NUTS & BOLTS OF CONTRACTING

San Francisco Department of Public Health

Contract Development & Technical Assistance (CDTA)

Utilizing sound business practices, CDTA facilitates the development of city health delivery system contracts, thus ensuring the availability of community services that protect and promote the health of all San Franciscans.

Contract Development & Technical Assistance

Michelle Long, M.H.A.

Director, Contract Development & Technical Assistance
1380 Howard Street
San Francisco Department of Public Health
Phone: (415) 255-3409
CDTA Website: www.sfdph.org/cdta

Department of Public Health Business Office

DPH Chief Financial Officer
Greg Wagner

Director of Business Office
Michelle Ruggels

Business Office Contract Compliance (BOCC)
Debra Solomon, Director

- Conduct comp. annual program monitoring of all contractors and Behav. Hlth Svc. Civil Service clinics
- Conduct on-site chart audits of all treatment contractors and Civil Service clinics
- Conduct situational on-site monitoring, including for Whistle blower complaints
- Facilitate contractors' and Civil Service clinics' Medi-Cal site certification
- Act as lead and team member in Controller's Joint Fiscal Compliance Monitoring Program
- Staff Controller's Joint Fiscal Steering Committee
- Investigate Shelter Monitoring Standard of Care complaints
- Review/follow-up on all contractors' independent audit reports
- Implement provisions of Proposition I
- Conduct data analysis for contractors'/Civil Service clinics' deliverables, objectives, clinical compliance

Contract Development & Technical Assistance (CDTA)
Michelle Long, Director

- Principal Point of Contact for contracting organizations
- Develop standardized contracting policies and procedures
- Liaison across covered sections to ensure consistency of contract documents and policies.
- Coordination of contract development process, including negotiations, planning and implementation
- Liaison with Contracts Office and Budget Unit through certification
- Preparation of Appendix A and B for all contracts
- Maintain and manage calendar of activities that affect contract development
- Plan technical assistance resources and methods of deployment; offer technical assistance as needed
- Initiate and/or review contract modification/ revision requests
- Lead through Medi-Cal Certification process coordination
- Develop, monitor Corrective Action Plans, and update Health Commission

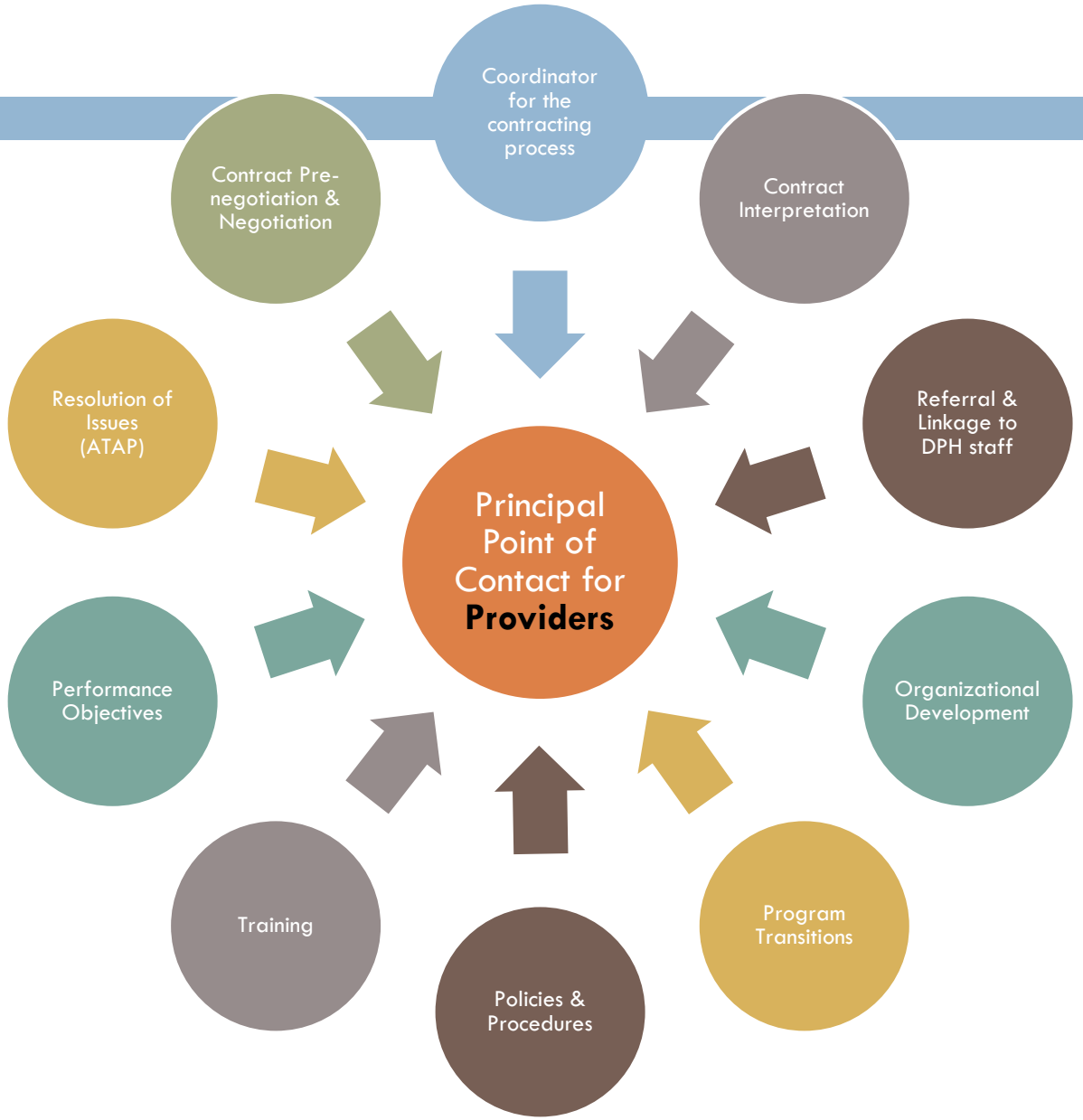
Budget Unit
Shirley Giang, Director

- Monitor expenditures and revenues in BHS, both contractual and civil service; prepare revenue projections and track Medi-Cal variance
- Oversee the preparation of funding notification letters and invoice templates; approve monthly invoice payments
- Develop standardized budget related contracting policies and procedures
- Develop and Monitor contract funding mixes by modalities
- Oversee and approve budgets for contract and contract mods
- Assist BOCC in performing contractor fiscal reviews
- Monitor and oversee the preparation of the annual budget narratives, write-ups and analyses for BHS, and others sections as requested
- Compile information requests and prepare data analyses pertaining to contractual, and civil service services

Office of Contracts Management & Compliance (OCM)
Jacquie Hale, Director

- Advise and assist planning for contract needs
- As needed. prepare and assist in development of Scopes Of Work and contract budgets
- Plan, prepare, coordinate, and track Civil Service Comm. (CSC) requests for approval to contract out
- Conduct competitive selection processes (RFPs/RFQs); prepare and obtain approval of no-bid and other sole source contracts
- Facilitate compliance with City requirements (e.g., insurance, taxes, LBE/MCO/HCAO, etc.)
- Plan, prepare, coordinate, and track requests for approval by City Attorney, OCA, the Health Commission and BOS, including responses to Board Budget Analyst and annual Health Commission reporting
- As needed, assist program staff in negotiating contract boilerplates and contract terms and conditions

What does it mean to be Principal Point of Contact?



Contract Development & Technical Assistance

Eric Whitney, MPH

Program Manager, Contract Development & Technical Assistance
1380 Howard Street
San Francisco Department of Public Health
Phone: (415) 255-3932
Eric.Whitney@sfdph.org
CDTA Website: www.sfdph.org/cdta

Today's Objectives

By the end of today's presentation you will have a better understanding of

- The role and function of each of the Business Office units
- Contract development documents: when and how to use them
- Procedures and Guidelines documents: when and how to use them
- Appendix A Narrative Instructions & Template
  - Deliverables
  - Performance Objectives
- Appendix B Budget Instructions & Template
  - BHS
  - Non-BHS
- The key elements of the Funding Notification
  - CMS, Funding Source(s), Terms, Amounts, Dates, Contacts
  - Its relationship to Appendix B
- The relationship between Appendix A and Appendix B

www.sfdph.org/cdta

Overview of the CDTA Website

- Contract Development Documents
- Presentation Materials
- Procedures and Guidelines
- Resources
- Important Dates
- Staff Directory
- Grants Administration Unit

Appendix A – Program Narrative

- An Appendix A should be written for each program funded by DPH and included in the contract
- Appendix A should explain how the program is administered
  - Program Staff Titles and the Service(s) they provide
  - The Population(s) served
  - The service(s) /Modalities provided
  - How Deliverables are determined (these should match Appendix B)
    - Units of Service
    - Unduplicated Clients

Relationship of Appendix A to Appendix B

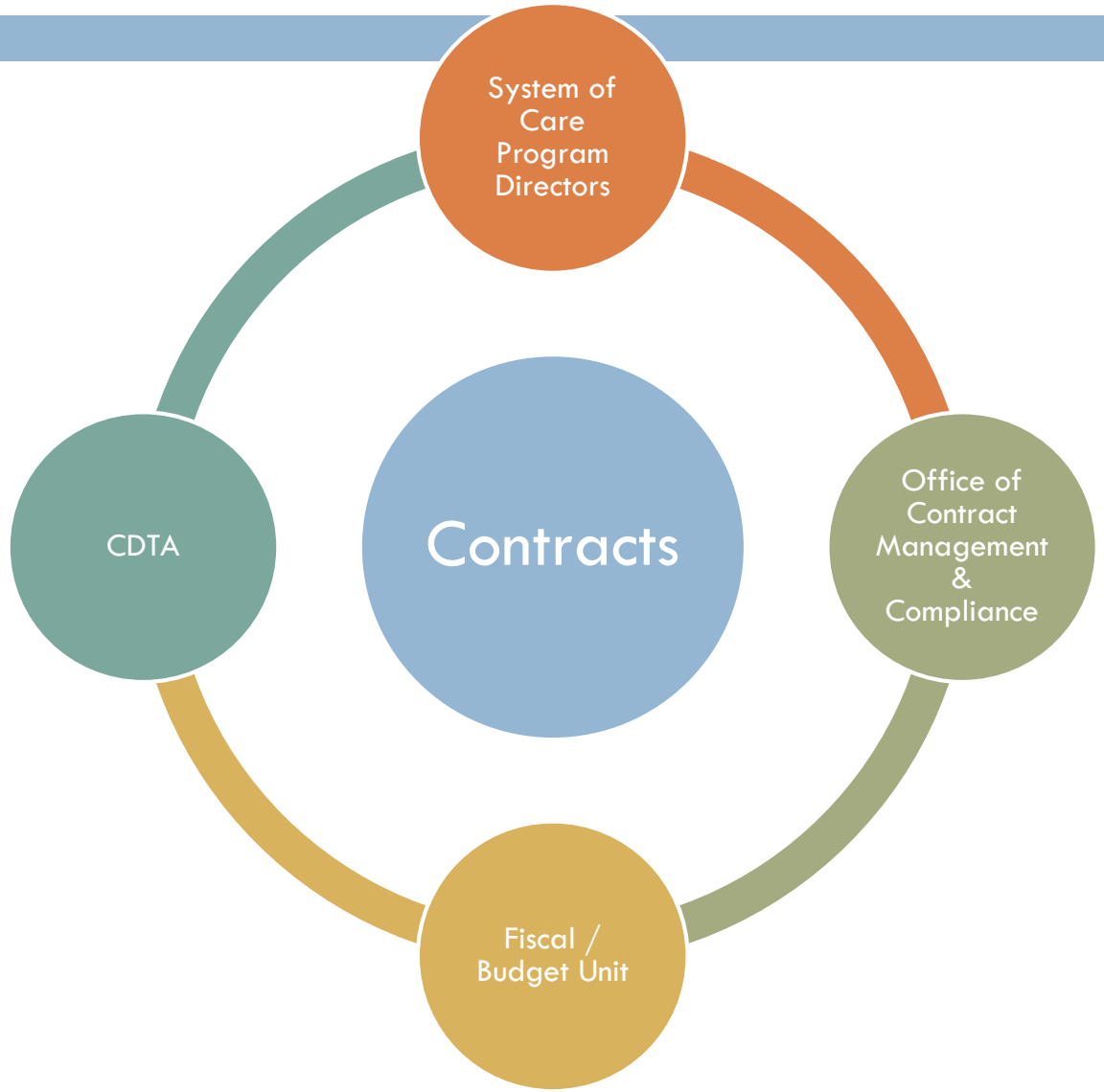
- Appendix B should show how the program costs are derived/budgeted to deliver the program as described in Appendix A
  - Expenses should be reasonable and logical for the program(s)
  - Expenses should follow a logical allocation methodology
- Funded Program Staff Titles should appear in both Appendices
  - The FTE contribution to deliverables should match
  - The Modalities should match

Appendix B Budget

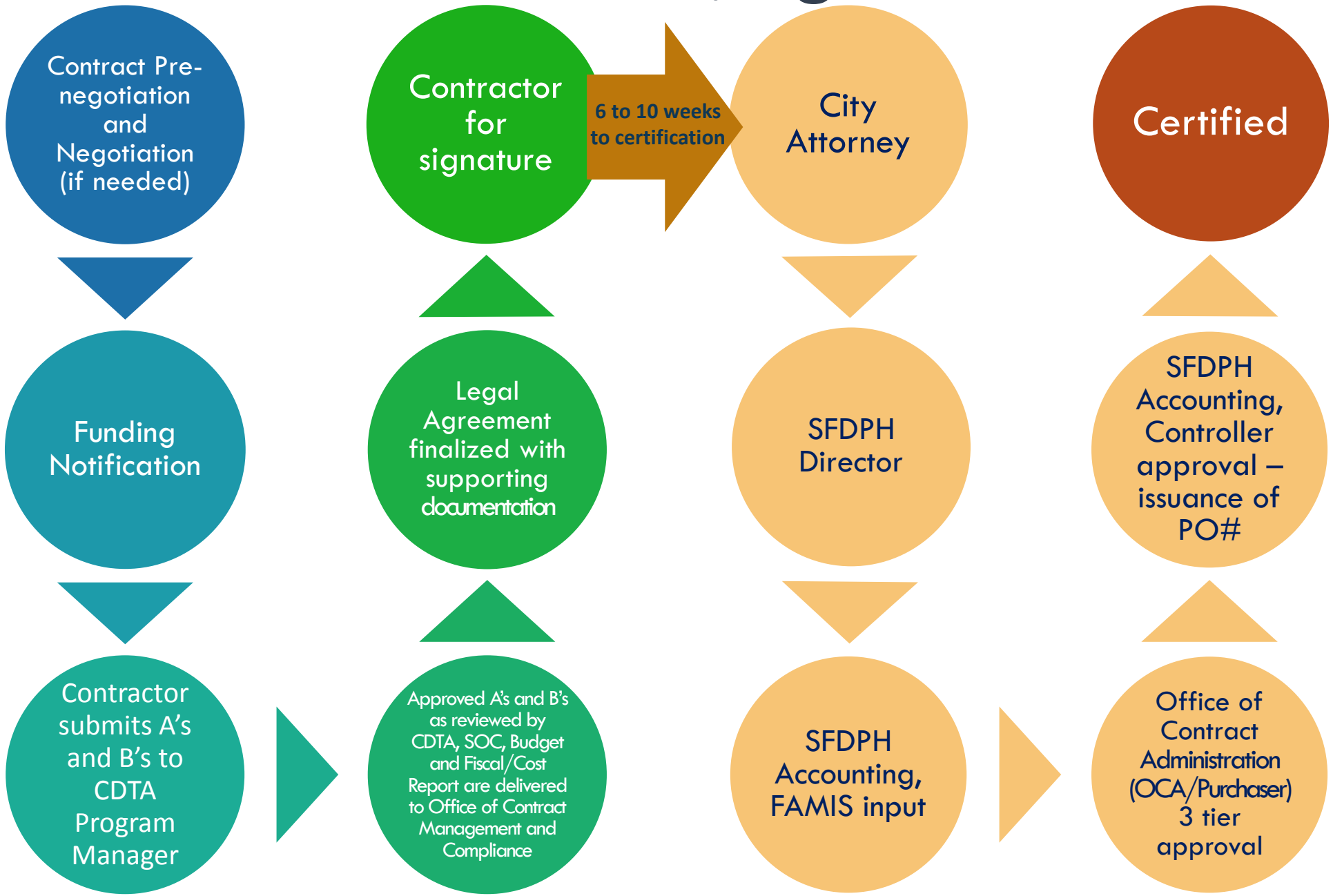
- Appendix B for Behavioral Health Services (BHS)
  - Mental Health, Substance Use, MHSA
  - One year of funding
  - Usually Fee-For-Service (not always)
  - Need separate CRDC & detail pages for each Program
- Appendix B for programs other than Behavioral Health (non-BHS)
  - Housing, HIV Health Services, CBPC, HIV Prevention, Community Health Equity & Promotion, etc.
  - One year or multi-year
  - Usually Cost Reimbursement (not always)
  - Need separate UOS Cost Allocation and Budget Justification for each program
  - Need separate UOS Cost Allocation and Budget Justification for each funding source

STRETCH BREAK

Contracting is a Collaborative Process



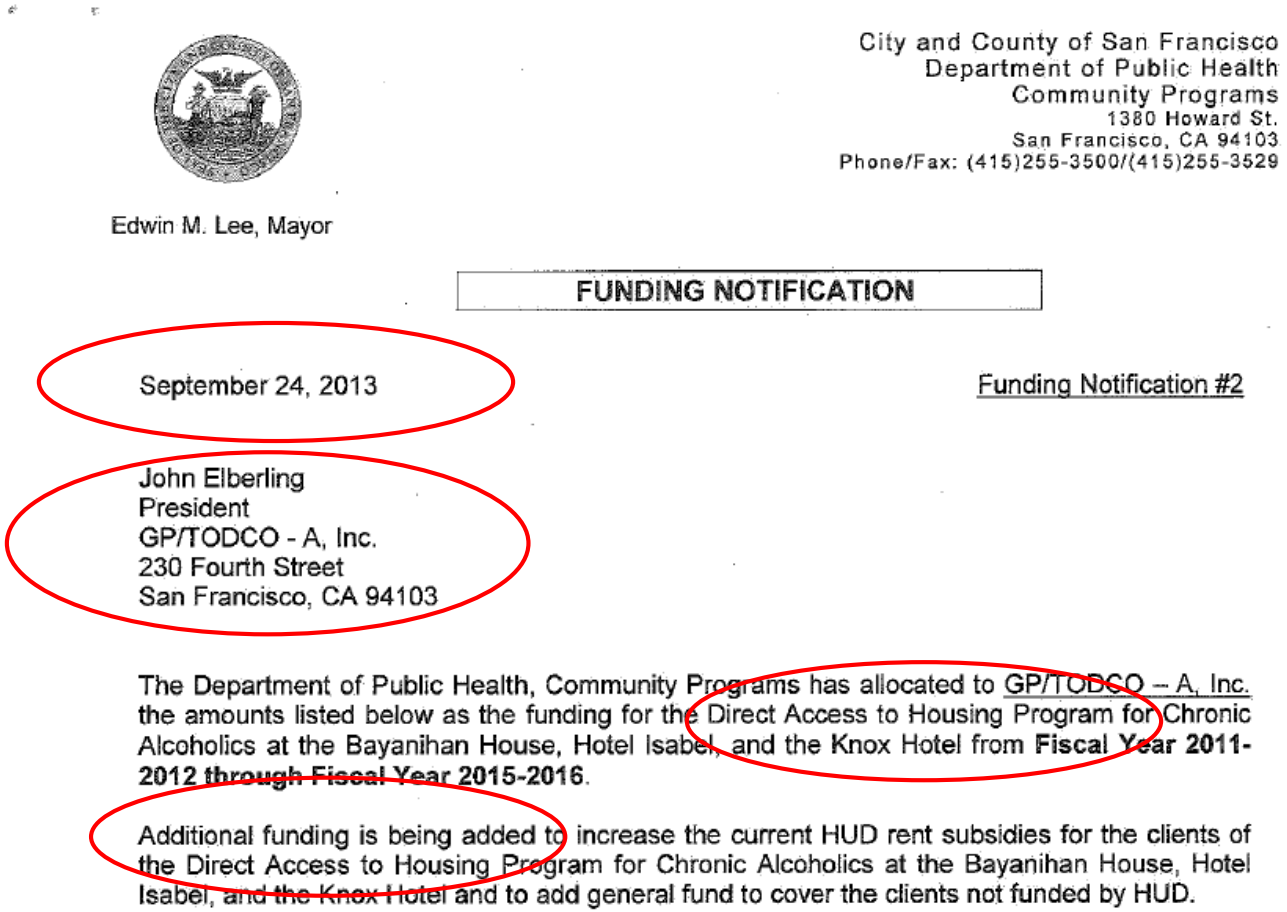
Contract Certification/Signature Process



Funding Notification Development

- Contract Pre-negotiation
  - Internal DPH meeting(s) to discuss contract(s) from various perspectives to ensure successful Contract Development
  - Attendees (SOC, Contracts, Budget, CDTA, Cost Report, BOCC) collaboratively determine content of Funding Notification
- Contract Negotiation (if required and/or requested by contractor)
- Funding Notification is issued by the Budget Unit

Key Elements of the Funding Notification



Edwin M. Lee, Mayor

City and County of San Francisco
Department of Public Health
Community Programs
1380 Howard St.
San Francisco, CA 94103
Phone/Fax: (415)255-3500/(415)255-3529

FUNDING NOTIFICATION

September 24, 2013

Funding Notification #2

John Elberling
President
GP/TODCO - A, Inc.
230 Fourth Street
San Francisco, CA 94103

The Department of Public Health, Community Programs has allocated to GP/TODCO – A, Inc. the amounts listed below as the funding for the Direct Access to Housing Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and the Knox Hotel from **Fiscal Year 2011-2012 ~~through Fiscal Year~~ 2015-2016**.

Additional funding is being added to increase the current HUD rent subsidies for the clients of the Direct Access to Housing Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and ~~the Knox Hotel~~ and to add general fund to cover the clients not funded by HUD.

- Funding Notification Date
- Recipient of Funding Notification
- Program Name and Fiscal Years effected
- Reason for Funding Notification

Key Elements of the Funding Notification

The allocation is summarized in the table below and funding details are included in the attached spreadsheet(s).

DPH Section	Previous Funding Amount	New Funding Amount	Change in Funding[1]	Submission of Appendix B for each year of multi-year contract required?[2]	Fiscal Year[3]
Housing and Urban Health	$911,760	$1,113,000	$201,240	Yes	See attached
TOTAL	**$911,760**	**$1,113,000**	**$201,240**		

[1]Backup budget detail is provided by each Community Programs section.

[2]If yes, agency must provide Appendix B documentation covering each year of the term of the multi-year contract. If no, the agency must only submit budget documents covering the current year of the contract term.

[3]See detail in attached backup document for multiple year awards.

Contract Document Submission Deadline
Please submit the Description of Services (Appendix A) and Budget (Appendix B) no later than **October 7, 2013**. These documents *must be submitted* via e-mail to the **eric.whitney@sfdph.org** with your Agency's name in the subject title. **Contract documents not submitted to above e-mail address will not be processed for certification.**

- Funding Amount
- Instructions for preparation of Appendix B
- Due date for Appendix A & Appendix B
- CDTA Program Manager

Key Elements of the Funding Notification (non-BHS)

DPH Community Programs Section:	Housing and Urban Health
Funding Notification #:	#2
Contractor:	GP/TODCO - A Inc.
Executive Director/Program Director:	Joe Madonna
Contractor Phone:	(415) 264-9566
Contractor E-mail Address:	joe@todco.org

RFP/RFQ # (or note if Sole Source):	Sole Source
CMS #:	7101
CDTA Program Mgr:	Eric Whitney
CDTA Program Mgr Phone #:	(415) 255-3632
CDTA Program Mgr Email:	eric.whitney@sfdph.org
Contract Analyst:	Kristine Ly

DETAILS OF FUNDING

Program Name:	Modality/ Service Category:	Funding Source:	Index Code:	Grant Code/ Detail	FISCAL YEAR	Previous Funding Amount	New Funding Amount	Change in Funding	Term for Current Funding (mm/dd/yy – mm/dd/yy)	Reason for Change in Funding
DAH Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and the Knox Hotel	Rent and Operating Subsidies	HUD Grant (CFDA 14.235)	HCHSHOUSINGR	HCH007/12	FY 11/12	$ 182,352	$ 182,352	$ -	8/1/11 - 7/31/12	
DAH Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and the Knox Hotel	Rent and Operating Subsidies	HUD Grant (CFDA 14.235)	HCHSHOUSINGR	HCH007/13	FY 12/13	$ 182,352	$ 182,352	$ -	8/1/12 - 7/31/13	
DAH Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and the Knox Hotel	Rent and Operating Subsidies	HUD Grant (CFDA 14.235)	HCHSHOUSINGR	HCH007/14	FY 13/14	$ 182,352	$ 194,832	$ 12,480	8/1/13 - 7/31/14	See comments below
		General Fund	HCHSHHOUSGGF	N/A		$ -	$ 54,600	$ 54,600	7/1/13 - 6/30/14	
DAH Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and the Knox Hotel	Rent and Operating Subsidies	HUD Grant (CFDA 14.235)	HCHSHOUSINGR	HCH007/15	FY 14/15	$ 182,352	$ 194,832	$ 12,480	8/1/14 - 7/31/15	See comments below
		General Fund	HCHSHHOUSGGF	N/A		$ -	$ 54,600	$ 54,600	7/1/14 - 6/30/15	
DAH Program for Chronic Alcoholics at the Bayanihan House, Hotel Isabel, and the Knox Hotel	Rent and Operating Subsidies	HUD Grant (CFDA 14.235)	HCHSHOUSINGR	HCH007/16	FY 15/16	$ 182,352	$ 194,832	$ 12,480	8/1/15 - 7/31/16	See comments below
		General Fund	HCHSHHOUSGGF	N/A		$ -	$ 54,600	$ 54,600	7/1/15 - 6/30/16	
		Totals for this Sheet:				$ 911,760	$ 1,113,000	$ 201,240		

Explanation of Change: Additional HUD funding to increase current rent subsidies and to add general fund to cover Chron A clients not funded by HUD

- CMS number
- Contract Analyst's name
- Details of Funding
  - Program
  - Modality
  - Funding Source(s)
  - Index / Grant Code(s)
  - Fiscal Year(s)
  - Funding Amount(s)
  - Term(s) for Funding
- Total Funding Amount

Key Elements of the Funding Notification (BHS)

Funding Detail

DPH Section:	BHS-Mental Health
Revision #:	
Contractor:	Community Youth Center
Executive Director/Program Director:	Sarah Ching-Ting Wan
Contractor Phone	775-2636 x218/208
Contractor E-mail Address:	sarahw@cycsf.org

RFP/RFQ # (or note if Sole Source)	
CMS #	6975
CDTA Program Mgr:	Eric Whitney
CDTA Program Mgr Phone #:	415-255-3932
CDTA Program Mgr Email:	eric.whitney@sfdph.org
Contract Analyst:	Ada Ling

Program			**FY14-15**	**FY15-16**	**variance**
EPSDT Outpatient			100,000	120,000	20,000
IHBS/EPSDT			281,706	285,311	3,605
APIYFCSS			142,991	146,275	3,284
General Fund CODB - to be allocated				6,228	6,228
Total			**524,697**	**557,814**	**33,117**

Funding Mix	**Index Code**	**Detail**	**FY14-15**	**FY15-16**	**variance**
MH FED SDMC FFP (50%) CYF	HMHMCP751594		122,368	132,368	10,000
MH STATE CYF 2011 PSR-EPSDT	HMHMCP751594		110,132	120,132	10,000
MH CYF COUNTY - General Fund	HMHMCP751594		16,637	22,865	6,228
MH CYF COUNTY - WO CODB	HMHMCP751594		2,131	3,605	1,474
MH WO DCYF Violence Prev Prog	HMHMCHPREVWO		142,075	144,206	2,131
MH MHSA (PEI)	HMHMPROP63	PMHS63-1510	131,354		-131,354
MH MHSA (PEI)	HMHMPROP63	PMHS63-1610		134,638	134,638
Total			**524,697**	**557,814**	**33,117**

Variance Explanation:	
FY15-16	
FY14-15	524,697
Funding increase	20,000
2.5% CODB - General Fund	6,228
2.5% CODB - MHSA	3,284
2.5% CODB - Work Order	3,605
Total	**557,814**

- CMS number
- Contract Analyst's name
- Details of Funding
  - Program
  - Funding Source(s)/Mix
  - Index / Grant Code(s)
  - Fiscal Year
  - Funding Amount(s) /Variance from previous Fiscal Year
- Total Funding Amount

Key Elements of the Funding Notification (BHS)

FY 2015-2016 Children's Program Funding Mix
DPH-CBHS, Children, Youth & Families Services
Contract Agency: Community Youth Center
Revised: 9/11/2015

Program Code:	INDEX CODE	Project code/ detail	38CY3 CYC EPSDT Outpatient	38CY4 IHBS EPSDT	38CY5 APIYFCSS	Direct Services Subtotal	38CY4 IHBS EPSDT Outreach	Indirect Services Subtotal	Cost of Doing Business	FY15-16 Contract	FY14-15 Contract	Variance
Total Cost			120,000	271,561	146,275	537,836	13,750	13,750	6,228	557,814	524,697	33,117
Funding Mix												
MH FED SDMC FFP (50%) CYF	HMHMCP751594		60,000	72,368		132,368		0		132,368	122,368	10,000
MH STATE CYF 2011 PSR-EPSDT	HMHMCP751594		55,000	65,132		120,132		0		120,132	110,132	10,000
MH WO DCYF Violence Prev Prog (match)	HMHMCHPREVWO			7,236		7,236		0		7,236	7,237	-1
MH WO DCYF Violence Prev Prog	HMHMCHPREVWO			123,220		123,220	13,750	13,750		136,970	134,838	2,132
MH MHSA (PEI)	HMHMPROP63	PMHS63-1610			134,638	134,638		0		134,638	131,354	3,284
MH CYF COUNTY - General Fund (match)	HMHMCP751594		5,000			5,000		0		5,000	5,000	0
MH CYF COUNTY - General Fund	HMHMCP751594				11,637	11,637		0	6,228	17,865	11,637	6,228
MH CYF COUNTY - WO CODB	HMHMCP751594			3,605		3,605		0		3,605	2,131	1,474
FY15-16 total funding			**120,000**	**271,561**	**146,275**	**537,836**	**13,750**	**13,750**	**6,228**	**557,814**	**524,697**	**33,117**
FY14-15 total funding			100,000	267,956	142,991	510,947	13,750	13,750		524,697	524,697	
Variance			20,000	3,605	3,284	26,889	0	0	6,228	33,117	0	33,117

- Program Code(s)
- Program Name
- Expected Funding Mix by Program
- Additional Funding (incl. CODB)
- Total Funding

What's Next?

Developing the Appendix B Budget

Developing the Appendix A Narrative

Download the Latest Forms & Instructions

- CDTA Website: www.sfdph.org/cdta
- Appendix B Form & Instructions (BHS or non-BHS depending on the type of contract)
- Appendix A Template & Instructions
- Contract Checklist
- Performance Objectives

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	A	B	C	D	E	F	G	H	I	J	K
1	**DPH 1: Department of Public Health Contract Budget Summary by Program**										
2	**CMS #: 7101**		Preparer / Phone #:								**Appendix B, Page 1**
3	Check one: [ ] New	[ ] Renewal	[X] Modification								**Term: 8/1/11 - 7/31/16**
4	If Mod, Effective Date: 7/1/2013	No. of Mod. 1	DPH Section: Housing & Urban Health								
5	FISCAL YEAR: 2015-16	SUBMISSION DATE:	7/1/2015								**DPH1**
6	AGENCY/ ORGANIZATION NAME: GP/TODCO-A, Inc.									**VENDOR ID (DPH USE)**	
7	CONTRACTOR NAME *(may be same as above)*: GP/TODCO-A, Inc.										
8			**A-1/ B-1 HUD**	**A-1/ B-2 HUD**	**A-1/ B-3 HUD**	**A-1/ B-3a General Fund**	**A-1/ B-4 HUD**	**A-1/ B-4a General Fund**	**A-1/ B-5 HUD**	**A-1/ B-5a General Fund**	
9	**APPENDIX NUMBER** *(Narrative / Budget - Multi-Yr Example)*										
10	**APPENDIX TERM:**		8/1/11-7/31/12	8/1/12-7/31/13	8/1/13-7/31/14	7/1/13-6/30/14	8/1/14-7/31/15	7/1/14-6/30/15	8/1/15-7/31/16	7/1/15-6/30/16	**TOTALS**
11	**PROGRAM/ PROVIDER NAME**		DAH Chron A	DAH Chron A	DAH Chron A	DAH Chron A	DAH Chron A	DAH Chron A	DAH Chron A	DAH Chron A	
12	**EXPENSES**										
13	SALARIES & EMPLOYEE BENEFITS		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	OPERATING EXPENSE		$ 182,352	$ 182,352	$ 194,832	$ 54,600	$ 194,832	$ 54,600	$ 194,832	$ 54,600	$ 1,113,000
15	CAPITAL ($5,000 AND OVER)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	**SUBTOTAL DIRECT COSTS**		**$ 182,352**	**$ 182,352**	**$ 194,832**	**$ 54,600**	**$ 194,832**	**$ 54,600**	**$ 194,832**	**$ 54,600**	$ 1,113,000
17	INDIRECT COST AMOUNT:		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	INDIRECT COST RATE (%)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	**0.0%**
19	**TOTAL EXPENSES**		**$ 182,352**	**$ 182,352**	**$ 194,832**	**$ 54,600**	**$ 194,832**	**$ 54,600**	**$ 194,832**	**$ 54,600**	$ 1,113,000
20	**REVENUES & FUNDING SOURCES**										
21	**DPH FUNDING SOURCES (select from drop-down list in column B):**										
22	HUH - Grant - HUD	CDFA 14.235	$ 182,352	$ 182,352							**$ 364,704**
23	HUH - General Fund					$ 54,600		$ 54,600		$ 54,600	**$ 163,800**
24	HUH - Grant - HUD	CFDA 14.267			$ 194,832		$ 194,832		$ 194,832		**$ 584,496**
25											$ -
26	**TOTAL DPH REVENUES:**		**$ 182,352**	**$ 182,352**	**$ 194,832**	**$ 54,600**	**$ 194,832**	**$ 54,600**	**$ 194,832**	**$ 54,600**	$ 1,113,000
27	**NON-DPH FUNDING SOURCES (select from drop-down list in column B):**										
28	NON DPH - Tenant Rent		**$ 48,264**	**$ 48,264**	**$ 37,224**	**$ 11,844**	**$ 37,224**	**$ 11,844**	**$ 37,224**	**$ 11,844**	**$ 243,732**
29											$ -
30											$ -
31	**TOTAL NON-DPH REVENUES:**		**$ 48,264**	**$ 48,264**	**$ 37,224**	**$ 11,844**	**$ 37,224**	**$ 11,844**	**$ 37,224**	**$ 11,844**	**$ 243,732**
32	**TOTAL REVENUES (DPH AND NON-DPH)**		**$ 230,616**	**$ 230,616**	**$ 232,056**	**$ 66,444**	**$ 232,056**	**$ 66,444**	**$ 232,056**	**$ 66,444**	**$ 1,356,732**
33	Cost Reimbursement (**CR**) or Fee-For-Service (**FFS**)		**CR**	**CR**	**CR**	**CR**	**CR**	**CR**	**CR**	**CR**	
34											

Non-BHS Appendix B Summary Page

Budget Summary by Program | App B-3 Page 1 | B-3 Page 2 BugtJustf | App B-3a1 Page 1 | B-3a Page 2 BugtJustf | App B-4 Page 1 | B-4 Page 2 BugtJustf | App B-4a Page 1 | B-4a Page 2 BugtJustf | App B ...
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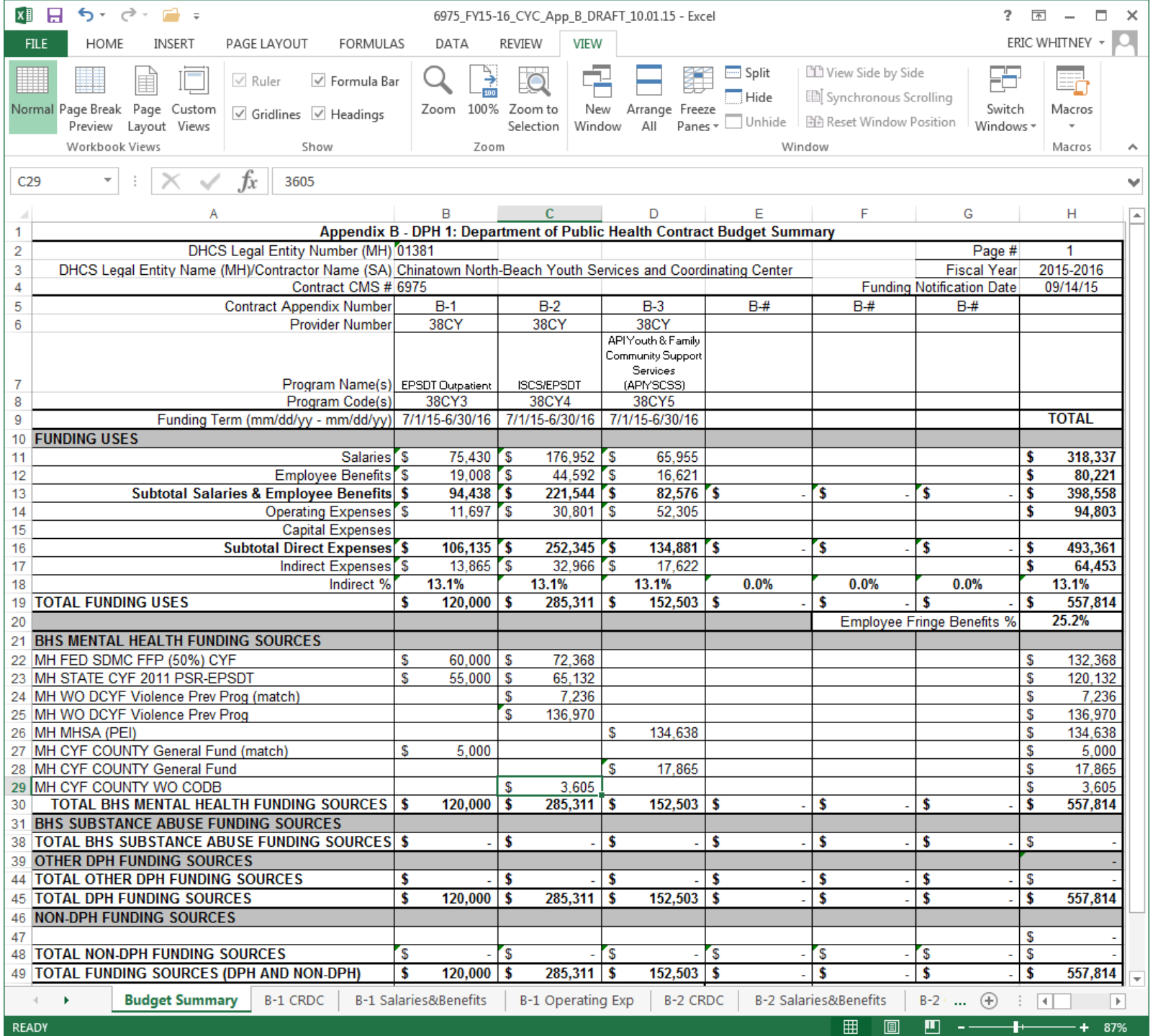

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Zoom | 100% | Zoom to Selection — Zoom
New Window | Arrange All | Freeze Panes | Split | Hide | Unhide | View Side by Side | Synchronous Scrolling | Reset Window Position — Window
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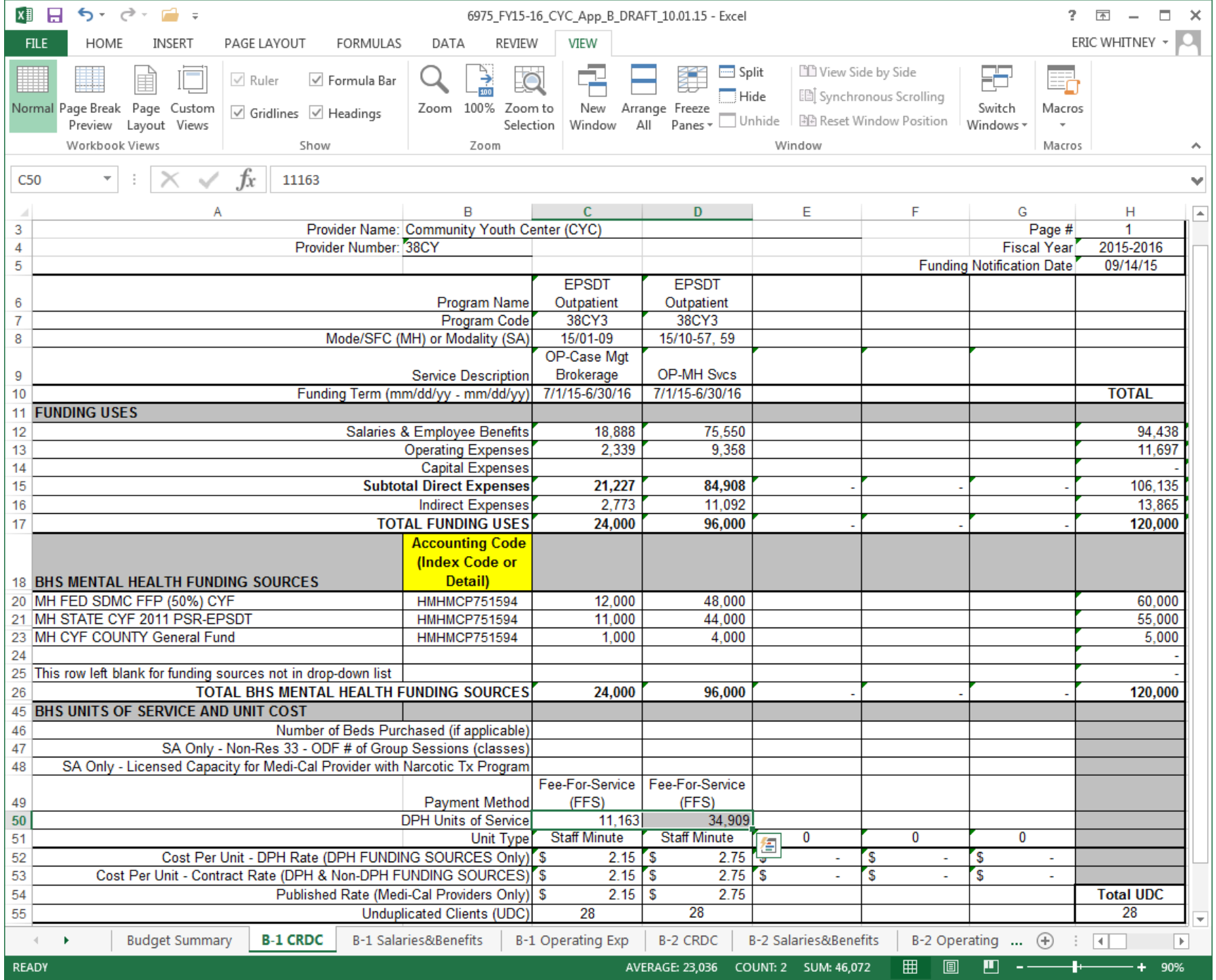
	A	B	C	D	E	F	G	H
1	**Appendix B - DPH 1: Department of Public Health Contract Budget Summary**							
2	DHCS Legal Entity Number (MH)	01381					Page #	1
3	DHCS Legal Entity Name (MH)/Contractor Name (SA)	Chinatown North-Beach Youth Services and Coordinating Center					Fiscal Year	2015-2016
4	Contract CMS #	6975				Funding Notification Date		09/14/15
5	Contract Appendix Number	B-1	B-2	B-3	B-#	B-#	B-#	
6	Provider Number	38CY	38CY	38CY				
7	Program Name(s)	EPSDT Outpatient	ISCS/EPSDT	API Youth & Family Community Support Services (APIYSCSS)				
8	Program Code(s)	38CY3	38CY4	38CY5				
9	Funding Term (mm/dd/yy - mm/dd/yy)	7/1/15-6/30/16	7/1/15-6/30/16	7/1/15-6/30/16				TOTAL
10	**FUNDING USES**							
11	Salaries	$ 75,430	$ 176,952	$ 65,955				$ 318,337
12	Employee Benefits	$ 19,008	$ 44,592	$ 16,621				$ 80,221
13	**Subtotal Salaries & Employee Benefits**	**$ 94,438**	**$ 221,544**	**$ 82,576**	$ -	$ -	$ -	$ 398,558
14	Operating Expenses	$ 11,697	$ 30,801	$ 52,305				$ 94,803
15	Capital Expenses							
16	**Subtotal Direct Expenses**	**$ 106,135**	**$ 252,345**	**$ 134,881**	$ -	$ -	$ -	$ 493,361
17	Indirect Expenses	$ 13,865	$ 32,966	$ 17,622				$ 64,453
18	Indirect %	**13.1%**	**13.1%**	**13.1%**	**0.0%**	**0.0%**	**0.0%**	**13.1%**
19	**TOTAL FUNDING USES**	**$ 120,000**	**$ 285,311**	**$ 152,503**	$ -	$ -	$ -	$ 557,814
20						Employee Fringe Benefits %		**25.2%**
21	**BHS MENTAL HEALTH FUNDING SOURCES**							
22	MH FED SDMC FFP (50%) CYF	$ 60,000	$ 72,368					$ 132,368
23	MH STATE CYF 2011 PSR-EPSDT	$ 55,000	$ 65,132					$ 120,132
24	MH WO DCYF Violence Prev Prog (match)		$ 7,236					$ 7,236
25	MH WO DCYF Violence Prev Prog		$ 136,970					$ 136,970
26	MH MHSA (PEI)			$ 134,638				$ 134,638
27	MH CYF COUNTY General Fund (match)	$ 5,000						$ 5,000
28	MH CYF COUNTY General Fund			$ 17,865				$ 17,865
29	MH CYF COUNTY WO CODB		$ 3,605					$ 3,605
30	**TOTAL BHS MENTAL HEALTH FUNDING SOURCES**	**$ 120,000**	**$ 285,311**	**$ 152,503**	$ -	$ -	$ -	$ 557,814
31	**BHS SUBSTANCE ABUSE FUNDING SOURCES**							
38	**TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	**OTHER DPH FUNDING SOURCES**							-
44	**TOTAL OTHER DPH FUNDING SOURCES**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	**TOTAL DPH FUNDING SOURCES**	**$ 120,000**	**$ 285,311**	**$ 152,503**	$ -	$ -	$ -	$ 557,814
46	**NON-DPH FUNDING SOURCES**							
47								$ -
48	**TOTAL NON-DPH FUNDING SOURCES**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
49	**TOTAL FUNDING SOURCES (DPH AND NON-DPH)**	**$ 120,000**	**$ 285,311**	**$ 152,503**	$ -	$ -	$ -	$ 557,814

Budget Summary | B-1 CRDC | B-1 Salaries&Benefits | B-1 Operating Exp | B-2 CRDC | B-2 Salaries&Benefits | B-2 ...

READY — 87%

BHS
Appendix B
Summary Page



6975_FY15-16_CYC_App_B_DRAFT_10.01.15 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ERIC WHITNEY

Normal Page Break Preview Page Layout Custom Views | Ruler Formula Bar Gridlines Headings | Zoom 100% Zoom to Selection | New Window Arrange All Freeze Panes Split Hide Unhide | View Side by Side Synchronous Scrolling Reset Window Position | Switch Windows | Macros

Workbook Views Show Zoom Window Macros

C50 11163

	A	B	C	D	E	F	G	H
3	Provider Name:	Community Youth Center (CYC)					Page #	1
4	Provider Number:	38CY					Fiscal Year	2015-2016
5							Funding Notification Date	09/14/15
6	Program Name		EPSDT Outpatient	EPSDT Outpatient				
7	Program Code		38CY3	38CY3				
8	Mode/SFC (MH) or Modality (SA)		15/01-09	15/10-57, 59				
9	Service Description		OP-Case Mgt Brokerage	OP-MH Svcs				
10	Funding Term (mm/dd/yy - mm/dd/yy)		7/1/15-6/30/16	7/1/15-6/30/16				TOTAL
11	**FUNDING USES**							
12	Salaries & Employee Benefits		18,888	75,550				94,438
13	Operating Expenses		2,339	9,358				11,697
14	Capital Expenses							-
15	**Subtotal Direct Expenses**		**21,227**	**84,908**	-	-	-	106,135
16	Indirect Expenses		2,773	11,092				13,865
17	**TOTAL FUNDING USES**		**24,000**	**96,000**	-	-	-	**120,000**
18	**BHS MENTAL HEALTH FUNDING SOURCES**	**Accounting Code (Index Code or Detail)**						
20	MH FED SDMC FFP (50%) CYF	HMHMCP751594	12,000	48,000				60,000
21	MH STATE CYF 2011 PSR-EPSDT	HMHMCP751594	11,000	44,000				55,000
23	MH CYF COUNTY General Fund	HMHMCP751594	1,000	4,000				5,000
24								-
25	This row left blank for funding sources not in drop-down list							-
26	**TOTAL BHS MENTAL HEALTH FUNDING SOURCES**		**24,000**	**96,000**	-	-	-	**120,000**
45	**BHS UNITS OF SERVICE AND UNIT COST**							
46	Number of Beds Purchased (if applicable)							
47	SA Only - Non-Res 33 - ODF # of Group Sessions (classes)							
48	SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program							
49	Payment Method		Fee-For-Service (FFS)	Fee-For-Service (FFS)				
50	DPH Units of Service		11,163	34,909				
51	Unit Type		Staff Minute	Staff Minute	0	0	0	
52	Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)		$ 2.15	$ 2.75	$ -	$ -	$ -	
53	Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)		$ 2.15	$ 2.75	$ -	$ -	$ -	
54	Published Rate (Medi-Cal Providers Only)		$ 2.15	$ 2.75				Total UDC
55	Unduplicated Clients (UDC)		28	28				28

Budget Summary | B-1 CRDC | B-1 Salaries&Benefits | B-1 Operating Exp | B-2 CRDC | B-2 Salaries&Benefits | B-2 Operating ...

READY AVERAGE: 23,036 COUNT: 2 SUM: 46,072 90%

BHS
Appendix B
CRDC Page

Things To Remember

- Complete your Appendix A's and Appendix B's and email them to your CDTA Program Manager by the due date on the Funding Notification
- If you have questions about your Appendix A or B, please contact your CDTA Program Manager for assistance
- Use the Contract Checklist to check your work and ensure you've included all the required information
- Questions?