

**SAN FRANCISCO DEPT. OF PUBLIC HEALTH, BEHAVIORAL HEALTH SERVICES
SAMHSA FY 2021 COMMUNITY MENTAL HEALTH CENTERS GRANT PROGRAM
(CMHC / FOA # SM-21-014)**

YEAR ONE BUDGET NARRATIVE - 9/30/21 - 9/29/22

A. PERSONNEL - \$ 709,686

Position	Name	Annual Salary/ Rate	Level of Effort	Number of Months	Cost
Project Director	TBH	\$ 140,704	50%	12	\$ 70,352
Clinical Supervisor / Social Worker	TBH	\$ 117,208	100%	12	\$ 117,208
Behavioral Health Clinician / Social Worker	TBH	\$ 112,294	100%	12	\$ 112,294
Behavioral Health Clinician / Social Worker	TBH	\$ 112,294	100%	12	\$ 112,294
Health Worker / Client Navigator	TBH	\$ 80,912	100%	12	\$ 80,912
Health Worker / Client Navigator	TBH	\$ 73,944	100%	12	\$ 73,944
Clerk / Data Coordinator	TBH	\$ 78,962	80%	12	\$ 63,170
Health Program Coordinator / Communications Specialist	TBH	\$ 131,482	15%	12	\$ 19,722
NP Medications Manager	TBH	\$ 199,300	30%	12	\$ 59,790
TOTAL			6.75		\$ 709,686

Justification:

1) The Project Director will be responsible for general administrative oversight of the program, including generating and monitoring the overall project plan and implementation timelines; overseeing project data collection and evaluation in concert with the Project Evaluator, including preparing project reports; negotiating and monitoring project subcontracts; convening ongoing stakeholder planning meetings; overseeing the project outreach plan and continuation funding plans; serving as day-to-day contact with SAMHSA staff; and integrating the program within the overall SFDPH system of care.

2) The Clinical Supervisor / Social Worker will provide direct client linkage and treatment services while overseeing and coordinating the activities, schedule, and protocols of the CCTM team and providing ongoing clinical supervision for behavioral health staff.

3 & 4) The Behavioral Health Clinicians / Social Workers will conduct comprehensive client assessments; develop and monitor client care plans; co-facilitate regular client support groups; and provide direct client linkage and behavioral health treatment services to ensure a successful transition to long-term retention in mental health and substance use treatment.

5 & 6) The Health Workers / Client Navigators will work in case management and client navigation roles, maintaining regular contact with clients, monitoring patient linkage and retention in care services, and partnering with project peers to provide ongoing client support and project outreach activities.

7) The Clerk / Data Coordinator will maintain project records, enter and track day-to-day project-related data collection and reporting. This position will increase from .80 FTE in year 1 to 1.0 FTE in year 2.

8) The Health Programs Coordinator / Communications Specialist is a BHS staff member who has overarching responsibility for department-related outreach and communications activities. Partial time on the CCTM Project will be used to ensure coordination of CCTM outreach activities with overall BHS outreach, while maximizing the existing communications resources and capacity of the department.

9) The NP Medications Manager will be an existing BHS Nurse Practitioner who will support the CCTM program by prescribing, monitoring, and evaluating medication treatment regimens for CCTM clients. The NP Medications Manager will participate in case conferences with other members of the team, and will provide ongoing training and consultation to CCTM team members in client pharmacological issues.

B. FRINGE BENEFITS @ 49% - \$ 347,746

Component	Rate / Annual Amount	Basis	Cost
FICA	7.65%	\$ 709,686	\$ 54,291
SUI	0.26%	\$ 709,686	\$ 1,845
Health & Dental	13.99%	\$ 709,686	\$ 99,285
Workers Comp	1.14%	\$ 709,686	\$ 8,090
Retirement	25.96%	\$ 709,686	\$ 184,234
TOTAL	49.00%		\$ 347,746

Justification:

Fringe levels above reflect current rates for the San Francisco Department of Health Services

C. TRAVEL - \$ 1,680

Purpose of Travel	Location	Item	Rate	Costs
Local Travel	San Francisco	Local Mileage	250 miles/mo. @ \$.56 per mile x 12 months	\$ 1,680
TOTAL				\$ 1,680

Justification:

1) Local mileage is to reimburse grant-funded staff for outreach, linkage, and service coordination travel throughout San Francisco County, California

D. EQUIPMENT - None

E. SUPPLIES - \$ 2,550

Items	Rate Per Month / Unit Cost	# of Months / Items	Costs
Educational Materials Purchase	\$ 150	9	1,350
Office Supplies	\$ 100	12	1,200
TOTAL			\$ 2,550

Justification:

1) The Educational Materials line item supports the cost of pre-printed client education and outreach materials related to behavioral health conditions and treatment options.

2) Regular monthly office supplies include essential materials such as paper, printer ink, and pens.

F. CONSULTANTS & CONTRACTS - \$ 274,335

Contractor	Service	Costs
TBD	Peer Services Subcontract	\$ 165,880
Hatchuel Tabernik & Associates	Project Evaluation	\$ 100,955
TBD	Graphic Design & Web Consultants	\$ 7,500
TOTAL		\$ 274,335

Justification:

1) The project Peer Services Subcontract will support the work of five (5) half-time Peer Specialists whose work will be contracted through a local non-profit peer specialty agency to be identified. Peers will provide vital client support services while participating in project outreach, management, and evaluation activities. While contracted through an external agency, project peers will be under the direct supervision of BHS and will be full participating members of the CCTM Project team. The cost for this line item is based on an hourly rate of \$20 per hour per half-time peer, plus an estimated fringe benefits rate of 45% and an additional 5% overhead for the contracting agency.

2) The subcontract to Hatchuel Tabernik & Associates will support a broad range of project evaluation services for the CCTM Project, including support in designing and continually refining the project evaluation plan; identifying appropriate data collection tools and indicators; assisting in the development of data collection templates and data entry approaches; facilitating project-related focus groups, surveys, and key informant interviews; training and supporting project staff; providing technical support in the collection of baseline and follow-up GPRA data; conducting project-related qualitative outcome and cost benefit studies; assisting in the preparation of project reports and dissemination elements; and ensuring data confidentiality. Line item budgets for years 1 and 2 of the project evaluation subcontract are provided at the end of this budget narrative.

3) Graphics Design and Web Consultants will support the development of project identity elements and education and outreach materials as well as development of a project-specific website in project year 1. The estimated cost above is based on 100 hours of consulting services at \$75 per hour.

G. CONSTRUCTION - None

H. OTHER - \$ 27,639

Items	Rate	# of Units / Items	Costs
iPads for Project Staff - Year 1 Only	\$500	8 iPads	\$ 4,000
Desktop Computers for Project Staff - Year 1 Only	\$1,600	6 Computers	\$ 9,600
Inkjet Printer / Scanner - Year 1 Only	\$750	1 Printer	\$ 750
Client Incentive Vouchers for First Assessment Appointment	\$15	300 Vouchers	\$ 4,500
Client Service Access Pool (Bus Passes, Uber Vouchers, etc.)	\$250 Per Month	9 Months	\$ 2,250

Staff & Peer Development Training Pool	\$325 Per Month	12 Months	\$ 3,900
Project Outreach & Information Materials Printing & Duplicating	Avg. \$94.95 Per Month	12 Months	\$ 1,139
Telecommunications Costs	\$125 Per Month	12 Months	\$ 1,500
TOTAL			\$ 27,639

Justification:

1, 2, & 3) The first three line items support the cost of networked iPads, desktop computers, and a printer / scanner for use by the new CCTM project team. One of the desktop computers will be shared by Peer Specialists while they are working in BHS offices. iPads will be used to facilitate field-based data collection, reporting, and surveys, including administration of GPRA surveys.

4) \$15 Voucher Incentives will be provided to clients of the CCTM program who appear for their initial intensive assessment and service planning visit, which includes completion of a baseline GPRA survey. The incentive will assist in overcoming client resistance to accessing behavioral health services.

5) The Client Service Access Pool will provide an ongoing source of funds to assist clients with the cost of transportation services to behavioral health service and psychosocial appointments, including meetings with members of the CCTM team.

6) The Staff and Peer Development Training Pool will provide funds to support the professional development and skills acquisition of project staff and peers. This includes participation in in-person and online classes and training programs, and participation in skills-building conferences and seminars.

7 & 8) The Printing and Telecommunications line items support the cost of the ongoing printing of project outreach and informational materials, including flyers, brochures, and referral cards, along with internet and wireless access for program staff.

TOTAL DIRECT CHARGES - \$ 1,363,636

INDIRECT CHARGES @ 10% of Direct Charges - \$ 136,364

TOTAL FEDERAL REQUEST - \$ 1,500,000

BUDGET SUMMARY

Category	Year 1	Year 2	Total Project Cost
Personnel	\$ 709,686	\$ 721,534	\$ 1,431,220
Fringe	347,746	353,552	\$ 701,298
Travel	1,680	1,680	\$ 3,360
Equipment	-	-	-
Supplies	2,550	3,000	\$ 5,550
Contractual	274,335	269,936	\$ 544,271
Construction	-	-	-
Other	27,639	13,935	\$ 41,574
Total Direct Charges	\$ 1,363,636	\$ 1,363,637	\$ 2,727,273
Indirect Charges	\$ 136,364	\$ 136,363	\$ 272,727
Total Project Costs	\$ 1,500,000	\$ 1,500,000	\$ 3,000,000

CHANGES IN FUTURE PROJECT YEARS:

Changes in Project Year 2 vs. Project Year 1 include: a) no recurring costs for computer and printing equipment; b) no further charges for Graphic Artists and Web Design Consultants; c) Educational Materials Purchase and Client Service Access Pool for full 12 months instead of 9 months; d) increase in Clerk / Data Coordinator FTE from .80 to 1.0 FTE; and e) a slight reduction in the Project Evaluation contract amount.

DATA COLLECTION & PERFORMANCE MEASUREMENT COSTS (20% Max. Per Year)

Category	Year 1	Year 2	Total Project Cost
Personnel	\$ 80,758	\$ 96,550	\$ 177,308
Fringe	39,571	47,310	\$ 86,881
Travel	-	-	\$ -
Supplies	-	-	-
Contractual	100,955	104,056	\$ 205,011
Other	-	-	\$ -
Total Direct Cost	\$ 221,284	\$ 247,916	469,200
Indirect Costs	\$ 12,033	\$ 14,386	\$ 26,419
Total Costs	\$ 233,317	\$ 262,301	\$ 495,619
% of Budget	15.6%	17.5%	16.52%

Hatchuel Tabernik & Associates Project Evaluation Subcontract Budget						
Grant Year 1: September 30, 2021 - September 29, 2022						
PERSONNEL						
Name	Position	Total Hrs.	Hourly Rate	FTEs	# of Months	Program Total
Danielle Toussaint, PhD	HTA Managing Director	123	\$ 200	6%	12	\$ 24,600
Rachel Maas, MPH	HTA Associate	367	\$ 125	18%	12	\$ 45,875
Charlie Mayer-Twomey, LCSW	DPH MHSA Project Admin.	256	\$ 90	12%	12	\$ 23,040
Simon Troll	HTA Technology Associate (Data Entry)	20	\$ 75	1%	12	\$ 1,500
Subtotal, Personnel						\$ 95,015
FRINGE BENEFITS - None					0%	\$ -
Total Personnel						\$ 95,015
OTHER COSTS				Unit / Monthly Cost	# of Units / Months	
GPRA 6-month Follow-Up Incentives - 100 Vouchers @ \$25 Each				\$ 25	100	\$ 2,500
Focus Group Incentives - Total 20 Vouchers @ \$25 Each				\$ 25	20	\$ 500
Total Other						\$ 3,000
TOTAL DIRECT CHARGES						\$ 98,015
INDIRECT COSTS @ 3% of Direct Charges, excluding subcontracts						\$ 2,940
TOTAL PROJECT BUDGET						\$ 100,955

Hatchuel Tabernik & Associates Project Evaluation Subcontract Budget**Grant Year 2: September 30, 2022 - September 29, 2023****PERSONNEL**

Name	Position	Total Hrs.	Hourly Rate	FTEs	# of Months	Program Total
Danielle Toussaint, PhD	HTA Director	78	\$ 200	4%	12	\$ 15,600
Rachel Maas, MPH	HTA Associate	219	\$ 125	11%	12	\$ 27,375
Charlie Mayer-Twomey, LCSW	DPH MHSA Project Admin.	500	\$ 90	24%	12	\$ 45,000
Simon Troll	HTA Technology Associate (Data Entry)	44	\$ 75	2%	12	\$ 3,300
Subtotal, Personnel						\$ 91,275
FRINGE BENEFITS - None					0%	\$ -
Total Personnel						\$ 91,275
OTHER COSTS				Unit / Monthly Cost	# of Units / Months	
GPRA 6-month Follow-Up Incentives - 350 Vouchers @ \$25 Each				\$ 25	350	\$ 8,750
Focus Group Incentives - Total 40 Vouchers @ \$25 Each				\$ 25	40	\$ 1,000
Total Other						\$ 9,750
TOTAL DIRECT CHARGES						\$ 101,025
INDIRECT COSTS @ 3% of Direct Charges, excluding subcontracts						\$ 3,031
TOTAL PROJECT BUDGET						\$ 104,056