

## SCOPE OF WORK – Ending the HIV Epidemic: A Plan for America

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, 2025 – February 28, 2026
<b>Service Category:</b>	Early Intervention Services- Carryover
<b>Service Goal:</b>	The EHE Linkage to Care program focuses on linking men who have sex with men (MSM) diagnosed with HIV to timely medical care and support services. The program ensures MSM are connected to HIV care within 30 days of diagnosis, while providing essential services such as case management, transportation, and housing referrals to eliminate barriers to care. Through strong community partnerships, the program aims to improve retention in care, enhance health outcomes, and reduce HIV transmission, while continuously evaluating its effectiveness to meet the needs of this targeted population.
<b>Service Health Outcomes:</b>	Link newly diagnosed HIV+ in medical care in 30 days or less Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
<b>Proposed Number of Clients</b>	21	10	5	15	16	5	72
<b>Proposed Number of Visits</b> = Regardless of number of transactions or number of units	210	100	50	150	160	50	720
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)	840	400	200	600	640	200	2880

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p><b>Element #1: Social Media Engagement and Outreach to Target Populations</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>● Increase website utilization and social media following among at-risk MSM populations.</li> <li>● Promote support services, outreach programs, community resources, and HIV-related information on digital platforms to engage undiagnosed individuals, newly diagnosed persons, and those who have fallen out of care.</li> <li>● Link individuals from social media and website inquiries to appropriate care and support services.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<p>Establish 5 partnerships with community-based organizations. Partnerships will involve:</p> <ul style="list-style-type: none"> <li>• Sharing or utilizing FAP's social media content.</li> <li>• Promoting FAP services to both current and new clients.</li> <li>• Directing current and new clients to FAP's website and encouraging them to follow FAP's social media platforms.</li> </ul> <p>· Increase social media following by 15%, reaching a total of 5,000 followers across all platforms.</p> <p>· Social media posts will generate at least 350 impressions (views of posts) every month across all social media platforms.</p> <p>· The Social Media Engagement and Outreach Coordinator will link 30 new clients to care, driven by social media or website inquiries.</p>

			<ul style="list-style-type: none"> <li>· Monthly tracking of social media and website analytics to ensure the target audience is being effectively reached and engaged.</li> <li>● New inquiries will be referred to Linkage Coordination within 2 days of receiving the inquiry.</li> </ul>
<p><b>Element #2: Linkage to Care Coordination for MSM</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Identify and address barriers to care for engagement and retention using a strength-based approach.</li> <li>• Utilize navigation support to reconnect individuals who have fallen out of care.</li> <li>• Link newly diagnosed individuals to care and initiate rapid ART.</li> <li>• Provide strengths-based follow-up to ensure continued engagement in care.</li> <li>• Utilize the evidence-based intervention ARTAS to support linkage.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<ul style="list-style-type: none"> <li>· Client files will document intake activities, including eligibility screening and HIV status.</li> <li>· The file will document residence information and note that no financial eligibility is required.</li> <li>· Linkage support needs will be assessed, and a linkage plan will be developed, including contact with clients.</li> <li>· Client files will include Consent for Services, ARIES consent (updated every 3 years), HIPAA Notification, Partner Services Acknowledgement, and other required consent forms.</li> <li>· Contact with clients will be documented in ARIES.</li> <li>· CD4 and Viral Load data will be entered in ARIES to track health outcomes</li> <li>- Outreach Coordinator will conduct proactive outreach to individuals identified through social media inquiries, outreach events, or community partnerships and initiate warm hand-offs to linkage staff.</li> <li>- Mental Health Clinician will conduct brief mental health screenings during initial linkage interactions and provide short-term support or referrals to behavioral health services to address psychosocial barriers to engagement.</li> </ul>

<p><b>Element #3: Ensure Services Are Provided in Alignment with Established C&amp;L Competency Standards</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Adhere to the established C&amp;L (Cultural and Linguistic) Competency Standards in the delivery of all services, ensuring that care is respectful, responsive, and tailored to the cultural and linguistic needs of the target MSM population.</li> <li>• Provide ongoing training for staff to ensure they understand and can effectively apply C&amp;L standards in their interactions with clients.</li> <li>• Continuously evaluate service delivery to ensure cultural humility and sensitivity are maintained, fostering trust and engagement among clients.</li> <li>• Use culturally appropriate communication methods and materials to enhance accessibility and understanding of services for clients.</li> <li>• Regularly assess the program's adherence to C&amp;L Competency Standards through audits and feedback and make adjustments as necessary to improve service quality and inclusivity.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<ul style="list-style-type: none"> <li>• Staff education on FAP's cultural competency plan and other related topics will be tracked and documented in the agency Training Binder.</li> <li>• Staff providing direct services to clients will demonstrate cultural and linguistic competence, ensuring awareness of and appreciation for the needs of PLWH.</li> <li>• Client files will include information on preferred language and other pertinent details to ensure services are culturally and linguistically appropriate.</li> <li>• Linkage referrals and outcomes will be documented in ARIES, tracking clients' needs and ensuring culturally competent follow-up.</li> <li>• Outreach activities and referrals will be tracked in the ARIES ACE dashboard, ensuring all outreach is appropriately logged.</li> </ul>
<p><b>Element #4: Maintain Up-to-Date, Quantifiable Documentation for Reporting and Program Evaluation</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Ensure that all client data, including service utilization, linkage to care, and outcomes, is accurately documented and regularly updated.</li> <li>• Maintain comprehensive, organized records that meet reporting requirements for program evaluation and funding accountability.</li> <li>• Collect and analyze data on engagement, retention, and health outcomes to assess program effectiveness and identify areas for improvement.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<ul style="list-style-type: none"> <li>• Client files will document intake activities, including screening, eligibility, and HIV status, along with updated consents.</li> <li>• Linkage referrals and outcomes will be documented in ARIES, ensuring accurate tracking of each referral's status.</li> <li>• Outreach activities and referrals will be documented and entered into the ARIES Anonymous Contact Dashboard (ACE) for comprehensive tracking.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure documentation complies with confidentiality standards and is readily accessible for review during audits and evaluations.</li> <li>• Regularly review and update tracking systems to ensure consistency, accuracy, and alignment with program goals and reporting standards.</li> </ul>			<ul style="list-style-type: none"> <li>• Health outcomes (viral load and CD4 levels) and access to medical care services will be tracked to monitor engagement and retention in care.</li> <li>• Program staff will participate in quality management activities and produce required contract reports to ensure compliance and continuous improvement.</li> </ul>
<p><b>Element #5: Integrated Outreach and Mental Health Support for Linkage to Care:</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• <b>Outreach Coordinator</b> <ul style="list-style-type: none"> <li>○ Conduct targeted in-person and virtual outreach to identify individuals at risk of falling out of care, newly diagnosed individuals, and those seeking reengagement.</li> <li>○ Collaborate with social media and field outreach teams to follow up on referrals within 48 hours.</li> <li>○ Facilitate warm handoffs to linkage coordinators, medical providers, and mental health clinicians.</li> <li>○ Track and follow up on referrals to ensure successful entry into care.</li> </ul> </li> <li>• <b>Mental Health Clinician</b> <ul style="list-style-type: none"> <li>○ Provide initial mental health screening and psychosocial assessment for individuals referred through linkage services.</li> <li>○ Offer short-term, culturally competent behavioral health interventions to address mental health barriers impacting engagement in HIV care.</li> <li>○ Collaborate with linkage coordinators to integrate behavioral health into the individual's linkage and care plan.</li> <li>○ Refer clients to long-term mental health providers as needed, ensuring continuity of care.</li> </ul> </li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<p>Outreach Coordinator will complete follow-up on 100% of social media and street outreach referrals within 7 business days.</p> <p>At least 40 clients will be engaged by the Outreach Coordinator and referred to linkage services.</p> <p>Mental Health Clinician will conduct initial assessments with at least 30 clients referred through linkage coordination.</p> <p>80% of clients receiving behavioral health interventions will report improved readiness for care engagement as documented in follow-up assessments.</p> <p>All activities will be documented in ARIES and coordinated with the Linkage Coordination Team to ensure continuity and effectiveness of services.</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, 2025 – February 28, 2026
<b>Service Category:</b>	Food Services- EHE – Carry Over
<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>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL	
Proposed Number of Clients	10	5	3	5	14	5	42	
Proposed Number of Visits = Regardless of number of transactions or number of units	100	50	30	50	140	50	420	
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	1000	500	300	500	1400	500	4200	
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	Outcome Measures
✓ Not Applicable								
✓								
✓								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p><b>Element #1: <i>Food Vouchers</i></b></p> <ul style="list-style-type: none"> <li> <b>Activities:</b> Providing Food Vouchers  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.  Food vouchers will be distributed monthly to clients not to exceed a maximum of \$80.00 monthly.  Food vouchers will be kept in a locked file cabinet in FAP’s Administration offices and logged out to program using FAP’s internal Food Voucher Request form.  Food vouchers will be kept in a locked file cabinet in FAP’s program sites and logged out to eligible clients using FAP’s internal Monthly Food Voucher Log. </li> </ul>	1,2,4,5,6	March 1, 2025 – February 28, 2026	<p>The client file will evidence eligibility screening for Ryan White funds as well other party payors. The client file will document HIV status, proof of medical insurance, residence, and income according to standards.</p> <p>The client file will document evidence of certification and re-certification for service eligibility.</p> <p>The client file will contain Consent for Services; ARIES consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form.</p> <p>The client file will evidence need for food assistance. The client file will contain proof of food assistance received as client signature on copy of food vouchers.</p> <p>The 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, 2025 – February 28, 2026
<b>Service Category:</b>	Medical Transportation Services- EHE – Carryover
<b>Service Goal:</b>	To enhance clients' access to health care or support services using multiple forms of transportation throughout the TGA
<b>Service Health Outcomes:</b>	Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 25/26 TOTAL
<b>Proposed Number of Clients</b>	10	5	3	5	14	5		42
<b>Proposed Number of Visits</b> = Regardless of number of transactions or number of units	100	50	30	50	140	50		<b>420</b>
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)	1000	500	300	500	1400	500		<b>4200</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:</b> <ul style="list-style-type: none"> <li><b>Activities: To provide <i>Bus passes</i></b>  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	March 1, 2025 – February 28, 2026	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: To provide <i>Taxi service</i></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 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	March 1, 2025 – February 28, 2026	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: To provide <i>Gas cards</i></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 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	March 1, 2025 – February 28, 2026	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	March 1, 2025 – February 28, 2026	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.

<b>SCOPE OF WORK – Ending the HIV Epidemic: A Plan for America</b> 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, 2025 – February 28, 2026
<b>Service Category:</b>	Initiative Services
<b>Service Goal:</b>	The EHE Linkage to Care program focuses on linking men who have sex with men (MSM) diagnosed with HIV to timely medical care and support services. The program ensures MSM are connected to HIV care within 30 days of diagnosis, while providing essential services such as case management, transportation, and housing referrals to eliminate barriers to care. Through strong community partnerships, the program aims to improve retention in care, enhance health outcomes, and reduce HIV transmission, while continuously evaluating its effectiveness to meet the needs of this targeted population.
<b>Service Health Outcomes:</b>	Link newly diagnosed HIV+ in medical care in 30 days or less Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 25/26 TOTAL
<b>Proposed Number of Clients</b>	18	10	9	7	15	15		74
<b>Proposed Number of Visits</b> = Regardless of number of transactions or number of units	180	100	90	70	150	150		740
<b>Proposed Number of Units</b> = Transactions or 15 min encounters (See Attachment P)	720	400	360	280	600	600		2,960

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p><b>Element #1: Social Media Engagement and Outreach to Target Populations</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Increase website utilization and social media following among at-risk MSM populations.</li> <li>• Promote support services, outreach programs, community resources, and HIV-related information on digital platforms to engage undiagnosed individuals, newly diagnosed people, and those who have fallen out of care.</li> <li>• Link individuals from social media and website inquiries to appropriate care and support services.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<p>Establish 5 partnerships with community-based organizations. Partnerships will involve:</p> <ul style="list-style-type: none"> <li>• Sharing or utilizing FAP's social media content.</li> <li>• Promoting FAP services to both current and new clients.</li> <li>• Directing current and new clients to FAP's website and encouraging them to follow FAP's social media platforms.</li> </ul> <p>· Increase social media following by 15%, reaching a total of 5,000 followers across all platforms.</p> <p>· Social media posts will generate at least 350 impressions (views of posts) every month across all social media platforms.</p> <p>· The Social Media Engagement and Outreach Coordinator will link 30</p>

			<p>new clients to care, driven by social media or website inquiries.</p> <ul style="list-style-type: none"> <li>· Monthly tracking of social media and website analytics to ensure the target audience is being effectively reached and engaged.</li> <li>● New inquiries will be referred to Linkage Coordination within 2 days of receiving the inquiry.</li> </ul>
<p><b>Element #2: Linkage to Care Coordination for MSM</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Identify and address barriers to care for engagement and retention using a strength-based approach.</li> <li>• Utilize navigation support to reconnect individuals who have fallen out of care.</li> <li>• Link newly diagnosed individuals to care and initiate rapid ART.</li> <li>• Provide strengths-based follow-up to ensure continued engagement in care.</li> <li>• Utilize the evidence-based intervention ARTAS to support linkage.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<ul style="list-style-type: none"> <li>· Client files will document intake activities, including eligibility screening and HIV status.</li> <li>· The file will document residence information and note that no financial eligibility is required.</li> <li>· Linkage support needs will be assessed, and a linkage plan will be developed, including contact with clients.</li> <li>· Client files will include Consent for Services, HCC consent (updated every 3 years), HIPAA Notification, Partner Services Acknowledgement, and other required consent forms.</li> <li>· Contact with clients will be documented in HCC</li> <li>· CD4 and Viral Load data will be entered in HCC to track health outcomes</li> </ul>

<p><b>Element #3: Ensure Services Are Provided in Alignment with Established C&amp;L Competency Standards</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Adhere to the established C&amp;L (Cultural and Linguistic) Competency Standards in the delivery of all services, ensuring that care is respectful, responsive, and tailored to the cultural and linguistic needs of the target MSM population.</li> <li>• Provide ongoing training for staff to ensure they understand and can effectively apply C&amp;L standards in their interactions with clients.</li> <li>• Continuously evaluate service delivery to ensure cultural humility and sensitivity are maintained, fostering trust and engagement among clients.</li> <li>• Use culturally appropriate communication methods and materials to enhance accessibility and understanding of services for clients.</li> <li>• Regularly assess the program's adherence to C&amp;L Competency Standards through audits and feedback and adjust as necessary to improve service quality and inclusivity.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<ul style="list-style-type: none"> <li>• Staff education on FAP's cultural competency plan and other related topics will be tracked and documented in the agency Training Binder.</li> <li>• Staff providing direct services to clients will demonstrate cultural and linguistic competence, ensuring awareness of and appreciation for the needs of PLWH.</li> <li>• Client files will include information on preferred language and other pertinent details to ensure services are culturally and linguistically appropriate.</li> <li>• Linkage referrals and outcomes will be documented in HCC, tracking clients' needs and ensuring culturally competent follow-up.</li> <li>• Outreach activities and referrals will be tracked in the HCC ACE dashboard, ensuring all outreach is appropriately logged.</li> </ul>
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<p><b>Element #4: Maintain Up-to-Date, Quantifiable Documentation for Reporting and Program Evaluation</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Ensure that all client data, including service utilization, linkage to care, and outcomes, is accurately documented and regularly updated.</li> <li>• Maintain comprehensive, organized records that meet reporting requirements for program evaluation and funding accountability.</li> <li>• Collect and analyze data on engagement, retention, and health outcomes to assess program effectiveness and identify areas for improvement.</li> <li>• Ensure documentation complies with confidentiality standards and is readily accessible for review during audits and evaluations.</li> <li>• Regularly review and update tracking systems to ensure consistency, accuracy, and alignment with program goals and reporting standards.</li> </ul>	1,2,4,5,6	03/01/25 - 02/28/26	<ul style="list-style-type: none"> <li>• Client files will document intake activities, including screening, eligibility, and HIV status, along with updated consents.</li> <li>• Linkage referrals and outcomes will be documented in HCC, ensuring accurate tracking of each referral's status.</li> <li>• Outreach activities and referrals will be documented and entered into the HCC Anonymous Contact Dashboard (ACE) for comprehensive tracking.</li> <li>• Health outcomes (viral load and CD4 levels) and access to medical care services will be tracked to monitor engagement and retention in care.</li> <li>• Program staff will participate in quality management activities and produce required contract reports to ensure compliance and continuous improvement.</li> </ul>
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			<p>new clients to care, driven by social media or website inquiries.</p> <ul style="list-style-type: none"> <li>· Monthly tracking of social media and website analytics to ensure the target audience is being effectively reached and engaged.</li> <li>● New inquiries will be referred to Linkage Coordination within 2 days of receiving the inquiry.</li> </ul>
<p><b>Element #2: Linkage to Care Coordination for MSM</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Identify and address barriers to care for engagement and retention using a strength-based approach.</li> <li>• Utilize navigation support to reconnect individuals who have fallen out of care.</li> <li>• Link newly diagnosed individuals to care and initiate rapid ART.</li> <li>• Provide strengths-based follow-up to ensure continued engagement in care.</li> <li>• Utilize the evidence-based intervention ARTAS to support linkage.</li> </ul>	1,2,4,5,6	03/01/26 - 02/28/27	<ul style="list-style-type: none"> <li>· Client files will document intake activities, including eligibility screening and HIV status.</li> <li>· The file will document residence information and note that no financial eligibility is required.</li> <li>· Linkage support needs will be assessed, and a linkage plan will be developed, including contact with clients.</li> <li>· Client files will include Consent for Services, HCC consent (updated every 3 years), HIPAA Notification, Partner Services Acknowledgement, and other required consent forms.</li> <li>· Contact with clients will be documented in HCC</li> <li>· CD4 and Viral Load data will be entered in HCC to track health outcomes</li> </ul>

<p><b>Element #3: Ensure Services Are Provided in Alignment with Established C&amp;L Competency Standards</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Adhere to the established C&amp;L (Cultural and Linguistic) Competency Standards in the delivery of all services, ensuring that care is respectful, responsive, and tailored to the cultural and linguistic needs of the target MSM population.</li> <li>• Provide ongoing training for staff to ensure they understand and can effectively apply C&amp;L standards in their interactions with clients.</li> <li>• Continuously evaluate service delivery to ensure cultural humility and sensitivity are maintained, fostering trust and engagement among clients.</li> <li>• Use culturally appropriate communication methods and materials to enhance accessibility and understanding of services for clients.</li> <li>• Regularly assess the program's adherence to C&amp;L Competency Standards through audits and feedback and adjust as necessary to improve service quality and inclusivity.</li> </ul>	1,2,4,5,6	03/01/26 - 02/28/27	<ul style="list-style-type: none"> <li>• Staff education on FAP's cultural competency plan and other related topics will be tracked and documented in the agency Training Binder.</li> <li>• Staff providing direct services to clients will demonstrate cultural and linguistic competence, ensuring awareness of and appreciation for the needs of PLWH.</li> <li>• Client files will include information on preferred language and other pertinent details to ensure services are culturally and linguistically appropriate.</li> <li>• Linkage referrals and outcomes will be documented in HCC, tracking clients' needs and ensuring culturally competent follow-up.</li> <li>• Outreach activities and referrals will be tracked in the HCC ACE dashboard, ensuring all outreach is appropriately logged.</li> </ul>
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<p><b>Element #4: Maintain Up-to-Date, Quantifiable Documentation for Reporting and Program Evaluation</b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Ensure that all client data, including service utilization, linkage to care, and outcomes, is accurately documented and regularly updated.</li> <li>• Maintain comprehensive, organized records that meet reporting requirements for program evaluation and funding accountability.</li> <li>• Collect and analyze data on engagement, retention, and health outcomes to assess program effectiveness and identify areas for improvement.</li> <li>• Ensure documentation complies with confidentiality standards and is readily accessible for review during audits and evaluations.</li> <li>• Regularly review and update tracking systems to ensure consistency, accuracy, and alignment with program goals and reporting standards.</li> </ul>	1,2,4,5, 6	03/01/26 - 02/28/27	<ul style="list-style-type: none"> <li>• Client files will document intake activities, including screening, eligibility, and HIV status, along with updated consents.</li> <li>• Linkage referrals and outcomes will be documented in HCC, ensuring accurate tracking of each referral's status.</li> <li>• Outreach activities and referrals will be documented and entered into the HCC Anonymous Contact Dashboard (ACE) for comprehensive tracking.</li> <li>• Health outcomes (viral load and CD4 levels) and access to medical care services will be tracked to monitor engagement and retention in care.</li> <li>• Program staff will participate in quality management activities and produce required contract reports to ensure compliance and continuous improvement.</li> </ul>
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Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

EHE

Admendment 8/11/2025

\$ 273,461

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
S. Miller - Program Mgr.	\$ 79,040	0.06	\$ 4,742	\$ 4,742		\$ 4,742
R. Gonzalez/N. Austin - Linkage CM	\$ 58,240	1.00	\$ 58,240	\$ 58,240	\$ -	\$ 58,240
F.Shivam / L. Silvius - Social Med Cc	\$ 43,841	0.05	\$ 2,192	\$ 2,192	\$ -	\$ 2,192
L. Stowers (6 months)	\$90,000	0.08	\$ 7,200	\$ -	\$ 7,200	\$ 7,200
A. Cespedes	\$71,201	0.04	\$ 2,848	\$ -	\$ 2,848	\$ 2,848
C. Hicks	\$63,648	0.04	\$ 2,546	\$ -	\$ 2,546	\$ 2,546
S. Martinez	\$ 62,537	0.04	\$ 2,501	\$ -	\$ 2,501	\$ 2,501
<b>Personnel Subtotal</b>			<b>\$ 80,269</b>	<b>\$ 65,174</b>	<b>\$ 15,095</b>	<b>\$ 80,269</b>
<b>Fringe</b>						
		<b>Percent</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
FICA		7.5%	\$ 6,020	\$ 4,888	\$ 1,132	\$ 6,020
Staff Insurance (Health)		8.0%	\$ 6,422	\$ 5,214	\$ 1,208	\$ 6,422
Disability (SUI)		2.1%	\$ 1,686	\$ 1,369	\$ 317	\$ 1,686
Worker's Compensation		1.4%	\$ 1,124	\$ 912	\$ 212	\$ 1,124
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 15,252</b>	<b>\$ 12,383</b>	<b>\$ 2,869</b>	<b>\$ 15,252</b>
<b>Total Personnel</b>			<b>\$ 95,521</b>	<b>\$ 77,557</b>	<b>\$ 17,964</b>	<b>\$ 95,521</b>
<b>Personnel Without Benefits</b>						
Medix (Mental Health Clinic) 6 months	\$ 71,400	1.00	\$ 71,400	\$ 71,400	\$ -	\$ 71,400
Medix (Linkage CM) Hesperia & Claremor	\$ 78,400	1.00	\$ 78,400	\$ 78,400	\$ -	\$ 78,400
Medix (Admin. Assistant) 6 months	\$ 48,000	0.10	\$ 4,800		\$ 4,800	\$ 4,800
<b>Personnel Subtotal</b>			<b>\$ 154,600</b>	<b>\$ 149,800</b>	<b>\$ 4,800</b>	<b>\$ 154,600</b>
<b>Travel</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Local Travel (Mileage)			\$ 325	\$ 235	\$ 90	\$ 325
Long Distance Travel			\$ 75		\$ 75	\$ 75
<b>Travel Total</b>			<b>\$ 400</b>	<b>\$ 235</b>	<b>\$ 165</b>	<b>\$ 400</b>
<b>Supplies</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Equipment < \$5,000			\$ 2,558	\$ 1,815	\$ 743	\$ 2,558
Office Supplies			\$ 1,686	\$ 1,510	\$ 176	\$ 1,686
Program Supplies			\$ 850	\$ 300	\$ 550	\$ 850
Printing/Advertising Costs*			\$ 49	\$ 31	\$ 18	\$ 49
Training			\$ 108	\$ 100	\$ 8	\$ 108
Postage			\$ 77	\$ 25	\$ 52	\$ 77
<b>Supplies Total</b>			<b>\$ 5,328</b>	<b>\$ 3,781</b>	<b>\$ 1,547</b>	<b>\$ 5,328</b>
<b>Contractual</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Kwan & Company CPA Inc	\$ -		\$ 520		\$ 520	\$ 520
Ellene Wong	\$ -		\$ 240		\$ 240	\$ 240
Insight HR	\$ -		\$ 446		\$ 446	\$ 446
Risk Management	\$ -		\$ 2		\$ 2	\$ 2
<b>Contractual Total</b>			<b>\$ 1,208</b>	<b>\$ -</b>	<b>\$ 1,208</b>	<b>\$ 1,208</b>
<b>Other</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ -		\$ 12,920	\$ 12,028	\$ 892	\$ 12,920
Telephone/Communication	\$ -		\$ 2,229	\$ 1,807	\$ 422	\$ 2,229
Utilities* (Waste/Gas/Lights/Water	\$ -		\$ 471	\$ 229	\$ 242	\$ 471
Repair & Maintenance	\$ -		\$ 784	\$ 679	\$ 105	\$ 784
<b>Equipment Total</b>			<b>\$ 16,404</b>	<b>\$ 14,743</b>	<b>\$ 1,661</b>	<b>\$ 16,404</b>
<b>Program Income</b>						
Direct			\$ 273,461	\$ 246,116		\$ 246,116
Admin					\$ 27,345	
<b>\$</b>			<b>\$ 273,461</b>	<b>\$ 246,116</b>	<b>\$ 27,345</b>	<b>\$ 273,461</b>
%			100%	90%	10%	100%

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

## Foothill AIDS Project

## Ryan White Part - A

## Line Item Budget

Budget Period 3/1/2025 - 2/28/2026

CQM

Admendment 8/11/2025

\$17,091

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
QA Assistant - F. Shivam / L. Silvius	\$ 43,841	0.30	\$ 13,152	\$ 13,152	\$ 13,152
<b>Personnel Subtotal</b>			<b>\$ 13,152</b>	<b>\$ 13,152</b>	<b>\$ 13,152</b>
<b>Fringe</b>					
		Percent	Program Cost	Direct Costs	Program Total
FICA		7.5%	\$ 987	\$ 987	\$ 987
Staff Insurance (Health)		8.0%	\$ 1,052	\$ 1,052	\$ 1,052
Disability (SUI)		2.1%	\$ 276	\$ 276	\$ 276
Worker's Compensation		1.4%	\$ 184	\$ 184	\$ 184
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 2,499</b>	<b>\$ 2,499</b>	<b>\$ 2,499</b>
<b>Total Personnel</b>			<b>\$ 15,651</b>	<b>\$ 15,651</b>	<b>\$ 15,651</b>
<b>Other</b>					
			Program Cost	Direct Costs	Program Total
Rent*	\$ -		\$ 918	\$ 918	\$ 918
Telephone/Communicatio	\$ -		\$ 247	\$ 247	\$ 247
Equipment	\$ -		\$ 142	\$ 142	\$ 142
Repair & Maintenance	\$ -		\$ 133	\$ 133	\$ 133
<b>Other Total</b>			<b>\$ 1,440</b>	<b>\$ 1,440</b>	<b>\$ 1,440</b>
<b>Program Income</b>					
Direct			\$ 17,091	\$ 17,091	\$ 17,091
<b>\$</b>			<b>\$ 17,091</b>	<b>\$ 17,091</b>	<b>\$ 17,091</b>
%			101%	100%	100%

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

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

**Direct Costs**Admendment 8/11/2025

Personnel	FTE		\$	65,174
<b>S. Miller, Manager of Programs</b>	0.06		\$	4,742
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.				
<b>S. Harma - Social Med Coor.</b>	0.05		\$	2,192
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.				
<b>R. Gonzalez, Linkage to Care CM</b>	1.00		\$	58,240
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.				

**Fringe**

\$ 12,383

Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	12,383
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**Travel**

\$ 235

<b>Local Travel</b> for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
35,606 miles/month x 1 persons x \$0.55 cents/mile x 12 months	\$	235

**Contractual**

\$ 149,800

<b>Medix (Mental Health Clinician) 6 months</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.				
Mental Health Clinician: allocation @	100%	of annual cost:	\$71,400.00	= \$71,400.00 funding avail = \$ 71,400
<b>Medix (Linkage CM) Hesperia &amp; Claremont</b> 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:	\$78,400.00	= \$78,400.00 funding avail = \$ 78,400

**Supplies**

\$ 3,781

<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 (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	0.2424%	of annual cost:	\$18,000.00	= \$4,363.20 funding avail = 1,815
<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 supplies (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	100%	of annual cost:	\$300.00	= \$300.00 funding avail = 300
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc., (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	100%	of annual cost:	\$1,509.67	= \$1,509.67 funding avail = 1,510
<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 @	100%	of annual cost:	\$30.57	= \$30.57 funding avail = 31
<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 @	0.2424%	of annual cost:	\$2,000.00	= \$484.80 funding avail = 100
<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%	of annual cost:	\$24.50	= \$24.50 funding avail = 25

**Other**

\$ 14,743

<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 @	0.2424%	of annual cost:	\$58,200.00	= \$14,107.68 funding avail = \$ 12,028
<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 @	0.2424%	of annual cost:	\$12,015.00	= \$2,912.44 funding avail = \$ 1,807
Utilities expenses, (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	0.2424%	of annual cost:	\$7,380.00	= \$1,788.91 funding avail = \$ 229
<b>Repair &amp; Maintenance, AC/Heating, plumbing, etc,</b> (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	0.2424%	of annual cost:	\$6,900.00	= \$1,672.56 funding avail = \$ 679

**Direct Costs Total**

\$ 246,116

**Administrative Costs**

Personnel	FTE		\$	15,095
<b>L. Stowers, Executive Director</b>	0.08		\$	7,200
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>	0.04	\$	2,848
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>S. Martinez, Operations Manager</b>	0.04	\$	2,501
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services			
<b>C. Hicks, Grants Manager</b>	0.04	\$	2,546
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>Fringe</b>	\$	2,869
Calculated at 19.0%: FICA 7.5% , Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	2,869

Medix (Admin. Assistant) 6 months			
General administrative responsibilities to include medical billing, filling, phones, schedule meetings.			
Mental Health Clinician: allocation @	10%	of annual cost: \$48,000.00 = \$48,000.00	funding avail = \$4,800

<b>Travel</b>	\$	165
<b>Local Travel</b> for 1 personnel to engage conference or clients at home or at other locations for linkage to care purposes.		
25 miles/month x 1.00 persons x \$0.30		\$ 90
cents/mile x 12 months		
<b>Long Distance Travel</b> to Ryan White conferences.		
25 miles/month x 1.00 persons x \$0.25		\$ 75
cents/mile x 12 months		

Supplies						\$	1,547
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 @	0.0347%	of annual cost:	\$32,600.00	=	\$1,131.22	funding avail =	\$ 743
Office Program Shared Supplies: General First AIDS supplies group food and drinking water & Direct services (0.347 + 0.653) (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	1.0000%	of annual cost:	\$58,339.00	=	\$583.39	funding avail =	\$ 550
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, etc., (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$7,600.00	=	\$263.72	funding avail =	\$ 176
Printing/Duplication: 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 @	0.0347%	of annual cost:	\$14,416.00	=	\$500.24	funding avail =	\$ 18
Training - Eclinical data base training, fire safety, active shooter training							
Admin Facility: shared cost with a allocation @	0.034%	of annual cost:	\$29,500.00	=	\$10.03	funding avail =	\$ 8
Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$5,447.25	=	\$189.02	funding avail =	\$ 52

Contractual		\$	1,208
	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =	
	Admin Program: shared cost with a allocation @	0.0347% of annual cost: \$29,000.00 = \$1,006.30 funding avail =	\$ 520
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =	
	Admin Program: shared cost with a allocation @	0.0347% of annual cost: \$7,900.00 = \$274.13 funding avail =	\$ 240
	<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) =	
	Admin Program: shared cost with a allocation @	0.0347% of annual cost: \$74,006.00 = \$2,568.01 funding avail =	\$ 446
	<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 @	0.0340% of annual cost: \$7,826.09 = \$2.66 funding avail =	\$ 2

Other							\$	1,661
	Rent*	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$36,650.00	=	\$1,271.76	funding avail =	\$ 892
	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 @	0.0347%	of annual cost:	\$14,490.00	=	\$502.80	funding avail =	\$ 422
	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 @	0.0347%	of annual cost:	\$8,239.51	=	\$285.91	funding avail =	\$ 242
	Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$3,903.75	=	\$135.46	funding avail =	\$ 105

<b>Admin Costs Total</b>	\$	27,345
<b>GRAND TOTAL</b>	\$	273,461

<b>CQM Costs</b>	
<b>Personnel</b>	\$ 13,152

<b>S. Sharma - CQM Associate</b>	\$ 13,152
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>	\$ 2,499
Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	

<b>Other</b>						\$	<b>1,440</b>
	<b>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) =</b>						
	Facility: shared cost with a allocation @	0.0210%	of annual cost:	\$58,200.00	=	\$1,222.20	funding avail = \$ 918
	<b>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) =</b>						
	Facility: shared cost with a allocation @	0.0210%	of annual cost:	\$12,015.00	=	\$252.32	funding avail = \$ 247
	<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) =</b>						
	Facility: shared cost with a allocation @	0.0210%	of annual cost:	\$18,000.00	=	\$378.00	funding avail = \$ 142
	<b>Repair &amp; Maintenance Repair &amp; Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =</b>						
	Admin Facility: shared cost with a allocation @	0.0210%	of annual cost:	\$6,900.00	=	\$144.90	funding avail = \$ 133
<b>CQM Costs Total</b>						\$	<b>17,091</b>

Budget Training Outline	Notes
Budget/Cost Categories vs Service Categories	
Cost Allocation Plan	
Line Item Budget Format	
Budget Narrative Justification Format	
Administrative vs Indirect Costs	
Redistribution vs Reallocation	No need for new budget for new personnel (Transmittal)
Budget Modifications; 25% redistribution	All day long! No need for limit unless it changes scope.
Board of Supervisors Approval Requirements	Only when the overall contract total changes. Also initiation of contracts. Language changes in contract.
Billing Training	
Categorical Billing	
Necessary Accompanied Backups	
Necessary In-House Backups	
Billing Barriers/Common Errors	Backup (lack of); rounding in Excel.
Allowable Purchases	Food on EHE budget. Transportation, etc.
Allowable Client Billing	Client Cut-Off points - no duplication across funding
(Incentives/transportation/food, etc.)	
Service Category Training	
Discrete Service Categories and Allowable Expenses	
Services Budgeted/Billed vs Services Provided	Case Conferences, Group Sessions
PCN's	
15-01	
16-02	
21-02	

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

EHE - Carryover

\$ 242,360

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
L. Pindeo - Program Mgr. (9 mons)	\$ 59,280	0.15	\$ 8,892	\$ 8,892	\$ 8,892
A. Peeple - LCM - Claremont (8 mons)	\$ 38,900	0.35	\$ 13,615	\$ 13,615	\$ 13,615
R. Gonzalez/ A. Peeple - Outreach Coordinator (9 mons)	\$ 45,240	0.20	\$ 9,048	\$ 9,048	\$ 9,048
A. Albandak - EW	\$ 54,250	0.25	\$ 13,562	\$ 13,562	\$ 13,562
<b>Personnel Subtotal</b>	<b>\$ 197,670</b>	<b>0.95</b>	<b>\$ 45,117</b>	<b>\$ 45,117</b>	<b>\$ 45,117</b>
<b>Fringe</b>					
		Percent	Program Cost	Direct Costs	Program Total
FICA		7.5%	\$ 3,384	\$ 3,384	\$ 3,384
Staff Insurance (Health)		8.0%	\$ 3,609	\$ 3,609	\$ 3,609
Disability (SUI)		2.1%	\$ 947	\$ 947	\$ 947
Worker's Compensation		1.4%	\$ 632	\$ 632	\$ 632
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 8,572</b>	<b>\$ 8,572</b>	<b>\$ 8,572</b>
<b>Total Personnel</b>			<b>\$ 53,689</b>	<b>\$ 53,689</b>	<b>\$ 53,689</b>
<b>Consultant:</b>					
Medrix - S. Wallace - MH Clinician - (8 mons)	\$ 80,426	0.30	\$ 24,128	\$ 24,128	\$ 24,128
Medrix - D. Gatica - Linkage CM - Hesperia (11 mons)	\$ 72,455	0.85	\$ 61,587	\$ 61,587	\$ 61,587
<b>Personnel Subtotal</b>	<b>\$ 152,881</b>	<b>1.15</b>	<b>\$ 85,715</b>	<b>\$ 85,715</b>	<b>\$ 85,715</b>
<b>Total Personnel Without Benefits</b>			<b>\$ 85,715</b>	<b>\$ 85,715</b>	<b>\$ 85,715</b>
<b>Travel</b>					
			Program Cost	Direct Costs	Program Total
Local Travel (Mileage)			\$ 240	\$ 240	\$ 240
<b>Travel Total</b>			<b>\$ 240</b>	<b>\$ 240</b>	<b>\$ 240</b>
<b>Supplies</b>					
			Program Cost	Direct Costs	Program Total
Equipment < \$5,000			\$ 5,687	\$ 5,687	\$ 5,687
Office Supplies			\$ 1,200	\$ 1,200	\$ 1,200
Program Supplies			\$ 1,614	\$ 1,614	\$ 1,614
Printing/Advertising Costs*			\$ 613	\$ 613	\$ 613
Training			\$ 998	\$ 998	\$ 998
Postage			\$ 101	\$ 101	\$ 101
<b>Supplies Total</b>			<b>\$ 10,213</b>	<b>\$ 10,213</b>	<b>\$ 10,213</b>
<b>Contractual</b>					
			Program Cost	Direct Costs	Program Total
Social Media	\$ -		\$ 40,000	\$ 40,000	\$ 40,000
Advertisement (Social Media)	\$ -		\$ 16,000	\$ 16,000	\$ 16,000
<b>Contractual Total</b>			<b>\$ 56,000</b>	<b>\$ 56,000</b>	<b>\$ 56,000</b>
<b>Other</b>					
			Program Cost	Direct Costs	Program Total
Rent*	\$ -		\$ 30,436	\$ 30,436	\$ 30,436
Telephone/Communication	\$ -		\$ 3,587	\$ 3,587	\$ 3,587
Utilities* (Waste/Gas/Lights/Water)	\$ -		\$ 339	\$ 339	\$ 339
Repair & Maintenance	\$ -		\$ 2,141	\$ 2,141	\$ 2,141
<b>Other Total</b>			<b>\$ 36,503</b>	<b>\$ 36,503</b>	<b>\$ 36,503</b>
<b>Program Income</b>					
Direct			\$ 242,360	\$ 242,360	\$ 242,360
<b>\$</b>			<b>\$ 242,360</b>	<b>\$ 242,360</b>	<b>\$ 242,360</b>
%			100%	100%	100%

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

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

**Direct Costs**

Personnel	FTE	\$	45,117
<b>L. Pindeo - Program Mgr</b>	0.15	\$	8,892
Counseling individuals with respect to HIV/AIDS; 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 multiply other RW Service Categories not related to this service category.			
<b>R. Gonzalez/A. Peeple - Outreach Coordin</b>	0.20	\$	9,048
Bilingual. Update website content and user navigation. Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent.			
<b>A. Peeple, Linkage to Care CM</b>	0.35	\$	13,615
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.			
<b>A. Albandak - EW</b>	0.25	\$	13,562
Collect and verify required eligibility documentation for receipt of services, review program requirements and procedures, including eligibility factors; conduct home visits when required for the purpose of obtaining and verifying information, advising clients of deadlines, timeframes and necessary actions to be taken, working with clients who need assistance in gathering appropriate documentation, regularly review and update case files to ensure appropriate documentation is in place.			

**Fringe** \$ 8,572

Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	8,572
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**Personnel Without Benefits** \$ 85,715

<b>Medix - S. Wallace - MH Clinician</b>	0.30	\$	24,128
Bilingual. Update website content and user navigation. Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent.			
<b>Medrix - D. Gatica - Linkage CM -</b>	0.85	\$	61,587
Bilingual. Update website content and user navigation. Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent.			

**Travel** \$ 240

<b>Local Travel</b> for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
40 miles/month x 1 persons x \$0.50 cents/mile x 12 months	\$	240	

**Contractual** \$ 56,000

<b>Social Media Outreach / Advertisement :</b>			
Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent. Advertisement (Social Media Ads): Focus on MSM enrollment to include success metrics by goals ie. Awareness to develop conversion outcomes. Marketing 5 websites, popular dating sites or social media platforms (ex. Grindr, Scruff, paid promotions on Instagram) targeting the 6 at-risk demographics. Contract with Rita Saikali to run the outreach social media developing / creative focusing on MSM engagement in services via the website and email campaign. With allocation of 100% of annual cost (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100%	of annual cost: \$40,000.00	= \$40,000.00 funding avail = \$ 40,000
<b>Social Media / Digital:</b>			
Responsible for maintaining and updating the Foothills AIDS Project website. This includes updating the website with an inquiry form, upcoming events, testimonials, recommendations from current staff or clients and securing the website to include a "U=U" digital campaign. Contract with Water and Stone to run the campaign creative focusing on MSM engagement in services via the website. with allocation of 100% of annual cost (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100%	of annual cost: \$16,000.00	= \$16,000.00 funding avail = \$ 16,000

**Supplies** \$ 10,213

<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 (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	0.4424%	of annual cost: \$18,000.00	= \$7,963.20 funding avail = 5,687
<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 supplies (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100%	of annual cost: \$1,614.02	= \$1,614.02 funding avail = 1,614
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc., (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	100%	of annual cost: \$1,200.00	= \$1,200.00 funding avail = 1,200
<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 @	100%	of annual cost: \$612.87	= \$612.87 funding avail = 613
<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 @	0.4424%	of annual cost: \$4,000.00	= \$1,769.60 funding avail = 998
<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%	of annual cost: \$101.16	= \$101.16 funding avail = 101

**Other** \$ 36,503

<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 @	0.4424%	of annual cost: \$72,200.00	= \$31,941.28 funding avail = \$ 30,436
<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 @	0.4424%	of annual cost: \$12,015.00	= \$5,315.44 funding avail = \$ 3,587

**ATTACHMENT H3.**

	Utilities expenses, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	0.4424%	of annual cost: \$7,380.00	=	\$3,264.91 funding avail = \$ 339
	<b>Repair &amp; Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =</b>				
	Direct Program: cost with a allocation @	0.4424%	of annual cost: \$6,900.00	=	\$3,052.56 funding avail = \$ 2,141
<b>Direct Costs Total</b>					<b>\$ 242,360</b>

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

EHE - FOOD - Carry Over

\$ 49,496

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
A. Peeple - LCM - Claremont (8 mons)	\$ 38,900	0.10	\$ 3,890	\$ 3,890	\$ 3,890
<b>Personnel Subtotal</b>			<b>\$ 3,890</b>	<b>\$ 3,890</b>	<b>\$ 3,890</b>
<b>Fringe</b>					
		Percent	Program Cost	Direct Costs	Program Total
FICA		7.5%	\$ 292	\$ 292	\$ 292
Staff Insurance (Health)		8.0%	\$ 311	\$ 311	\$ 311
Disability (SUI)		2.1%	\$ 82	\$ 82	\$ 82
Worker's Compensation		1.4%	\$ 54	\$ 54	\$ 54
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 739</b>	<b>\$ 739</b>	<b>\$ 739</b>
<b>Total Personnel</b>			<b>\$ 4,629</b>	<b>\$ 4,629</b>	<b>\$ 4,629</b>
<b>Consultant:</b>					
Medrix - D. Gatica - Linkage CM - Hesperia (11 mons)	\$ 72,455.00	0.10	\$ 7,245	\$ 7,245	\$ 7,245
<b>Personnel Subtotal</b>			<b>\$ 7,245</b>	<b>\$ 7,245</b>	<b>\$ 7,245</b>
<b>Total Personnel Without Benefits</b>			<b>\$ 7,245</b>	<b>\$ 7,245</b>	<b>\$ 7,245</b>
<b>Supplies</b>					
			Program Cost	Direct Costs	Program Total
Equipment < \$5,000			\$ 535	\$ 535	\$ 535
Office Supplies			\$ 80	\$ 80	\$ 80
Program Supplies			\$ 124	\$ 124	\$ 124
Printing/Advertising Costs*			\$ 140	\$ 140	\$ 140
Training			\$ 33	\$ 33	\$ 33
Postage			\$ 21	\$ 21	\$ 21
<b>Supplies Total</b>			<b>\$ 933</b>	<b>\$ 933</b>	<b>\$ 933</b>
<b>Other</b>					
			Program Cost	Direct Costs	Program Total
Rent*	\$ -		\$ 1,711	\$ 1,711	\$ 1,711
Telephone/Communication	\$ -		\$ 295	\$ 295	\$ 295
Utilities* (Waste/Gas/Lights/Water)	\$ -		\$ 26	\$ 26	\$ 26
Repair & Maintenance	\$ -		\$ 857	\$ 857	\$ 857
FOOD Vouchers (Subsidy)	\$ -		\$ 33,800	\$ 33,800	\$ 33,800
<b>Other Total</b>			<b>\$ 36,689</b>	<b>\$ 36,689</b>	<b>\$ 36,689</b>
<b>Program Income</b>					
Direct			\$ 49,496.00	\$ 49,496.00	\$ 49,496.00
<b>\$</b>			<b>\$ 49,496.00</b>	<b>\$ 49,496.00</b>	<b>\$ 49,496.00</b>
<b>%</b>			<b>100%</b>	<b>100%</b>	<b>100%</b>

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

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

**Direct Costs****EHE - FOOD - Carry Over**

Personnel	FTE	\$	3,890
<b>A. Peeple, Linkage to Care CM</b>	0.10	\$	3,890
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.			

<b>Fringe</b>	\$	739
Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =		\$ 739

Personnel Without Benefits		\$	7,245
Medrix - D. Gatica - Linkage CM -	0.10	\$	7,245
Bilingual. Update website content and user navigation. Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent.			

Supplies							\$	933
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) =								
Facility: shared cost with a allocation @		0.4424%	of annual cost:	\$18,000.00	=	\$7,963.20	funding avail =	\$ 535
Program Supplies: Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific supplies (based on previous year(s) expense) =								
Direct Program: cost with a allocation @		100%	of annual cost:	\$124.14	=	\$124.14	funding avail =	\$ 124
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc., (based on previous year(s) expense) =								
Facility: shared cost with a allocation @		100%	of annual cost:	\$80.00	=	\$80.00	funding avail =	\$ 80
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 @		100%	of annual cost:	\$140.00	=	\$140.00	funding avail =	\$ 140
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 @		0.1769%	of annual cost:	\$4,000.00	=	\$707.60	funding avail =	\$ 33
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:	\$20.78	=	\$20.78	funding avail =	\$ 21

Other						\$	36,689	
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 @	0.1769%	of annual cost:	\$72,200.00	=	\$12,772.18	funding avail =	\$	1,711
	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 @	0.1769%	of annual cost:	\$12,015.00	=	\$2,125.45	funding avail =	\$	295
Utilities expenses, (based on previous year(s) expense) =								
Facility: shared cost with a allocation @	0.1769%	of annual cost:	\$7,380.00	=	\$1,305.52	funding avail =	\$	26
Repair & Maintenance, AC/Heating, plumbing,etc., (based on previous year(s) expense) =								
Direct Program: cost with a allocation @	0.1769%	of annual cost:	\$6,900.00	=	\$1,220.61	funding avail =	\$	857
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;	42.250000	Provision =	\$80	# Months =	10	\$	33,800

<b>Direct Costs Total</b>	\$	49,496
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Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

EHE - Transportation - Carry Over \$ 24,748

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
A. Peeple - LCM - Claremont (8 mons)	\$ 38,900	0.05	\$ 1,945	\$ 1,945	\$ 1,945
<b>Personnel Subtotal</b>			<b>\$ 1,945</b>	<b>\$ 1,945</b>	<b>\$ 1,945</b>
<b>Fringe</b>					
		Percent	Program Cost	Direct Costs	Program Total
FICA		7.5%	\$ 146	\$ 146	\$ 146
Staff Insurance (Health)		8.0%	\$ 156	\$ 156	\$ 156
Disability (SUI)		2.1%	\$ 41	\$ 41	\$ 41
Worker's Compensation		1.4%	\$ 27	\$ 27	\$ 27
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 370</b>	<b>\$ 370</b>	<b>\$ 370</b>
<b>Total Personnel</b>			<b>\$ 2,315</b>	<b>\$ 2,315</b>	<b>\$ 2,315</b>
<b>Consultant:</b>					
Medrix - D. Gatica - Linkage CM - Hesperia (11 mons)	\$ 72,455	0.05	\$ 3,623	\$ 3,623	\$ 3,623
<b>Personnel Subtotal</b>			<b>\$ 3,623</b>	<b>\$ 3,623</b>	<b>\$ 3,623</b>
<b>Total Personnel Without Benefits</b>			<b>\$ 3,623</b>	<b>\$ 3,623</b>	<b>\$ 3,623</b>
<b>Supplies</b>					
			Program Cost	Direct Costs	Program Total
Equipment < \$5,000			\$ 267	\$ 267	\$ 267
Office Supplies			\$ 40	\$ 40	\$ 40
Program Supplies			\$ 62	\$ 62	\$ 62
Printing/Advertising Costs*			\$ 70	\$ 70	\$ 70
Training			\$ 17	\$ 17	\$ 17
Postage			\$ 10	\$ 10	\$ 10
<b>Supplies Total</b>			<b>\$ 466</b>	<b>\$ 466</b>	<b>\$ 466</b>
<b>Other</b>					
			Program Cost	Direct Costs	Program Total
Rent*	\$ -		\$ 856	\$ 856	\$ 856
Telephone/Communication	\$ -		\$ 147	\$ 147	\$ 147
Utilities* (Waste/Gas/Lights/Water)	\$ -		\$ 13	\$ 13	\$ 13
Repair & Maintenance	\$ -		\$ 428	\$ 428	\$ 428
Transpo Vouchers (Subsidy)	\$ -		\$ 16,900	\$ 16,900	\$ 16,900
<b>Other Total</b>			<b>\$ 18,344</b>	<b>\$ 18,344</b>	<b>\$ 18,344</b>
<b>Program Income</b>					
Direct			\$ 24,748	\$ 24,748	\$ 24,748
<b>\$</b>			<b>\$ 24,748</b>	<b>\$ 24,748</b>	<b>\$ 24,748</b>
<b>%</b>			<b>100%</b>	<b>100%</b>	<b>100%</b>

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

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2025 - 2/28/2026

**Direct Costs****EHE - Transportation - Carry Over**

Personnel	FTE	\$	1,945
<b>A. Peeple, Linkage to Care CM</b>	0.05	\$	1,945
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.			

<b>Fringe</b>		\$	370
Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =		\$	370

<b>Personnel Without Benefits</b>		\$	3,623
<b>Medrix - D. Gatica - Linkage CM -</b>	0.05	\$	3,623
Bilingual. Update website content and user navigation. Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent.			

<b>Supplies</b>		\$	466
<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 (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	0.0884%	of annual cost: \$18,000.00 =	\$1,591.20 funding avail = 267
<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 supplies (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100%	of annual cost: \$62.07 =	\$62.07 funding avail = 62
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc., (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	100%	of annual cost: \$40.00 =	\$40.00 funding avail = 40
<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 @	100%	of annual cost: \$70.00 =	\$70.00 funding avail = 70
<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 @	0.0884%	of annual cost: \$4,000.00 =	\$353.60 funding avail = 17
<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%	of annual cost: \$10.38 =	\$10.38 funding avail = 10

<b>Other</b>		\$	18,344
<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 @			
	0.0884%	of annual cost: \$72,200.00 =	\$6,382.48 funding avail = \$ 856
<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 @	0.0884%	of annual cost: \$12,015.00 =	\$1,062.13 funding avail = \$ 147
Utilities expenses, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	0.0884%	of annual cost: \$7,380.00 =	\$652.39 funding avail = \$ 13
<b>Repair &amp; Maintenance, AC/Heating, plumbing, etc., (based on previous year(s) expense) =</b>			
Direct Program: cost with a allocation @	0.0884%	of annual cost: \$6,900.00 =	\$609.96 funding avail = \$ 428
<b>Food Vouchers</b> Transportation Assistance: Transportation Assistance: Annual provision of bus passes, gas cards, LYFT and taxi vouchers to approximately 301 of 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 \$40 per month.			
Direct Program: cost with a allocation @	Undup. Clts; 24.142857	Provision = \$70 # Months = 10	\$ 16,900

**Direct Costs Total** \$ 24,748

Budget Training Outline	Notes
Budget/Cost Categories vs Service Categories	
Cost Allocation Plan	
Line Item Budget Format	
Budget Narrative Justification Format	
Administrative vs Indirect Costs	
Redistribution vs Reallocation	No need for new budget for new personnel (Transmittal)
Budget Modifications; 25% redistribution	All day long! No need for limit unless it changes scope.
Board of Supervisors Approval Requirements	Only when the overall contract total changes. Also initiation of contracts. Language changes in contract.
Billing Training	
Categorical Billing	
Necessary Accompanied Backups	
Necessary In-House Backups	
Billing Barriers/Common Errors	Backup (lack of); rounding in Excel.
Allowable Purchases	Food on EHE budget. Transportation, etc.
Allowable Client Billing	Client Cut-Off points - no duplication across funding
(Incentives/transportation/food, etc.)	
Service Category Training	
Discrete Service Categories and Allowable Expenses	
Services Budgeted/Billed vs Services Provided	Case Conferences, Group Sessions
PCN's	
15-01	
16-02	
21-02	

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2026 - 2/28/2027

EHE

Admendment 8/11/2025

\$ 273,461

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
S. Miller - Program Mgr.	\$ 79,040	0.06	\$ 4,742	\$ 4,742		\$ 4,742
R. Gonzalez - Linkage CM	\$ 58,240	1.00	\$ 58,240	\$ 58,240	\$ -	\$ 58,240
F.Shivam / L. Silvius - Social Med Cc	\$ 43,841	0.05	\$ 2,192	\$ 2,192	\$ -	\$ 2,192
L. Stowers (6 months)	\$90,000	0.08	\$ 7,200	\$ -	\$ 7,200	\$ 7,200
A. Cespedes	\$71,201	0.04	\$ 2,848	\$ -	\$ 2,848	\$ 2,848
C. Hicks	\$63,648	0.04	\$ 2,546	\$ -	\$ 2,546	\$ 2,546
S. Martinez	\$ 62,537	0.04	\$ 2,501	\$ -	\$ 2,501	\$ 2,501
<b>Personnel Subtotal</b>			<b>\$ 80,269</b>	<b>\$ 65,174</b>	<b>\$ 15,095</b>	<b>\$ 80,269</b>
<b>Fringe</b>						
		<b>Percent</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
FICA		7.5%	\$ 6,020	\$ 4,888	\$ 1,132	\$ 6,020
Staff Insurance (Health)		8.0%	\$ 6,422	\$ 5,214	\$ 1,208	\$ 6,422
Disability (SUI)		2.1%	\$ 1,686	\$ 1,369	\$ 317	\$ 1,686
Worker's Compensation		1.4%	\$ 1,124	\$ 912	\$ 212	\$ 1,124
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 15,252</b>	<b>\$ 12,383</b>	<b>\$ 2,869</b>	<b>\$ 15,252</b>
<b>Total Personnel</b>			<b>\$ 95,521</b>	<b>\$ 77,558</b>	<b>\$ 17,964</b>	<b>\$ 95,521</b>
<b>Personnel Without Benefits</b>						
Medix (Mental Health Clinic) 6 months	\$ 71,400	1.00	\$ 71,400	\$ 71,400	\$ -	\$ 71,400
Medix (Linkage CM) Hesperia & Claremor	\$ 78,400	1.00	\$ 78,400	\$ 78,400	\$ -	\$ 78,400
Medix (Admin. Assistant) 6 months	\$ 48,000	0.10	\$ 4,800		\$ 4,800	\$ 4,800
<b>Personnel Subtotal</b>			<b>\$ 154,600</b>	<b>\$ 149,800</b>	<b>\$ 4,800</b>	<b>\$ 154,600</b>
<b>Travel</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Local Travel (Mileage)			\$ 325	\$ 235	\$ 90	\$ 325
Long Distance Travel			\$ 75		\$ 75	\$ 75
<b>Travel Total</b>			<b>\$ 400</b>	<b>\$ 235</b>	<b>\$ 165</b>	<b>\$ 400</b>
<b>Supplies</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Equipment < \$5,000			\$ 2,558	\$ 1,815	\$ 743	\$ 2,558
Office Supplies			\$ 1,686	\$ 1,510	\$ 176	\$ 1,686
Program Supplies			\$ 850	\$ 300	\$ 550	\$ 850
Printing/Advertising Costs*			\$ 49	\$ 31	\$ 18	\$ 49
Training			\$ 108	\$ 100	\$ 8	\$ 108
Postage			\$ 77	\$ 25	\$ 52	\$ 77
<b>Supplies Total</b>			<b>\$ 5,328</b>	<b>\$ 3,781</b>	<b>\$ 1,547</b>	<b>\$ 5,328</b>
<b>Contractual</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Kwan & Company CPA Inc	\$ -		\$ 520		\$ 520	\$ 520
Ellene Wong	\$ -		\$ 240		\$ 240	\$ 240
Insight HR	\$ -		\$ 446		\$ 446	\$ 446
Risk Management	\$ -		\$ 2		\$ 2	\$ 2
<b>Contractual Total</b>			<b>\$ 1,208</b>	<b>\$ -</b>	<b>\$ 1,208</b>	<b>\$ 1,208</b>
<b>Other</b>						
			<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ -		\$ 12,920	\$ 12,028	\$ 892	\$ 12,920
Telephone/Communication	\$ -		\$ 2,229	\$ 1,807	\$ 422	\$ 2,229
Utilities* (Waste/Gas/Lights/Water)	\$ -		\$ 471	\$ 229	\$ 242	\$ 471
Repair & Maintenance	\$ -		\$ 784	\$ 679	\$ 105	\$ 784
<b>Equipment Total</b>			<b>\$ 16,404</b>	<b>\$ 14,743</b>	<b>\$ 1,661</b>	<b>\$ 16,404</b>
<b>Program Income</b>						
Direct			\$ 273,461	\$ 246,116		\$ 246,116
Admin					\$ 27,345	
<b>\$</b>			<b>\$ 273,461</b>	<b>\$ 246,116</b>	<b>\$ 27,345</b>	<b>\$ 273,461</b>
%			100%	90%	10%	100%

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

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2026 - 2/28/2027

CQM

Admendment 8/11/2025

\$17,091

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
QA Assistant - F. Shivam / L. Silvius	\$ 43,841	0.30	\$ 13,152	\$ 13,152	\$ 13,152
<b>Personnel Subtotal</b>			<b>\$ 13,152</b>	<b>\$ 13,152</b>	<b>\$ 13,152</b>
<b>Fringe</b>					
		Percent	Program Cost	Direct Costs	Program Total
FICA		7.5%	\$ 987	\$ 987	\$ 987
Staff Insurance (Health)		8.0%	\$ 1,052	\$ 1,052	\$ 1,052
Disability (SUI)		2.1%	\$ 276	\$ 276	\$ 276
Worker's Compensation		1.4%	\$ 184	\$ 184	\$ 184
<b>Fringe Subtotal</b>		<b>19.0%</b>	<b>\$ 2,499</b>	<b>\$ 2,499</b>	<b>\$ 2,499</b>
<b>Total Personnel</b>			<b>\$ 15,651</b>	<b>\$ 15,651</b>	<b>\$ 15,651</b>
<b>Other</b>					
			Program Cost	Direct Costs	Program Total
Rent*	\$ -		\$ 918	\$ 918	\$ 918
Telephone/Communicatio	\$ -		\$ 247	\$ 247	\$ 247
Equipment	\$ -		\$ 142	\$ 142	\$ 142
Repair & Maintenance	\$ -		\$ 133	\$ 133	\$ 133
<b>Other Total</b>			<b>\$ 1,440</b>	<b>\$ 1,440</b>	<b>\$ 1,440</b>
<b>Program Income</b>					
Direct			\$ 17,091	\$ 17,091	\$ 17,091
<b>\$</b>			<b>\$ 17,091</b>	<b>\$ 17,091</b>	<b>\$ 17,091</b>
%			101%	100%	100%

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

Foothill AIDS Project  
Ryan White Part - EHE  
Line Item Budget  
Budget Period 3/1/2026 - 2/28/2027

**Direct Costs****Admendment 8/11/2025**

Personnel	FTE		\$	65,174
<b>S. Miller, Manager of Programs</b>	0.06		\$	4,742
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.				
<b>S. Harma - Social Med Coord.</b>	0.05		\$	2,192
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.				
<b>R. Gonzalez, Linkage to Care CM</b>	1.00		\$	58,240
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.				

**Fringe**

\$ 12,383

Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	12,383
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**Travel**

\$ 235

<b>Local Travel</b> for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
35,606 miles/month x 1 persons x \$0.55 cents/mile x 12 months	\$	235

**Contractual**

\$ 149,800

<b>Medix (Mental Health Clinician) 6 months</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.				
Mental Health Clinician: allocation @	100%	of annual cost:	\$71,400.00	= \$71,400.00 funding avail = \$ 71,400
<b>Medix (Linkage CM) Hesperia &amp; Claremont</b> 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:	\$78,400.00	= \$78,400.00 funding avail = \$ 78,400

**Supplies**

\$ 3,781

<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 (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	0.2424%	of annual cost:	\$18,000.00	= \$4,363.20 funding avail = 1,815
<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 supplies (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	100%	of annual cost:	\$300.00	= \$300.00 funding avail = 300
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc., (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	100%	of annual cost:	\$1,509.67	= \$1,509.67 funding avail = 1,510
<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 @	100%	of annual cost:	\$30.57	= \$30.57 funding avail = 31
<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 @	0.2424%	of annual cost:	\$2,000.00	= \$484.80 funding avail = 100
<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%	of annual cost:	\$24.50	= \$24.50 funding avail = 25

**Other**

\$ 14,743

<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 @	0.2424%	of annual cost:	\$58,200.00	= \$14,107.68 funding avail = \$ 12,028
<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 @	0.2424%	of annual cost:	\$12,015.00	= \$2,912.44 funding avail = \$ 1,807
Utilities expenses, (based on previous year(s) expense) =				
Facility: shared cost with a allocation @	0.2424%	of annual cost:	\$7,380.00	= \$1,788.91 funding avail = \$ 229
<b>Repair &amp; Maintenance, AC/Heating, plumbing, etc.</b> , (based on previous year(s) expense) =				
Direct Program: cost with a allocation @	0.2424%	of annual cost:	\$6,900.00	= \$1,672.56 funding avail = \$ 679

**Direct Costs Total**

\$ 246,116

**Administrative Costs**

Personnel	FTE		\$	15,095
<b>L. Stowers, Executive Director</b>	0.08		\$	7,200
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>	0.04	\$	2,848
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>S. Martinez, Operations Manager</b>	0.04	\$	2,501
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services			
<b>C. Hicks, Grants Manager</b>	0.04	\$	2,546
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>Fringe</b>	\$	2,869
Calculated at 19.0%: FICA 7.5% , Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	2,869

Medix (Admin. Assistant) 6 months			
General administrative responsibilities to include medical billing, filling, phones, schedule meetings.			
Mental Health Clinician: allocation @	10%	of annual cost: \$48,000.00 = \$48,000.00	funding avail = \$4,800

<b>Travel</b>	\$	165
<b>Local Travel</b> for 1 personnel to engage conference or clients at home or at other locations for linkage to care purposes.		
25 miles/month x 1.00 persons x \$0.30		\$ 90
cents/mile x 12 months		
<b>Long Distance Travel</b> to Ryan White conferences.		
25 miles/month x 1.00 persons x \$0.25		\$ 75
cents/mile x 12 months		

Supplies						\$	1,547
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 @	0.0347%	of annual cost:	\$32,600.00	=	\$1,131.22	funding avail =	\$ 743
Office Program Shared Supplies: General First AIDS supplies group food and drinking water & Direct services (0.347 + 0.653) (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	1.0000%	of annual cost:	\$58,339.00	=	\$583.39	funding avail =	\$ 550
Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, etc., (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$7,600.00	=	\$263.72	funding avail =	\$ 176
Printing/Duplication: 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 @	0.0347%	of annual cost:	\$14,416.00	=	\$500.24	funding avail =	\$ 18
Training - Ecclinical data base training, fire safety, active shooter training							
Admin Facility: shared cost with a allocation @	0.034%	of annual cost:	\$29,500.00	=	\$10.03	funding avail =	\$ 8
Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =							
Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$5,447.25	=	\$189.02	funding avail =	\$ 52

Contractual					\$	1,208			
	Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =							
	Admin Program: shared cost with a allocation @	0.0347%	of annual cost:	\$29,000.00	=	\$1,006.30	funding avail =	\$	520
	Elene Wong	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =							
	Admin Program: shared cost with a allocation @	0.0347%	of annual cost:	\$7,900.00	=	\$274.13	funding avail =	\$	240
	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) =							
	Admin Program: shared cost with a allocation @	0.0347%	of annual cost:	\$74,006.00	=	\$2,568.01	funding avail =	\$	446
	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 @	0.0340%	of annual cost:	\$7,826.09	=	\$2.66	funding avail =	\$	2

Other									\$	1,661	
	Rent*	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =									
	Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$36,650.00	=	\$1,271.76	funding avail =		\$	892	
	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 @	0.0347%	of annual cost:	\$14,490.00	=	\$502.80	funding avail =		\$	422	
	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 @	0.0347%	of annual cost:	\$8,239.51	=	\$285.91	funding avail =		\$	242	
	Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =									
	Admin Facility: shared cost with a allocation @	0.0347%	of annual cost:	\$3,903.75	=	\$135.46	funding avail =		\$	105	

<b>Admin Costs Total</b>	\$	27,345
<b>GRAND TOTAL</b>	\$	273,461

CQM Costs		
Personnel	\$	13,152

<b>S. Sharma - CQM Associate</b>	\$	13,152
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>	\$	2,499
Calculated at 19.0%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =		

Other						\$ 1,440
	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 @	0.0210%	of annual cost:	\$58,200.00	= \$1,222.20 funding avail =	\$ 918
	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 @	0.0210%	of annual cost:	\$12,015.00	= \$252.32 funding avail =	\$ 247
	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) =					
	Facility: shared cost with a allocation @	0.0210%	of annual cost:	\$18,000.00	= \$378.00 funding avail =	\$ 142
	Repair & Maintenance Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	0.0210%	of annual cost:	\$6,900.00	= \$144.90 funding avail =	\$ 133
CQM Costs Total						\$ 17,091

Budget Training Outline	Notes
Budget/Cost Categories vs Service Categories	
Cost Allocation Plan	
Line Item Budget Format	
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Administrative vs Indirect Costs	
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Categorical Billing	
Necessary Accompanied Backups	
Necessary In-House Backups	
Billing Barriers/Common Errors	Backup (lack of); rounding in Excel.
Allowable Purchases	Food on EHE budget. Transportation, etc.
Allowable Client Billing	Client Cut-Off points - no duplication across funding
(Incentives/transportation/food, etc.)	
Service Category Training	
Discrete Service Categories and Allowable Expenses	
Services Budgeted/Billed vs Services Provided	Case Conferences, Group Sessions
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15-01	
16-02	
21-02	