

SF Back on TRACK Program Budget Year 1  
 Category II- Planning & Implementation

**A. PERSONNEL**

Name	Position	Computation	Cost
		<i>Salary x Effort</i>	
Emily Gerber	PI	\$95000 x 10%	\$9,500
Rita Perez	Program Dir.	\$83382 x 15%	\$12,507
		<b>Total</b>	<b>\$22,007</b>
		Federal Request	\$0
		Non-Federal Local Match	\$22,007

**B. FRINGE**

Name	Position	Computation	Cost
		<i>Salary x Fringe</i>	
Emily Gerber	PI	\$9500 x 42%	\$3,990
Rita Perez	Program Dir.	\$12507 x 42%	\$5,253
		<b>Total</b>	<b>\$9,243</b>
		Federal Request	\$0
		Non-Federal Local Match	\$9,243

**C. TRAVEL**

Purpose/Locatio Item	Computation	Cost
Orientation Airfare	\$600 x 4 travelers	\$2,400
Washington, D.C. Hotel	\$250 x 4 travelers x 3 nights	\$3,000
	<b>Total</b>	<b>\$5,400</b>
	Federal Request	\$5,400
	Non-Federal Local Match	\$0

**D. SUPPLIES**

Item	Computation	Cost
Urinalysis	360 Full UA x \$7.50 and 560 Quick UA x \$2.50	\$4,100
CHAT	\$5 x 40 pre & 40 post	\$400
Incentives	\$40 per month x 40 clients	\$9,600
Online Training	FIT (\$400x12) & MATCH-ADTC (\$75x12)	\$6,438
Planning Meetings	12 meetings x \$125	\$1,500
Office Supplies		\$437
	<b>Total</b>	<b>\$22,475</b>
	Federal Request	\$22,475
	Non-Federal Local Match	\$0

**E. CONSULTANTS/CONTRACTS**

Item	Cost	
1 FTE LCSW Position	\$70,000	
Fringe @25%	\$17,500	
Indirect Costs @ 11% of Salary and Wages	\$9,625	
	<b>Total</b>	<b>\$97,125</b>
	Federal Request	\$97,125
	Non-Federal Local Match	\$0

<b>TOTAL FEDERAL REQUEST IN YEAR 1</b>	<b>\$125,000</b>
<b>TOTAL NON-FEDERAL MATCH IN YEAR 1</b>	<b>\$31,250</b>
<b>TOTAL COST OF PROJECT IN YEAR 1</b>	<b>\$156,250</b>

SF Back on TRACK Program Budget Year 2  
 Category II- Planning & Implementation

**A. PERSONNEL**

Name	Position	Computation	Cost
		<i>Salary x Effort</i>	
Emily Gerber	PI	\$95000 x 10%	\$9,500
Rita Perez	Program Dir.	\$83382 x 15%	\$12,507
TBD	Peer Recovery Coach	4 youth x \$1668.75 stipend	\$6,675
<b>Total</b>			<b>\$28,682</b>
			<i>Federal Request</i>
			\$6,675
			<i>Non-Federal Local Match</i>
			\$22,007

**B. FRINGE**

Name	Position	Computation	Cost
		<i>Salary x Fringe</i>	
Emily Gerber	PI	\$9500 x 42%	\$3,990
Rita Perez	Program Dir.	\$12507 x 42%	\$5,253
<b>Total</b>			<b>\$9,243</b>
			<i>Federal Request</i>
			\$0
			<i>Non-Federal Local Match</i>
			\$9,243

**C. TRAVEL**

Purpose/Location	Item	Computation	Cost
National Mtg.	Airfare	\$600 x 2 travelers	\$1,200
Washington, D.C.	Hotel	\$250 x 2 travelers x 4 nights	\$2,000
<b>Total</b>			<b>\$3,200</b>
			<i>Federal Request</i>
			\$3,200
			<i>Non-Federal Local Match</i>
			\$0

**D. SUPPLIES**

Item	Computation	Cost
Urinalysis	810 Full UA x \$7.50 and 1260 Instant x \$2.50	\$9,225
CHAT	\$5 x 90 pre & 90 post	\$900
Incentives	\$40 per month x 45 clients x 12 months	\$21,600
Online Training	FIT (\$400x12) & MATCH-ADTC (\$75x12)	\$5,700
<b>Total</b>		<b>\$37,425</b>
		<i>Federal Request</i>
		\$37,425
		<i>Non-Federal Local Match</i>
		\$0

**E. CONSULTANTS/CONTRACTS**

Item	Cost	
.8 FTE LCSW Position	\$56,000	
Fringe @25%	\$14,000	
Indirect Costs @ 11% of Salary and Wages	\$7,700	
<b>Total</b>		<b>\$77,700</b>
		<i>Federal Request</i>
		\$77,700
		<i>Non-Federal Local Match</i>
		\$0

<b>TOTAL FEDERAL REQUEST IN YEAR 2</b>	<b>\$125,000</b>
<b>TOTAL NON-FEDERAL MATCH IN YEAR 2</b>	<b>\$31,250</b>
<b>TOTAL COST OF PROJECT IN YEAR 2</b>	<b>\$156,250</b>

SF Back on TRACK Program Budget Summary  
 Category II- Planning & Implementation

<b>Budget Category</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Total</b>
<b>A. Personnel</b>	\$22,007	\$28,682	\$50,689
<b>B. Fringe</b>	\$9,243	\$9,243	\$18,486
<b>C. Travel</b>	\$5,400	\$3,200	\$8,600
<b>D. Supplies</b>	\$20,538	\$37,425	\$57,963
<b>E. Consultants/Contracts</b>	\$99,062	\$77,700	\$176,762
<b>Federal Request</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$250,000</b>
<b>Non-Federal Amount</b>	<b>\$31,250</b>	<b>\$31,250</b>	<b>\$62,500</b>
<b>Total Project Costs</b>	<b>\$156,250</b>	<b>\$156,250</b>	<b>\$312,500</b>

## Budget Narrative

**Amount of Funding Requested.** The total project cost is \$312,500. \$125,000 in federal funding is requested for Year One and \$125,000 for Year Two (total federal funding request = \$250,000). A local match of \$31,250 (20% of \$312,500, the total project cost) will be provided for each year of the grant for a total of \$62,500 in non-federal funds.

### A. Personnel

Principal Investigator: Emily B Gerber, Ph.D. .10 FTE Non-federal: \$9,500 per year

As Principal Investigator, Dr. Gerber will have primary responsibility for achieving the technical success of the project, while also complying with the financial and administrative policies and regulations associated with the award. Dr. Gerber's base salary is \$95,000 per year. She will dedicate 4 hours of her time per week to this program.

*\$95,000 per year x .10 LOE = \$9,500 x 2 = \$19,000 in total project costs*

Program Director: Rita Perez, LCSW .15 FTE Non-federal: \$12,507 per year

The Program Director coordinates the grant-related daily activities and deliverables. The Program Director will convene and participate in weekly and monthly planning and project leadership meetings to support attainment of the project objectives and will directly supervise the Recovery Coach and the Integrated Network Program Directors. Ms. Perez's base salary is currently \$83,382 per year. She will dedicate six hours of her time per week to this program. Because TRACK will be based at the SF AIIM Higher Unit, these hours combined with day-to-day activities and responsibilities already undertaken, as Director of the SF AIIM Higher will provide the effort and resources needed to successfully plan and implement TRACK.

*\$83,382 per year x .15 LOE = \$12,507 x 2 = \$25,014 in total project costs*

Peer Recovery Coaches: TBD

Federal: \$6,675 in Year 2 only

In 2014, four youth from the first 6-month treatment cohort who have successfully completed TRACK program in 2013 will be recruited to work with the Project Recovery Coach to develop a Peer-to-Peer Recovery Support Community for system-involved youth. Youth will make recovery “cool,” and street relevant for their peers with activities like youth-themed AA and NA groups. Each youth will receive a stipend of \$1,668.75 for this work for a total of \$6,675.

**B. Fringe**

Non-federal: \$ 9,243 per year

The fringe benefits rate is calculated at 42%. Each year of the grant, fringe for the Principal Investigator position is \$3,990 ( $\$9,500 \times .42$ ) and \$5,253 ( $\$12,507 \times .42$ ) for the Project Director.

*$\$9,243 \text{ per year} \times 2 = \$18,486 \text{ in total project costs}$*

**C. Travel**

Federal: \$5,400 Year 1 and \$3,200 Year 2

In Year 1, funds have been budgeted for four team members to travel to an annual grantee two-day meeting in Washington, D.C. for orientation to meet other grantees of the Justice and Mental Health Collaboration Program. Round-trip airfare between San Francisco and the east coast is estimated to cost \$600 per traveler x four = \$2,400. Similarly, assuming that team members will require a three night stay, standard hotel room rate is estimated at \$250 per night x 4 staff x 3 nights = \$ 3,000. SFDPH travel rules do not permit reimbursement for meals or other expenses. In Year 2, funds have been budgeted for two team members to travel to an annual grantee three-day meeting in Washington, D.C. to report on the status of program objectives and to share program outcomes. Round-trip airfare between San Francisco and the east coast is estimated to cost \$600 per traveler x two = \$1,200 annually. Similarly, assuming that team members will require a four night stay, standard hotel room rate is estimated at \$250 per night x 2 staff x 4 nights = \$ 2,000.

\$8,600 in total project costs

**D. Supplies**

Federal: \$22,475 Year 1 and \$37,425 Year 2

For the project period, supplies requested are for integrated treatment tools that include: 1) Instant and screening urinalysis (UA) kits, 2) The Comprehensive Health Assessment for Teens (CHAT), 3) Incentives for a points and levels system, and 4) Online training in integrated treatment theory and practice (Hazelden FIT, Focus on Integrated Treatment) and MATCH-ADTFC (Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems). Additional supplies are requested for Juvenile Justice-Integrated Adolescent Treatment Network meetings that will be facilitated by the Recovery Coach during the 6-month planning phase.

**Urinalysis.** In year 1, forty clients will be enrolled in the TRACK program for up to 6 months. UA testing will follow standard guidelines established by SAMHSA that recommend a graduated testing schedule, with weekly and regular testing initial treatment phases followed by more intermittent and random testing in subsequent phases. For example, in month 1, each week, clients will undergo a full UA test that includes 2-parts: a) an instant Redi-cup and b) follow-up lab screening for substances. In addition, up to two random instant UAs will be performed when youth are suspected of and/or report use. For forty clients, the month 1 cost for UAs is 40 x \$35 (for 4 full UAs @ \$7.50 and \$5 for two instant UAs @ 2.50) = \$1,400. Costs are based on an existing bulk contract that SF JPD has with Redwood Toxicology Labs in Santa Rosa, CA.

The tables below provide further testing schedule detail and associated cost calculations.

**Year 1 UA Schedule & Costs**

Month	Type	UA Freq.	N	Total #	Computation	Cost
1	Full (\$7.50)	4 per mo.	40	160	\$7.50x160	\$1200
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
2	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	3 per mo.	40	120	\$2.50x120	\$300
3	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	3 per mo.	40	120	\$2.50x120	\$300

4	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
5	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
6	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
				<b>920</b>		<b>\$4,100</b>

**Year 2 UA Schedule and Costs**

Month	Type	UA Freq.	N	Total #	Computation	Cost
1	Full (\$7.50)	4 per mo.	90	360	\$7.50x360	\$2100
	Random (\$2.50)	2 per mo.	90	180	\$2.50x180	\$350
2	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	3 per mo.	90	270	\$2.50x210	\$525
3	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	3 per mo.	90	270	\$2.50x210	\$525
4	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	2 per mo.	90	180	\$2.50x140	\$350
5	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	2 per mo.	90	180	\$2.50x140	\$350
6	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	2 per mo.	90	180	\$2.50x140	\$350
				<b>2070</b>		<b>\$9,225</b>

**CHAT.** The Comprehensive Health Assessment for Teens will be administered at intake to translate needs and assets into a recovery motivation and self-management plan and at discharge to measure treatment effectiveness. Each online CHAT administration costs \$5 per assessment. In year 1, costs are calculated as 40 clients x 2 (pre & post) CHAT x \$5 = \$400. In year 2, an additional 90 clients will participate in TRACK and costs are calculated as 90 clients x 2 (pre & post) CHAT x \$5 = \$900.

*Total projects costs are calculated at \$1,300.*

**Incentives.** A standard practice in substance abuse treatment, a points and levels system is required for contingency management, an evidence-based practice that combines elements of behavioral and cognitive behavioral therapy (Henggeler, 2012). As part of TRACK, this system will be developed with youth based on individualized treatment and life goals and implemented by the probation officers, families, and clinicians. In addition to social rewards (time spent with important peers and adults, outings, job opportunities, and so on), \$40 per month is allocated to

purchase material rewards (such as gift cards from iTunes, Sizzler, Chipotle and so on). In year one, costs are 40 clients x \$40 x 6 months = \$9,600. In year 2, costs are 90 clients x \$40 x 6 months = \$21,600.

*Total projects costs are calculated at \$31,200.*

**Web-based Training.** In order to develop the core skills and knowledge required to deliver and support integrated youth mental health and substance abuse treatment in the CYF System of Care, web-based training subscriptions to online training will be purchased. *The Focus on Integrated Treatment* (FIT; developed by Dartmouth Psychiatric Research Center & Columbia University, Center for Practice Innovations, <http://www.hazelden.org/web/go/FIT>) and Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems (MATCH-ADTC; developed by Chorpita & Weisz, <http://www.practicewise.com/>) will supplement TRACK in-person planning and cross training in the first six months of year 1. These training and related clinical tools are a cost effective way to structure the TRACK Recovery Coach's supervision and practice change work with probation officers and Integrated Adolescent Treatment Network clinicians throughout the program implementation and sustainability phase April 2014-September 2015. Available through Hazelden, FIT's 35-module course provides training in practitioner skills, clinical approaches, and administrative practices in implementing integrated care. Taken in conjunction with clinical hours, the FIT course can build system capacity by providing the training towards certification as a Certified Co-occurring Disorders Professional. With a bulk discount each FIT subscription will cost \$476.50 x 12 TRACK probation or clinical staff = \$5,718 per year.

*Total project costs are calculated at \$11,346.*



*MATCH-ADTC: Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems* will be used for training in the evidence-based treatment of anxiety, depression, trauma, and conduct problems, disorders that along with substance abuse are highly prevalent in system-involved youth. An innovative system based on the Child STEPs clinical trials conducted in public systems, MATCH is designed to train clinicians in “evidence-based thinking” with a practitioner’s toolbox with well-organized resources that can be easily adapted for a diverse array of youth and problems. The program offers 33 procedures-drawn from the most successful evidence-based treatments-into a single, flexible system. Comprehensive flowcharts guide the process of care, streamlining treatment to fit needs while promoting individualization to address comorbidity or therapeutic roadblocks. MATCH also provides clear step-by-step instructions, activities, example scripts, time-saving tips, monitoring forms, and easy-to-read informational handouts and worksheets for children, youth caregivers and probation officers. With a bulk discount each Match subscription will cost \$60 x 12 TRACK probation or clinical staff = \$720 per year.

*Total project costs are calculated at \$1,140.*

**Planning Meetings.** In year 1 only, during the initial 6 months of the project, bi-monthly meetings will be held with all TRACK partners and stakeholders for planning and cross training. Costs per meeting (food, drink, easel pads and so on) are estimated at \$1,500 (12 meetings x \$125). An additional \$437 is requested for office supplies (paper, pens, folders and so on).

*Total project costs are calculated at \$1,937.*

**Consultants/Contracts** Federal: \$97,125 Year 1 and \$77,700 Year 2

**Recovery Coach Salary.** As described in the program narrative, TRACK will be based within the SF AIIM Higher Unit at the SF Juvenile Justice Center. AIIM is a successful collaboration

among SFJPD, CYF and the Seneca Family of Agencies. In 2010, Seneca was awarded a contract to deliver SF AIIM Higher Services through a competitive RFP for California Mental Health Services Act Funding. The funding to support a TRACK Recovery Coach (RC) will be added to the existing contract. In collaboration with and support from partner agencies, the RC will use cross-system planning, training and coaching to scaffold youth and family progress and improve provider practices. As a licensed behavioral health provider certified in addictions treatment, the RC will also have special expertise regarding programs, implementation science and practice, improvement cycles, and organization and system change methods needed to support a systems change effort. In partnership with juvenile probation, the RC will create recovery capital, and be accountable for making it happen; for assuring that effective community-based interventions and effective implementation methods are in use to address identified needs and produce intended outcomes for children and families. The base salary for a Master's level clinician employed by Seneca Center is \$70,000. In year 1, the RC will be a full-time position. In Year 2, in an effort to build sustainability, TRACK will fund the RC at .8 FTE for a total cost of \$56,000. The remaining .20 FTE will be supported through Medi-Cal billing for medically necessary TRACK services and will be part of a plan for building program sustainability.

*Total project costs are calculated at \$126,000.*

**Recovery Coach Fringe.** The Seneca fringe benefits rate is calculated at 25%. In year 1, fringe for the Recovery Coach position is \$17,500 ( $\$70,000 \times .25$ ). In year 2, fringe is \$14,000 ( $\$56,000 \times .25$ ).

*Total project costs are calculated at \$31,500*

**Indirect Cost Rate.** Seneca has an approved federally negotiated indirect cost (IDC) rate of 16% on salary and benefits (see attached document); however the rate approved by the City and County of San Francisco is 11%. In year 1, IDC is \$9,625 (11% x \$87,500 in salary and fringe). In year 2, IDC is \$7,700 (11% x \$70,000 in salary and fringe).

*Total project costs are calculated at \$17,325.*