



Contract Number

19-326 A-3

SAP Number

44000011369

Department of Behavioral Health

Department Contract Representative	Diana Barajas
Telephone Number	(909) 388-0862
Contractor	Lighthouse Social Service Centers
Contractor Representative	Karen Young-Lowe
Telephone Number	(951) 951-3533
Contract Term	July 1, 2019 through September 30, 2024
Original Contract Amount	\$8,693,606
Amendment Amount	\$2,045,554
Total Contract Amount	\$10,739,160
Cost Center	1018421000

IT IS HEREBY AGREED AS FOLLOWS:

WITNESSETH:

IN THAT CERTAIN **Contract No. 19-326 A-3** by and between San Bernardino County, a political subdivision of the State of California, and Lighthouse Social Services Centers, Contractor for Family Stabilization Rapid Re-Housing Services, which Contract first became effective July 1, 2019, the following changes are hereby made and agreed to, effective October 1, 2023:

- I. ARTICLE V FUNDING, paragraph K is hereby amended to read as follows:
 - K. The Contract amendment amount of \$2,045,554 shall increase the total contract amount from \$8,693,606 to \$10,739,160 for the contract term.
- II. ARTICLE XVI DURATION AND TERMINATION, paragraph A, is hereby amended to read as follows:
 - A. The term of this Agreement shall be from July 1, 2019 through September 30, 2024 inclusive.
- III. ARTICLE XVIII PERSONNEL, paragraphs K and L are hereby added to read as follows:
 - K. Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country->

[information/ukraine-russia-related-sanctions](https://www.dgs.ca.gov/OLS/Ukraine-Russia)), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the County.

L. Campaign Contribution Disclosure (SB 1439)

Contractor has disclosed to the County using Attachment V - Campaign Contribution Disclosure Senate Bill 1439, whether it has made any campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, Auditor-Controller/Treasurer/Tax Collector and the District Attorney] within the earlier of: (1) the date of the submission of Contractor's proposal to the County, or (2) 12 months before the date this Contract was approved by the Board of Supervisors. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer for 12 months after the County's consideration of the Contract.

In the event of a proposed amendment to this Contract, the Contractor will provide the County a written statement disclosing any campaign contribution(s) of more than \$250 to any member of the Board of Supervisors or other County elected officer within the preceding 12 months of the date of the proposed amendment.

Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of Contractor.

- IV. This amendment hereby adds Schedules A and B for the period of October 1, 2023 through September 30, 2024. All previously approved schedules remain in effect.
- V. This amendment hereby adds ATTACHMENT V Campaign Contribution Disclosure (SB 1439)

VI. All other terms, conditions and covenants in the basic agreement remain in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

SAN BERNARDINO COUNTY

Lighthouse Social Service Centers

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

►

Dawn Rowe, Chair, Board of Supervisors

By ►

(Authorized signature - sign in blue ink)

Dated: _____

Name _____

(Print or type name of person signing contract)

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

Title _____

(Print or Type)

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____

Deputy

Dated: _____

Address _____

FOR COUNTY USE ONLY

Approved as to Legal Form

Reviewed for Contract Compliance

Reviewed/Approved by Department

►
Dawn Martin, County Counsel

►
Natalie Kessee, Contracts Manager

►
Georgina Yoshioka, Director

Date _____

Date _____

Date _____

**County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
BUDGET PROPOSAL - Salary & Benefit Detail**

PROVIDER NAME	LightHouse Social Service Centers
LOCATION/SITE	Colton (FSP)
BUDGET PERIOD	Oct 1, 2023 - June 30, 2024
PREPARED BY	Karyn Young-Lowe
CONTRACT NO.	RFP DBH #18-72

SALARY & BENEFITS	HOURLY RATE	TOTAL PROGRAM HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARIES & BENEFITS
POSITION TITLE				Benefit Rate: 12.00%	
Program Manager	\$ 36.06	1,560	\$ 56,250	\$ 6,750	\$ 63,000
Case Manager	\$ 26.00	1,560	\$ 40,560	\$ 4,867	\$ 45,427
Case Manager	\$ 26.00	1,560	\$ 40,560	\$ 4,867	\$ 45,427
Housing Navigator	\$ 24.00	1,560	\$ 37,440	\$ 4,493	\$ 41,933
Housing Navigator	\$ 24.00	1,560	\$ 37,440	\$ 4,493	\$ 41,933
Intake Specialist	\$ 24.00	1,560	\$ 37,440	\$ 4,493	\$ 41,933
Receptionist/Program Asst.	\$ 27.00	1,170	\$ 31,590	\$ 3,791	\$ 35,381
Mental Health Professional	\$ 31.25	1,170	\$ 36,563	\$ 4,388	\$ 40,951
Clinical Director	\$ 43.27	480	\$ 20,756	\$ 2,491	\$ 23,247
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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		-	\$ -	\$ -	\$ -
		-	\$ -	\$ -	\$ -
TOTALS SALARIES & BENEFITS		12,180	\$ 338,599	\$ 40,633	\$ 379,232

County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
BUDGET PROPOSAL - Services & Supplies

PROVIDER:	LightHouse Social Service Centers
LOCATION/SITE:	Colton (FSP)
BUDGET PERIOD:	Oct 1, 2023 - June 30, 2024
PREPARED BY:	Karyn Young-Lowe
CONTRACT NO.:	RFP DBH #18-72

TOTAL SALARY & BENEFITS (From Pg 1)	\$	379,232
SERVICES AND SUPPLIES	Annual Cost	
COMMUNICATIONS	\$	18,000
EQUIPMENT LEASE & RENTAL	\$	-
REPAIR AND MAINTENANCE -Equipment	\$	-
SUPPLIES AND MATERIALS	\$	750
REPAIRS AND MAINTENANCE - Building		
RENTS & LEASES – Building	\$	31,500
INSURANCE		
TRAINING		
TRAVEL/MILEAGE	\$	13,500
PROFESSIONAL SERVICES	\$	3,450
UTILITIES	\$	3,450
DEPRECIATION		
OTHER:	\$	-
OTHER:		
CLIENT SERVICES:		
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$	473,710
Household Items (Beds and Refrigerators ONLY)	\$	11,250
OTHER:		
OTHER: Admin. (Indirect Costs)	\$	67,500
TOTAL SERVICES & SUPPLIES	\$	623,110
TOTAL PROGRAM EXPENDITURES	\$	1,002,342

SUMMARY OF PROGRAM COSTS:

PROGRAM COST	\$	1,002,342
Total # of Unduplicated Clients	\$	150
Cost Per Client		6682

**County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM**

Budget Narrative

Period: Oct 1, 2023 - June 30, 2024

Line-Item Budget	Budget Amount	Description of Expenditure
COMMUNICATIONS	\$ 18,000	The costs of Cell phones, tablets, telephone and internet for the staffs'directly providing supportive/case management services to program participants.
EQUIPMENT LEASE & RENTAL	\$ -	
REPAIR AND MAINTENANCE -Equipment	\$ -	
SUPPLIES AND MATERIALS	\$ 750	The costs of supplies and materials in directly providing supportive services to program participants.
REPAIRS AND MAINTENANCE - Building	\$ -	
RENTS & LEASES – Building	\$ 31,500	The costs of space occupied by the staff who directly providing supportive/case management services to program participants.
INSURANCE	\$ -	
TRAINING	\$ -	
TRAVEL/MILEAGE	\$ 13,500	Mileage allowances for staff providing direct services to program participants.
PROFESSIONAL SERVICES	\$ 3,450	
UTILITIES	\$ 3,450	
DEPRECIATION	\$ -	
OTHER:	\$ -	
OTHER:	\$ -	
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$ 473,710	Limited temporary financial intervention and support for participant families. Including but not limited to: bridge housing, security and utility deposits and rental subsidy assistance.
Household Items (Beds and Refrigerators ONLY)	\$ 11,250	Appliances, furniture and lodging kits for participants families moving into permanent housing.
OTHER:	\$ -	
OTHER: Admin. (Indirect Costs)	\$ 67,500	
TOTAL SERVICES & SUPPLIES	\$ 623,110	

***INSTRUCTIONS:**

This form should be used to provide an explanation and/or justification for an expenditure. Please provide detail of calculation of expense.

The **Line Item budget** column: Use to identify the expense as it is on your budget worksheet.

The **Description of Expenditure** column: Use to describe the expenditure and justify the expense as it relates to the program.

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Planning Budget
FISCAL YEARS: FY23/24

Prepared by:	Karyn Young-Lowe	Location	LightHouse Social Service Centers (Colton Office)
Title:	CEO	Address:	1003 E. Cooley Drive
Date Form Completed:	March 17, 2023		Ste. 205
Contract No.:	RFP DBH #18-72		Colton, CA 92324

	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,002,342	\$ 343,849			\$ 1,346,191
Total # of Unduplicated Clients	150	50			200
Cost Per Client	\$ 6,682.28	\$ 6,876.98			\$ 6,731
TOTALS	\$ 1,002,342.00	\$ 343,849.00	\$ -	\$ -	\$ 1,346,191

* Rounded to nearest dollar

APPROVED:

Printed Name:			
PROVIDER AUTHORIZED	Date	DBH FISCAL MANAGER or DESIGNEE	Date
Signature:			
PROVIDER AUTHORIZED		DBH FISCAL MANAGER or DESIGNEE	DBH PROGRAM MANAGER or DESIGNEE

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Summary Planning Budget
FISCAL YEARS: **Oct 2023 through Sep 2024**

Prepared by:

Karyn Young-Lowe

Location

Colton & Victorville Locations

Title:

CEO

Address:

1003 E. Cooley Drive

Date Form Completed:

March 17, 2023

Ste. 205

Contract No.:

RFP DBH #18-72

Colton, CA 92324

COLTON LOCATION	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,002,342	\$ 343,849			\$ 1,346,191
Total # of Unduplicated Clients	150	50			200
Cost Per Client	\$ 6,682	\$ 6,877			\$ 6,731
TOTALS	\$ 1,002,342	\$ 343,849.00	\$ -	\$ -	\$ 1,346,191

VICTORVILLE LOCATION	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 531,822	\$ 167,541			\$ 699,363
Total # of Unduplicated Clients	75	25			100
Cost Per Client	\$ 7,091	\$ 6,702			\$ 6,994
TOTALS	\$ 531,822.00	\$ 167,541.00	\$ -	\$ -	\$ 699,363

GRAND TOTAL

COLTON + VICTORVILLE	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,534,164	\$ 511,390			\$ 2,045,554
Total # of Unduplicated Clients	225	75			300
Cost Per Client	\$ 6,819	\$ 6,819			\$ 6,819
TOTALS	\$ 1,534,164	\$ 511,390.00	\$ -	\$ -	\$ 2,045,554

* Rounded to nearest dollar

APPROVED:

Printed Name:

PROVIDER AUTHORIZED

Date

DBH FISCAL MANAGER or DESIGNEE

Date

DBH PROGRAMMANAGER or DESIGNEE

Date

Signature:

PROVIDER AUTHORIZED

DBH FISCAL MANAGER or DESIGNEE

DBH PROGRAMMANAGER or DESIGNEE

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County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
BUDGET PROPOSAL - Services & Supplies

PROVIDER:	LightHouse Social Service Centers
LOCATION/SITE:	Colton (FSP)
BUDGET PERIOD:	Jul 1, 2024 - Sep 30, 2024
PREPARED BY:	Karyn Young-Lowe
CONTRACT NO.:	RFP DBH #18-72

TOTAL SALARY & BENEFITS (From Pg 1)	\$	126,412
SERVICES AND SUPPLIES	Annual Cost	
COMMUNICATIONS	\$	6,000
EQUIPMENT LEASE & RENTAL	\$	-
REPAIR AND MAINTENANCE -Equipment	\$	-
SUPPLIES AND MATERIALS	\$	250
REPAIRS AND MAINTENANCE - Building		
RENTS & LEASES – Building	\$	10,500
INSURANCE		
TRAINING		
TRAVEL/MILEAGE	\$	4,500
PROFESSIONAL SERVICES	\$	1,150
UTILITIES	\$	1,150
DEPRECIATION		
OTHER:	\$	-
OTHER:		
CLIENT SERVICES:		
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$	173,263
Household Items (Beds and Refrigerators ONLY)	\$	3,750
OTHER:		
OTHER: Admin. (Indirect Costs)	\$	16,875
TOTAL SERVICES & SUPPLIES	\$	217,437
TOTAL PROGRAM EXPENDITURES	\$	343,849

SUMMARY OF PROGRAM COSTS:

PROGRAM COST	\$	343,849
Total # of Unduplicated Clients	\$	50
Cost Per Client		6877

County of San Bernardino Department of Behavioral Health
 Substance Use Disorder- Alcohol and Drug Services
 FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM

Budget Narrative

Period: Jul 1, 2024 - Sep 30, 2024

Line-Item Budget	Budget Amount	Description of Expenditure
COMMUNICATIONS	\$ 6,000	The costs of Cell phones, tablets, telephone and internet for the staffs'directly providing supportive/case management services to program participants.
EQUIPMENT LEASE & RENTAL	\$ -	
REPAIR AND MAINTENANCE -Equipment	\$ -	
SUPPLIES AND MATERIALS	\$ 250	The costs of supplies and materials in directly providing supportive services to program participants.
REPAIRS AND MAINTENANCE - Building	\$ -	
RENTS & LEASES – Building	\$ 10,500	The costs of space occupied by the staff who directly providing supportive/case management services to program participants.
INSURANCE	\$ -	
TRAINING	\$ -	
TRAVEL/MILEAGE	\$ 4,500	Mileage allowances for staff providing direct services to program participants.
PROFESSIONAL SERVICES	\$ 1,150	

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Planning Budget
FISCAL YEARS: FY24/25

Prepared by:	Karyn Young-Lowe	Location	LightHouse Social Service Centers (Colton Office)
Title:	CEO	Address:	1003 E. Cooley Drive
Date Form Completed:	March 17, 2023		Ste. 205
Contract No.:	RFP DBH #18-72		Colton, CA 92324

	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,002,342	\$ 343,849			\$ 1,346,191
Total # of Unduplicated Clients	150	50			200
Cost Per Client	\$ 6,682.28	\$ 6,876.98			\$ 6,731
TOTALS	\$ 1,002,342.00	\$ 343,849.00	\$ -	\$ -	\$ 1,346,191

* Rounded to nearest dollar

APPROVED:

Printed Name:

PROVIDER AUTHORIZED	Date	DBH FISCAL MANAGER or DESIGNEE	Date	DBH PROGRAM MANAGER or DESIGNEE	Date
Signature:					
PROVIDER AUTHORIZED		DBH FISCAL MANAGER or DESIGNEE		DBH PROGRAM MANAGER or DESIGNEE	

County of San Bernardino Department of Behavioral Health
 Substance Use Disorder and Recover Services (SUDRS)
 FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
 SCHEDULE A - Summary Planning Budget
 FISCAL YEARS: Oct 2023 through Sep 2024

Prepared by:	Karyn Young-Lowe	Location:	Colton & Victorville Locations
Title:	CEO	Address:	1003 E. Cooley Drive
Date Form Completed:	March 17, 2023		Ste. 205
Contract No.:	RFP DBH #18-72		Colton, CA 92324

COLTON LOCATION	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,002,342	\$ 343,849			\$ 1,346,191
Total # of Unduplicated Clients	150	50			200
Cost Per Client	\$ 6,682	\$ 6,877			\$ 6,731
TOTALS	\$ 1,002,342	\$ 343,849.00	\$ -	\$ -	\$ 1,346,191

VICTORVILLE LOCATION	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 531,822	\$ 167,541			\$ 699,363
Total # of Unduplicated Clients	75	25			100
Cost Per Client	\$ 7,091	\$ 6,702			\$ 6,994
TOTALS	\$ 531,822.00	\$ 167,541.00	\$ -	\$ -	\$ 699,363

GRAND TOTAL

COLTON + VICTORVILLE	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,534,164	\$ 511,390			\$ 2,045,554
Total # of Unduplicated Clients	225	75			300
Cost Per Client	\$ 6,819	\$ 6,819			\$ 6,819
TOTALS	\$ 1,534,164	\$ 511,390.00	\$ -	\$ -	\$ 2,045,554

* Rounded to nearest dollar

APPROVED:

Printed Name:

PROVIDER AUTHORIZED	Date	DBH FISCAL MANAGER or DESIGNEE	Date	DBH PROGRAM MANAGER or DESIGNEE	Date
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Signature:

PROVIDER AUTHORIZED	DBH FISCAL MANAGER or DESIGNEE	DBH PROGRAM MANAGER or DESIGNEE
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PROVIDER NAME	LightHouse Social Service Centers
LOCATION/SITE	Victorville (FSP)
BUDGET PERIOD	Oct 1, 2023 - June 30, 2024
PREPARED BY	Karyn Young-Lowe
CONTRACT NO.	RFP DBH #18-72

SALARY & BENEFITS	HOURLY RATE	TOTAL PROGRAM HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARIES & BENEFITS
POSITION TITLE				Benefit Rate: 12.00%	
Program Manager	\$ 36.06	1,560	\$ 56,250	\$ 6,750	\$ 63,000
Case Manager	\$ 26.00	1,560	\$ 40,560	\$ 4,867	\$ 45,427
Case Manager	\$ 26.00	1,560	\$ 40,560	\$ 4,867	\$ 45,427
Housing Navigator	\$ 24.00	1,560	\$ 37,440	\$ 4,493	\$ 41,933
Intake Specialist	\$ 24.00	1,560	\$ 37,440	\$ 4,493	\$ 41,933
Receptionist/Program Asst.	\$ 27.00	390	\$ 10,530	\$ 1,264	\$ 11,794
Mental Health Professional	\$ 31.25	390	\$ 12,188	\$ 1,463	\$ 13,651
Clinical Director	\$ 43.27	160	\$ 6,919	\$ 830	\$ 7,749
			\$ -	\$ -	\$ -
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		-	\$ -	\$ -	\$ -
TOTALS SALARIES & BENEFITS		8,740	\$ 241,887	\$ 29,027	\$ 270,914

County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
BUDGET PROPOSAL - Services & Supplies

PROVIDER:	LightHouse Social Service Centers
LOCATION/SITE:	Victorville (FSP)
BUDGET PERIOD:	Oct 1, 2023 - June 30, 2024
PREPARED BY:	Karyn Young-Lowe
CONTRACT NO.:	RFP DBH #18-72

TOTAL SALARY & BENEFITS (From Pg 1)	\$	270,914
SERVICES AND SUPPLIES	Annual Cost	
COMMUNICATIONS	\$	6,000
EQUIPMENT LEASE & RENTAL	\$	-
REPAIR AND MAINTENANCE -Equipment	\$	-
SUPPLIES AND MATERIALS	\$	250
REPAIRS AND MAINTENANCE - Building		
RENTS & LEASES – Building	\$	10,500
INSURANCE		
TRAINING		
TRAVEL/MILEAGE	\$	4,500
PROFESSIONAL SERVICES	\$	1,150
UTILITIES	\$	1,150
DEPRECIATION		
OTHER:	\$	-
OTHER:		
CLIENT SERVICES:		
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$	211,108
Household Items (Beds and Refrigerators ONLY)	\$	3,750
OTHER:		
OTHER: Admin. (Indirect Costs)	\$	22,500
TOTAL SERVICES & SUPPLIES	\$	260,908
TOTAL PROGRAM EXPENDITURES	\$	531,822

SUMMARY OF PROGRAM COSTS:

PROGRAM COST	\$	531,822
Total # of Unduplicated Clients	\$	75
Cost Per Client		7091

**County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM**

Budget Narrative

Period: Oct 1, 2023 - June 30, 2024

Line-Item Budget	Budget Amount	Description of Expenditure
COMMUNICATIONS	\$ 6,000	The costs of Cell phones, tablets, telephone and internet for the staffs'directly providing supportive/case management services to program participants.
EQUIPMENT LEASE & RENTAL	\$ -	
REPAIR AND MAINTENANCE -Equipment	\$ -	
SUPPLIES AND MATERIALS	\$ 250	The costs of supplies and materials in directly providing supportive services to program participants.
REPAIRS AND MAINTENANCE - Building	\$ -	
RENTS & LEASES – Building	\$ 10,500	The costs of space occupied by the staff who directly providing supportive/case management services to program participants.
INSURANCE	\$ -	
TRAINING	\$ -	
TRAVEL/MILEAGE	\$ 4,500	Mileage allowances for staff providing direct services to program participants.
PROFESSIONAL SERVICES	\$ 1,150	
UTILITIES	\$ 1,150	
DEPRECIATION	\$ -	
OTHER:	\$ -	
OTHER:	\$ -	
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$ 211,108	Limited temporary financial intervention and support for participant families. Including but not limited to: bridge housing, security and utility deposits and rental subsidy assistance.
Household Items (Beds and Refrigerators ONLY)	\$ 3,750	Appliances, furniture and lodging kits for participants families moving into permanent housing.
OTHER:	\$ -	
OTHER: Admin. (Indirect Costs)	\$ 22,500	
TOTAL SERVICES & SUPPLIES	\$ 260,908	

***INSTRUCTIONS:**

This form should be used to provide an explanation and/or justification for an expenditure. Please provide detail of calculation of expense.

The **Line Item budget** column: Use to identify the expense as it is on your budget worksheet.

The **Description of Expenditure** column: Use to describe the expenditure and justify the expense as it relates to the program.

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Planning Budget
FISCAL YEARS: FY23/24

Prepared by:	Karyn Young-Lowe	Location	Victorville (FSP)
Title:	CEO	Address:	15329 Bonanza Road, # B
Date Form Completed:	March 17, 2023		Victorville, CA 92392
Contract No.:	RFP DBH #18-72		

	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 531,822	\$ 167,541			\$ 699,363
Total # of Unduplicated Clients	75	25			200
Cost Per Client	\$ 7,090.96	\$ 6,701.64			\$ 3,497
TOTALS	\$ 531,822.00	\$ 167,541.00	\$ -	\$ -	\$ 699,363

* Rounded to nearest dollar

APPROVED:

Printed Name:

PROVIDER AUTHORIZED	Date	DBH FISCAL MANAGER or DESIGNEE	Date	DBH PROGRAM MANAGER or DESIGNEE	Date
Signature:					
PROVIDER AUTHORIZED		DBH FISCAL MANAGER or DESIGNEE		DBH PROGRAM MANAGER or DESIGNEE	

SCHEDULE A AND B

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Summary Planning Budget
FISCAL YEARS: Oct 2023 through Sep 2024

Prepared by: Karyn Young-Lowe
Title: CEO
Date Form Completed: March 17, 2023
Contract No.: RFP DBH #18-72
Location: Victorville (FSP)
Address: 15329 Bonanza Road, # B
Victorville, CA 92392

COLTON LOCATION	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,002,342	\$ 343,849			\$ 1,346,191
Total # of Unduplicated Clients	150	50			200
Cost Per Client	\$ 6,682	\$ 6,877			\$ 6,731
TOTALS	\$ 1,002,342	\$ 343,849.00	\$ -	\$ -	\$ 1,346,191

VICTORVILLE LOCATION	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 531,822	\$ 167,541			\$ 699,363
Total # of Unduplicated Clients	75	25			100
Cost Per Client	\$ 7,091	\$ 6,702			\$ 6,994
TOTALS	\$ 531,822.00	\$ 167,541.00	\$ -	\$ -	\$ 699,363

GRAND TOTAL

COLTON + VICTORVILLE	FY 23/24 (Oct 1, 2023 - June 30, 2024)	FY 24/25 (July 1 to Sep 30, 2024)			TOTAL
Annual Budget	\$ 1,534,164	\$ 511,390			\$ 2,045,554
Total # of Unduplicated Clients	225	75			300
Cost Per Client	\$ 6,819	\$ 6,819			\$ 6,819
TOTALS	\$ 1,534,164	\$ 511,390.00	\$ -	\$ -	\$ 2,045,554

* Rounded to nearest dollar

APPROVED:

Printed Name:

PROVIDER AUTHORIZED Date DBH FISCAL MANAGER or DESIGNEE Date DBH PROGRAM MANAGER or DESIGNEE Date

Signature:

PROVIDER AUTHORIZED DBH FISCAL MANAGER or DESIGNEE DBH PROGRAM MANAGER or DESIGNEE

PROVIDER NAME	LightHouse Social Service Centers
LOCATION/SITE	Victorville (FSP)
BUDGET PERIOD	Jul 1, 2024 - Sep 30, 2024
PREPARED BY	Karyn Young-Lowe
CONTRACT NO.	RFP DBH #18-72

SALARY & BENEFITS	HOURLY RATE	TOTAL PROGRAM HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARIES & BENEFITS
POSITION TITLE				Benefit Rate: 12.00%	
Program Manager	\$ 36.06	520	\$ 18,750	\$ 2,250	\$ 21,000
Case Manager	\$ 26.00	520	\$ 13,520	\$ 1,622	\$ 15,142
Case Manager	\$ 26.00	520	\$ 13,520	\$ 1,622	\$ 15,142
Housing Navigator	\$ 24.00	520	\$ 12,480	\$ 1,498	\$ 13,978
Intake Specialist	\$ 24.00	520	\$ 12,480	\$ 1,498	\$ 13,978
Receptionist/Program Asst.	\$ 27.00	130	\$ 3,510	\$ 421	\$ 3,931
Mental Health Professional	\$ 31.25	130	\$ 4,063	\$ 488	\$ 4,551
Clinical Director	\$ 43.27	53	\$ 2,306	\$ 277	\$ 2,583
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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		-	\$ -	\$ -	\$ -
		-	\$ -	\$ -	\$ -
		-	\$ -	\$ -	\$ -
		-	\$ -	\$ -	\$ -
		-	\$ -	\$ -	\$ -
TOTALS SALARIES & BENEFITS		2,913	\$ 80,629	\$ 9,676	\$ 90,305

County of San Bernardino Department of Behavioral Health
 Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
BUDGET PROPOSAL - Services & Supplies

PROVIDER:	LightHouse Social Service Centers
LOCATION/SITE:	Victorville (FSP)
BUDGET PERIOD:	Jul 1, 2024 - Sep 30, 2024
PREPARED BY:	Karyn Young-Lowe
CONTRACT NO.:	RFP DBH #18-72

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TOTAL SALARY & BENEFITS (From Pg 1)	\$	90,305
SERVICES AND SUPPLIES	Annual Cost	
COMMUNICATIONS	\$	2,000
EQUIPMENT LEASE & RENTAL	\$	-
REPAIR AND MAINTENANCE -Equipment	\$	-
SUPPLIES AND MATERIALS	\$	83
REPAIRS AND MAINTENANCE - Building		
RENTS & LEASES – Building	\$	3,500
INSURANCE		
TRAINING		
TRAVEL/MILEAGE	\$	1,500
PROFESSIONAL SERVICES	\$	383
UTILITIES	\$	383
DEPRECIATION		
OTHER:	\$	-
OTHER:		
CLIENT SERVICES:		
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$	62,511
Household Items (Beds and Refrigerators ONLY)	\$	1,250
OTHER:		
OTHER: Admin. (Indirect Costs)	\$	5,625
TOTAL SERVICES & SUPPLIES	\$	77,236
TOTAL PROGRAM EXPENDITURES	\$	167,541

SUMMARY OF PROGRAM COSTS:

PROGRAM COST	\$	167,541
Total # of Unduplicated Clients	\$	25
Cost Per Client		6702

**County of San Bernardino Department of Behavioral Health
Substance Use Disorder- Alcohol and Drug Services
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM**

Budget Narrative

Period: Jul 1, 2024 - Sep 30, 2024

Line-Item Budget	Budget Amount	Description of Expenditure
COMMUNICATIONS	\$ 2,000	The costs of Cell phones, tablets, telephone and internet for the staffs' directly providing supportive/case management services to program participants.
EQUIPMENT LEASE & RENTAL	\$ -	
REPAIR AND MAINTENANCE -Equipment	\$ -	
SUPPLIES AND MATERIALS	\$ 83	The costs of supplies and materials in directly providing supportive services to program participants.
REPAIRS AND MAINTENANCE - Building	\$ -	
RENTS & LEASES – Building	\$ 3,500	The costs of space occupied by the staff who directly providing supportive/case management services to program participants.
INSURANCE	\$ -	
TRAINING	\$ -	
TRAVEL/MILEAGE	\$ 1,500	Mileage allowances for staff providing direct services to program participants.
PROFESSIONAL SERVICES	\$ 383	
UTILITIES	\$ 383	
DEPRECIATION	\$ -	
OTHER:	\$ -	
OTHER:	\$ -	
Temporary Financial Asst. (Bridge Housing/Rental Asst.)	\$ 62,511	Limited temporary financial intervention and support for participant families. Including but not limited to: bridge housing, security and utility deposits and rental subsidy assistance.
Household Items (Beds and Refrigerators ONLY)	\$ 1,250	Appliances, furniture and lodging kits for participants families moving into permanent housing.
OTHER:	\$ -	
OTHER: Admin. (Indirect Costs)	\$ 5,625	
TOTAL SERVICES & SUPPLIES	\$ 77,236	

***INSTRUCTIONS:**

This form should be used to provide an explanation and/or justification for an expenditure. Please provide detail of calculation of expense.

The **Line Item budget** column: Use to identify the expense as it is on your budget worksheet.

The **Description of Expenditure** column: Use to describe the expenditure and justify the expense as it relates to the program.

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Planning Budget
FISCAL YEARS: FY24/25

Prepared by:
Title:
Date Form Completed:
Contract No.:

Karyn Young-Lowe

CEO

March 17, 2023

RFP DBH #18-72

Location
Address:

Victorville (FSP)

15329 Bonanza Road, # B

Victorville, CA 92392

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* Rounded to nearest dollar

APPROVED:

Printed Name:

PROVIDER AUTHORIZED

Date

DBH FISCAL MANAGER or DESIGNEE

Date

DBH PROGRAM MANAGER or DESIGNEE

Date

Signature:

PROVIDER AUTHORIZED

DBH FISCAL MANAGER or DESIGNEE

DBH PROGRAM MANAGER or DESIGNEE

County of San Bernardino Department of Behavioral Health
Substance Use Disorder and Recover Services (SUDRS)
FAMILY STABILIZATION - RAPID RE-HOUSING PROGRAM
SCHEDULE A - Summary Planning Budget
FISCAL YEARS: Oct 2023 through Sep 2024

Prepared by:

Karyn Young-Lowe

Title:

CEO

Date Form Completed:

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Printed Name:

PROVIDER AUTHORIZED

Date

DBH FISCAL MANAGER or DESIGNEE

Date

DBH PROGRAM MANAGER or DESIGNEE

Date

Signature:

PROVIDER AUTHORIZED

DBH FISCAL MANAGER or DESIGNEE

DBH PROGRAM MANAGER or DESIGNEE



Campaign Contribution Disclosure (SB 1439)

DEFINITIONS

Actively supporting the matter: (a) Communicate directly with a member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, District Attorney, Auditor-Controller/Treasurer/Tax Collector] for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the County in a proceeding on the matter for the purpose of influencing the County's decision on the matter; or (c) communicates with County employees, for the purpose of influencing the County's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Board or County employees for purposes of influencing the County's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Board of Supervisors. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.

1. Name of Contractor: Lighthouse Social Service Centers

2. Name of Principal (i.e., CEO/President) of Contractor, if the individual actively supports the matter and has a financial interest in the decision:

Karyn Young-Lowe, MSW

3. Name of agent of Contractor:

Company Name	Agent(s)

4. Name of any known lobbyist(s) who actively supports or opposes this matter:

Company Name	Contact

5. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the County or board governed special district.

Company Name	Subcontractor(s):	Principal and//or Agent(s):

6. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)?

Yes ☐

No ☐

7. Name of any known individuals/companies who are not listed in Questions 1-5, but who may (1) actively support or oppose the matter submitted to the Board and (2) have a financial interest in the outcome of the decision:

Company Name	Individual(s) Name

8. Was a campaign contribution, of more than \$250, made to any member of the San Bernardino County Board of Supervisors or other County elected officer on or after January 1, 2023, by any of the individuals or entities listed in Question Nos. 1-7?

No ☐ If **no**, please skip Question No. 9 and sign and date this form.

Yes ☐ If **yes**, please continue to complete this form.

9. Name of Board of Supervisor Member or other County elected officer: _____

Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s): _____

Please add an additional sheet(s) to identify additional Board Members/County elected officer to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-7 are prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer while award of this Contract is being considered and for 12 months after a final decision by the County.