#### THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



#### **Contract Number**

15-320 A-5

**SAP Number** 4400002640

### **Department of Behavioral Health**

Paul Lindenberg **Department Contract Representative Telephone Number** (909) 386-8264 Contractor Mental Health Systems, Inc. **Contractor Representative** Melanie Carreon (909) 872-0223 **Telephone Number Contract Term** July 1, 2015 – December 31, 2021 Original Contract Amount \$3,443,423 Amendment Amount \$523,923 **Total Contract Amount** \$3,967,346 **Cost Center** 1018521000

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and Mental Health Systems, Inc. referenced above, hereinafter called Contractor.

### IT IS HEREBY AGREED AS FOLLOWS:

### WITNESSETH:

IN THAT CERTAIN **Contract No. 15-320** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor provision of Substance Use Disorder Recovery Services Community-Based Recovery Service Center Services, which Contract first became effective July 1, 2015 the following changes are hereby made and agreed to, effective July 1, 2021:

- I. ARTICLE IV <u>Funding</u> paragraph K is hereby amended and paragraph L is hereby added to read as follows:
  - K. The contract amendment amount of \$523,923 shall increase the total contract amount from \$3,443,423 to \$3,967,346 for the contract term.
  - L. This amendment hereby adds Schedules A and B for fiscal year 2021-22. All previous approved schedules remain in effect.
- II. ARTICLE XV DURATION AND TERMINATION paragraph A is hereby amended to read as follows:

- A. The term of this Agreement shall be from July 1, 2015 through December 31, 2021 inclusive.
- III. 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.

COUNTY OF SAN BERNARDINO		Mental Health Systems, Inc.				
		(Print or type	e name of corporation, company, contractor, etc.)			
<b>&gt;</b>		Ву				
Curt Hagman, Chairman, Board of Su	upervisors		(Authorized signature - sign in blue ink)			
Dated:		Name	(Print or type name of person signing contract)			
SIGNED AND CERTIFIED THAT A C			(Print or type name of person signing contract)			
DOCUMENT HAS BEEN DELIVERE CHAIRMAN OF THE BOARD	D TO THE	Title				
Lynna Monell Clerk of the Board of the County of S	d of Supervisors San Bernardino		(Print or Type)			
By		Dated:				
Deputy	1					
		Address				
FOR COUNTY USE ONLY						
Approved as to Legal Form	Reviewed for Contra	ct Compliance	Reviewed/Approved by Department			
<b>•</b>	•		<b> </b>			
Dawn Martin, Deputy County Counsel	Natalie Kessee, Con	tracts Manager	Veronica Kelley, Director			
Date	Date		Date			

Mental Health Systems, Inc.

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA Title: Program Finance Manager

Provider Number: 1/25/1910 Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling			\$ 0
Units of Service (15 minute increment)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Cost - Group Counseling			\$ 0
Units of Service (15 minute increments)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Recovery Monitoring			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Case Management			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
SUMMARY OF ALL RECOVERY SERVICE'S COSTS			
Total Net Service Expenses	\$ 0	\$ 0	\$ 0
Units of Service (15 minute increments)	0	0	0
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
Recovery Center (Non-Service Related Costs)			
Total Expenditures		\$ 75,500	\$ 75,500
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 75,500	\$ 75,500
Service Hours		1,352	
Cost per Hour		\$ 56	
CONTRACT TOTAL	\$ 0	\$ 75,500	\$ 75,500

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.

1079 Santo Antonio Drive Suite B Colton, CA 9 Facility Address:

Provider Number:

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 31,273	\$ 7,818	\$ 39,091	5.0%	\$ 1,955
Substance Abuse Counselor	\$ 21,840	\$ 5,460	\$ 27,300	100.0%	\$ 27,300
Substance Abuse Counselor	\$ 24,960	\$ 6,240	\$ 31,200	30.0%	\$ 9,360
Administrative Assistant	\$ 19,240	\$ 4,810	\$ 24,050	10.0%	\$ 2,405
Compliance Specialist	\$ 29,463	\$ 7,366	\$ 36,829	5.0%	\$ 1,841
Program Finanical Analyst	\$ 34,320	\$ 8,580	\$ 42,900	7.0%	\$ 3,003
Vice President of Clinical Services	\$ 64,480	\$ 16,120	\$ 80,600	7.0%	\$ 5,642
			\$ -		\$ -
			\$ -		S -
			\$ -		S -
			S -		S -
			S -		S -
			\$ -		S -
			\$ -		S -
			S -		S -
			S -		S -
			S -		S -
			S -		S -
			S -		S -
			S -		S -

TOTAL COSTS \$ 51,506

### DEPARTMENT OF BEHAVIORAL HEALTH

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract **Budget Detail**

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.

Prepared by: Christopher Tremalgia
Title: Program Finance Manager 1079 Santo Antonio Drive Suite B Colton, CA 92 Facility Address:

Date Prepared: 2/25/2021 Provider Number: 1/25/1910

Personnel Expenditures	
Salaries and Benefits	\$ 51,506

Services and Supplies					
Communications	\$	1,808			
Office Supplies	\$	889			
Utilities	\$	420			
Rent/Leases - Structures	\$	5,522			
Rent/Leases - Equipment	\$	48			
Insurance	\$	1,034			
Professional Services	\$	50			
Repair and Maintence	\$	878			
Food	\$	-			
Training & Travel	\$	1,000			
Printing & Publications	\$	200			
Curriculum & Educational Training	\$	-			
Miscellaneous Supplies	\$	-			
Minor Equipment	\$	350			
Other Business Services	\$	2,004			
Other:					
Other Expenditures					
Administrative Indirect Costs (see "NOTE" below)	\$	9,791			
Other:					
TOTAL OPERATING EXPENSES	\$	75,500			

Revenue			
Agency Revenue-Fees/Other			

TOTAL NET EXPENDITURES	\$	75,500
------------------------	----	--------

#### SAN BERNARDING COUNTY

### DEPARTMENT OF BEHAVIORAL HEALTH SUBSTANCE USED ISOR DER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Montal Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA
Provider Number: 1,25/1910 Prepared by: Christopher Tremaigia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Bendfits, FTE, etc.).

For example, show how indirect costs or overhead were calculated.

Item	I	Code	Ju di Floation
Commission	_	4.000.00	Telephone expense includes installation and recurring costs of
Communications	s	1,808.00	telephones, fax machine, internet services and LAN phone service.  Program supplies are utilized for program operation, including office.
	1		supplies (paper, pens, pencils, folders, staples, paper dips, printer
	1		cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housed earling supplies (paper towels, cleanser,
	1		so ap, trash bags, etc.). Software expenses are also included, but are
	1		not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates.
Office Supplies	s	220 m	Also includes IT related user costs for normal business operations like MS Office 365.
Office Supplies	-	009.00	Utilities covers electricity, gas/propane, water and waste disposal for
Utilities	s	420.00	the building.
Rent/Lesses - Structures	\$	5,522.00	This amount is comprised of building rent or lease for office space.
Rent/Lesses - Equipment	s	48.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
From the bandwarf and " bandpal printers to	-	40.00	Covers the cost of Workers Compensation, Unemployement
	_	4.004.00	Insurance and Liability insurance for Auto's (if applicable), D&D,
Insurance	s	1,034.00	Criminal Dishonesty, and Sexual Misconduct.  Covers financial and accounting fees incurred by this program,
			including the required Federal Office of Management and Budget
Professional Services	\$	50.00	(OMB A-133) audit.
			Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall,
			and the repair of other equipment not covered by maintenance
	1		agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance.
	1		for the fadility including, but not limited to replacement of locks, minor
	1		breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is
Repair and Maintence	s	878.00	the cleaning of the building, and alarm service.
Food	\$	-	
	1		Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration
	1		with the program's mission. Travel local includes reimbursements for
	1		mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The
	1		standard IRS rate is used to reimburse staff mileage. Out of county
Training & Travel	s	1 000 00	travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Therma a meyer	-	1,000.00	Includes costs for employment advertisements, printing of brochures,
			stationery, business cards and other program related printed
Printing & Publications	\$	200.00	materials.
Curriculum & Educational Training	s	_	Represents costs for educational material and substance abuse/mental health services curriculum.
			Covers the cost of Recreational Therapy and Occupational Therapy
Miscellaneous Supplies	\$	-	supplies for clients
	1		Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax
	1		machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course.
	1		of use is wom out and either cannot be repaired or is not practical to
Minor Equipment	s	350.00	have repaired.
	1		Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings,
	1		background checks, fingerprinting, as well as HIPAA compliant
	1		shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire
			inspections, permits, etc.) paid on an annual basis. Building and
	1		professional licensing fees, staff license and certification renewals,
			includes IT related threat protection services and other IT related user
Other Business Services	\$	2,004.00	based licensing costs.
Other:	s	-	Administration expenses include costs of Executive Management.
			Human Resources, Accounting, Quality Improvement, and Facilities,
			among others. These are indirect services which support all MHS
			programs, and cannot be readily identified to a single cost objective.  MHS negotiates an indirect rate with the Federal Government
			amually. The indirect rate applied to this contract will be the rate
			ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9%
			applied to total direct costs. The rate actually applied to this contract
Administrative Indirect Costs	s	9,791.00	will be adjusted up or down once the federal rate has been determined.
Other:	s	-	
	•		

### SAN BERNARDINO COUNTY

## DEPARTMENT OF BEHAVIORAL HEALTH SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 300 H Street Needles, CA 92363 Title: Program Finance Manager

Provider Number: 11/16/1909 Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling			\$ 0
Units of Service (15 minute increment)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	
Cost - Group Counseling			\$ 0
Units of Service (15 minute increments)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Recovery Monitoring			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Case Management			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
SUMMARY OF ALL RECOVERY SERVICE'S COSTS			
Total Net Service Expenses	\$ 0	\$ 0	\$ 0
Units of Service (15 minute increments)	0	0	0
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
Recovery Center (Non-Service Related Costs)			
Total Expenditures		\$ 64,000	\$ 64,000
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 64,000	\$ 64,000
Service Hours		884	
Cost per Hour		\$ 72	
CONTRACT TOTAL	\$ 0	\$ 64,000	\$ 64,000

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Facility Address: 300 H Street Needles, CA 92363 Provider Number:

Prepared by: Christopher Tremalgia Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Anr	nual Salary	Annua	I Benefits	Annual Sala and Benefit	-	FTE		ated Salary Benefits
Program Manager	\$	33,530	\$	8,382	\$ 41,9	12	24.0%	S	10,059
Substance Abuse Counselor	\$	21,840	\$	5,460	\$ 27,3	00	20.0%	S	5,460
Substance Abuse Counselor	S	21,840	\$	5,460	\$ 27,3	00	65.0%	S	17,745
Administrative Assistant	\$	18,720	\$	4,680	\$ 23,4	100	20.0%	S	4,680
Compliance Specialist	\$	29,463	\$	7,366	\$ 36,8	29	4.0%	S	1,473
Program Financial Analyst	\$	34,320	\$	8,580	\$ 42,9	000	7.0%	S	3,003
Vice President of Clinical Services	\$	64,480	\$	16,120	\$ 80,6	00	7.0%	S	5,642
					\$ -			S	-
					\$ -			S	-
					s -			S	-
					s -			S	-
					\$			S	-
					\$ -	.		S	-
					s -			S	-
					s -			S	-
					s -			S	-
					\$ -			S	-
					\$ -			S	-
					\$ -			S	-
					s -			S	-

TOTAL COSTS \$ 48,062

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Budget Detail

BUDGET PERIOD: \_\_\_\_\_07/01/21 - 12/31/21

 Providers Name:
 Mental Health Systems, Inc.
 Prepared by:
 Christopher Tremalqia

 Facility Address:
 300 H Street Needles, CA 92363
 Title:
 Program Finance Manager

 Provider Number:
 11/16/1909
 Date Prepared:
 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 48,062

Services and Supplies					
Communications	s	1,340			
Office Supplies	\$	575			
Utilities	S	420			
Rent/Leases - Structures	\$	1,030			
Rent/Leases - Equipment	\$	103			
Insurance	s	964			
Professional Services	\$	50			
Repair and Maintence	S	930			
Food	\$	-			
Training & Travel	\$	711			
Printing & Publications	\$	100			
Curriculum & Educational Training	\$	90			
Miscellaneous Supplies	\$	150			
Minor Equipment	\$	350			
Other Business Services	\$	826			
Other:					
Other Expenditures					
Administrative Indirect Costs (see "NOTE" below)	\$	8,299			
Other:					
TOTAL OPERATING EXPENSES	\$	64,000			

Revenue					
Agency Revenue-Fees/Other					

TOTAL NET EXPENDITURES S	\$ 64,000
--------------------------	-----------

#### SAN BERNARDING COUNTY

### DEPARTMENT OF BEHAVIORAL HEALTH SUBSTANCE USEDISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Budg et Narrative

BUDG ET PERIOD: 07/01/21 - 12/31/21

 Providers Name:
 Monital Hoalth Systems, Inc.
 Prepared by:
 Christopher Tremalgia

 Facility Address:
 300 H Street Needes, CA 92363
 Title:
 Program Finance Manager

 Provider Number:
 11/16/1909
 Date Prepared:
 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.).

For example, show how indirect costs or overhead were calculated.

			1
Item	⊢	Cost	Ju ct Floation
Communications	s	1,340.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
			Program supplies are utilized for program operation, including office supplies (paper, pens, pensis, folders, staples, paper dips, printer cartridges, binders, folder tabs, extension conds, surge protectors, etc.), postage, and housed earling supplies (paper towels, cleanser, scap, trash bags, etc.). Software expenses are also included, but are not limited to program related so ftware expenses; in the program they are for client assessment/tracking tools and any applicable updates.
Office Supplies	s	575.00	Also includes IT related user costs for normal business operations like MS Office 365.  Littlities covers electricity, gas/propage, water and waste disposal for
Utilities	s	420.00	the building.
Rent/Leases - Structures	\$	1,030.00	This amount is comprised of building rent or lease for office space.
RentLeases - Equipment	\$	103.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at fad ity including but not limited to a copy machine.
Insurance	s	964.00	Covers the cost of Workers Compensation, Unemployement Insurance and Liability insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	s	50.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintence	19	929.96	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, moritoring of internet frewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of loids, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the clearing of the building, and starm service.
Food	s	-	
Training & Travel	5	711.00	Staff Training costs include CPR and FirstAid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbur semants for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego. Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed
Printing & Publications	\$	100.00	materials. Represents costs for educational material and substance
Curriculum & Educational Training	s	90.00	abuse/mental health services our culum.  Covers the cost of Recreational Therapy and Occupational Therapy
Miscelanco us Supplies	5	150.00	supplies for dients  Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer to wers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to
Minor Equipment	\$	350.00	have repaired. Other Business Services includes associated costs for hiring of new
Other Business Services	и	826.00	employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA complant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the morthly user license fee for Welligert, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	s	- 25.00	contact contact costs.
Administrative indirect Costs	19	8,299.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Fadilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate utilimately regotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	s	-	

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

Community-Based Recovery Service Centers Contract Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 58945 Business Center Drive, Suites J/P/N Yt Title: Program Finance Manager

Provider Number: 8/17/1923 Date Prepared: 2/25/2021

FUNDING SOURCE		DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment				
Cost - Individual Counseling				\$ 0
Units of Service (15 minute increment)				0
Interim Rate (Cost/UOS)*	\$	0.00	\$ 0.00	\$ 0
Cost - Group Counseling				\$ 0
Units of Service (15 minute increments)				0
Interim Rate (Cost/UOS)*	\$	0.00	\$ 0.00	\$ 0
Recovery Services - Recovery Monitoring				
Cost				\$ 0
Units of Service (15 minute increments)				-
Interim Rate (Cost/UOS)*	\$	0.00	\$ 0.00	\$ 0
Recovery Services - Case Management				
Cost				\$ 0
Units of Service (15 minute increments)				-
Interim Rate (Cost/UOS)	\$	0.00	\$ 0.00	\$ 0
SUMMARY OF ALL RECOVERY SERVICES COSTS				
Total Net Service Expenses	\$	0	\$ 0	\$ 0
Units of Service (15 minute increments)		0	0	0
Interim Rate (Cost/UOS)	\$	0.00	\$ 0.00	\$ 0
Recovery Center (Non-Service Related Costs)			_	
Total Expenditures	***		\$ 62,500	\$ 62,500
Less reportable Revenue				\$ 0
Net Recovery Center Costs			\$ 62,500	\$ 62,500
Service Hours	888		884	\$ 884
Cost per Hour	***		\$ 71	71
CONTRACT TOTAL	\$	0	\$ 62,500	\$ 62,500

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.

58945 Business Center Drive, Suites J/P/N Yu Facility Address:

Provider Number:

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Annual Salary	nual Salary Annual Benefits		FTE	Allocated Salary and Benefits	
Program Manager	\$ 36,098	\$ 7,328	\$ 43,426	7.0%	\$ 3,040	
Substance Abuse Counselor	\$ 26,000	\$ 5,278	\$ 31,278	60.0%	\$ 18,767	
Peer Recovery Specialist	\$ 18,720	\$ 3,800	\$ 22,520	25.0%	\$ 5,630	
Administrative Assistant	\$ 18,720	\$ 3,800	\$ 22,520	10.0%	\$ 2,252	
Compliance Specialist	\$ 29,463	\$ 5,981	\$ 35,444	5.0%	\$ 1,772	
Program Financial Analyst	\$ 34,320	\$ 6,967	\$ 41,287	7.0%	\$ 2,890	
Vice President of Clinical Services	\$ 64,480	\$ 13,089	\$ 77,569	7.0%	\$ 5,430	
			S -		\$ -	
			\$		S -	
			\$ -		\$ -	
			\$ -		\$ -	
			S -		S -	
			\$		S -	
			\$ -		\$ -	
			\$ -		\$ -	
			S -		S -	
			\$ -		\$ -	
			\$ -		\$ -	
			S -		S -	
			S -		\$ -	

TOTAL COSTS \$ 39,781

# SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 58945 Business Center Drive, Suites J/P/N Yucc Title: Program Finance Manager

Provider Number: 8/17/1923 Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 39,781

Services and Supplies					
Communications	\$	1,284			
Office Supplies	\$	630			
Utilities	\$	1,500			
Rent/Leases - Structures	\$	7,731			
Rent/Leases - Equipment	\$	296			
Insurance	\$	829			
Professional Services	\$	50			
Repair and Maintence	\$	1,098			
Food	\$	-			
Training & Travel	\$	501			
Printing & Publications	\$	-			
Curriculum & Educational Training	\$	-			
Miscellaneous Supplies	\$	-			
Minor Equipment	\$	350			
Other Business Services	\$	345			
Other:					
Other Expenditures					
Administrative Indirect Costs (see "NOTE" below)	\$	8,105			
Other:					
TOTAL OPERATING EXPENSES	\$	62,500			

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$	62,500
------------------------	----	--------

#### SUBSTANCEUSE DISORDER RECOVERY SERVICES (SUDR 5) Community-Based Recovery Service Centers Contract Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Montal Hosith Systems, Inc.
Facility Address: 58945 Business Center Drive, Suites J/P/N Yu
Provider Number: 8/17/1923 Prepared by: Christopher Tremalga Title: Program Finance Manager Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.).

For example, showhow indirect costs or overhead were calculated.

For example, showhow indirect costs or overhead were calculated.						
Item	П	Cost	Justification			
			Telephone expense includes installation and recurring costs of			
Communications	\$	1,284.00	telephones, fax machine, internet services and LAN phone service.			
	l		Program supplies are utilized for program operation, including office supplies (paper, pens, pendis, folders, staples, paper clips, printer			
	l		cartridges, binders, folder tabs, extension cords, surge protectors,			
	l		etc.), postage, and houseclearing supplies (paper towels, cleanser, so ap, trash bags, etc.). Software expenses are also included, but are			
	l		not limited to program related software expenses; in the program they			
	l		are for client assessment/tracking tools and any applicable updates.  Also includes IT related user costs for normal business operations			
Office Supplies	s	630.00	lke MS Office 365.			
Utities	s	1,500.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.			
RentLesses - Structures	s		This amount is comprised of building rent or lease for office space.			
	-	1,101.00	Equipment Rent/Lease expenses are for rental or leasing of			
Rent/Leases - Equipment	\$	296.00	equipment at facility including but not limited to a copy machine.			
	l		Covers the cost of Workers Compensation, Unemployement			
Insurance	s	829.00	Insurance and Liability insurance for Auto's (if applicable), D&O, Oriminal Dishonesty, and Sexual Misconduct.			
			Covers financial and accounting fees incurred by this program,			
Dyn forcin sai Sequines	s	50.00	including the required Federal Office of Management and Budget (OMB A-133) audit.			
Professional Services	3		Equipment Repairs/Maintenance encompasses the cost of a			
			maintenance contract for the copier, monitoring of internet firewall,			
			and the repair of other equipment not covered by maintenance			
			agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance			
			for the fadility including, but not limited to replacement of locks, minor			
	l		breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is			
Riopair and Maintence	s	1,098.00	the cleaning of the building, and alarm service.			
Food	\$	-				
	l		Staff Training costs include CPR and First Aid trainings for staff,			
	l		registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbursements for			
	l		mileage for staff traveling to and from events, meetings and trainings			
	l		in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county			
	l		travel is in this budget for designated staff to attend training and			
Training & Travel	\$	501.00	corporate meetings in San Diego.			
	l		Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed			
Printing & Publications	\$		malorials.			
Control on E. Edward and Training	s		Represents costs for educational material and substance			
Curriculum & Educational Training	2	-	abusemental health services curriculum.			
Miscellaneous Supplies	\$		Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients			
			Equipment purchase represents minor equipment purchases such as			
			phones, cell phones, printers, computer to wers and monitors, a fax machine, as well as furniture to accommodate new personnel and for			
			replacement purposes of existing equipment that in the normal course			
Minor Equipment	s	350.00	of use is worn out and either cannot be repaired or is not pradical to have repaired.			
mino Equipment	-	330.00	nave repared.  Other Business Services includes associated costs for hiring of new			
			employees such as TB screenings, assessments, drug screenings,			
			background checks, firgerprinting, as well as HIPAA compliant shredding services and other similar miscellaneous program			
	l		expenses. Licenses/Taxes represents municipality licenses (fire			
			inspections, permits, etc.) paid on an amual basis. Building and			
	l		professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Welligert, and			
			includes IT related threat protection services and other IT related user			
Other Business Services	5	345.14	based licensing costs.			
Other:	\$	-				
			Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities,			
			among others. These are indirect services which support all MHS			
			programs, and cannot be readily identified to a single cost objective.			
	1		MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate			
			ultimately negotiated with the Federal Government. At the time this			
			budget was prepared, the antidipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract			
			will be adjusted up or down once the federal rate has been			
Administrative Indirect Costs	\$	8,105.00	determined.			
Other:	\$	-				

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA Title: Program Finance Manager

Provider Number: 1/25/1910 Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling	\$ 31,530	\$ 7,883	\$ 39,413
Units of Service (15 minute increment)	751	188	938
Interim Rate (Cost/UOS)*	\$ 42.00	\$ 42.00	\$ 42
Cost - Group Counseling	\$ 6,706	\$ 1,677	\$ 8,383
Units of Service (15 minute increments)	160	40	200
Interim Rate (Cost/UOS)*	\$ 42.00	\$ 42.00	\$ 42
Recovery Services - Recovery Monitoring			
Cost	\$ 36,035	\$ 9,009	\$ 45,043
Units of Service (15 minute increments)	953		1,192
Interim Rate (Cost/UOS)*	\$ 37.80	\$ 37.80	\$ 38
Recovery Services - Case Management			
Cost	\$ 29,728	\$ 7,432	\$ 37,161
Units of Service (15 minute increments)	786	197	983
Interim Rate (Cost/UOS)	\$ 37.80	\$ 37.80	\$ 38
SUMMARY OF ALL RECOVERY SERVICE'S COSTS			
Total Net Service Expenses	\$ 104,000	\$ 26,000	130,000
Units of Service (15 minute increments)	2,650	663	3,313
Interim Rate (Cost/UOS)	\$ 39.24	\$ 39.24	39
Recovery Center (Non-Service Related Costs)			
Total Expenditures			5 0
Less reportable Revenue			5 0
Net Recovery Center Costs		\$ 0	5 0
Service Hours			5 0
Cost per Hour		\$ 0	5 0
CONTRACT TOTAL	\$ 104,000	\$ 26,000	\$ 130,000

# SUB STANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.

Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA S

Provider Number: 3678

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Annual Salary		Annual Benefits		Annual Salary and Benefits		FTE	Allocated Salary and Benefits	
Program Manager	\$	31,273	S	7,818	S	39,091	15.0%	S	5,864
Substance Abuse Counselor	\$	23,920	S	5,980	S	29,900	100.0%	S	29,900
Substance Abuse Counselor	\$	23,920	\$	5,980	S	29,900	60.0%	S	17,940
Peer Recovery Specialist	\$	26,000	\$	6,500	S	32,500	60.0%	\$	19,500
Administrative Assistant	\$	19,240	\$	4,810	S	24,050	13.0%	\$	3,127
Billing Clerk	\$	20,800	S	5,200	S	26,000	5.0%	S	1,300
Compliance Specialist	\$	29,463	\$	7,366	S	36,829	5.0%	S	1,841
Program Finanical Analyst	\$	34,320	\$	8,580	S	42,900	7.0%	S	3,003
Vice President of Clinical Services	\$	64,480	\$	16,120	S	80,600	7.0%	\$	5,642
					S	-		S	-
					S	-		S	-
					S	-		S	-
					S	-		\$	-
					S	-		S	-
					S	-		S	-
					S	-		S	-
					S	-		S	-
					S	-		S	-
					S	-		S	-
					S	-		S	-

TOTAL COSTS \$ 88,117

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

 Providers Name:
 Mental Health Systems, Inc.
 Prepared by:
 Christopher Tremalgia

 Facility Address:
 1079 Santo Antonio Drive Suite B Colton, CA 92
 Title:
 Program Finance Manager

Provider Number: 1/25/1910 Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 88,117

Services and Supplies	
Communications	\$ 1,964
Office Supplies	\$ 1,231
Utilities	\$ 420
Rent/Leases - Structures	\$ 5,522
Rent/Leases - Equipment	\$ 48
Insurance	\$ 1,767
Professional Services	\$ 7,400
Repair and Maintence	\$ 878
Food	\$ -
Training & Travel	\$ 1,056
Printing & Publications	\$ 200
Curriculum & Educational Training	\$ 200
Miscellaneous Supplies	\$ 1,100
Minor Equipment	\$ 1,000
Other Business Services	\$ 2,239
Other:	
Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 16,858
Other:	
TOTAL OPERATING EXPENSES	\$ 130,000

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES   \$	\$ 130,000
-----------------------------	------------

#### SUBSTANCEUSE DISORDER RECOVERY SERVICES (SUDRIS) Community-Based Recovery Service Centers Contract Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Montal Health Systems, Inc.
Fadility Address: 1079 Santo Antonio Drive Suite B Colton, CA
Provider Number: 1/25/1910

Prepared by: Christopher Tremalgia Title: Program Finance Manager Date Prepared: 2/25/2021

Explain each expense by line libra. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.).

For example, show how indirect costs or overhead were calculated.

Por Gazingo		DW III GLEC	osis or overhead were calculated.
tem		Cost	Judifloation
Communications	s	1,964.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
			Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, stuples, paper clips, printer cartridges, binders, folder tabs, extension conds, surge protectors, dc.), postage, and housed carring supplies (paper towers, deanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for dient assessmentitracking tools and any applicable updates.
Office Supplies	s	1,231.00	Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	s	420.00	Utilities covers dectricity, gas/propane, water and waste disposal for the building.
RentLesses - Structures	s	5,522.00	This amount is comprised of building rent or lease for office space.
RentLesses - Equipment	s	48.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	s	1,767.00	Covers the cost of Workers Compensation, Uhemployement Insurance and Liability insurance for Auto's (if applicable), D&O, Oriminal Dishonesty, and Secusi Misconduct.
			Covers financial and accounting fees incurred by this program, including the regulard Federal Office of Management and Budget
Professional Services	s	7,400.00	(OMB A-133) audit.
Repair and Maintence	6	878.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covering by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of locks, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. As a included is the cleaning of the building, and samm service.
Food	s	0.00.00	or claiming or or broading, and married without
Training & Travel	s	1,056.00	Staff Training costs include CPR and First Ald trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimburs emerts for missage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diago.
Printing & Publications	s	200.00	Includes costs for amplicyment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	s	200.00	Represents costs for educational material and substance abus e/mental health services curriculum.
Misorilanous Supplies	s	1.100.00	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients
Minor Equipment	s	1.000.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	5		Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and others initiar miscellaneous program expenses. Licenses/Taxes represents municipally licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional icensing fees, staff license and certification renewals, dtc. This also covers the monthly user license fee for Welligert, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$	-	
Administrative Indirect Costs	\$	16,858.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and carroot be readly identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate utilimately negotiated with the Federal Government. At he time this budget was prepared, the articipated negotiated rate is 14.9% applied to lotal direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$	-	

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 300 H Street Needles, CA 92363
Provider Number: 11/16/1909 Title: Program Finance Manager

Date Prepared: 2/25/2021

Provider Number: 11/16/1909	L	ate Prepared:	2/25/2021		
FUNDING SOURCE		DMC-ODS	Block Grant	-	TOTAL
Recovery Services - Outpatient Treatment					
Cost - Individual Counseling	\$	21,760	\$ 5,718	\$	27,478
Units of Service (15 minute increment)		418			528
Interim Rate (Cost/UOS)*	\$	52.00			52
Cost - Group Counseling	\$	4,683	\$ 1,230	\$	5,913
Units of Service (15 minute increments)		90			114
Interim Rate (Cost/UOS)*	\$	52.00	\$ 52.01	\$	52
Recovery Services - Recovery Monitoring					
Cost	\$				43,304
Units of Service (15 minute increments)		680			859
Interim Rate (Cost/UOS)*	\$	50.44	\$ 50.44	\$	50
Recovery Services - Case Management					
Cost	\$	31,126	\$ 8,179	\$	39,305
Units of Service (15 minute increments)		617			779
Interim Rate (Cost/UOS)	\$	50.44	\$ 50.44	\$	50
SUMMARY OF ALL RECOVERY SERVICES COSTS					
Total Net Service Expenses	\$	91,862		_	116,000
Units of Service (15 minute increments)		1,805			2,280
Interim Rate (Cost/UOS)	\$	50.88	\$ 50.88	\$	51
Recovery Center (Non-Service Related Costs)					
Total Expenditures	***			\$	0
Less reportable Revenue	**			\$	0
Net Recovery Center Costs			\$ 0	\$	0
Service Hours	***			\$	0
Cost per Hour	**		\$ 0	\$	0
CONTRACT TOTAL	\$	91,862	\$ 24,138	\$	116,000

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS) Community-Based Recovery Service Centers Contract Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. 300 H Street Needles, CA 92363 Facility Address:

Provider Number:

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Ann	ual Salary	Ann	ual Benefits		nual Salary d Benefits	FTE		cated Salary d Benefits
Program Manager	\$	33,530	\$	15,063	S	48,593	18.0%	\$	8,747
Substance Abuse Counselor	\$	26,000	\$	11,681	S	37,681	80.0%	S	30,144
Substance Abuse Counselor	\$	27,040	S	12,148	S	39,188	10.0%	S	3,919
Peer Recovery Specialist	\$	20,800	\$	9,344	S	30,144	50.0%	S	15,072
Compliance Specialist	\$	29,120	\$	13,082	S	42,202	5.0%	S	2,110
Billing Clerk	\$	20,800	S	9,344	S	30,144	5.0%	S	1,507
Administrative Assistant	\$	18,720	s	8,410	S	27,130	15.0%	s	4,070
Program Financial Analyst	\$	34,320	\$	15,418	S	49,738	7.0%	S	3,482
Vice President of Clinical Services	\$	64,480	\$	28,968	S	93,448	7.0%	S	6,541
					S	-		S	-
					S	-		s	-
					S	-		s	-
					S	-		S	-
					S	-		s	-
					S	-		s	-
					S	-		s	-
					S	-		s	-
					S	-		s	-
					S	-		s	-
					S	-		s	-

TOTAL COSTS \$ 75,592

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name:	Mental Health Systems, Inc.	Prepared by:	Christopher Tremalgia
Facility Address:	300 H Street Needles, CA 92363	Title:	Program Finance Manager
Provider Number:	11/16/1909	Date Prepared:	2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 75,592

Services and Supplies	
Communications	\$ 1,829
Office Supplies	\$ 963
Utilities	\$ 420
Rent/Leases - Structures	\$ 1,074
Rent/Leases - Equipment	\$ 108
Insurance	\$ 1,307
Professional Services	\$ 6,400
Repair and Maintence	\$ 1,236
Food	\$ 1,020
Training & Travel	\$ 3,545
Printing & Publications	\$ 200
Curriculum & Educational Training	\$ 500
Miscellaneous Supplies	\$ 2,301
Minor Equipment	\$ 2,500
Other Business Services	\$ 1,962
Other:	
Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 15,043
Other:	
TOTAL OPERATING EXPENSES	\$ 116,000

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES \$	116.000
---------------------------	---------

### SAN BERNARDING COUNTY DEPARTMENT OF BEHAVIORAL HEALTH SUB ST ANCE U SE DI SORDER RECOVERY SERVICE S (SUDR S) Community-Based Recovery Service Centers Contract Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Prepared by: Christopher Tremelgia Title: Program Finance Manager Date Prepared: 2/25/2021 Providers Name: Montal Health Systems, Inc.
Fadility Address: 300 H Street Needles, CA 92363
Provider Number: 11/16/1909

Beplain each expense by line liters. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, dtc.).

For example, show how indirect costs or overhead were calculated.

For example, show how indirect costs or overhead were calculated.				
tem	+	Code	Justification	
Communications	s	1,829.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.	
			Program supplies are utilized for program operation, including office supplies (paper, pens, pencis, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protections, dc.), postage, and house dearing supplies (paper towels, deanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for derit assessment/tracking tools and any applicable updates.	
Office Supplies	s	963.00	Also includes IT related user costs for normal business operations like MS Office 365.	
Utilities	s	420.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.	
RentLesses - Structures	\$	1,074.00	This amount is comprised of building rent or lease for office space.	
RentLesses - Equipment	s	108.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.	
Insuranco	s	1,307.00	Covers the cost of Workers Compensation, Unemployement Insurance and Liability insurance for Auto's (if applicable), D&O, Oriminal Dishonesty, and Sexual Misconduct.	
Forter should fine loss		5 4 m m	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget country, and account of the country of the co	
Professional Services	S	6,400.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet finaval, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of locks, minor or askage, internal phone line repairs, and other repairs required for	
Repair and Maintence	s	1,236.00	safe operation of the program at the leased facility. Also included is the cleaning of the building, and starm service.	
Food	s	1,020.00		
Training & Travel	s	3,545.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes relimbursements for misage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff misage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.	
Printing & Publications	s	200.00	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.	
Curriculum & Educational Training	s	500.00	Represents costs for educational material and substance abus e/mental health services curriculum.	
Misodianous Supplies	s	2,300.94	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients	
Minor Equipment	s	2500.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is wom out and either cannot be repaired or is not practical to have repaired.	
Other Business Services	5		Other Business Services includes associated costs for hiring of new employees such as TB scennings, assessments, drug scenerings, background checks, fingerprifting, as well as HIPAA compliant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc. [paid on an amunal basis. Building and professional licensing fees, staff license and certification renewals, dc. This also covers the monthly user license fee for Welligert, and includes IT related threat protection services and other IT related user based licensing costs.	
Other:	\$	-		
Administrative Indirect Costs	s		Administration expenses include costs of Executive Management, Human Rissources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and carnot be readly identified to a single cost objective. MHS regotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the articipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.	
Other:	s	-		

### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)

### Community-Based Recovery Service Centers Contract Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 58945 Business Center Drive, Suites J/P/N Yt Title: Program Finance Manager

Provider Number: 8/17/1923 Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL			
Recovery Services - Outpatient Treatment						
Cost - Individual Counseling	\$ 12,325	\$ 3,208	\$ 15,533			
Units of Service (15 minute increment)	262		330			
Interim Rate (Cost/UOS)*	\$ 47.00	\$ 47.00	\$ 47			
Cost - Group Counseling	\$ 2,641	\$ 687				
Units of Service (15 minute increments)	56	15	71			
Interim Rate (Cost/UOS)*	\$ 47.00	\$ 46.99	\$ 47			
Recovery Services - Recovery Monitoring						
Cost	\$ 23,015		\$ 29,006			
Units of Service (15 minute increments)	505		636			
Interim Rate (Cost/UOS)*	\$ 45.59	\$ 45.59	\$ 46			
Recovery Services - Case Management						
Cost	\$ 22,261					
Units of Service (15 minute increments)	488		615			
Interim Rate (Cost/UOS)	\$ 45.59	\$ 45.59	\$ 46			
SUMMARY OF ALL RECOVERY SERVICE'S COSTS						
Total Net Service Expenses	\$ 60,242	\$ 15,681	\$ 75,923			
Units of Service (15 minute increments)	1,312		1,653			
Interim Rate (Cost/UOS)	\$ 45.93	\$ 45.93	\$ 46			
Recovery Center (Non-Service Related Costs)						
Total Expenditures			\$ 0			
Less reportable Revenue			\$ 0			
Net Recovery Center Costs		\$ 0	\$ 0			
Service Hours			\$ 0			
Cost per Hour		\$ 0	\$ 0			
C ON TRACT TOTAL	\$ 60,242	\$ 15,681	\$ 75,923			

### Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.

Facility Address: 58945 Business Center Drive, Suites J/P/N Yu

Provider Number: 8630

Position/Classification	Ann	ual Salary	Annual Benefits	1	nual Salary d Benefits	FTE	1	ated Salary d Benefits
Program Manager	\$	36,098	\$ 9,025	S	45,123	5.0%	\$	2,256
Substance Abuse Counselor	\$	21,840	\$ 5,460	S	27,300	50.0%	S	13,650
Peer Recovery Specialist	\$	18,720	\$ 4,680	S	23,400	50.0%	S	11,700
Administrative Assistant	S	18,720	\$ 4,680	S	23,400	10.0%	S	2,340
Billing Coordinator (Not in budget)	\$	20,800	\$ 5,200	S	26,000	5.0%	\$	1,300
Compliance Specialist	\$	29,463	\$ 7,366	S	36,829	3.0%	S	1,105
Clinical Supervisor	\$	52,000	\$ 13,000	S	65,000	5.0%	S	3,250
Program Financial Analyst	S	34,320	\$ 8,580	S	42,900	7.0%	S	3,003
Vice President of Clinical Services	\$	64,480	\$ 16,120	S	80,600	7.0%	\$	5,642
				S	-		S	-
				S	-		S	-
				S	-		S	-
				S	-		\$	-
				S	-		S	-
				S	-		S	-
				S	-		S	-
				S	-		S	-
				S	-		S	-
				S	-		s	-

S

TOTAL COSTS \$ 44,246

\$

Prepared by: Christopher Tremalgia

Date Prepared: 2/25/2021

Title: Program Finance Manager

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc. Prepared by: Christopher Tremalgia

Facility Address: 58945 Business Center Drive, Suites J/P/N Yucc
Provider Number: 8/17/1923 Title: Program Finance Manager

Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 44,246

Services and Supplies			
Communications	\$ 1,31		
Office Supplies	\$ 71		
Utilities	\$ 1,50		
Rent/Leases - Structures	\$ 4,68		
Rent/Leases - Equipment	\$ 29		
Insurance	\$ 88		
Professional Services	\$ 5,90		
Repair and Maintence	\$ 1,09		
Food	\$ 54		
Training & Travel	\$ 1,31		
Printing & Publications	\$ -		
Curriculum & Educational Training	\$ 30		
Miscellaneous Supplies	\$ 1,30		
Minor Equipment	\$ 35		
Other Business Services	\$ 1,63		
Other:			
Other Expenditures			
Administrative Indirect Costs (see "NOTE" below)	\$ 9,84		
Other:			
TOTAL OPERATING EXPENSES	\$ 75,92		

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$	75,923
------------------------	----	--------

#### SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRIS) Community-Based Recovery Service Centers Contract **Budget Narrative**

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name:

Prepared by: Christopher Tremelgia Title: Program Finance Manager Date Prepared: 2/25/2021 Provider: Name: Montal Health Systems, Inc.

Facility Address: 58945 Business Center Drive, Suites J/P/N Yu

Provider Number: 8/17/1923

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.).

For example, show how indirect costs or overhead were calculated.

Bern .	ı	Cost	Judification
NOTES	$\vdash$		Telephone expense includes installation and recurring costs of
Communications	s	1,314.00	telephones, fax machine, internet services and LAN phone service.
	l		Program supplies are utilized for program operation, including office
	l		supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors,
	l		atc.), pastage, and housed earling supplies (paper towels, deanser,
	l		soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they
	l		are for client assessment/tracking tools and any applicable updates.
Office Supplies	s	714.00	Also includes IT related user costs for normal business operations like MS Office 365.
			Utilities covers electricity, gas/propane, water and waste disposal for
Utilities	\$		the building.
RentLasses - Structures	\$	4,688.00	This amount is comprised of building rent or lease for office space.
RentLasses - Equipment	s	296.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
			Covers the cost of Workers Compensation, Unemployement
	l -		Insurance and Liability insurance for Auto's (if applicable), D&O,
insurance	\$	888.00	Criminal Dishonesty, and Sexual Misconduct.
	l		Course financial and accounting to a long and by this are area.
			Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget
Professional Services	\$	5,900.00	(OMB A-133) audit.
	I		Equipment Repairs/Maintenance encompasses the cost of a
	I		maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance
	l		agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance
	l		for the facility including, but not limited to replacement of locks, minor
	l		breakage, informal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is
Repair and Maintence	s	1,098.00	the cleaning of the building, and alarm service.
Food	s	540.00	
	l		
	l		Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration.
	l		with the programs mission. Travel local includes reimbursements for
	l		mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The
	l		standard IRS rate is used to reimburse staff mileage. Out of county
Training & Travel	s	1.312.00	travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Training & Travel	-	020	Includes costs for employment advertisements, printing of brochures.
	l -		stationery, business cards and other program related printed
Printing & Publications	S	_	materiais.
Curriculum & Educational Training	s	300.00	Represents costs for educational material and substance abus e/mental health services curriculum.
			Covers the cost of Recreational Therapy and Occupational Therapy
Misocilaneous Supplies	\$	1,300.00	supplies for clients
	l		Equipment purchase represents minor equipment purchases such as
	l		phones, cell phones, printers, computer towers and monitors, a fax
	l		machine, as well as furriture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course.
	l		of use is worn out and either cannot be repaired or is not practical to
Minor Equipment	S	350.00	have repaired.
	l		Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings,
	l		background checks, fingerprinting, as well as HIPAA compliant
	I		shredding services and othersimilar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire
	I		Inspections, permits, etc.) paid on an annual basis. Building and
	I		professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Wellicent, and
			includes IT related threat protection services and other IT related user
Other Business Services	\$	1,630.98	based licensing costs.
Other:	\$	-	
	I		Administration expenses include costs of Executive Management,
	I		Human Resources, Accounting, Quality Improvement, and Facilities,
	I		among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective.
	I		MHS regotiates an indirect rate with the Federal Government
	I		annually. The indirect rate applied to this contract will be the rate utimately negotiated with the Federal Government. At the time this
	I		budget was prepared, the articipaled negotiated rate is 14.9%
	I		applied to total direct costs. The rate actually applied to this contract. Will be adjusted up or down once the federal rate has been
Administrative Indirect Costs	\$	9,846.00	determined.
Other:	s	-	