolutions identified.
<p><b>Element #6: Case Closure/Graduation</b></p> <ul style="list-style-type: none"> <li>Activities: RD will carry on case closure/graduation according to standard whether it be agency initiated or self-disengagement or graduation.</li> </ul>	1,2,4,5,6	3/1/2024- 2/28/2025	Client file will evidence date, reason for closure, referrals provided as appropriate in progress note entered in ARIES.

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

CQM

\$109,438.00

	Salary	Program FTE	Program Cost	CQM Costs	Program Total
<b>Personnel</b>					
F. Kardous	\$ 81,144	0.85	\$ 68,972.40	\$ 68,972.40	\$ 68,972.40
A. De Los Reyes	\$ 57,000	0.20	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00
<b>Personnel Subtotal</b>			<b>\$ 80,372.40</b>	<b>\$ 80,372.40</b>	<b>\$ 80,372.40</b>
<b>Fringe</b>					
		Percent	Program Cost	CQM Costs	Program Total
FICA		7.5%	\$ 6,027.93	\$ 6,027.93	\$ 6,027.93
Staff Insurance (Health)		8.8%	\$ 7,072.77	\$ 7,072.77	\$ 7,072.77
Disability (SUI)		3.3%	\$ 2,652.29	\$ 2,652.29	\$ 2,652.29
Worker's Compensation		2.0%	\$ 1,607.45	\$ 1,607.45	\$ 1,607.45
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 17,360.44</b>	<b>\$ 17,360.44</b>	<b>\$ 17,360.44</b>
<b>Total Personnel</b>			<b>\$ 97,732.84</b>	<b>\$ 97,732.84</b>	<b>\$ 97,732.84</b>
<b>Supplies</b>					
			Program Cost	CQM Costs	Program Total
Equipment < \$5,000			\$ 822.00	\$ 822.00	\$ 822.00
Office: Supplies / Furniture			\$ 419.00	\$ 419.00	\$ 419.00
Printing/Advertising Costs*			\$ 246.00	\$ 246.00	\$ 246.00
Postage			\$ 57.16	\$ 57.16	\$ 57.16
<b>Supplies Total</b>			<b>\$ 1,544.16</b>	<b>\$ 1,544.16</b>	<b>\$ 1,544.16</b>
<b>Other</b>					
			Program Cost	CQM Costs	Program Total
Rent*			\$ 7,546.00	\$ 7,546.00	\$ 7,546.00
Telephone/Communication			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Utilities*			\$ 518.00	\$ 518.00	\$ 518.00
Licenses (Essential Software/Staff Licenses)			\$ 436.00	\$ 436.00	\$ 436.00
Repair & Maintenance			\$ 661.00	\$ 661.00	\$ 661.00
<b>Other Total</b>			<b>\$ 10,161.00</b>	<b>\$ 10,161.00</b>	<b>\$ 10,161.00</b>
CQM				\$109,438.00	\$ 109,438.00
<b>\$</b>				<b>\$109,438.00</b>	<b>\$ 109,438.00</b>

%

100%

100%

<b>CQM</b>			<b>\$ 80,372.40</b>
<b>1</b>	<b>F. Kardous - Quality Assurance Manager</b>	<b>0.85</b>	<b>\$ 68,972.40</b>
	QAM manger will ensure client meet eligibility requirements and any other standards deemed appropriate to delivery. QAM will also be tasked with participating in the implementation of the Clinical Quality Management activities such as convening client advisory group among others, conducting satisfaction survey.		
<b>2</b>	<b>A. De Los Reyes, Program Support</b>	<b>0.20</b>	<b>\$ 11,400.00</b>
	QA Associate, responsibility is to review client records and control documentation to ensure program compliance. Review deviation and nonconformity records to include client discrepancies and resolutions. As CQM team member, participate in team meetings, tracking metrics and reporting client progress.		
<b>Fringe</b>			<b>\$ 17,360.44</b>
Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			

<b>Supplies</b>									<b>\$</b>	<b>1,544.16</b>
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc. Based on prior year expenses and FTE allocation									<b>\$</b>	<b>419.00</b>
Direct Program: cost with a allocation @	0.0400%	of annual cost:	\$36,900.00	=	\$1,476.00	funding avail =				
<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services.									<b>\$</b>	<b>822.00</b>
Facility: shared cost with a allocation @	0.0400%	of annual cost:	\$78,400.00	=	\$3,136.00	funding avail =				
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients.									<b>\$</b>	<b>246.00</b>
Facility: shared cost with a allocation @	0.0400%	of annual cost:	\$8,975.00	=	\$359.00	funding avail =				
Postage: Mail appointment reminder cards, referrals and/or certification eligibility.									<b>\$</b>	<b>57.16</b>
Direct Program: cost with a allocation @	0.0400%	of annual cost:	\$1,662.00	=	\$66.48	funding avail =				

<b>Other</b>						\$	<b>10,161.00</b>
<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =						\$	7,546.00
Facility: shared cost with a allocation @ 0.0400% of annual cost: \$418,500.00 = \$16,740.00 funding avail =							
<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of						\$	1,000.00
Facility: shared cost with a allocation @ 0.0400% of annual cost: \$74,800.00 = \$2,992.00 funding avail =							
<b>Utilities expenses</b> , lights, water and trash (based on previous year(s) expense) =						\$	518.00
Facility: shared cost with a allocation @ 0.0400% of annual cost: \$43,400.00 = \$1,736.00 funding avail =							
<b>Licenses (Essential Software/Staff Licenses)</b> - Computer Software licenses and update graded Microsoft Office						\$	436.00
Direct Program: cost with a allocation @ 0.0400% of annual cost: \$11,480.00 = \$459.20 funding avail =							
<b>Repair &amp; Maintenance</b> , AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =						\$	661.00
Direct Program: cost with a allocation @ 0.0400% of annual cost: \$45,600.00 = \$1,824.00 funding avail =							

<b>CQM Costs Total</b>	<b>\$109,438.00</b>
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Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

EIS

FB - 5.31.24

\$181,641.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
Vacant - San Bernardino	\$ 60,000	1.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00
L. Gastelum - San Bern.	\$ 60,000	0.25	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
C. Orozco - Riverside	\$ 58,240	0.25	\$ 14,560.00	\$ 14,560.00	\$ -	\$ 14,560.00
A. Cespedes	\$ 71,201	0.04	\$ 2,848.04	\$ -	\$ 2,848.04	\$ 2,848.04
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
S. Martinez	\$ 62,537	0.02	\$ 1,250.74	\$ -	\$ 1,250.74	\$ 1,250.74
<b>Personnel Subtotal</b>			<b>\$ 94,931.74</b>	<b>\$ 89,560.00</b>	<b>\$ 5,371.74</b>	<b>\$ 94,931.74</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 7,119.88	\$ 6,717.00	\$ 402.88	\$ 7,119.88
Staff Insurance (Health)		8.8%	\$ 8,353.99	\$ 7,881.28	\$ 472.71	\$ 8,353.99
Disability (SUI)		3.3%	\$ 3,132.75	\$ 2,955.48	\$ 177.27	\$ 3,132.75
Worker's Compensation		2.0%	\$ 1,898.63	\$ 1,791.20	\$ 107.43	\$ 1,898.63
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 20,505.25</b>	<b>\$ 19,344.96</b>	<b>\$ 1,160.29</b>	<b>\$ 20,505.25</b>
<b>Total Personnel</b>			<b>\$ 115,436.99</b>	<b>\$ 108,904.96</b>	<b>\$ 6,532.03</b>	<b>\$ 115,436.99</b>
<b>Consultant:</b>						
CLIA Medical Director	\$ 37,000	0.25	\$ 9,250.00	\$ 9,250.00	\$ -	\$ 9,250.00
STI Testing	\$ 27,000	0.25	\$ 6,750.00	\$ 6,750.00	\$ -	\$ 6,750.00
<b>Personnel Subtotal</b>			<b>\$ 16,000.00</b>	<b>\$ 16,000.00</b>	<b>\$ -</b>	<b>\$ 16,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 236.22	\$ 107.00	\$ 129.22	\$ 236.22
<b>Travel Total</b>			<b>\$ 236.22</b>	<b>\$ 107.00</b>	<b>\$ 129.22</b>	<b>\$ 236.22</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 4,362.30	\$ 3,488.30	\$ 874.00	\$ 4,362.30
Office: Supplies / Furniture			\$ 3,569.00	\$ 2,778.00	\$ 791.00	\$ 3,569.00
Program / Medical Supplies	20000	0.25	\$ 6,651.00	\$ 6,651.00		\$ 6,651.00
Printing/Advertising Costs*			\$ 774.00	\$ 646.00	\$ 128.00	\$ 774.00
Training			\$ 696.00	\$ 491.00	\$ 205.00	\$ 696.00
Postage			\$ 89.50	\$ 65.64	\$ 23.86	\$ 89.50
<b>Supplies Total</b>			<b>\$ 16,141.80</b>	<b>\$ 14,119.94</b>	<b>\$ 2,021.86</b>	<b>\$ 16,141.80</b>



<b>Contractual</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Kwan & Company CPA Inc	\$ 1,988.00	\$ -	\$1,988.00	\$ 1,988.00
Ellene Wong	\$ 952.00	\$ -	\$952.00	\$ 952.00
Insight HR	\$ 2,403.00	\$ -	\$2,403.00	\$ 2,403.00
Risk Management Consultant	\$ 522.00	\$ -	\$522.00	\$ 522.00
<b>Contractual Total</b>	<b>\$ 5,865.00</b>	<b>\$ -</b>	<b>\$ 5,865.00</b>	<b>\$ 5,865.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 17,670.00	\$ 16,785.00	\$ 885.00	\$ 17,670.00
Telephone/Communication	\$ 3,730.00	\$ 3,172.00	\$ 558.00	\$ 3,730.00
Property Insurance*	\$ 319.00	\$ -	\$ 319.00	\$ 319.00
Utlilties*	\$ 2,748.00	\$ 2,118.00	\$ 630.00	\$ 2,748.00
Licenses (Essential Software/Staff Licenses)	\$ 521.00	\$ 109.00	\$ 412.00	\$ 521.00
Repair & Maintenance	\$ 2,389.00	\$ 2,161.00	\$ 228.00	\$ 2,389.00
Membership Dues	\$ 298.00	\$ -	\$ 298.00	\$ 298.00
Recruitment	\$ 286.00		\$ 286.00	\$ 286.00
<b>Other Total</b>	<b>\$ 27,961.00</b>	<b>\$ 24,345.00</b>	<b>\$ 3,616.00</b>	<b>\$ 27,961.00</b>
Direct	\$ 181,641.00	\$ 163,476.90		\$ 163,476.90
Admin			\$ 18,164.10	\$ 18,164.10
<b>\$</b>	<b>\$ 181,641.00</b>	<b>\$ 163,476.90</b>	<b>\$ 18,164.10</b>	<b>\$ 181,641.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
EIS - Narrative

**Direct Costs**

Personnel	FTE =	1.50	\$ 89,560.00
1 TBH, Case Manager	1.00		\$ 60,000.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.			
2 L. Gastelum, Case Manager	0.25		\$ 15,000.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.			
3 C. Orozco, Case Manager	0.25		\$ 14,560.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.			

Fringe			\$ 19,344.96
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			
			\$ 19,344.96

Travel			\$ 107.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
	16.21	miles/mon.	\$0.55 cents per mil 12 month(s) = \$ 107.00

Consultant			\$16,000.00
CLIA Director - Dr. Riche	0.25		
Clinical Director: responsible for the overall operation of the laboratory, including the competent performance of test procedures, proficiently, and for assuring compliance with the applicable regulations.: 25%EIS			
Medical Director: cost with a allocation @	25%	of annual cost: \$37,000.00	= \$9,250.00 funding avail = \$9,250.00
STI Testing UIC:	0.25		
Consultant: PS Test medical staff to administer on-site STI testing twice a month: 25%EIS			
Medical Director: cost with a allocation @	25%	of annual cost: \$27,000.00	= \$6,750.00 funding avail = \$ 6,750.00

Supplies: (San Bernardino/Riverside)			\$ 14,119.94
Equipment Lease/Purchase/Maintenance: (San Bernardino/Riverside) Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$52,350.00	= \$3,490.00 funding avail = 3,488.30
Office Supplies: (San Bernardino/Riverside) Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$41,860.00	= \$2,790.67 funding avail = 2,778.00
Program/Medical Supplies: Cost of program outreach materials (safety sex products; condoms, educational workbooks etc.) , to include HIV Testing kits 21 cases 100 tests per case (approx. \$500/ea.). Lancets 43 bxs, 100 per box (approx. \$20 ea.) 11 control boxes, (\$25.00/ea.) , (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100%	of annual cost: \$6,651.00	= \$6,651.00 funding avail = 6,651.00
Printing/Duplication: (San Bernardino/Riverside) Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$9,690.00	= \$646.00 funding avail = 646.00
Training: (San Bernardino/Riverside) Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$7,380.00	= \$492.00 funding avail = 491.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100%	of annual cost: \$65.64	= \$65.64 funding avail = 65.64

Other			\$ 24,345.00
Rent*: (San Bernardino/Riverside) Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$251,800.00	= \$16,786.67 funding avail = \$ 16,785.00
Telephone/Communication: (San Bernardino/Riverside) - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; Internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$47,580.00	= \$3,172.00 funding avail = \$ 3,172.00
Utilities: (San Bernardino/Riverside) expenses, lights, water and trash/bio waste (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	6.67%	of annual cost: \$31,780.00	= \$2,118.67 funding avail = \$ 2,118.00
Licenses (Essential Software/Staff Licenses): (San Bernardino/Riverside) Computer Software licenses, Outreach Street Permits, State CLIA certification and registration for STI testing: 25%EIS, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	6.67%	of annual cost: \$1,650.00	= \$110.00 funding avail = \$ 109.00
Repair & Maintenance: (San Bernardino/Riverside) AC/Heating, plumbing, carpet/fixtures, etc, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	6.67%	of annual cost: \$32,480.00	= \$2,165.33 funding avail = \$ 2,161.00

**Direct Costs Total** \$ 163,476.90

**Administrative Costs**

Personnel	FTE	Annual Salary	0.08	\$ 5,371.74
A. Cespedes, Office Manager / Bookkeeper	0.04	\$73,201.00		\$ 2,848.04
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.02	\$63,648.00		\$ 1,272.96
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				



	<b>S. Martinez, Operations Manager</b>	0.02	\$62,537.00		\$	1,250.74
	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

**Fring** \$ 1,160.29

	Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =					
					\$	1,160.29

**Travel** \$ 129.22

	<b>Travel for personnel to engage community program collaborations for linkage to care purposes.</b>					
	Local	19.58	miles/mon.	\$0.55	cents per mil	12 month(s) = \$ 129.22

**Supplies** \$ 2,021.86

	<b>Equipment: Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$65,566.40	=	\$874.22 funding avail = \$ 874.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc., (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$59,339.84	=	\$791.20 funding avail = \$ 791.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$9,602.40	=	\$128.03 funding avail = \$ 128.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$3,000.00	=	\$40.00 funding avail = \$ 23.86
	<b>Training:</b> Eclinical data base training, fire safety, active shooter training					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$29,500.00	=	\$393.33 funding avail = \$ 205.00

**Contractual** \$5,865.00

	<b>Kwan &amp; Company CPA Inc</b> Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$29,805.10	=	\$1,988.00 funding avail = \$1,988.00
	<b>Ellene Wong</b> Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$14,272.86	=	\$952.00 funding avail = \$952.00
	<b>Insight HR</b> Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$36,026.99	=	\$2,403.00 funding avail = \$2,403.00
	<b>Risk Management Consultant</b> Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$7,826.09	=	\$522.00 funding avail = \$522.00

**Rent\*** \$ 3,616.00

	<b>Rent*</b> Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$66,391.60	=	\$885.22 funding avail = \$ 885.00
	<b>Telephone/Communication</b> This Includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; Internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$41,860.47	=	\$558.14 funding avail = \$ 558.00
	<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$47,261.82	=	\$630.16 funding avail = \$ 630.00
	<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$23,930.98	=	\$319.08 funding avail = \$ 319.00
	<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$30,907.73	=	\$412.10 funding avail = \$ 412.00
	<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/Heating, plumbing,etc. (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$17,104.28	=	\$228.06 funding avail = \$ 228.00
	<b>Membership Dues</b> HIV Magazines, coalition dues, social media subscription					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$22,355.58	=	\$298.07 funding avail = \$ 298.00
	<b>Recruitment</b> Post vacant positions on social media sites to recruit new employees and Facilitates Human					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$21,455.36	=	\$286.07 funding avail = \$ 286.00

<b>Admin Costs Total</b>					\$	18,164.10
<b>GRAND TOTAL</b>					\$	181,641.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

MAI

FB - 5.31.24

\$212,236.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
L. Gastelum - San Bern.	\$ 60,000	0.75	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
C. Orozco - Riverside 1.C	\$ 58,240	0.75	\$ 43,680.00	\$ 43,680.00	\$ -	\$ 43,680.00
A. Cespedes	\$ 71,201	0.05	\$ 3,560.06	\$ -	\$ 3,560.06	\$ 3,560.06
C. Hicks	\$ 63,648	0.01	\$ 636.48	\$ -	\$ 636.48	\$ 636.48
S. Martinez	\$ 62,537	0.04	\$ 2,501.49	\$ -	\$ 2,501.49	\$ 2,501.49
<b>Personnel Subtotal</b>			<b>\$ 95,378.03</b>	<b>\$ 88,680.00</b>	<b>\$ 6,698.03</b>	<b>\$ 95,378.03</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 7,153.35	\$ 6,651.00	\$ 502.35	\$ 7,153.35
Staff Insurance (Health)		8.8%	\$ 8,393.27	\$ 7,803.84	\$ 589.43	\$ 8,393.27
Disability (SUI)		3.3%	\$ 3,147.47	\$ 2,926.44	\$ 221.03	\$ 3,147.47
Worker's Compensation		2.0%	\$ 1,907.56	\$ 1,773.60	\$ 133.96	\$ 1,907.56
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 20,601.65</b>	<b>\$ 19,154.88</b>	<b>\$ 1,446.77</b>	<b>\$ 20,601.65</b>
<b>Total Personnel</b>			<b>\$ 115,979.68</b>	<b>\$ 107,834.88</b>	<b>\$ 8,144.80</b>	<b>\$ 115,979.68</b>
<b>Consultant:</b>						
CLIA Medical Director	\$ 37,000	0.75	\$ 27,750.00	\$ 27,750.00	\$ -	\$ 27,750.00
STI Testing	\$ 27,000	0.75	\$ 20,250.00	\$ 20,250.00	\$ -	\$ 20,250.00
<b>Personnel Subtotal</b>			<b>\$ 48,000.00</b>	<b>\$ 48,000.00</b>	<b>\$ -</b>	<b>\$ 48,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 483.85	\$ 72.64	\$ 411.21	\$ 483.85
<b>Travel Total</b>			<b>\$ 483.85</b>	<b>\$ 72.64</b>	<b>\$ 411.21</b>	<b>\$ 483.85</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 2,801.00	\$ 1,627.00	\$ 1,174.00	\$ 2,801.00
Office: Supplies / Furniture			\$ 1,771.00	\$ 980.00	\$ 791.00	\$ 1,771.00
Program / Medical Supplies			\$ 19,953.00	\$ 19,953.00		\$ 19,953.00
Printing/Advertising Costs*			\$ 274.00	\$ 146.00	\$ 128.00	\$ 274.00
Training			\$ 798.00	\$ 293.00	\$ 505.00	\$ 798.00
Postage			\$ 79.47	\$ 26.88	\$ 52.59	\$ 79.47
<b>Supplies Total</b>			<b>\$ 25,676.47</b>	<b>\$ 23,025.88</b>	<b>\$ 2,650.59</b>	<b>\$ 25,676.47</b>

<b>Contractual</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Kwan & Company CPA Inc	\$ 1,988.00	\$ -	\$1,988.00	\$ 1,988.00
Ellene Wong	\$ 952.00	\$ -	\$952.00	\$ 952.00
Insight HR	\$ 2,403.00	\$ -	\$2,403.00	\$ 2,403.00
Risk Management Consultant	\$ 522.00	\$ -	\$522.00	\$ 522.00
<b>Contractual Total</b>	<b>\$ 5,865.00</b>	<b>\$ -</b>	<b>\$ 5,865.00</b>	<b>\$ 5,865.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 10,468.00	\$ 9,311.00	\$ 1,157.00	\$ 10,468.00
Telephone/Communication	\$ 1,673.00	\$ 983.00	\$ 690.00	\$ 1,673.00
Property Insurance*	\$ 383.00	\$ -	\$ 383.00	\$ 383.00
Utlilties*	\$ 1,605.00	\$ 818.00	\$ 787.00	\$ 1,605.00
Licenses (Essential Software/Staff Licenses)	\$ 599.00	\$ 106.00	\$ 493.00	\$ 599.00
Repair & Maintenance	\$ 1,124.00	\$ 861.00	\$ 263.00	\$ 1,124.00
Membership Dues	\$ 379.00	\$ -	\$ 379.00	\$ 379.00
<b>OtherTotal</b>	<b>\$ 16,231.00</b>	<b>\$ 12,079.00</b>	<b>\$ 4,152.00</b>	<b>\$ 16,231.00</b>
Direct	\$ 212,236.00	\$ 191,012.40		\$ 191,012.40
Admin			\$ 21,223.60	\$ 21,223.60
<b>\$</b>	<b>\$ 212,236.00</b>	<b>\$ 191,012.40</b>	<b>\$ 21,223.60</b>	<b>\$ 212,236.00</b>
<b>%</b>	<b>100%</b>	<b>90%</b>	<b>10%</b>	<b>100%</b>



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
MAI - Narrative

**Direct Costs**

Personnel	FTE =	1.50	\$ 88,680.00
1 L. Gastelum, Case Manager	0.75		\$ 45,000.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.			
2 C. Orozco, Case Manager	0.75		\$ 43,680.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.			

Fringe	\$ 19,154.88
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 19,154.88

Travel	\$ 72.64
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
11.01 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 72.64

Consultant	\$48,000.00
CLIA Director - Dr. Richie	0.75
Clinical Director: responsible for the overall operation of the laboratory, including the competent performance of test procedures, proficiently, and for assuring compliance with the applicable regulations.: 75%MAI	
Medical Director: cost with a allocation @ 75% of annual cost:	\$37,000.00 = \$27,750.00 funding avail = \$27,750.00
STI Testing LLC:	0.75
Consultant: PS Test medical staff to administer on-site STI testing twice a month: 75%MAI	
Medical Director: cost with a allocation @ 75% of annual cost:	\$27,000.00 = \$20,250.00 funding avail = \$20,250.00

Supplies: (San Bernardino/Riverside)	\$ 23,025.88
Equipment Lease/Purchase/Maintenance: (San Bernardino/Riverside) Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$52,350.00 = \$3,490.00 funding avail = 1,627.00
Office Supplies: (San Bernardino/Riverside) Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$41,860.00 = \$2,790.67 funding avail = 980.00
Program/Medical Supplies: Cost of program outreach materials (safety sex products; condoms, educational workbooks etc.), to include HIV Testing kits 21 cases 100 tests per case (approx. \$500/ea.). Lancets 43 bxs, 100 per box (approx. \$20 ea.) 11 control boxes, (\$25.00/ea.), (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 100% of annual cost:	\$19,953.00 = \$19,953.00 funding avail = 19,953.00
Printing/Duplication: (San Bernardino/Riverside) Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$9,690.00 = \$646.00 funding avail = 146.00
Training: (San Bernardino/Riverside) Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$7,380.00 = \$492.00 funding avail = 293.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 100% of annual cost:	\$26.88 = \$26.88 funding avail = 26.88

Other	\$ 12,079.00
Rent*: (San Bernardino/Riverside) Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$251,800.00 = \$16,786.67 funding avail = \$ 9,311.00
Telephone/Communication: (San Bernardino/Riverside) - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$47,580.00 = \$3,172.00 funding avail = \$ 983.00
Utilities: (San Bernardino/Riverside) expenses, lights, water and trash/bio waste (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 6.67% of annual cost:	\$31,780.00 = \$2,118.67 funding avail = \$ 818.00
Licenses (Essential Software/Staff Licenses): (San Bernardino/Riverside) Computer Software licenses, Outreach Street Permits, State CLIA certification and registration for STI testing: 25%EIS/75%MAI, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 6.67% of annual cost:	\$1,650.00 = \$110.00 funding avail = \$ 106.00
Repair & Maintenance: (San Bernardino/Riverside) AC/Heating, plumbing, carpet/fixtures, etc, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 6.67% of annual cost:	\$32,480.00 = \$2,165.33 funding avail = \$ 861.00

**Direct Costs Total** \$ 191,012.40

**Administrative Costs**

Personnel	FTE	Annual Salary	0.10	\$ 6,698.03
A. Cespedes, Office Manager / Bookkeeper	0.05	\$71,201.00		\$ 3,560.06
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.01	\$63,648.00		\$ 636.48
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.04	\$67,537.00		\$ 2,501.49

	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.
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<b>Fring</b>	\$ 1,446.77
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 1,446.77

<b>Travel</b>	\$ 411.21
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Travel for personnel to engage community program collaborations for linkage to care purposes.	
Local 62.30 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 411.21

<b>Supplies</b>	\$ 2,650.59
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<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$65,566.40 = \$1,180.20 funding avail =	\$ 1,174.00
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc., (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$59,339.84 = \$1,068.12 funding avail =	\$ 791.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$9,602.40 = \$172.84 funding avail =	\$ 128.00
<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$3,000.00 = \$54.00 funding avail =	\$ 52.59
<b>Training -</b> Edclinical data base training, fire safety, active shooter training	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$29,500.00 = \$531.00 funding avail =	\$ 505.00

<b>Contractual</b>	\$5,865.00
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<b>Kwan &amp; Company CPA Inc</b> Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$29,805.10 = \$1,988.00 funding avail =	\$1,988.00
<b>Ellene Wong</b> Monthly accounting (reconciliation) services, (based on previous year(s) expense) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$14,272.86 = \$952.00 funding avail =	\$952.00
<b>Insight HR</b> Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$36,026.99 = \$2,403.00 funding avail =	\$2,403.00
<b>Risk Management Consultant</b> Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$7,826.09 = \$522.00 funding avail =	\$522.00

<b>Other</b>	\$ 4,152.00
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<b>Rent*</b> Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$66,391.60 = \$1,195.05 funding avail =	\$ 1,157.00
<b>Telephone/Communication</b> This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$41,860.47 = \$753.49 funding avail =	\$ 690.00
<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$47,261.82 = \$850.71 funding avail =	\$ 787.00
<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$23,930.98 = \$430.76 funding avail =	\$ 383.00
<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$30,907.73 = \$556.34 funding avail =	\$ 493.00
<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/heating, plumbing, etc, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$17,104.28 = \$307.88 funding avail =	\$ 263.00
<b>Membership Dues</b> HIV Magazines, coalition dues, social media subscription	
Admin Facility: shared cost with a allocation @ 100.00% of annual cost: \$379.00 = \$379.00 funding avail =	\$ 379.00

<b>Admin Costs Total</b>	\$ 21,223.60
<b>GRAND TOTAL</b>	\$ 212,236.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

FOOD

FB - 5.31.24

\$380,647.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
A. Cespedes	\$ 71,201	0.15	\$ 10,680.15	\$ 10,680.15	\$ -	\$ 10,680.15
L. Stowers	\$ 153,000	0.08	\$ 12,240.00	\$ -	\$ 12,240.00	\$ 12,240.00
A. Cespedes	\$ 71,201	0.15	\$ 10,680.15	\$ -	\$ 10,680.15	\$ 10,680.15
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 35,476.41</b>	<b>\$ 10,680.15</b>	<b>\$ 24,796.26</b>	<b>\$ 35,476.41</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 2,660.73	\$ 801.01	\$ 1,859.72	\$ 2,660.73
Staff Insurance (Health)		8.8%	\$ 3,121.92	\$ 939.85	\$ 2,182.07	\$ 3,121.92
Disability (SUI)		3.3%	\$ 1,170.72	\$ 352.44	\$ 818.28	\$ 1,170.72
Worker's Compensation		2.0%	\$ 709.53	\$ 213.60	\$ 495.93	\$ 709.53
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 7,662.90</b>	<b>\$ 2,306.90</b>	<b>\$ 5,356.00</b>	<b>\$ 7,662.90</b>
<b>Total Personnel</b>			<b>\$ 43,139.31</b>	<b>\$ 12,987.05</b>	<b>\$ 30,152.26</b>	<b>\$ 43,139.31</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 700.00	\$ -	\$ 700.00	\$ 700.00
<b>Travel Total</b>			<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,680.00	\$ -	\$ 1,680.00	\$ 1,680.00
Office Supplies			\$ 1,358.00	\$ -	\$ 1,358.00	\$ 1,358.00
Printing/Advertising Costs*			\$ 314.00	\$ -	\$ 314.00	\$ 314.00
Postage			\$ 100.00	\$ -	\$ 100.00	\$ 100.00
<b>Supplies Total</b>			<b>\$ 3,452.00</b>	<b>\$ -</b>	<b>\$ 3,452.00</b>	<b>\$ 3,452.00</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 318.00	\$ -	\$ 318.00	\$ 318.00
Ellene Wong			\$ 154.00	\$ -	\$ 154.00	\$ 154.00
Insight HR			\$ 368.00	\$ -	\$ 368.00	\$ 368.00
Risk Management Consultant			\$ 83.00	\$ -	\$ 83.00	\$ 83.00



<b>Contractual Total</b>	<b>\$ 923.00</b>	<b>\$ -</b>	<b>\$ 923.00</b>	<b>\$ 923.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 1,055.73	\$ -	\$ 1,055.73	\$ 1,055.73
Telephone/Communication	\$ 579.46	\$ -	\$ 579.46	\$ 579.46
Property Insurance*	\$ 296.00	\$ -	\$ 296.00	\$ 296.00
Utlilities*	\$ 235.00	\$ -	\$ 235.00	\$ 235.00
Licenses (Essential Software/Staff Licenses)	\$ 163.00	\$ -	\$ 163.00	\$ 163.00
Repair & Maintenance	\$ 323.25	\$ -	\$ 323.25	\$ 323.25
FOOD Vouchers	\$ 329,595.25	\$ 329,595.25		\$ 329,595.25
Staff Recruitment	\$ 185.00	\$ -	\$ 185.00	\$ 185.00
<b>Other Total</b>	<b>\$ 332,432.69</b>	<b>\$ 329,595.25</b>	<b>\$ 2,837.44</b>	<b>\$ 332,432.69</b>
Direct	\$ 380,647.00	\$ 342,582.30		\$ 342,582.30
Admin			\$ 38,064.70	\$ 38,064.70
<b>\$</b>	<b>\$ 380,647.00</b>	<b>\$ 342,582.30</b>	<b>\$ 38,064.70</b>	<b>\$ 380,647.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**FOOD - Narrative**

**Direct Costs**

Personnel	FTE	\$
18 A. Cespedes, Office Manager / Bookkeeper	0.15	\$ 10,680.15
process client food cards for distribution to ensure eligibility according to different funding sources, disburse payments and communicate with Case Managers on behalf of eligibility.		

<b>Fringe</b>		\$ 2,306.90
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		\$ 2,306.90

<b>Other</b>		\$ 329,595.25
<b>FOOD</b>	Food Vouchers	Food Assistance: Staters Bros. food cards to unduplicated clients residing in Service Areas 1, 2, 4, 5, & 6 to supplement their financial ability to maintain continuous access to adequate caloric intake and balance nutrition sufficient to maintain optimal health in the face of compromised health, 100% of annual cost allocation =
Direct Program: cost with a allocation @ Undup. Clts; 343.33 Provision = \$80 # Months = 12		\$ 329,595.25

**Direct Costs Total** \$ 342,582.30

**Administrative Costs**

Personnel	FTE	Annual Salary	0.26	\$
L. Stowers, Executive Director	0.08	\$153,000.00		\$ 12,240.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.				
A. Cespedes, Office Manager / Bookkeeper	0.15	\$71,201.00		\$ 10,680.15
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				

<b>Fring</b>		\$ 5,356.00
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		\$ 5,356.00

<b>Travel</b>		\$ 700.00
Travel for personnel to engage community program collaborations for linkage to care purposes.		
Local	106.06 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 700.00

<b>Supplies</b>		\$ 3,452.00
<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @ 3.40% of annual cost: \$65,566.40 = \$2,229.26 funding avail =		\$ 1,680.00
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @ 3.40% of annual cost: \$59,339.84 = \$2,017.55 funding avail =		\$ 1,358.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @ 3.40% of annual cost: \$9,602.40 = \$326.48 funding avail =		\$ 314.00
<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =		



	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$3,000.00	=	\$102.00	funding avail = \$	100.00
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#### Contractual

\$923.00

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =						
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$29,805.10	=	\$327.86	funding avail = \$	318.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =						
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$14,272.86	=	\$157.00	funding avail = \$	154.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =						
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$36,026.99	=	\$396.30	funding avail = \$	368.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =						
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$7,826.09	=	\$86.09	funding avail = \$	83.00

#### Other

\$ 2,837.44

	<b>Rent*</b>	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$66,391.60	=	\$2,257.31	funding avail = \$	1,055.73
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$41,860.47	=	\$1,423.26	funding avail = \$	579.46
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$47,261.82	=	\$1,606.90	funding avail = \$	235.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insurance, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$23,930.98	=	\$813.65	funding avail = \$	296.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$30,907.73	=	\$1,050.86	funding avail = \$	163.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$17,104.28	=	\$581.55	funding avail = \$	323.25
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees						
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$5,900.00	=	\$200.60	funding avail = \$	185.00

Admin Costs Total

GRAND TOTAL

\$ 38,064.70

\$ 380,647.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

TRANSPORTATION

FB - 5.31.24

\$190,323.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
A. Cespedes	\$ 71,201	0.18	\$ 12,816.18	\$ 10,680.15	\$ 2,136.03	\$ 12,816.18
L. Stowers	\$ 153,000	0.05	\$ 7,650.00	\$ -	\$ 7,650.00	\$ 7,650.00
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 22,342.29</b>	<b>\$ 10,680.15</b>	<b>\$ 11,662.14</b>	<b>\$ 22,342.29</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 1,675.67	\$ 801.01	\$ 874.66	\$ 1,675.67
Staff Insurance (Health)		8.8%	\$ 1,966.12	\$ 939.85	\$ 1,026.27	\$ 1,966.12
Disability (SUI)		3.3%	\$ 737.29	\$ 352.44	\$ 384.85	\$ 737.29
Worker's Compensation		2.0%	\$ 446.84	\$ 213.60	\$ 233.24	\$ 446.84
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 4,825.92</b>	<b>\$ 2,306.90</b>	<b>\$ 2,519.02</b>	<b>\$ 4,825.92</b>
<b>Total Personnel</b>			<b>\$ 27,168.21</b>	<b>\$ 12,987.05</b>	<b>\$ 14,181.16</b>	<b>\$ 27,168.21</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 100.00	\$ -	\$ 100.00	\$ 100.00
<b>Travel Total</b>			<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,075.59	\$ -	\$ 1,075.59	\$ 1,075.59
Office Supplies			\$ 819.00	\$ -	\$ 819.00	\$ 819.00
Printing/Advertising Costs*			\$ 227.85	\$ -	\$ 227.85	\$ 227.85
Postage			\$ 95.27	\$ -	\$ 95.27	\$ 95.27
<b>Supplies Total</b>			<b>\$ 2,217.71</b>	<b>\$ -</b>	<b>\$ 2,217.71</b>	<b>\$ 2,217.71</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 304.00	\$ -	\$ 304.00	\$ 304.00
Ellene Wong			\$ 147.00	\$ -	\$ 147.00	\$ 147.00
Insight HR			\$ 396.00	\$ -	\$ 396.00	\$ 396.00
Risk Management Consultant			\$ 83.00	\$ -	\$ 83.00	\$ 83.00
<b>Contractual Total</b>			<b>\$ 930.00</b>	<b>\$ -</b>	<b>\$ 930.00</b>	<b>\$ 930.00</b>

Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 910.00	\$ -	\$ 910.00	\$ 910.00
Telephone/Communication	\$ 332.00	\$ -	\$ 332.00	\$ 332.00
Property Insurance*	\$ 99.00	\$ -	\$ 99.00	\$ 99.00
Utlilties*	\$ 51.00	\$ -	\$ 51.00	\$ 51.00
Licenses (Essential Software/Staff Licenses)	\$ 81.00	\$ -	\$ 81.00	\$ 81.00
Repair & Maintenance	\$ 84.00	\$ -	\$ 84.00	\$ 84.00
Transportation Assistance	\$ 158,303.65	\$ 158,303.65		\$ 158,303.65
Staff Recruitment	\$ 46.43	\$ -	\$ 46.43	\$ 46.43
<b>Other Total</b>	<b>\$ 159,907.08</b>	<b>\$ 158,303.65</b>	<b>\$ 1,603.43</b>	<b>\$ 159,907.08</b>
Direct	\$ 190,323.00	\$ 171,290.70		\$ 171,290.70
Admin			\$ 19,032.30	\$ 19,032.30
<b>\$</b>	<b>\$ 190,323.00</b>	<b>\$ 171,290.70</b>	<b>\$ 19,032.30</b>	<b>\$ 190,323.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**TRANS - Narrative**

**Direct Costs**

Personnel	FTE		\$	10,680.15
<b>18</b> A. Cespedes, Office Manager / Bookkeeper	0.15		\$	10,680.15
process client food cards for distribution to ensure eligibility according to different funding sources, disburse payments and communicate with Case Managers on behalf of eligibility.				

<b>Fringe</b>			\$	2,306.90
Calculated at 21.6%: FICA 7.25% (\$S 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =				
			\$	2,306.90

<b>Other</b>			\$	158,303.65
Gas Vouchers	Transportation Assistance: Transportation Assistance: Annual provision of bus passes, gas cards, LYFT and taxi vouchers to unduplicated clients used to provide emergency medical transportation to enhance clients' access to healthcare and/or supportive services. Client disbursement may varies based on number of medical appointments not to exceed monthly provision. 100% of annual cost allocation =			
Direct Program: cost with a allocation @	Undup. Clts;	188.46	Provision = \$70	# Months = 12
			\$	158,303.65

**Direct Costs Total** \$ 171,290.70

**Administrative Costs**

Personnel	FTE	Annual Salary	0.11	\$	11,662.14
L. Stowers, Executive Director	0.05	\$153,000.00		\$	7,650.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.					
A. Cespedes, Office Manager / Bookkeeper	0.03	\$71,201.00		\$	2,136.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
S. Martinez, Operations Manager	0.03	\$62,537.00		\$	1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

<b>Fring</b>			\$	2,519.02
Calculated at 21.6%: FICA 7.25% (\$S 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =				
			\$	2,519.02

<b>Travel</b>			\$	100.00
Travel for personnel to engage community program collaborations for linkage to care purposes.				
Local	15.15	miles/mon.	\$0.55	cents per mil
	12	month(s) =	\$	100.00

<b>Supplies</b>			\$	2,217.71
<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$65,566.40	= \$2,144.02 funding avail = \$ 1,075.59
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$59,339.84	= \$1,940.41 funding avail = \$ 819.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$9,602.40	= \$314.00 funding avail = \$ 227.85

	Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$3,000.00	=	\$98.10	funding avail = \$ 95.27

**Contractual**

**\$930.00**

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =				
	Facilities: shared cost with a allocation @	1.10%	of annual cost: \$29,805.10	=	\$327.86	funding avail = \$ 304.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =				
	Facilities: shared cost with a allocation @	1.10%	of annual cost: \$14,272.86	=	\$157.00	funding avail = \$ 147.00
	<b>Insight HR</b>	Facilities Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =				
	Facilities: shared cost with a allocation @	1.10%	of annual cost: \$36,026.99	=	\$396.30	funding avail = \$ 396.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =				
	Facilities: shared cost with a allocation @	1.10%	of annual cost: \$7,826.09	=	\$86.09	funding avail = \$ 83.00

**Other**

**\$ 1,603.43**

	<b>Rent*</b>	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$66,391.60	=	\$2,171.01	funding avail = \$ 910.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$41,860.47	=	\$1,368.84	funding avail = \$ 332.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$47,261.82	=	\$1,545.46	funding avail = \$ 51.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insurance, (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$23,930.98	=	\$782.54	funding avail = \$ 99.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$30,907.73	=	\$1,010.68	funding avail = \$ 81.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$17,104.28	=	\$559.31	funding avail = \$ 84.00
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees				
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$5,900.00	=	\$192.93	funding avail = \$ 46.43

<b>Admin Costs Total</b>					<b>\$ 19,032.30</b>
	<b>GRAND TOTAL</b>				<b>\$ 190,323.00</b>



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Housing

FB - 5.31.24

\$126,933.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
N. Camacho Mireles / L. Carpenter	\$ 56,160	1.00	\$ 56,160.00	\$ 56,160.00	\$ -	\$ 56,160.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
D. McClamy	\$ 56,160	0.05	\$ 2,808.00	\$ -	\$ 2,808.00	\$ 2,808.00
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 64,533.58</b>	<b>\$ 56,160.00</b>	<b>\$ 8,373.58</b>	<b>\$ 64,533.58</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 4,840.02	\$ 4,212.00	\$ 628.02	\$ 4,840.02
Staff Insurance (Health)		8.8%	\$ 5,678.96	\$ 4,942.08	\$ 736.88	\$ 5,678.96
Disability (SUI)		3.3%	\$ 2,129.61	\$ 1,853.28	\$ 276.33	\$ 2,129.61
Worker's Compensation		2.0%	\$ 1,290.67	\$ 1,123.20	\$ 167.47	\$ 1,290.67
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 13,939.26</b>	<b>\$ 12,130.56</b>	<b>\$ 1,808.70</b>	<b>\$ 13,939.26</b>
<b>Total Personnel</b>			<b>\$ 78,472.84</b>	<b>\$ 68,290.56</b>	<b>\$ 10,182.28</b>	<b>\$ 78,472.84</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 115.00	\$ 75.00	\$ 40.00	\$ 115.00
<b>Travel Total</b>			<b>\$ 115.00</b>	<b>\$ 75.00</b>	<b>\$ 40.00</b>	<b>\$ 115.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,238.00	\$ 1,150.00	\$ 88.00	\$ 1,238.00
Office: Supplies / Furniture			\$ 271.00	\$ 515.00	\$ 56.00	\$ 571.00
Printing/Advertising Costs*			\$ 265.00	\$ 258.00	\$ 7.00	\$ 265.00
Training			\$ 645.00	\$ 345.00	\$ -	\$ 345.00
Postage			\$ 44.90	\$ 32.14	\$ 12.76	\$ 44.90
<b>Supplies Total</b>			<b>\$ 2,463.90</b>	<b>\$ 2,300.14</b>	<b>\$ 163.76</b>	<b>\$ 2,463.90</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 325.00		\$ 325.00	\$ 325.00
Ellene Wong			\$ 130.00		\$ 130.00	\$ 130.00
Insight HR			\$ 725.00		\$ 725.00	\$ 725.00
Risk Management Consultant			\$ 175.00		\$ 175.00	\$ 175.00
<b>Contractual Total</b>			<b>\$ 1,355.00</b>	<b>\$ -</b>	<b>\$ 1,355.00</b>	<b>\$ 1,355.00</b>

	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Other</b>				
Rent*	\$ 9,500.00	\$ 9,173.00	\$ 580.00	\$ 9,753.00
Telephone/Communication	\$ 1,378.00	\$ 1,282.00	\$ 96.00	\$ 1,378.00
Property Insurance*	\$ 107.00		\$ 107.00	\$ 107.00
Utilities*	\$ 1,566.00	\$ 1,525.00	\$ 41.00	\$ 1,566.00
Licenses (Essential Software/Staff Licenses)	\$ 344.00	\$ 75.00	\$ 16.00	\$ 91.00
Repair & Maintenance	\$ 1,156.00	\$ 1,114.00	\$ 42.00	\$ 1,156.00
Emergency Housing Assistance	\$ 30,405.00	\$ 30,405.00		\$ 30,405.00
Staff Recruitment	\$ 70.26		\$ 70.26	\$ 70.26
<b>Other Total</b>	<b>\$ 44,526.26</b>	<b>\$ 43,574.00</b>	<b>\$ 952.26</b>	<b>\$ 44,526.26</b>
Direct	\$ 126,933.00	\$ 114,239.70		\$ 114,239.70
Admin			\$ 12,693.30	\$ 12,693.30
<b>\$</b>	<b>\$ 126,933.00</b>	<b>\$ 114,239.70</b>	<b>\$ 12,693.30</b>	<b>\$ 126,933.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
Housing - Narrative

**Direct Costs**

Personnel	FTE	\$
Housing 4 N. Camacho / L. Carpenter, Navigator	1.00	\$ 56,160.00
Bilingual Responsible for conducting client intakes, assessment of housing needs, and income assessment and verification; developing a housing plan to meet identified needs; monitoring client progress. Assists clients with applications for housing related services, including emergency housing, short-term, utilities, and mortgage housing assistance, and permanent housing placement and other supportive services to remove barriers for stable housing. Refers clients to medical services, assists clients to obtain public benefits, and work training programs and employment. Ensures applications are complete and in compliance with grants requirement. Assists clients with applications and paperwork for other government assistance programs. Advocates for clients with hotel/motel managers, and property owners throughout Riverside to promote effective relationships and housing stability. Conducts monthly, quarterly follow ups with clients including home visits as needed.		

Fringe	\$ 12,130.56
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 12,130.56

Travel	\$ 75.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
11.36 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 75.00

Supplies: (San Bernardino/Riverside)	\$ 2,300.14
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 4.90% of annual cost: \$52,350.00 = \$2,565.15 funding avail =	1,150.00
Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 4.90% of annual cost: \$41,860.00 = \$2,051.14 funding avail =	515.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 4.90% of annual cost: \$9,690.00 = \$474.81 funding avail =	258.00
Training: Integrated Case Management In the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 4.90% of annual cost: \$7,380.00 = \$361.62 funding avail =	345.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 4.90% of annual cost: \$1,662.00 = \$81.44 funding avail =	32.14

Other	\$ 43,574.00
Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 4.90% of annual cost: \$251,800.00 = \$12,338.20 funding avail =	\$ 9,173.00
Telephone/Communication - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; Internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 4.90% of annual cost: \$47,580.00 = \$2,331.42 funding avail =	\$ 1,282.00
Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 4.90% of annual cost: \$31,780.00 = \$1,557.22 funding avail =	\$ 1,525.00
Licenses (Essential Software/Staff Licenses) - Computer Software licenses, Outreach Street Permits, State CLIA certification and registration for STI testing: 25%KIS/75%MAI, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 4.90% of annual cost: \$1,650.00 = \$80.85 funding avail =	\$ 75.00
Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 4.90% of annual cost: \$32,480.00 = \$1,591.52 funding avail =	\$ 1,114.00
Emergency Crisis Hotel	
Emergency payments to assist clients with up to 90 nights of emergency housing (i.e. motel and rental assistance), (based on previous year(s) expense) =	\$ 30,405.00

Direct Costs Total \$ 114,239.70

**Administrative Costs**

Personnel	FTE	Annual Salary	0.135	\$
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				
D. McClamy	0.05	\$56,160.00		\$ 2,808.00
Process Housing payments for Emergency Crisis and utility services				

Fring	\$ 1,808.70
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 1,808.70

Travel	\$ 40.00
Travel for personnel to engage community program collaborations for linkage to care purposes.	
Local 6.06 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 40.00

Supplies	\$ 163.76
Equipment: Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =	



Admin Costs Total	\$ 12,693.30
<b>GRAND TOTAL</b>	<b>\$ 126,933.00</b>

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Emergency Financial Assistance

**FB - 5.31.24**

\$40,619.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
<b>Personnel Subtotal</b>			<b>\$ 3,052.99</b>	<b>\$ -</b>	<b>\$ 3,052.99</b>	<b>\$ 3,052.99</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 228.97	\$ -	\$ 228.97	\$ 228.97
Staff Insurance (Health)		8.8%	\$ 268.66	\$ -	\$ 268.66	\$ 268.66
Disability (SUI)		3.3%	\$ 100.75	\$ -	\$ 100.75	\$ 100.75
Worker's Compensation		2.0%	\$ 59.53	\$ -	\$ 59.53	\$ 59.53
<b>Fringe Subtotal</b>		<b>21.5%</b>	<b>\$ 657.91</b>	<b>\$ -</b>	<b>\$ 657.91</b>	<b>\$ 657.91</b>
<b>Total Personnel</b>			<b>\$ 3,710.90</b>	<b>\$ -</b>	<b>\$ 3,710.90</b>	<b>\$ 3,710.90</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 28.48		\$ 28.48	\$ 28.48
<b>Travel Total</b>			<b>\$ 28.48</b>	<b>\$ -</b>	<b>\$ 28.48</b>	<b>\$ 28.48</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 122.00	\$ -	\$ 122.00	\$ 122.00
Office Supplies			\$ 49.67	\$ -	\$ 49.67	\$ 49.67
Postage			\$ 27.31	\$ -	\$ 27.31	\$ 27.31
<b>Supplies Total</b>			<b>\$ 198.98</b>	<b>\$ -</b>	<b>\$ 198.98</b>	<b>\$ 198.98</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 40.08	\$ -	\$ 40.08	\$ 40.08
Telephone/Communication			\$ 9.20	\$ -	\$ 9.20	\$ 9.20
Property Insurance*			\$ 8.30	\$ -	\$ 8.30	\$ 8.30
Utlilities*			\$ 4.31	\$ -	\$ 4.31	\$ 4.31
Licenses (Essential Software/Staff Licenses)			\$ 8.20	\$ -	\$ 8.20	\$ 8.20
Repair & Maintenance			\$ 7.02	\$ -	\$ 7.02	\$ 7.02
Emergency Financial Assistance			\$ 36,557.10	\$ 36,557.10	\$ -	\$ 36,557.10
Staff Recruitment			\$ 46.43	\$ -	\$ 46.43	\$ 46.43
<b>Other Total</b>			<b>\$ 36,680.64</b>	<b>\$ 36,557.10</b>	<b>\$ 123.54</b>	<b>\$ 36,680.64</b>
Direct			\$ 40,619.00	\$ 36,557.10		\$ 36,557.10
Admin					\$ 4,061.90	\$ 4,061.90

\$	\$ 40,619.00	\$ 36,557.10	\$ 4,061.90	\$ 40,619.00
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
EFA - Narrative

**Direct Costs**

<b>Housing</b>	<b>Emergency Financial Assistance</b>	Emergency payments to assist clients in both clients with utilities for one time or short term payments no more than 3 months (water, electric and gas)
	Direct Program: cost with a allocation @	Undup. Clts; 11.08 Avg. Fees = \$1,100 Months = 3 \$ 36,557.10

**Direct Costs Total** \$ 36,557.10

**Administrative Costs**

Personnel	FTE	Annual Salary	0.045	\$	3,052.99
<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.025	\$71,201.00		\$	1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
<b>C. Hicks, Grants Manager</b>	0.02	\$63,648.00		\$	1,272.96
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					

**Fringe** \$ 657.91

	Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 657.91
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**Travel** \$ 28.48

	<b>Travel for personnel to engage community program collaborations for linkage to care purposes.</b>
Local	4.32 miles/mon. \$0.55 cents per mil 12 month(s) = \$ 28.48

**Supplies** \$ 198.98

	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$65,566.40 = \$616.32 funding avail = \$ 122.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$59,339.84 = \$557.79 funding avail = \$ 49.67
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$3,000.00 = \$28.20 funding avail = \$ 27.31

**Other** \$ 123.54

	<b>Rent*</b>	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$66,391.60	=	\$624.08	funding avail = \$	40.08
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$41,860.47	=	\$393.49	funding avail = \$	9.20
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$47,261.82	=	\$444.26	funding avail = \$	4.31
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$23,930.98	=	\$224.95	funding avail = \$	8.30



	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$30,907.73	=	\$290.53	funding avail = \$	8.20
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$17,104.28	=	\$160.78	funding avail = \$	7.02
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees						
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$5,900.00	=	\$55.46	funding avail = \$	46.43
<b>Admin Costs Total</b>								<b>\$ 4,061.90</b>
<b>GRAND TOTAL</b>								<b>\$ 40,619.00</b>

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Mental Health

FB - 5.31.24

\$295,068.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
T. Patton	\$ 116,327	0.50	\$ 58,163.50	\$ 58,163.50	\$ -	\$ 58,163.50
E. Olivarria -Riverside	\$ 72,000	0.85	\$ 61,200.00	\$ 61,200.00	\$ -	\$ 61,200.00
Richard Wright - San B.	\$ 55,000	0.90	\$ 49,500.00	\$ 49,500.00	\$ -	\$ 49,500.00
L. Stowers	\$ 153,000	0.03	\$ 4,590.00	\$ -	\$ 4,590.00	\$ 4,590.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 179,019.08</b>	<b>\$ 168,863.50</b>	<b>\$ 10,155.58</b>	<b>\$ 179,019.08</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 13,426.43	\$ 12,664.76	\$ 761.67	\$ 13,426.43
Staff Insurance (Health)		8.8%	\$ 15,753.68	\$ 14,859.99	\$ 893.69	\$ 15,753.68
Disability (SUI)		3.3%	\$ 5,907.63	\$ 5,572.50	\$ 335.13	\$ 5,907.63
Worker's Compensation		2.0%	\$ 3,580.38	\$ 3,377.27	\$ 203.11	\$ 3,580.38
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 38,668.12</b>	<b>\$ 36,474.52</b>	<b>\$ 2,193.60</b>	<b>\$ 38,668.12</b>
<b>Total Personnel</b>			<b>\$ 217,687.20</b>	<b>\$ 205,338.02</b>	<b>\$ 12,349.18</b>	<b>\$ 217,687.20</b>
<b>Contract: Personnel Without Benefits</b>						
Richard Wright - San B.	\$ 28,000	1.00	\$ 28,000.00	\$ 28,000.00	\$ -	\$ 28,000.00
<b>Personnel Subtotal</b>			<b>\$ 28,000.00</b>	<b>\$ 28,000.00</b>	<b>\$ -</b>	<b>\$ 28,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 223.67	\$ 138.16	\$ 85.51	\$ 223.67
Long Distance Travel			\$ 429.61	\$ -	\$ 429.61	\$ 429.61
<b>Travel Total</b>			<b>\$ 653.28</b>	<b>\$ 138.16</b>	<b>\$ 515.12</b>	<b>\$ 653.28</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 4,246.00	\$ 3,908.00	\$ 338.00	\$ 4,246.00
Office: Supplies / Furniture			\$ 1,257.00	\$ 1,052.00	\$ 205.00	\$ 1,257.00
Program Supplies			\$ 1,100.00	\$ 1,100.00	\$ -	\$ 1,100.00
Printing/Advertising Costs*			\$ 337.00	\$ 257.00	\$ 80.00	\$ 337.00
Training			\$ 970.00	\$ 500.00	\$ 470.00	\$ 970.00
Postage			\$ 97.84	\$ 42.02	\$ 55.82	\$ 97.84
<b>Supplies Total</b>			<b>\$ 8,007.84</b>	<b>\$ 6,859.02</b>	<b>\$ 1,148.82</b>	<b>\$ 8,007.84</b>

Contractual	Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc	\$ 1,907.00	\$ -	\$1,907.00	\$ 1,907.00
Ellene Wong	\$ 1,283.00	\$ -	\$1,283.00	\$ 1,283.00
Insight HR	\$ 4,217.00	\$ -	\$4,217.00	\$ 4,217.00
Risk Management Consultant	\$ 1,226.00	\$ -	\$1,226.00	\$ 1,226.00
<b>Contractual Total</b>	<b>\$ 8,633.00</b>	<b>\$ -</b>	<b>\$ 8,633.00</b>	<b>\$ 8,633.00</b>
Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 20,811.00	\$ 18,000.00	\$ 2,811.00	\$ 20,811.00
Telephone/Communication	\$ 4,279.00	\$ 3,305.00	\$ 974.00	\$ 4,279.00
Property Insurance*	\$ 943.00		\$ 943.00	\$ 943.00
Utillities*	\$ 2,342.00	\$ 1,694.00	\$ 648.00	\$ 2,342.00
Licenses (Essential Software/Staff Licenses)	\$ 1,012.00	\$ 150.00	\$ 862.00	\$ 1,012.00
Repair & Maintenance	\$ 2,240.00	\$ 2,077.00	\$ 163.00	\$ 2,240.00
Staff Recruitment	\$ 459.68		\$ 459.68	\$ 459.68
<b>Other Total</b>	<b>\$ 32,086.68</b>	<b>\$ 25,226.00</b>	<b>\$ 6,860.68</b>	<b>\$ 32,086.68</b>
Direct	\$ 295,068.00	\$ 265,561.20		\$ 265,561.20
Admin			\$ 29,506.80	\$ 29,506.80
<b>\$</b>	<b>\$ 295,068.00</b>	<b>\$ 265,561.20</b>	<b>\$ 29,506.80</b>	<b>\$ 295,068.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
MH - Narrative

**Direct Costs**

Personnel	FTE	2.25	\$ 168,863.50
5 T. Patton, Dir. Of Mental Health	0.50		\$ 58,163.50
LCSW; Provides counseling services to address substance abuse problems in an outpatient setting. Services conducted in a group or individual setting. General responsibilities include coordinating and conducting psychiatric referrals, evaluations and assessments; creating treatment plans; and participating in case conferences. Salary is split between other RW Service Categories not related to this service category.			
6 E. Olivarría, Mental Health Clinician	0.85		\$ 61,200.00
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include coordinating and conducting individual therapy, group therapy, mental health intakes and assessments; creating treatment plans; referrals to psychiatrists; crisis intervention; and participating in case conferences..			
7 R. Wright, Mental Health Clinician	0.90		\$ 49,500.00
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include coordinating and conducting individual therapy, group therapy, mental health intakes and assessments; creating treatment plans; referrals to psychiatrists; crisis intervention; and participating in case conferences..			

<b>Fringe</b>	\$ 36,474.52
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health	\$ 36,474.52

<b>Travel</b>	\$ 138.16
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
20.93 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 138.16

<b>Contractual</b>	\$ 28,000.00
<b>Social Service Professionals:</b>	
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include	
Mental Health Clinician: allocation @ 100% of annual cost: \$28,000.00 = \$28,000.00 funding avail =	\$ 28,000.00

<b>Supplies: (San Bernardino/Riverside/Hesperia)</b>	\$ 6,859.02
<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (Inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$68,400.00 = \$4,808.52 funding avail =	3,908.00
<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 7.03% of annual cost: \$43,600.00 = \$3,065.08 funding avail =	1,052.00
<b>Program Supplies:</b> Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$15,700.00 = \$1,103.71 funding avail =	1,100.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$10,975.00 = \$771.54 funding avail =	257.00
<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$9,250.00 = \$650.28 funding avail =	500.00
<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 100.00% of annual cost: \$42.02 = \$42.02 funding avail =	42.02

<b>Other</b>	\$ 25,226.00
<b>Rent* -</b> Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$318,500.00 = \$22,390.55 funding avail =	\$ 18,000.00
<b>Telephone/Communication -</b> Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$56,348.00 = \$3,961.26 funding avail =	\$ 3,305.00
<b>Utilities expenses,</b> lights, water and trash/bio waste (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.03% of annual cost: \$43,400.00 = \$3,051.02 funding avail =	\$ 1,694.00
<b>Licenses (Essential Software/Staff Licenses) -</b> Computer Software Licenses, Outreach Street Permits, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 7.03% of annual cost: \$2,260.00 = \$158.88 funding avail =	\$ 150.00
<b>Repair &amp; Maintenance,</b> AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 7.03% of annual cost: \$38,260.00 = \$2,689.68 funding avail =	\$ 2,077.00

**Direct Costs Total** \$ 265,561.20

**Administrative Costs**

Personnel	FTE	Annual Salary	0.12	\$ 10,155.58
L. Stowers, Executive Director	0.03	\$153,000.00		\$ 4,590.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.				
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				



Fring						\$	2,193.60
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =						\$	2,193.60
Travel						\$	515.12
Travel for personnel to engage community program collaborations for linkage to care purposes.							
Local	12.96 miles/mon.	\$0.55 cents per mil	12 month(s) =	\$ 85.51			
Distance	65.09 miles/mon.	\$0.55 cents per mil	12 month(s) =	\$ 429.61			
Supplies						\$	1,148.82
Equipment: Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$65,566.84	=	\$1,232.66	funding avail =	\$	338.00
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$59,339.84	=	\$1,115.59	funding avail =	\$	205.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuells, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$9,602.40	=	\$180.53	funding avail =	\$	80.00
Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$3,000.00	=	\$56.40	funding avail =	\$	55.82
Training - Eclinical data base training, fire safety, active shooter training							
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$29,500.00	=	\$554.60	funding avail =	\$	470.00
Contractual						\$8,633.00	
Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =						
Facility: shared cost with a allocation @	4.9000%	of annual cost: \$38,919.00	=	\$1,907.03	funding avail =	\$1,907.00	
Ellene Wong	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	4.9000%	of annual cost: \$26,184.00	=	\$1,283.02	funding avail =	\$1,283.00	
Insight HR	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	4.9000%	of annual cost: \$86,061.00	=	\$4,216.99	funding avail =	\$4,217.00	
Risk Management Consultant	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	4.9000%	of annual cost: \$25,021.00	=	\$1,226.03	funding avail =	\$1,226.00	
Other						\$	6,860.68
Rent*	Office lease facility expenses, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$149,522.00	=	\$2,811.01	funding avail =	\$	2,811.00
Telephone/Communication	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$51,809.00	=	\$974.01	funding avail =	\$	974.00
Utilities*	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$47,261.82	=	\$888.52	funding avail =	\$	648.00
Property Insurance*	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident Insuranc, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$50,160.00	=	\$943.01	funding avail =	\$	943.00
Certifications / Licenses	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$45,852.00	=	\$862.02	funding avail =	\$	862.00
Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$17,104.28	=	\$321.56	funding avail =	\$	163.00
Staff Recruitment	Post vacant positions on social media sites to recruit new employees						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$24,452.00	=	\$459.70	funding avail =	\$	459.68
Admin Costs Total						\$	29,506.80
GRAND TOTAL						\$	295,068.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Substance Abuse

FB - 5.31.24

\$355,412.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
T. Patton	\$ 116,327	0.50	\$ 58,163.50	\$ 58,163.50	\$ -	\$ 58,163.50
J. Richardson - Hesperia	\$ 64,000	1.00	\$ 64,000.00	\$ 64,000.00	\$ -	\$ 64,000.00
A. Santana - San Bern	\$ 60,000	1.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00
E. Olivarria -Riverside	\$ 72,000	0.15	\$ 10,800.00	\$ 10,800.00	\$ -	\$ 10,800.00
L. Stowers	\$ 153,000	0.06	\$ 9,180.00	\$ -	\$ 9,180.00	\$ 9,180.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 207,709.08</b>	<b>\$ 192,963.50</b>	<b>\$ 14,745.58</b>	<b>\$ 207,709.08</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 15,578.18	\$ 14,472.26	\$ 1,105.92	\$ 15,578.18
Staff Insurance (Health)		8.8%	\$ 18,278.40	\$ 16,980.79	\$ 1,297.61	\$ 18,278.40
Disability (SUI)		3.3%	\$ 6,854.40	\$ 6,367.80	\$ 486.60	\$ 6,854.40
Worker's Compensation		2.0%	\$ 4,154.18	\$ 3,859.27	\$ 294.91	\$ 4,154.18
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 44,865.16</b>	<b>\$ 41,680.12</b>	<b>\$ 3,185.04</b>	<b>\$ 44,865.16</b>
<b>Total Personnel</b>			<b>\$ 252,574.24</b>	<b>\$ 234,643.62</b>	<b>\$ 17,930.62</b>	<b>\$ 252,574.24</b>
<b>Contract: Personnel Without Benefits</b>						
Alexis - San B.	\$ 42,045	1.00	\$ 42,045.00	\$ 42,045.00	\$ -	\$ 42,045.00
<b>Personnel Subtotal</b>			<b>\$ 42,045.00</b>	<b>\$ 42,045.00</b>	<b>\$ -</b>	<b>\$ 42,045.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 1,167.76	\$ 775.00	\$ 392.76	\$ 1,167.76
Long Distance Travel			\$ 344.82	\$ -	\$ 344.82	\$ 344.82
<b>Travel Total</b>			<b>\$ 1,512.58</b>	<b>\$ 775.00</b>	<b>\$ 737.58</b>	<b>\$ 1,512.58</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 6,242.00	\$ 4,980.00	\$ 1,262.00	\$ 6,242.00
Office: Supplies / Furniture			\$ 3,527.00	\$ 2,419.00	\$ 1,108.00	\$ 3,527.00
Program Supplies			\$ 4,163.00	\$ 1,143.00	\$ 3,020.00	\$ 4,163.00
Printing/Advertising Costs*			\$ 392.00	\$ 242.00	\$ 150.00	\$ 392.00

Training	\$ 1,223.00	\$ 673.00	\$ 550.00	\$ 1,223.00
Postage	\$ 198.18	\$ 147.18	\$ 51.00	\$ 198.18
<b>Supplies Total</b>	<b>\$ 15,745.18</b>	<b>\$ 9,604.18</b>	<b>\$ 6,141.00</b>	<b>\$ 15,745.18</b>
<b>Contractual</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Kwan & Company CPA Inc	\$ 2,088.00	\$ -	\$2,088.00	\$ 2,088.00
Ellene Wong	\$ 1,040.00	\$ -	\$1,040.00	\$ 1,040.00
Insight HR	\$ 2,626.00	\$ -	\$2,626.00	\$ 2,626.00
Risk Management Consultant	\$ 570.00	\$ -	\$570.00	\$ 570.00
<b>Contractual Total</b>	<b>\$ 6,324.00</b>	<b>\$ -</b>	<b>\$ 6,324.00</b>	<b>\$ 6,324.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 24,288.00	\$ 23,000.00	\$ 1,288.00	\$ 24,288.00
Telephone/Communication	\$ 4,891.00	\$ 4,079.00	\$ 812.00	\$ 4,891.00
Property Insurance*	\$ 463.00	\$ -	\$ 463.00	\$ 463.00
Utlilities*	\$ 3,850.00	\$ 2,963.00	\$ 887.00	\$ 3,850.00
Licenses (Essential Software/Staff Licenses)	\$ 626.00	\$ 26.00	\$ 600.00	\$ 626.00
Repair & Maintenance	\$ 2,978.00	\$ 2,735.00	\$ 243.00	\$ 2,978.00
Membership Dues	\$ 115.00	\$ -	\$ 115.00	\$ 115.00
<b>Other Total</b>	<b>\$ 37,211.00</b>	<b>\$ 32,803.00</b>	<b>\$ 4,408.00</b>	<b>\$ 37,211.00</b>
Direct	\$ 355,412.00	\$ 319,870.80		\$ 319,870.80
Admin			\$ 35,541.20	\$ 35,541.20
<b>\$</b>	<b>\$ 355,412.00</b>	<b>\$ 319,870.80</b>	<b>\$ 35,541.20</b>	<b>\$ 355,412.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
SA - Narrative

**Direct Costs**

Personnel	FTE	2.65	\$ 192,963.50
1 T. Patton, Dir. Of Mental Health	0.5		\$ 58,163.50
LCSW; Provides counseling services to address substance abuse problems in an outpatient setting. Services conducted in a group or individual setting. General responsibilities include coordinating and conducting psychiatric referrals, evaluations and assessments; creating treatment plans; and participating in case conferences. Salary is split between other RW Service Categories not related to this service category.			
2 E. Olivarria, Mental Health Clinician	0.15		\$ 10,800.00
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include coordinating and conducting individual therapy, group therapy, mental health intakes and assessments; creating treatment plans; referrals to psychiatrists; crisis intervention; and participating in case conferences.			
3 A. Sanata, Substance Abuse Counselor	1.00		\$ 60,000.00
Bilingual, CADAC 1 Certified, Primary goal is to maintain and increase participation in medical care, maximize the effectiveness of HIV-related medical care and treatment through cessation or reduction of substance abuse. Provide counseling to address substance abuse problems in an outpatient setting, conducting substance abuse screenings, crisis intervention services, group counseling and support groups, developing substance abuse plan w/ client, and maintaining involvement in aftercare plan to ensure goals and needs are met.			
4 J. Richardson, Substance Abuse Counselor	1.00		\$ 64,000.00
Bilingual, CADAC 1 Certified, Primary goal is to maintain and increase participation in medical care, maximize the effectiveness of HIV-related medical care and treatment through cessation or reduction of substance abuse. Provide counseling to address substance abuse problems in an outpatient setting, conducting substance abuse screenings, crisis intervention services, group counseling and support groups, developing substance abuse plan w/ client, and maintaining involvement in aftercare plan to ensure goals and needs are met.			

<b>Fringe</b>	\$ 41,680.12
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 41,680.12

<b>Travel</b>	\$ 775.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
117.42 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 775.00

<b>Contractual</b>	\$ 42,045.00
<b>Social Service Professionals:</b>	
Bilingual, CADAC 1 Certified, Primary goal is to maintain and increase participation in medical care, maximize the effectiveness of HIV-related medical care and treatment through cessation or reduction of substance abuse. Provide counseling to address substance abuse problems in an outpatient setting, conducting substance abuse screenings, crisis intervention services, group counseling and support groups, developing substance abuse plan w/ client, and maintaining involvement in aftercare plan to ensure goals and needs are met.	
Mental Health Clinician: allocation @ 100% of annual cost: \$42,045.00 = \$42,045.00 funding avail =	\$ 42,045.00

<b>Supplies: (San Bernardino/Riverside/Hesperia)</b>	\$ 9,604.18
<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (Inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$68,400.00 = \$4,986.36 funding avail =	4,980.00
<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 7.29% of annual cost: \$43,600.00 = \$3,178.44 funding avail =	2,419.00
<b>Program Supplies:</b> Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms, Narcan kits to be offered to group	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$15,700.00 = \$1,144.53 funding avail =	1,143.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$10,975.00 = \$800.08 funding avail =	242.00
<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$9,250.00 = \$674.33 funding avail =	673.00
<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 100.00% of annual cost: \$147.18 = \$147.18 funding avail =	147.18

<b>Other</b>	\$ 32,803.00
<b>Rent** -</b> Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$318,500.00 = \$23,218.65 funding avail =	\$ 23,000.00
<b>Telephone/Communication -</b> Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; Internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$56,348.00 = \$4,107.77 funding avail =	\$ 4,079.00
<b>Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =</b>	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$43,400.00 = \$3,163.86 funding avail =	\$ 2,963.00
<b>Licenses (Essential Software/Staff Licenses) -</b> Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 7.29% of annual cost: \$2,260.00 = \$164.75 funding avail =	\$ 26.00
<b>Repair &amp; Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =</b>	
Direct Program: cost with a allocation @ 7.29% of annual cost: \$38,260.00 = \$2,789.15 funding avail =	\$ 2,735.00

**Direct Costs Total** \$ 319,870.80

**Administrative Costs**

Personnel	FTE	Annual Salary	0.15	\$ 14,745.58
L. Stowers, Executive Director	0.06	\$153,000.00		\$ 9,180.00

	Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.			
	<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.025	\$71,201.00	\$ 1,780.03
	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.			
	<b>C. Hicks, Grants Manager</b>	0.03	\$63,648.00	\$ 1,909.44
	Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.			
	<b>S. Martinez, Operations Manager</b>	0.03	\$62,537.00	\$ 1,876.11
	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.			

<b>Fringe:</b>	\$ 3,185.04
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 3,185.04

Travel						\$	737.58	
	Travel for personnel to engage community program collaborations for linkage to care purposes.							
Local	59.51	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$ 392.76	
Distance	52.25	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$ 344.82	

Supplies					\$	6,141.00
Equipment: Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$65,566.84	=	\$1,272.00	funding avail = \$ 1,262.00
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$59,339.84	=	\$1,151.19	funding avail = \$ 1,108.00
Program Supplies: Group Coffee, creamer, plates etc., for weekly groups (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	100.00%	of annual cost:	\$3,020.00	=	\$3,020.00	funding avail = \$ 3,020.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as agency brochures, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$9,602.40	=	\$186.29	funding avail = \$ 150.00
Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$3,000.00	=	\$58.20	funding avail = \$ 51.00
Training - Ecclinical data base training, fire safety, active shooter training						
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$29,500.00	=	\$572.30	funding avail = \$ 550.00

<b>Contractual</b>	\$6,324.00
<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =
Facility: shared cost with a allocation @	7.29% of annual cost: \$29,805.10 = \$2,172.79 funding avail = \$2,088.00
<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =
Facility: shared cost with a allocation @	7.29% of annual cost: \$14,272.86 = \$1,040.49 funding avail = \$1,040.00
<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =
Facility: shared cost with a allocation @	7.29% of annual cost: \$36,026.99 = \$2,626.37 funding avail = \$2,626.00
<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =
Facility: shared cost with a allocation @	7.29% of annual cost: \$7,826.09 = \$570.52 funding avail = \$570.00

<b>Other</b>	\$ 4,408.00
<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	1.94% of annual cost: \$66,391.60 = \$1,288.00 funding avail = \$ 1,288.00
<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	1.94% of annual cost: \$41,860.47 = \$812.09 funding avail = \$ 812.00
<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	1.94% of annual cost: \$47,261.82 = \$916.88 funding avail = \$ 887.00
<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insurance, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	1.94% of annual cost: \$23,930.98 = \$464.26 funding avail = \$ 463.00
<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	1.94% of annual cost: \$30,928.00 = \$600.00 funding avail = \$ 600.00
<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =
Admin Facility: shared cost with a allocation @	1.94% of annual cost: \$17,104.28 = \$331.82 funding avail = \$ 243.00





Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Psychosocial

FB - 5.31.24

\$92,915.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
M. Chen / A. Rodriguez	\$ 55,120	1.00	\$ 55,120.00	\$ 55,120.00	\$ -	\$ 55,120.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 60,685.58</b>	<b>\$ 55,120.00</b>	<b>\$ 5,565.58</b>	<b>\$ 60,685.58</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 4,551.42	\$ 4,134.00	\$ 417.42	\$ 4,551.42
Staff Insurance (Health)		8.8%	\$ 5,340.33	\$ 4,850.56	\$ 489.77	\$ 5,340.33
Disability (SUI)		3.3%	\$ 2,002.62	\$ 1,818.96	\$ 183.66	\$ 2,002.62
Worker's Compensation		2.0%	\$ 1,213.71	\$ 1,102.40	\$ 111.31	\$ 1,213.71
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 13,108.08</b>	<b>\$ 11,905.92</b>	<b>\$ 1,202.16</b>	<b>\$ 13,108.08</b>
<b>Total Personnel</b>			<b>\$ 73,793.66</b>	<b>\$ 67,025.92</b>	<b>\$ 6,767.74</b>	<b>\$ 73,793.66</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 115.00	\$ 75.00	\$ 40.00	\$ 115.00
<b>Travel Total</b>			<b>\$ 115.00</b>	<b>\$ 75.00</b>	<b>\$ 40.00</b>	<b>\$ 115.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,430.00	\$ 1,342.00	\$ 88.00	\$ 1,430.00
Office: Supplies / Furniture			\$ 1,024.00	\$ 968.00	\$ 56.00	\$ 1,024.00
Program Supplies			\$ 300.00	\$ 300.00		\$ 300.00
Printing/Advertising Costs*			\$ 265.00	\$ 258.00	\$ 7.00	\$ 265.00
Training			\$ 453.00	\$ 453.00	\$ -	\$ 453.00
Postage			\$ 45.34	\$ 32.58	\$ 12.76	\$ 45.34
<b>Supplies Total</b>			<b>\$ 3,517.34</b>	<b>\$ 3,353.58</b>	<b>\$ 163.76</b>	<b>\$ 3,517.34</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 325.00		\$ 325.00	\$ 325.00
Ellene Wong			\$ 130.00		\$ 130.00	\$ 130.00
Insight HR			\$ 725.00		\$ 725.00	\$ 725.00
Risk Management Consultant			\$ 175.00		\$ 175.00	\$ 175.00
<b>Contractual Total</b>			<b>\$ 1,355.00</b>	<b>\$ -</b>	<b>\$ 1,355.00</b>	<b>\$ 1,355.00</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 9,718.00	\$ 9,138.00	\$ 580.00	\$ 9,718.00

Telephone/Communication	\$ 1,378.00	\$ 1,282.00	\$ 96.00	\$ 1,378.00
Property Insurance*	\$ 107.00		\$ 107.00	\$ 107.00
Utilities*	\$ 1,566.00	\$ 1,525.00	\$ 41.00	\$ 1,566.00
Licenses (Essential Software/Staff Licenses)	\$ 126.00	\$ 110.00	\$ 16.00	\$ 126.00
Repair & Maintenance	\$ 1,156.00	\$ 1,114.00	\$ 42.00	\$ 1,156.00
Staff Recruitment	\$ 83.00		\$ 83.00	\$ 83.00
<b>Other Total</b>	<b>\$ 14,134.00</b>	<b>\$ 13,169.00</b>	<b>\$ 965.00</b>	<b>\$ 14,134.00</b>
Direct	\$ 92,915.00	\$ 83,623.50		\$ 83,623.50
Admin			\$ 9,291.50	\$ 9,291.50
<b>\$</b>	<b>\$ 92,915.00</b>	<b>\$ 83,623.50</b>	<b>\$ 9,291.50</b>	<b>\$ 92,915.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
Psych - Narrative

Direct Costs

Personnel	FTE	1.00	\$ 55,120.00
MH/SA 1 M. Chen/A. Rodriguez, Case Manager	1.00		\$ 55,120.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			

Fringe			\$ 11,905.92
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			\$ 11,905.92

Travel			\$ 75.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
	11.36 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 75.00

Supplies: (San Bernardino/Riverside/Hesperia)			\$ 3,353.58
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$68,400.00 =	\$3,351.60 funding avail = 1,342.00
Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	4.90%	of annual cost: \$43,600.00 =	\$2,136.40 funding avail = 968.00
Program Supplies: Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms, Narcan kits to be offered to group			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$15,700.00 =	\$769.30 funding avail = 300.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$10,975.00 =	\$537.78 funding avail = 258.00
Training: Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$9,250.00 =	\$453.25 funding avail = 453.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100.00%	of annual cost: \$32.58 =	\$32.58 funding avail = 32.58

Other			\$ 13,169.00
Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$318,500.00 =	\$15,606.50 funding avail = \$ 9,138.00
Telephone/Communication - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$56,348.00 =	\$2,761.05 funding avail = \$ 1,282.00
Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	4.90%	of annual cost: \$43,400.00 =	\$2,126.60 funding avail = \$ 1,525.00
Licenses (Essential Software/Staff Licenses) - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	4.90%	of annual cost: \$2,260.00 =	\$110.74 funding avail = \$ 110.00
Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	4.90%	of annual cost: \$38,260.00 =	\$1,874.74 funding avail = \$ 1,114.00

Direct Costs Total \$ 83,623.50

Administrative Costs

Personnel	FTE	Annual Salary	0.09	\$ 5,565.58
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				

Fringe:			\$ 1,202.16
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			\$ 1,202.16

Travel			\$ 40.00
Travel for personnel to engage community program collaborations for linkage to care purposes.			
Local	6.06 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 40.00

Supplies			\$ 163.76
Equipment: Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$65,566.84 =	\$1,180.20 funding avail = \$ 88.00
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc., (based on previous year(s) expense) =			

	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$59,339.84	=	\$1,068.12	funding avail = \$	56.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$9,602.40	=	\$172.84	funding avail = \$	7.00
	<b>Postage:</b> Mail proposals, Invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$3,000.00	=	\$54.00	funding avail = \$	12.76

**Contractual**

**\$1,355.00**

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$29,805.10	=	\$2,172.79	funding avail = \$	325.00
	<b>Elene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$14,272.86	=	\$1,040.49	funding avail = \$	130.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$36,026.99	=	\$2,626.37	funding avail = \$	725.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$7,826.09	=	\$570.52	funding avail = \$	175.00

**Other**

**\$ 965.00**

	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$66,391.60	=	\$1,195.05	funding avail = \$	580.00
	<b>Telephone/Communication</b>	This Includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$41,860.47	=	\$753.49	funding avail = \$	96.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$47,261.82	=	\$850.71	funding avail = \$	41.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insurance, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$23,930.98	=	\$430.76	funding avail = \$	107.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$30,907.73	=	\$556.34	funding avail = \$	16.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$17,104.28	=	\$307.88	funding avail = \$	42.00
	<b>Membership Dues</b>	Post vacant positions on social media sites to recruit new employees, include Indeed					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$5,900.00	=	\$106.20	funding avail = \$	83.00

**Admin Costs Total**

**GRAND TOTAL**

**\$ 9,291.50**  
**\$ 92,915.00**

Foothill AIDS Project

Ryan White Part - A

Line Item Budget

Budget Period 3/1/2024 - 2/28/2025

Non-Medical CM

FB - 5.31.24

\$345,258.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
L. Pinedo, Program Mana	\$ 76,500	0.15	\$ 11,475.00	\$ 11,475.00	\$ -	\$ 11,475.00
A. Estrada -Riverside	\$ 56,500	1.00	\$ 56,500.00	\$ 56,500.00	\$ -	\$ 56,500.00
B. Thomas - Hesp/SB	\$ 58,240	0.60	\$ 34,944.00	\$ 34,944.00	\$ -	\$ 34,944.00
M. Lewis - San Bern	\$ 42,240	1.00	\$ 42,240.00	\$ 42,240.00	\$ -	\$ 42,240.00
T. Knight - San Bern	\$ 61,527	1.00	\$ 61,527.00	\$ 61,527.00	\$ -	\$ 61,527.00
L. Stowers	\$ 153,000	0.06	\$ 9,180.00	\$ -	\$ 9,180.00	\$ 9,180.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
Personnel Subtotal			\$ 221,431.58	\$ 206,686.00	\$ 14,745.58	\$ 221,431.58
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 16,607.37	\$ 15,501.45	\$ 1,105.92	\$ 16,607.37
Staff Insurance (Health)		8.8%	\$ 19,485.98	\$ 18,188.37	\$ 1,297.61	\$ 19,485.98
Disability (SUI)		3.3%	\$ 7,307.24	\$ 6,820.64	\$ 486.60	\$ 7,307.24
Worker's Compensation		2.0%	\$ 4,428.63	\$ 4,133.72	\$ 294.91	\$ 4,428.63
Fringe Subtotal		21.6%	\$ 47,829.22	\$ 44,644.18	\$ 3,185.04	\$ 47,829.22
Total Personnel			\$ 269,260.80	\$ 251,330.18	\$ 17,930.62	\$ 269,260.80
<b>Personnel Without Benefits</b>						
J. Zepeda, Case Mana	\$ 12,160	1.00	\$ 12,160.00	\$ 12,160.00	\$ -	\$ 12,160.00
Personnel Subtotal			\$ 12,160.00	\$ 12,160.00	\$ -	\$ 12,160.00
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 711.00	\$ 578.00	\$ 133.00	\$ 711.00
Travel Total			\$ 711.00	\$ 578.00	\$ 133.00	\$ 711.00
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 5,498.00	\$ 5,172.00	\$ 326.00	\$ 5,498.00
Office: Supplies / Furniture			\$ 3,667.00	\$ 3,462.00	\$ 205.00	\$ 3,667.00
Printing/Advertising Costs*			\$ 945.00	\$ 865.00	\$ 80.00	\$ 945.00
Training			\$ 1,115.00	\$ 645.00	\$ 470.00	\$ 1,115.00
Postage			\$ 164.84	\$ 97.02	\$ 67.82	\$ 164.84
Supplies Total			\$ 11,389.84	\$ 10,241.02	\$ 1,148.82	\$ 11,389.84
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$1,897.00	\$ -	\$1,897.00	\$ 1,897.00
Ellene Wong			\$1,233.00	\$ -	\$1,233.00	\$ 1,233.00
Insight HR			\$4,210.00	\$ -	\$4,210.00	\$ 4,210.00
Employee Background Screening			\$1,226.00	\$ -	\$1,226.00	\$ 1,226.00
Contractual Total			\$ 8,566.00	\$ -	\$ 8,566.00	\$ 8,566.00
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 29,381.00	\$ 25,526.00	\$ 1,657.00	\$ 27,183.00
Telephone/Communication			\$ 8,140.00	\$ 4,518.00	\$ 1,802.00	\$ 6,320.00
Property Insurance*			\$ 943.00	\$ -	\$ 943.00	\$ 943.00
Utilities*			\$ 3,130.00	\$ 3,480.00	\$ 648.00	\$ 4,128.00
Licenses (Essential Software/Staff Licenses)			\$ 662.00	\$ -	\$ 662.00	\$ 662.00
Repair & Maintenance			\$ 2,242.00	\$ 2,899.00	\$ 163.00	\$ 3,062.00
Membership Dues			\$ 442.76	\$ -	\$ 442.76	\$ 442.76
Staff Recruitment			\$ 429.60	\$ -	\$ 429.60	\$ 429.60
Other Total			\$ 45,370.36	\$ 36,423.00	\$ 6,747.36	\$ 43,170.36
Direct			\$ 347,458.00	\$ 310,732.20		\$ 310,732.20
Admin					\$ 34,525.80	\$ 34,525.80
\$			\$ 347,458.00	\$ 310,732.20	\$ 34,525.80	\$ 345,258.00
%			101%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
CM - Narrative

**Direct Costs**

Personnel	FTE	3.75	\$ 206,686.00
11 L. Pinedo, Program Manager / M. Francois	0.15		\$ 11,475.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Responsible for identifying community partners that provide services to populations that may have less access to care such as i.e. prisons, homeless shelters, etc. Facilitate services to clients with multiple barriers and complex issues. Salary is split between multiple RW Service Categories not related to this service category.			
12 A. Estrada, Case Manager	1.00		\$ 56,500.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			
13 M. Lewis, Case Manager	1.00		\$ 42,240.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			
14 B. Thomas, Case Manager	0.60		\$ 34,944.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			
15 T. Knight, Case Manager	1.00		\$ 61,527.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions;			

Fringe	\$ 44,644.18
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health	\$ 44,644.18

Travel	\$ 578.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
87.58 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 578.00

Contractual	\$ 12,160.00
Social Service Professionals:	
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.	
Mental Health Clinician: allocation @ 100% of annual cost: \$12,160.00 = \$12,160.00 funding avail =	\$ 12,160.00

Supplies: (San Bernardino/Riverside/Hesperia)	\$ 10,241.02
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$68,400.00 = \$5,485.68 funding avail =	5,172.00
Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 8.02% of annual cost: \$43,600.00 = \$3,496.72 funding avail =	3,462.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$10,975.00 = \$880.20 funding avail =	865.00
Training: Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$9,250.00 = \$741.85 funding avail =	645.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 100.00% of annual cost: \$97.02 = \$97.02 funding avail =	97.02

Other	\$ 36,423.00
Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$318,500.00 = \$25,543.70 funding avail =	\$ 25,526.00
Telephone/Communication - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$56,348.00 = \$4,519.11 funding avail =	\$ 4,518.00
Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$43,400.00 = \$3,480.68 funding avail =	\$ 3,480.00
Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 8.02% of annual cost: \$38,260.00 = \$3,068.45 funding avail =	\$ 2,899.00

**Direct Costs Total \$ 310,732.20**

**Administrative Costs**

Personnel	FTE	Annual Salary	0.15	\$ 14,745.58
L. Stowers, Executive Director	0.06	\$153,000.00		\$ 9,180.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.				
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				

<b>Fring</b>		\$	3,185.04
	Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$	3,185.04

<b>Travel</b>		\$	133.00
	Travel for personnel to engage community program collaborations for linkage to care purposes.		
	Local	20.15 miles/mon.	\$0.55 cents per mil 12 month(s) = \$ 133.00

<b>Supplies</b>		\$	1,148.82
	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$65,566.84 = \$1,272.00 funding avail = \$ 326.00		
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc., (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$59,339.84 = \$1,151.19 funding avail = \$ 205.00		
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$9,602.40 = \$186.29 funding avail = \$ 80.00		
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$3,500.00 = \$67.90 funding avail = \$ 67.82		
	<b>Training - Eclinical data base training, fire safety, active shooter training</b>		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$29,500.00 = \$572.30 funding avail = \$ 470.00		

<b>Contractual</b>		\$8,566.00
	<b>Kwan &amp; Company CPA Inc</b> Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =	
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$40,000.00 = \$1,960.00 funding avail = \$1,897.00	
	<b>Elene Wong</b> Monthly accounting (reconciliation) services, (based on previous year(s) expense) =	
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$28,000.00 = \$1,372.00 funding avail = \$1,233.00	
	<b>Insight HR</b> Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =	
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$90,000.00 = \$4,410.00 funding avail = \$4,210.00	
	<b>Risk Management Consultant</b> Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =	
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$27,000.00 = \$1,323.00 funding avail = \$1,226.00	

<b>Other</b>		\$	6,747.36
	<b>Rent*</b> Office lease facility expenses, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$87,000.00 = \$1,687.80 funding avail = \$ 1,657.00		
	<b>Telephone/Communication</b> This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$95,886.60 = \$1,860.20 funding avail = \$ 1,802.00		
	<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$47,261.82 = \$916.88 funding avail = \$ 648.00		
	<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insurance, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$50,609.25 = \$981.82 funding avail = \$ 943.00		
	<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$35,623.81 = \$691.10 funding avail = \$ 662.00		
	<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$17,104.28 = \$331.82 funding avail = \$ 163.00		
	<b>Membership Dues</b> HIV Magazines, coalition dues, social media subscription		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$24,822.68 = \$481.56 funding avail = \$ 442.76		
	<b>Staff Recruitment</b> Post vacant positions on social media sites to recruit new employees		
	Admin Facility: shared cost with a allocation @ 1.94% of annual cost: \$22,544.33 = \$437.36 funding avail = \$ 429.60		

<b>Admin Costs Total</b>		\$	34,525.80
	<b>GRAND TOTAL</b>	\$	345,258.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Medical Case Management

FB - 5.31.24

\$122,973.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
M. Patterson	\$ 84,864	0.90	\$ 76,377.60	\$ 76,377.60	\$ -	\$ 76,377.60
L. Stowers	\$ 153,000	0.01	\$ 1,530.00	\$ -	\$ 1,530.00	\$ 1,530.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 83,473.18</b>	<b>\$ 76,377.60</b>	<b>\$ 7,095.58</b>	<b>\$ 83,473.18</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 6,260.49	\$ 5,728.32	\$ 532.17	\$ 6,260.49
Staff Insurance (Health)		8.8%	\$ 7,345.64	\$ 6,721.23	\$ 624.41	\$ 7,345.64
Disability (SUI)		3.3%	\$ 2,754.61	\$ 2,520.46	\$ 234.15	\$ 2,754.61
Worker's Compensation		2.0%	\$ 1,669.46	\$ 1,527.55	\$ 141.91	\$ 1,669.46
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 18,030.20</b>	<b>\$ 16,497.56</b>	<b>\$ 1,532.64</b>	<b>\$ 18,030.20</b>
<b>Total Personnel</b>			<b>\$ 101,503.38</b>	<b>\$ 92,875.16</b>	<b>\$ 8,628.22</b>	<b>\$ 101,503.38</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 318.00	\$ 218.00	\$ 100.00	\$ 318.00
<b>Travel Total</b>			<b>\$ 318.00</b>	<b>\$ 218.00</b>	<b>\$ 100.00</b>	<b>\$ 318.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 2,205.00	\$ 2,498.00	\$ 107.00	\$ 2,605.00
Office: Supplies / Furniture			\$ 908.00	\$ 1,848.00	\$ 60.00	\$ 1,908.00
Program Supplies			\$ 460.00	\$ 460.00		\$ 460.00
Printing/Advertising Costs*			\$ 260.00	\$ 250.00	\$ 10.00	\$ 260.00
Training			\$ 1,814.00	\$ 414.00	\$ -	\$ 414.00
Postage			\$ 38.62	\$ 25.54	\$ 13.08	\$ 38.62
<b>Supplies Total</b>			<b>\$ 5,685.62</b>	<b>\$ 5,495.54</b>	<b>\$ 190.08</b>	<b>\$ 5,685.62</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 500.00		\$ 500.00	\$ 500.00
Ellene Wong			\$ 300.00		\$ 300.00	\$ 300.00
Insight HR			\$ 1,300.00		\$ 1,300.00	\$ 1,300.00
Risk Management Consultant			\$ 100.00		\$ 100.00	\$ 100.00
<b>Contractual Total</b>			<b>\$ 2,200.00</b>		<b>\$ 2,200.00</b>	<b>\$ 2,200.00</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 8,900.00	\$ 8,400.00	\$ 700.00	\$ 9,100.00
Telephone/Communication			\$ 1,367.00	\$ 1,260.00	\$ 107.00	\$ 1,367.00
Property Insurance*			\$ 141.00		\$ 141.00	\$ 141.00
Utilities*			\$ 1,435.00	\$ 1,390.00	\$ 45.00	\$ 1,435.00
Licenses (Essential Software/Staff Licenses)			\$ 320.00	\$ 102.00	\$ 18.00	\$ 120.00

Repair & Maintenance	\$ 982.00	\$ 935.00	\$ 67.00	\$ 1,002.00
Staff Recruitment	\$ 121.00		\$ 101.00	\$ 101.00
<b>Other Total</b>	<b>\$ 13,266.00</b>	<b>\$ 12,087.00</b>	<b>\$ 1,179.00</b>	<b>\$ 13,266.00</b>
Direct	\$ 122,973.00	\$ 110,675.70		\$ 110,675.70
Admin			\$ 12,297.30	\$ 12,297.30
<b>\$</b>	<b>\$ 122,973.00</b>	<b>\$ 110,675.70</b>	<b>\$ 12,297.30</b>	<b>\$ 122,973.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**MCM - Narrative**

**Direct Costs**

Personnel	FTE	0.90	\$ 76,377.60
16 M. Patterson, Medical Case Manager	0.90		\$ 76,377.60
(90% of salary allocated to RW Part MCM & 10% Non RW Funding) Licensed Vocational Nurse; Primary service goal is to assist clients in achieving an enhanced level of health and quality of life and maintain wellness and function that will enable them to better self-advocate and make informed healthcare decisions. Responsibilities include coordination of non-RW funded clinic clients' medical care and supportive services, collaborate with medical providers, client and client family members and other non-RW service providers for implementation and development of Individual Service Plans (ISP) that will meet client's needs and goals; locate available resources to achieve goals identified in ISP; and to ensure appropriate access to care for clients in need.			

<b>Fringe</b>			\$ 16,497.56
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			\$ 16,497.56

<b>Travel</b>			\$ 218.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
	33.03 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 218.00

<b>Supplies: (San Bernardino/Riverside/Hesperia)</b>			\$ 5,495.54
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$68,400.00 = \$3,331.08 funding avail =			2,498.00
Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =			
Direct Program: cost with a allocation @ 4.87% of annual cost: \$43,600.00 = \$2,123.32 funding avail =			1,848.00
Program Supplies: Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms, Narcan kits to be offered to group			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$15,700.00 = \$764.59 funding avail =			460.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$10,975.00 = \$534.48 funding avail =			250.00
Training: Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$9,250.00 = \$450.48 funding avail =			414.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @ 100.00% of annual cost: \$25.54 = \$25.54 funding avail =			25.54

<b>Other</b>			\$ 12,087.00
Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$318,500.00 = \$15,510.95 funding avail =			\$ 8,400.00
Telephone/Communication: Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; Internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$56,348.00 = \$2,744.15 funding avail =			\$ 1,260.00
Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =			
Facility: shared cost with a allocation @ 4.87% of annual cost: \$43,400.00 = \$2,113.58 funding avail =			\$ 1,390.00
Licenses (Essential Software/Staff Licenses) - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @ 4.87% of annual cost: \$2,260.00 = \$110.06 funding avail =			\$ 102.00
Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @ 4.87% of annual cost: \$38,260.00 = \$1,863.26 funding avail =			\$ 935.00

**Direct Costs Total** \$ 110,675.70

**Administrative Costs**

Personnel	FTE	Annual Salary	0.10	\$ 7,095.58
L. Stowers, Executive Director	0.01	\$153,000.00		\$ 1,530.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.				
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				

<b>Fring:</b>			\$ 1,532.64
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			\$ 1,532.64

<b>Travel</b>			\$ 100.00
Travel for personnel to engage community program collaborations for linkage to care purposes.			
Local	15.15 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 100.00



<b>Supplies</b>						\$	190.08
	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$65,566.84	=	\$1,180.20	funding avail = \$ 107.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc., (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$59,339.84	=	\$1,068.12	funding avail = \$ 60.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$9,602.40	=	\$172.84	funding avail = \$ 10.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$3,000.00	=	\$54.00	funding avail = \$ 13.08

<b>Contractual</b>						\$	\$2,200.00
	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$29,805.10	=	\$2,172.79	funding avail = \$ 500.00
	<b>Elene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$14,272.86	=	\$1,040.49	funding avail = \$ 300.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$36,026.99	=	\$2,626.37	funding avail = \$ 1,300.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$7,826.09	=	\$570.52	funding avail = \$ 100.00

<b>Other</b>						\$	1,179.00
	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$66,391.60	=	\$1,195.05	funding avail = \$ 700.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$41,860.47	=	\$753.49	funding avail = \$ 107.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$47,261.82	=	\$850.71	funding avail = \$ 45.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$23,930.98	=	\$430.76	funding avail = \$ 141.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$30,907.73	=	\$556.34	funding avail = \$ 18.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$17,104.28	=	\$307.88	funding avail = \$ 67.00
	<b>Membership Dues</b>	Post vacant positions on social media sites to recruit new employees, include indeed					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$5,900.00	=	\$106.20	funding avail = \$ 101.00

<b>Admin Costs Total</b>						\$	12,297.30
<b>GRAND TOTAL</b>						\$	122,973.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Nutrition

**FB - 5.31.24**

\$109,734.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
M. Francois	\$ 107,721	0.05	\$ 5,386.05	\$ 5,386.05	\$ -	\$ 5,386.05
L. Stowers	\$ 153,000	0.01	\$ 1,530.00	\$ -	\$ 1,530.00	\$ 1,530.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.01	\$ 636.48	\$ -	\$ 636.48	\$ 636.48
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 11,208.67</b>	<b>\$ 5,386.05</b>	<b>\$ 5,822.62</b>	<b>\$ 11,208.67</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 840.65	\$ 403.95	\$ 436.70	\$ 840.65
Staff Insurance (Health)		8.8%	\$ 986.36	\$ 473.97	\$ 512.39	\$ 986.36
Disability (SUI)		3.3%	\$ 369.89	\$ 177.74	\$ 192.15	\$ 369.89
Worker's Compensation		2.0%	\$ 224.17	\$ 107.72	\$ 116.45	\$ 224.17
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 2,421.07</b>	<b>\$ 1,163.38</b>	<b>\$ 1,257.69</b>	<b>\$ 2,421.07</b>
<b>Total Personnel</b>			<b>\$ 13,629.74</b>	<b>\$ 6,549.43</b>	<b>\$ 7,080.31</b>	<b>\$ 13,629.74</b>
<b>Personnel Without Benefits</b>						
RD Nutrition Consult	\$ 68,000	1.00	\$ 68,000.00	\$ 68,000.00	\$ -	\$ 68,000.00
<b>Personnel Subtotal</b>			<b>\$ 68,000.00</b>	<b>\$ 68,000.00</b>	<b>\$ -</b>	<b>\$ 68,000.00</b>
<b>Total Personnel Without Benefits</b>						<b>\$ 68,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 211.00	\$ 111.00	\$ 100.00	\$ 211.00
<b>Travel Total</b>			<b>\$ 211.00</b>	<b>\$ 111.00</b>	<b>\$ 100.00</b>	<b>\$ 211.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 875.00	\$ 675.00	\$ 200.00	\$ 875.00
Office: Supplies / Furniture			\$ 446.00	\$ 346.00	\$ 100.00	\$ 446.00
Program Supplies			\$ 14,749.00	\$ 14,749.00		\$ 14,749.00
Printing/Advertising Costs*			\$ 111.00	\$ 101.00	\$ 10.00	\$ 111.00
Training			\$ 110.00	\$ 110.00	\$ -	\$ 110.00
Postage			\$ 29.81	\$ 5.17	\$ 24.64	\$ 29.81
<b>Supplies Total</b>			<b>\$ 16,320.81</b>	<b>\$ 15,986.17</b>	<b>\$ 334.64</b>	<b>\$ 16,320.81</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 862.00	\$ -	\$ 862.00	\$ 862.00
Ellene Wong			\$ 145.00	\$ -	\$ 145.00	\$ 145.00

Insight HR	\$ 803.00	\$ -	\$ 803.00	\$ 803.00
Risk Management Consultant	\$ 333.00	\$ -	\$ 333.00	\$ 333.00
<b>Contractual Total</b>	<b>\$ 2,143.00</b>	<b>\$ -</b>	<b>\$ 2,143.00</b>	<b>\$ 2,143.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 6,646.00	\$ 6,131.00	\$ 720.00	\$ 6,851.00
Telephone/Communication	\$ 948.00	\$ 803.00	\$ 145.00	\$ 948.00
Property Insurance*	\$ 161.00		\$ 161.00	\$ 161.00
Utilities*	\$ 598.00	\$ 575.00	\$ 23.00	\$ 598.00
Licenses (Essential Software/Staff Licenses)	\$ 12.00	\$ -	\$ 12.00	\$ 12.00
Repair & Maintenance	\$ 784.45	\$ 605.00	\$ 179.45	\$ 784.45
Membership Dues	\$ 280.00	\$ -	\$ 75.00	\$ 75.00
<b>Other Total</b>	<b>\$ 9,429.45</b>	<b>\$ 8,114.00</b>	<b>\$ 1,315.45</b>	<b>\$ 9,429.45</b>
Direct	\$ 109,734.00	\$ 98,760.60		\$ 98,760.60
Admin			\$ 10,973.40	\$ 10,973.40
<b>\$</b>	<b>\$ 109,734.00</b>	<b>\$ 98,760.60</b>	<b>\$ 10,973.40</b>	<b>\$ 109,734.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**Nutri - Narrative**

**Direct Costs**

Personnel	FTE	0.05	\$	5,386.05
17 M. Francols, Director of Programs	0.05		\$	5,386.05
Primary service goal is to direct medical nutrition therapy program and conduct nutritional screening/assessments and periodic reassessment of client's nutritional status; prepares nutritional care plan and meal plan with client; assists client in improving access and linkages to food sources and health care; monitors and evaluates client progress toward planned goal; plans, coordinates and implements educational workshops; collects and analyzes data regarding client's health outcomes and access to food. Salary is split between other RW Service Categories not related to this service category.				

<b>Fringe</b>			\$	1,163.38
Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health			\$	1,163.38

<b>Travel</b>			\$	111.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.				
	16.82	miles/mon.	\$0.55	cents per mil
	12	month(s)	\$	111.00

<b>Contractual</b>	FTE		\$	68,000.00
RD Nutrition Consultants: Contracted Registered Nutritionist; Primary service goal is to assist clients in achieving an enhanced level of health and quality of life and maintain wellness and function that will enable them to better self-advocate and make informed healthcare decisions. Responsibilities include coordination of non-RW funded clinic clients' medical care and supportive services, collaborate with medical providers, client and client family members and other non-RW service providers for implementation and development of Individual Service Plans (ISP) that will meet client's needs and goals; locate available resources to achieve goals identified in ISP; and to ensure appropriate access to care for clients in need.				
Registered Nutritionist: allocation @	100%	of annual cost:	\$68,000.00	= \$68,000.00 funding avail = \$ 68,000.00

<b>Supplies: (San Bernardino/Riverside/Hesperia)</b>			\$	15,986.17
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	4.87%	of annual cost:	\$68,400.00	= \$3,331.08 funding avail = 675.00
Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	4.87%	of annual cost:	\$43,600.00	= \$2,123.32 funding avail = 346.00
Nutrition Program: Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc. Cost of program supplies such as Nutritional supplements, educational materials, workbooks for client utilizations during treatment sessions, reference				
Facility: shared cost with a allocation @	100.00%	of annual cost:	\$14,749.00	= \$14,749.00 funding avail = 14,749.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	4.87%	of annual cost:	\$10,975.00	= \$534.48 funding avail = 101.00
Training: Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	4.87%	of annual cost:	\$9,250.00	= \$450.48 funding avail = 110.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	100.00%	of annual cost:	\$5.17	= \$5.17 funding avail = 5.17

<b>Other</b>			\$	8,114.00
Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	4.87%	of annual cost:	\$318,500.00	= \$15,510.95 funding avail = \$ 6,131.00
Telephone/Communication - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	4.87%	of annual cost:	\$56,348.00	= \$2,744.15 funding avail = \$ 803.00
Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	4.87%	of annual cost:	\$43,400.00	= \$2,113.58 funding avail = \$ 575.00
Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	4.87%	of annual cost:	\$38,260.00	= \$1,863.26 funding avail = \$ 605.00

**Direct Costs Total** \$ 98,760.60

**Administrative Costs**

Personnel	FTE	Annual Salary	0.075	\$	5,822.62
L. Stowers, Executive Director	0.01	\$153,000.00		\$	1,530.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.					
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$	1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
C. Hicks, Grants Manager	0.01	\$63,648.00		\$	636.48
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					
S. Martinez, Operations Manager	0.03	\$62,537.00		\$	1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

<b>Fring:</b>		\$	1,257.69
	Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$	1,257.69

<b>Travel</b>		\$	100.00
	Travel for personnel to engage community program collaborations for linkage to care purposes.		
	Local 15.15 miles/mon. \$0.55 cents per mil 12 month(s) =	\$	100.00

<b>Supplies</b>		\$	334.64
	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$65,566.84 = \$872.04 funding avail = \$ 200.00		
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$59,339.84 = \$789.22 funding avail = \$ 100.00		
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochures, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$9,602.40 = \$127.71 funding avail = \$ 10.00		
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$3,000.00 = \$39.90 funding avail = \$ 24.64		

Contractual		\$2,143.00
	Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =
	Facility: shared cost with a allocation @	4.87% of annual cost: \$29,805.10 = \$1,451.51 funding avail = \$ 862.00
	Elene Wong	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =
	Facility: shared cost with a allocation @	4.87% of annual cost: \$14,272.86 = \$695.09 funding avail = \$ 145.00
	Insight HR	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =
	Facility: shared cost with a allocation @	4.87% of annual cost: \$36,026.99 = \$1,754.51 funding avail = \$ 803.00
	Risk Management Consultant	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =
	Facility: shared cost with a allocation @	4.87% of annual cost: \$7,826.09 = \$381.13 funding avail = \$ 333.00

<b>Other</b>		\$	1,315.45
	<b>Rent*</b> Office lease facility expenses, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$66,391.60 = \$883.01 funding avail = \$ 720.00		
	<b>Telephone/Communication</b> This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$41,860.47 = \$556.74 funding avail = \$ 145.00		
	<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$47,261.82 = \$628.58 funding avail = \$ 73.00		
	<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insurance, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$23,930.98 = \$318.28 funding avail = \$ 161.00		
	<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$30,907.73 = \$411.07 funding avail = \$ 12.00		
	<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$17,104.28 = \$227.49 funding avail = \$ 179.45		
	<b>Membership Dues</b> Post vacant positions on social media sites to recruit new employees, Include indeed		
	Admin Facility: shared cost with a allocation @ 1.33% of annual cost: \$5,900.00 = \$78.47 funding avail = \$ 75.00		

<b>Admin Costs Total</b>		\$	10,973.40
	<b>GRAND TOTAL</b>	\$	109,734.00

