

**FIRST AMENDMENT TO AGREEMENT**

THIS FIRST AMENDMENT TO AGREEMENT (hereinafter "Amendment") is made and entered into this 1st day of May, 2018, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and MENTAL HEALTH SYSTEMS, a California corporation, whose address is 9465 Farnham Street, San Diego, California, 92123, (hereinafter "CONTRACTOR").

**WITNESSETH:**

WHEREAS, COUNTY and CONTRACTOR entered into Agreement No. 17-135, dated the 25<sup>th</sup> day of April, 2017 (hereinafter "Agreement"), pursuant to which CONTRACTOR agreed to create and provide safe, affordable housing for COUNTY'S Department of Behavioral Health (DBH) clients; and

WHEREAS, CONTRACTOR has successfully provide housing for DBH clients pursuant to the terms and conditions of Agreement No. 17-135; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to increase compensation to CONTRACTOR from COUNTY for additional rental unit capacity and rental unit security deposits.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. That Section 4 of the Agreement, located on page 3, line 12 beginning with the word "COUNTY" through page 4, line 3 ending with the number "\$2,338,698.00", is deleted and replaced with the following:

"COUNTY shall compensate CONTRACTOR for CONTRACTOR's actual expenditures made in performance of this Agreement that are set forth in Revised Exhibit B – attached hereto and incorporated herein by this reference.

1 The maximum compensation paid by COUNTY to CONTRACTOR under this  
2 Agreement shall not exceed the following amounts: (1) For the period May 1, 2017 through  
3 June 30, 2017 Seventy-Nine Thousand, Seventy-Nine and No/100 Dollars (\$79,079.00); (2)  
4 For the period July 1, 2017 through June 30, 2018 Five Hundred Ninety-Three Thousand, Six  
5 Hundred Seventeen and No/100 Dollars (\$593,617.00); (3) For the period July 1, 2018  
6 through June 30, 2019 Nine Hundred Forty-Five Thousand, Four Hundred Twelve and No/100  
7 Dollars (\$945,412.00); (4) For the period July 1, 2019 through June 30, 2020 Nine Hundred  
8 Forty-Five Thousand, Four Hundred Twelve and No/100 Dollars (\$945,412.00).

8 The maximum compensation under this Agreement for each of the two (2)  
9 annual renewal periods shall not exceed the following amounts: July 1, 2020 through June 30,  
10 2021 shall not exceed Nine Hundred Forty-Five Thousand, Four Hundred Twelve and No/100  
11 Dollars (\$945,412.00); and July 1, 2021 through June 30, 2022 shall not exceed Nine  
12 Hundred Forty-Five Thousand, Four Hundred Twelve and No/Dollars (\$945,412.00).

12 The total maximum compensation amount under this Agreement shall not  
13 exceed Four Million Four Hundred Fifty-Four Thousand, Three Hundred Forty-Four and  
14 No/100 Dollars (\$4,454,344.00).”

14 2. That existing COUNTY Agreement No. 17-135 “Exhibit A” shall be amended to  
15 include additional funding required for increased rental unit capacity as well as funding  
16 required for rental unit security deposits to be provided by CONTRACTOR during FY 2017-18  
17 and subsequent annual agreement periods and shall be renamed “Revised Exhibit A,” a copy  
18 of which is attached hereto and incorporated by this reference.

19 3. That existing COUNTY Agreement No. 17-135 “Exhibit B” shall be amended to  
20 reflect budget line item increases required for increased rental unit capacity and rental unit  
21 security deposits during FY 2017-18 and subsequent annual agreement periods and shall be  
22 renamed “Revised Exhibit B,” a copy of which is attached hereto and incorporated by this  
23 reference.

1 COUNTY and CONTRACTOR agree this Amendment is sufficient to amend the  
2 Agreement and, that upon execution of this Amendment, the Agreement and this Amendment  
3 together shall be considered the Agreement.

4 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,  
5 covenants, conditions and promises contained in the Agreement and not amended herein  
6 shall remain in full force and effect. This Amendment shall be effective upon execution.

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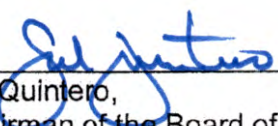
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1 EXECUTED AND EFFECTIVE as of the date first above set forth.

2 **CONTRACTOR**  
3 **MENTAL HEALTH SYSTEMS**

**COUNTY OF FRESNO**

4   
5 (Authorized Signature)

6   
7 Sal Quintero,  
8 Chairman of the Board of Supervisors of  
9 the County of Fresno

10 **James C. Callaghan, Jr.**

**President & CEO**

11 Print Name & Title

12 9465 Farnham St.

13 San Diego, CA 92123

14 Mailing Address

**ATTEST:**

Bernice E. Seidel  
Clerk to the Board of Supervisors  
County of Fresno, State of California

15 By: Susan Bishop  
16 Deputy

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21 **PLEASE SEE ADDITIONAL SIGNATURE**  
22 **PAGE ATTACHED**  
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**MASTER LEASE HOUSING PROGRAM  
SCOPE OF WORK**

CONTRACT SERVICES: Master Lease Housing Program

CONTRACT TERM: May 1, 2017 – June 30, 2020, and  
2 one-year agreement renewal options

NUMBER OF CLIENTS: Maximum of 50 leased units in FY 2017-18.  
Maximum of 75 leased units in four (4) remaining FYs.

CONTRACT MAXIMUM:	<u>Fiscal Year</u>	<u>Contract Annual Maximum</u>
	2016 – 17 (2 months)	\$ 79,079
	2017 - 18	\$ 593,617
	2018 - 19	\$ 945,412
	2019 - 20	\$ 945,412
	2020 - 21	\$ 945,412
	<u>2021 - 22</u>	<u>\$ 945,412</u>

Total Contract Maximum \$ 4,454,344

**PROJECT DESCRIPTION**

The County of Fresno, on behalf of the Department of Behavioral Health (DBH), Mental Health Services Act (MHSA), Community Services and Supports (CSS) / General System Development (GSD) component, is providing funding through this Agreement to increase the capacity of affordable, stable, accessible housing for DBH clients/families living with a serious mental illness that are homeless or at-risk of homelessness. The DBH understands housing stability promotes resiliency and recovery for individuals living with a mental illness. This understanding is the foundation of the Master Lease Housing program. Under this Agreement, DBH desires to ensure Contractor (Mental Health Systems) provides master lease housing services that meet the needs of DBH as defined in the RFP #17-028, and MHS' Response to the RFP.

**TARGET POPULATION**

MHS master leased units will be made available to clients certified by the DBH as eligible for the Master Lease Housing program. Client rents shall be no more than 30% of their total monthly income which will be collected from the client by MHS. Clients will be individuals and/or families described within the California Welfare and Institutions Code Section 5600.3., which includes adults living with a serious mental illness or

seriously emotionally disturbed children under the age of 18, whose behavioral functioning may interfere with primary activities of daily living. MHS will rely solely on the DBH for client referrals to the Master Lease Housing program. Clients referred to the program will be actively engaged in supportive services that support the client in their wellness and recovery. Clients will also be assigned to a case manager that will assist the client in maintaining their tenancy in the program. DBH clients referred to the program will be subject to MHS standard application and screening processes which must comply with all Fair Housing Laws and Regulations.

**CONTRACTOR RESPONSIBILITIES:**

MHS shall be responsible for the following (and as provided and described in MHS Response to RFP # 17-028):

1. Contractor shall provide up to a maximum of 50 leased units for DBH clients/families during the first year of this Agreement in accordance with all federal, state and local Fair Housing Laws/Regulations; State of California Landlord and Tenant Laws; and the Mental Health Services Act. Contractor shall provide up to a maximum of 75 units during the remaining annual periods of this Agreement (July 1, 2018 through June 30, 2019; July 1, 2019 through June 30, 2020; July 1, 2020 through June 30, 2021; and July 1, 2021 through June 30, 2022. .
2. Contractor shall ensure all leased units to DBH clients will be fully furnished, as per Exhibit C of Contractor's Response to RFP # 17-028.
3. Contractor shall make every effort to maximize utilization of existing leased housing units in the city of Fresno as well as a percentage of units within the rural cities/locations of Fresno County.
4. Contractor shall be responsible for negotiating all terms/conditions and executions of all leases with property owners to ensure leased units are available to DBH clients.
5. Contract shall ensure any and all rents due to property owner for leased units are paid to property owner as per lease payment terms and requirements.
6. Contractor shall be responsible for negotiating all terms/conditions and executions of all sub-leases to DBH clients of Contractors leased units from property owners. Sub-leases shall include: tenant name, name of family members, address of unit, term of the lease, security deposit arrangement, client's monthly rent responsibility,

utility arrangements, property rules, conditions of lease violation, lease termination provisions, and leased unit fully furnished.

7. Contractor shall advocate on behalf of DBH client to ensure the client has sufficient information and knowledge of tenant rights as per Fair Housing laws. Contractor shall engage clients to inquire as to the client's needs and concerns related to their housing.
8. Contractor shall encourage DBH clients to request Reasonable Accommodation to ensure accommodations are provided in a timely manner. Contractor shall advocate and ensure DBH client is provided with representation as needed to ensure reasonable accommodations are provided as needed.
9. Contractor shall assist DBH client with any and all housing subsidy applications for which the client may be eligible, i.e, Section 8 voucher, etc. Contractor staff shall be trained to assist client with any and all benefits for which the client may be eligible, i.e., Social Security Disability, etc.
10. Contractor shall provide trained staff. Contractor's housing staff assigned to the Master Lease Housing program shall be trained in "Housing Quality Standards (HQS)" to ensure each leased inspected unit is decent, safe, sanitary and affordable to DBH clients as per HQS guidelines.
11. Contractor shall ensure units to be leased to DBH clients, and subsidized with MSHA funds, will be at Fair Market Rent (FMR), and that the leased units meet the "rent reasonable" test to be performed annually to ensure compliance with FMR as published each year by HUD for Fresno County. During this Agreement, on an annual basis, Contractor shall perform "rent reasonableness" to ensure compliance with FMR so that client rents do not exceed annual FMR.
12. Contractor shall maintain electronic systems (Occupancy Ledger – O/L) to track and maintain status of various types of leased unit and client (tenant) information such as but not limited to, leases, lease payments, sub-leases to clients, tenancy status, security deposits collected and client rents collected.
13. Contractor shall perform client income re-certifications or income adjustments annually to ensure client rents do not exceed 30% of a client's monthly income. Contractor shall ensure all client rent calculations are in compliance with MHSA guidelines.
14. Contractor shall provide and/or coordinate maintenance staff for routine unit maintenance and repair. Contractor's maintenance staff shall respond to emergency after-hours maintenance requests made by clients, examples include:

flooding/water leaks, clogged toilets/sinks, smell of gas, structural damage, lack of heat or water, and safety issues such as broken glass or windows.

15. Contractor shall ensure leased property owners/property managers adhere to habitability standards and complete major maintenance and repairs. In the event an incident occurs within a leased unit resulting in the leased unit becoming uninhabitable by the client, Contractor will provide alternative, emergency housing for the client.
16. Contractor shall oversee the eviction process of clients if necessary.
17. Contractor shall work collaboratively with DBH clients and DBH supportive service staff. Contractor's full time Housing Specialist shall work directly with clients and DBH supportive services staff to assist clients in maintaining their leased unit and remaining compliant with the terms of their sub-lease with Contractor.
18. County shall be responsible for rental security deposits for County clients housed in Contractor's "New Starts" program.  
During the period of July 1, 2017 through June 30, 2018, County shall make available security deposits to Contractor in the amount of Five Hundred and no/100 dollars (\$500.00) for up to thirty (30) DBH clients residing in Contractor's "New Starts" program. In no event shall funding for security deposits during July 1, 2017 through June 30, 2018 exceed Fifteen Thousand Dollars and no/100 dollars (\$15,000).  
During the period of July 1, 2018 through June 30, 2019, County shall make available security deposits to Contractor in the amount of Five Hundred and no/100 dollars (\$500.00) for up to fifty (50) DBH clients residing in Contractor's "New Starts" program. In no event shall funding for security deposits during July 1, 2018 through June 30, 2019 exceed Twenty Five Thousand Dollars and no/100 dollars (\$25,000).  
During the period of July 1, 2019 through June 30, 2020, County shall make available security deposits to Contractor's in the amount of Five Hundred and no/100 dollars (\$500.00) for up to fifty (50) DBH clients residing in Contractor's "New Starts" program. In no event shall funding for security deposits during July 1, 2019 through June 30, 2020 exceed Twenty Five Thousand Dollars and no/100 dollars (\$25,000).  
During the period of July 1, 2020 through June 30, 2021, County shall make available security deposits to Contractor in the amount of Five Hundred and no/100 dollars (\$500.00) for up to fifty (50) DBH clients residing in Contractor's "New Starts" program. In no event shall funding for security deposits during July 1, 2019 through June 30, 2020 exceed Twenty Five Thousand Dollars and no/100 dollars (\$25,000).



During the period of July 1, 2021 through June 30, 2022, County shall make available security deposits to Contractor in the amount of Five Hundred and no/100 dollars (\$500.00) for up to fifty (50) DBH clients residing in Contractor's "New Starts" program. In no event shall funding for security deposits during July 1, 2019 through June 30, 2020 exceed Twenty Five Thousand Dollars and no/100 dollars (\$25,000).

Such security deposits shall be available to Contractor for purposes of repair expense for damages caused to Contractor's New Starts housing units as the result of County clients during individual tenant occupancy. Upon itemized invoices received from Contractor for damage caused by County tenants, County will reimburse Contractor for such expense. Only those damages caused by County clients will be eligible for reimbursement from County to Contractor (example: torn rugs, damaged walls, etc.). County client security deposit funds shall not be applied towards needed repairs for usual or normal wear and tear (broken faucet, leaky toilet, etc.), or to comprehensive systems serving Contractor's New Starts housing developments (HVAC system, etc.). Such repairs/expenses will be the responsibility of the Contractor.

19. Contractor shall develop, maintain and utilize a Policy & Procedures Guide (PPG) for the Master Lease Housing program to serve as a guide to: who does what; when and how often it is done; available resources to get it done; and forms/documents required. The PPG will outline the performance of critical functions such as emergency on-call systems and how to respond to crisis situations. The PPG will be routinely reviewed and revised throughout the term of the Agreement. The PPG will include, but not be limited to, the following:

- Lease Application
- Eligibility Criteria
- Lease Term
- Rent Schedule
- Collection of Rent Payments
- Notification of Past Due Rent
- Hours of Operation
- Crime Free Lease Addendum
- Pet Policy

- Deposit Policy
  - Parking
  - Furnishings
  - Pest Control
  - Utilities
  - Compliance
  - Property
  - Entering Leased Units
  - Record Keeping
20. Contractor shall address cultural and linguistic competency within the Master Lease Housing program. All services provided by Contractor to the Master Lease Housing program will be in accordance with the Contractor's Cultural Competence Plan (CCP) and Culturally Competent Clinical Practice Standards. Contractor's staff assigned to the Master Lease Housing program shall attend the DBH Cultural Competency Training.

**OUTCOME REPORTING REQUIREMENTS:**

On an annual basis and as required, Contractor shall provide the following outcomes within the Outcome Reporting format as required by DBH. [Click here](#) for a link to the Outcomes Report Template and [Click here](#) for the Outcome Effectiveness Template that Contractor will utilize.

Outcomes:

- Length of time from the DBH referral of the client to Contractor to temporary housing.
- Length of time from the DBH referral of the client to Contractor to permanent housing (if other).
- Client satisfaction survey results.
- 90% utilization rate of 25 leased housing units by completion of first year of contract (June 30, 2018) and 90% utilization at any given time after first year of contract.

- Maintain occupancy ledger that includes pertinent client information such as demographics, address, rent subsidy, rent portion, benefits status, employment status
- Any other outcome as determined by the DBH as appropriate to the Master Lease Housing program.

### **COUNTY RESPONSIBILITIES:**

#### COUNTY SHALL:

- 1) Provide oversight, support, authorization and ongoing monitoring of the Master Lease Housing program;
- 2) Notify Contractor of their responsibilities through DBH letters and other written communications, conferences, formal and informal trainings and individual consultation; and
- 3) Meet with Contractor monthly to discuss progress/status of the Master Lease Housing program and facilitate discussion of concerns/issues.
- 4) Participate in evaluating the progress of the Master Lease Housing program
- 5) Recognize that cultural competence is a goal toward which professionals, agencies, and systems should strive. Becoming culturally competent is a developmental process and incorporates at all levels the importance of culture, the assessment of cross-cultural relations, vigilance towards the dynamics that result from cultural differences, the expansion of cultural knowledge, and the adaptation of services to meet culturally-unique needs. Offering those services in a manner that fails to achieve its intended result due to cultural and linguistic barriers is not cost effective. To assist the Contractor's efforts towards cultural and linguistic competency, DBH shall provide the following at no cost to Contractor:
  - A. Technical assistance to vendor regarding cultural competency requirements and sexual orientation training.
  - B. Mandatory cultural competency training including sexual orientation and sensitivity training for DBH and Contractor personnel, at minimum once per year. DBH will provide mandatory training regarding the special needs of this diverse population and will be included in the cultural competence training(s). Sexual orientation and sensitivity to gender differences is a basic cultural competence principle and shall be included in the cultural competency training. Literature suggests the mental health needs of lesbian, gay, bisexual; transgender (LGBT) individuals may be at increased risk for mental

disorders and mental health problems due to exposure to societal stressors such as stigmatization, prejudice and anti-gay violence.

**New Starts  
Mental Health Systems  
Jul 1, 2017 to Jun 30, 2018**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
Program Manager	0.10	\$8,990		\$8,990
Administrative Assistant	1.00	\$31,200		\$31,200
Housing Director	0.10	\$10,130		\$10,130
Housing Specialist	1.00	\$37,440		\$37,440
Program Analyst	0.07	\$4,368		\$4,368
<b>SALARY TOTAL</b>	<b>2.27</b>	<b>\$92,128</b>	<b>\$0</b>	<b>\$92,128</b>
<b>PAYROLL TAXES:</b>				
FICA/MEDICARE		\$7,048	\$0	\$7,048
SUI		\$921	\$0	\$921
<b>PAYROLL TAX TOTAL</b>		<b>\$7,969</b>	<b>\$0</b>	<b>\$7,969</b>
<b>EMPLOYEE BENEFITS:</b>				
Retirement		\$7,370	\$0	\$7,370
Workers' Compensation		\$1,824	\$0	\$1,824
Health Insurance (medical, vision, life, dental)		\$12,299	\$0	\$12,299
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$21,493</b>	<b>\$0</b>	<b>\$21,493</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$121,590</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
Rent/Lease - Client Housing				\$288,000
Rent/Lease - Client Housing Deposits				\$15,000
Rent/Lease - Admin Office				\$13,800
Utilities				\$4,800
Building Maintenance				\$6,000
Equipment Maintenance				\$604
Furniture (see breakdown on Exhibit C)				\$56,040
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$384,244</b>

**New Starts  
Mental Health Systems  
Jul 1, 2017 to Jun 30, 2018**

Budget Categories -		Total Proposed Budget		
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>OPERATING EXPENSES:</b>				
Telephone				\$6,240
Postage				\$100
Office Supplies & Equipment				\$1,000
Household Supplies				\$1,000
Program Supplies				\$3,708
Transportation of Clients				\$1,750
Staff Travel				\$5,570
Bank Fees				\$475
Licenses/Taxes				\$200
Other Business Services				\$237
Software Expense				\$158
<b>OPERATING EXPENSES TOTAL</b>				<b>\$20,438</b>
<b>FINANCIAL SERVICES EXPENSES:</b>				
Liability Insurance				\$2,651
Indirect Costs				\$76,694
<b>FINANCIAL SERVICES TOTAL</b>				<b>\$79,345</b>
<b>TOTAL PROGRAM EXPENSES</b>				<b>\$605,617</b>
<b>LESS: OTHER REVENUE</b>				
Client Rent Revenue				\$12,000
<b>OTHER REVENUE TOTAL</b>				<b>\$12,000</b>
<b>MHSA FUNDS:</b>				
Community Services & Supports: General Service Delivery Funds				\$593,617
<b>MHSA FUNDS TOTAL</b>				<b>\$593,617</b>
<b>TOTAL CONTRACT REVENUE</b>				<b>\$593,617</b>

**New Starts**  
**Mental Health Systems**  
**Jul 1, 2018 to Jun 30, 2019**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
Program Manager	0.10	\$8,990		\$8,990
Administrative Assistant	1.00	\$31,200		\$31,200
Housing Director	0.10	\$10,130		\$10,130
Housing Specialist	1.00	\$37,440		\$37,440
Case Manager	1.00	\$37,440		\$37,440
Program Analyst	0.07	\$4,368		\$4,368
<b>SALARY TOTAL</b>	<b>3.27</b>	<b>\$129,568</b>	<b>\$0</b>	<b>\$129,568</b>
<b>PAYROLL TAXES:</b>				
FICA/MEDICARE		\$9,912	\$0	\$9,912
SUI		\$1,296	\$0	\$1,296
<b>PAYROLL TAX TOTAL</b>		<b>\$11,208</b>	<b>\$0</b>	<b>\$11,208</b>
<b>EMPLOYEE BENEFITS:</b>				
Retirement		\$10,365	\$0	\$10,365
Workers' Compensation		\$2,565	\$0	\$2,565
Health Insurance (medical, vision, life, dental)		\$17,298	\$0	\$17,298
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$30,228</b>	<b>\$0</b>	<b>\$30,228</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$171,004</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
Rent/Lease - Client Housing				\$480,000
Rent/Lease - Client Housing Deposits				\$25,000
Rent/Lease - Admin Office				\$13,800
Utilities				\$9,600
Building Maintenance				\$12,000
Equipment Maintenance				\$604
Furniture (see breakdown on Exhibit C)				\$93,400
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$634,404</b>

**New Starts  
Mental Health Systems  
Jul 1, 2018 to Jun 30, 2019**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>OPERATING EXPENSES:</b>				
Telephone				\$6,240
Postage				\$100
Office Supplies & Equipment				\$1,000
Household Supplies				\$1,000
Program Supplies				\$3,708
Transportation of Clients				\$3,500
Staff Travel				\$9,570
Bank Fees				\$756
Licenses/Taxes				\$200
Other Business Services				\$237
Software Expense				\$227
<b>OPERATING EXPENSES TOTAL</b>				<b>\$26,538</b>
<b>FINANCIAL SERVICES EXPENSES:</b>				
Liability Insurance				\$4,222
Indirect Costs				\$121,244
<b>FINANCIAL SERVICES TOTAL</b>				<b>\$125,466</b>
<b>TOTAL PROGRAM EXPENSES</b>				<b>\$957,412</b>
<b>LESS: OTHER REVENUE</b>				
Client Rent Revenue				\$12,000
<b>OTHER REVENUE TOTAL</b>				<b>\$12,000</b>
<b>MHSA FUNDS:</b>				
Community Services & Supports: General Service Delivery Funds				\$945,412
<b>MHSA FUNDS TOTAL</b>				<b>\$945,412</b>
<b>TOTAL CONTRACT REVENUE</b>				<b>\$945,412</b>



**New Starts  
Mental Health Systems  
Jul 1, 2018 to Jun 30, 2019  
BUDGET NARRATIVE**

**PROGRAM EXPENSES**

**Personnel Salaries, Payroll Taxes & Employee Benefits**

Cost of employing Mental Health Systems staff directly to operate program

\$171,004.00

**Facilities/Equipment Expenses**

Cost of housing clients (\$800 per month per client), furnishing units, and leasing office space; includes utilities, building repair, and equipment maintenance

\$634,404.00

**Operating Expenses**

Cost of LAN lines, internet services, computers, cell phones, postage supplies, household supplies, office supplies, security, software, client transportation, and staff travel

\$26,538.00

**Financial Services Expenses**

Cost of liability insurance and indirect costs @ 14.5% of direct program expenses per MHS' cost allocation plan and federal rate approval

\$125,466.00

**LESS: OTHER REVENUE**

**Client Rent Revenue**

Non-contract revenue received from program participants who reside in program housing.

\$12,000.00

**TOTAL NET EXPENSES: \$945,412.00**

**New Starts**  
**Mental Health Systems**  
**Jul 1, 2018 to Jun 30, 2019**

Line Item Description (Must be itemized)	# Units	Cost per item	Total
Sofa	50	\$ 499.00	\$ 24,950.00
Chest	50	79.00	3,950.00
Night Stand (x2)	50	100.00	5,000.00
Coffee Table	50	99.00	4,950.00
Kitchen Table + 2 Chairs	50	249.00	12,450.00
Lamp (x2)	50	19.00	950.00
Mattress Protection	50	98.00	4,900.00
Bed - Full + Frame	50	450.00	22,500.00
Bedding set	50	69.00	3,450.00
Dishes including glasses	50	50.00	2,500.00
Meal prep pots & pans	50	69.00	3,450.00
Cleaning equipment	50	25.00	1,250.00
Cleaning supplies kit	50	22.00	1,100.00
Additional linens	50	40.00	2,000.00
<b>APARTMENT FURNISHING EXPENSES TOTAL</b>	<b>50</b>	<b>\$ 1,868.00</b>	<b>\$ 93,400.00</b>

**New Starts  
Mental Health Systems  
Jul 1, 2019 to Jun 30, 2020**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
Program Manager	0.10	\$8,990		\$8,990
Administrative Assistant	1.00	\$31,200		\$31,200
Housing Director	0.10	\$10,130		\$10,130
Housing Specialist	1.00	\$37,440		\$37,440
Case Manager	1.00	\$37,440		\$37,440
Program Analyst	0.07	\$4,368		\$4,368
<b>SALARY TOTAL</b>	<b>3.27</b>	<b>\$129,568</b>	<b>\$0</b>	<b>\$129,568</b>
<b>PAYROLL TAXES:</b>				
FICA/MEDICARE		\$9,912	\$0	\$9,912
SUI		\$1,296	\$0	\$1,296
<b>PAYROLL TAX TOTAL</b>		<b>\$11,208</b>	<b>\$0</b>	<b>\$11,208</b>
<b>EMPLOYEE BENEFITS:</b>				
Retirement		\$10,365	\$0	\$10,365
Workers' Compensation		\$2,565	\$0	\$2,565
Health Insurance (medical, vision, life, dental)		\$17,298	\$0	\$17,298
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$30,228</b>	<b>\$0</b>	<b>\$30,228</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$171,004</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
Rent/Lease - Client Housing				\$480,000
Rent/Lease - Client Housing Deposits				\$25,000
Rent/Lease - Admin Office				\$13,800
Utilities				\$9,600
Building Maintenance				\$12,000
Equipment Maintenance				\$604
Furniture (see breakdown on Exhibit C)				\$93,400
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$634,404</b>

**New Starts  
Mental Health Systems  
Jul 1, 2019 to Jun 30, 2020**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>OPERATING EXPENSES:</b>				
Telephone				\$6,240
Postage				\$100
Office Supplies & Equipment				\$1,000
Household Supplies				\$1,000
Program Supplies				\$3,708
Transportation of Clients				\$3,500
Staff Travel				\$9,570
Bank Fees				\$756
Licenses/Taxes				\$200
Other Business Services				\$237
Software Expense				\$227
<b>OPERATING EXPENSES TOTAL</b>				<b>\$26,538</b>
<b>FINANCIAL SERVICES EXPENSES:</b>				
Liability Insurance				\$4,222
Indirect Costs				\$121,244
<b>FINANCIAL SERVICES TOTAL</b>				<b>\$125,466</b>
<b>TOTAL PROGRAM EXPENSES</b>				<b>\$957,412</b>
<b>LESS: OTHER REVENUE</b>				
Client Rent Revenue				\$12,000
<b>OTHER REVENUE TOTAL</b>				<b>\$12,000</b>
<b>MHSA FUNDS:</b>				
Community Services & Supports: General Service Delivery Funds				\$945,412
<b>MHSA FUNDS TOTAL</b>				<b>\$945,412</b>
<b>TOTAL CONTRACT REVENUE</b>				<b>\$945,412</b>

**New Starts  
Mental Health Systems  
Jul 1, 2019 to Jun 30, 2020  
BUDGET NARRATIVE**

**PROGRAM EXPENSES**

**Personnel Salaries, Payroll Taxes & Employee Benefits**

Cost of employing Mental Health Systems staff directly to operate program

\$171,004.00

**Facilities/Equipment Expenses**

Cost of housing clients (\$800 per month per client), furnishing units, and leasing office space; includes utilities, building repair, and equipment maintenance

\$634,404.00

**Operating Expenses**

Cost of LAN lines, internet services, computers, cell phones, postage supplies, household supplies, office supplies, security, software, client transportation, and staff travel

\$26,538.00

**Financial Services Expenses**

Cost of liability insurance and indirect costs @ 14.5% of direct program expenses per MHS' cost allocation plan and federal rate approval

\$125,466.00

**LESS: OTHER REVENUE**

**Client Rent Revenue**

Non-contract revenue received from program participants who reside in program housing.

\$12,000.00

**TOTAL NET EXPENSES: \$945,412.00**

**New Starts  
Mental Health Systems  
Jul 1, 2019 to Jun 30, 2020**

Line Item Description (Must be itemized)	# Units	Cost per item	Total
Sofa	50	\$ 499.00	\$ 24,950.00
Chest	50	79.00	3,950.00
Night Stand (x2)	50	100.00	5,000.00
Coffee Table	50	99.00	4,950.00
Kitchen Table + 2 Chairs	50	249.00	12,450.00
Lamp (x2)	50	19.00	950.00
Mattress Protection	50	98.00	4,900.00
Bed - Full + Frame	50	450.00	22,500.00
Bedding set	50	69.00	3,450.00
Dishes including glasses	50	50.00	2,500.00
Meal prep pots & pans	50	69.00	3,450.00
Cleaning equipment	50	25.00	1,250.00
Cleaning supplies kit	50	22.00	1,100.00
Additional linens	50	40.00	2,000.00
<b>APARTMENT FURNISHING EXPENSES TOTAL</b>	<b>50</b>	<b>\$ 1,868.00</b>	<b>\$ 93,400.00</b>

**New Starts**  
**Mental Health Systems**  
**Jul 1, 2020 to Jun 30, 2021**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
Program Manager	0.10	\$8,990		\$8,990
Administrative Assistant	1.00	\$31,200		\$31,200
Housing Director	0.10	\$10,130		\$10,130
Housing Specialist	1.00	\$37,440		\$37,440
Case Manager	1.00	\$37,440		\$37,440
Program Analyst	0.07	\$4,368		\$4,368
<b>SALARY TOTAL</b>	<b>3.27</b>	<b>\$129,568</b>	<b>\$0</b>	<b>\$129,568</b>
<b>PAYROLL TAXES:</b>				
FICA/MEDICARE		\$9,912	\$0	\$9,912
SUI		\$1,296	\$0	\$1,296
<b>PAYROLL TAX TOTAL</b>		<b>\$11,208</b>	<b>\$0</b>	<b>\$11,208</b>
<b>EMPLOYEE BENEFITS:</b>				
Retirement		\$10,365	\$0	\$10,365
Workers' Compensation		\$2,565	\$0	\$2,565
Health Insurance (medical, vision, life, dental)		\$17,298	\$0	\$17,298
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$30,228</b>	<b>\$0</b>	<b>\$30,228</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$171,004</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
Rent/Lease - Client Housing				\$480,000
Rent/Lease - Client Housing Deposits				\$25,000
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Utilities				\$9,600
Building Maintenance				\$12,000
Equipment Maintenance				\$604
Furniture (see breakdown on Exhibit C)				\$93,400
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$634,404</b>

**New Starts  
Mental Health Systems  
Jul 1, 2020 to Jun 30, 2021**

Budget Categories -	Total Proposed Budget			
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
<b>OPERATING EXPENSES:</b>				
Telephone				\$6,240
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Office Supplies & Equipment				\$1,000
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Licenses/Taxes				\$200
Other Business Services				\$237
Software Expense				\$227
<b>OPERATING EXPENSES TOTAL</b>				<b>\$26,538</b>
<b>FINANCIAL SERVICES EXPENSES:</b>				
Liability Insurance				\$4,222
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<b>FINANCIAL SERVICES TOTAL</b>				<b>\$125,466</b>
<b>TOTAL PROGRAM EXPENSES</b>				<b>\$957,412</b>
<b>LESS: OTHER REVENUE</b>				
Client Rent Revenue				\$12,000
<b>OTHER REVENUE TOTAL</b>				<b>\$12,000</b>
<b>MHSA FUNDS:</b>				
Community Services & Supports: General Service Delivery Funds				\$945,412
<b>MHSA FUNDS TOTAL</b>				<b>\$945,412</b>
<b>TOTAL CONTRACT REVENUE</b>				<b>\$945,412</b>



**New Starts  
Mental Health Systems  
Jul 1, 2020 to Jun 30, 2021  
BUDGET NARRATIVE**

**PROGRAM EXPENSES**

**Personnel Salaries, Payroll Taxes & Employee Benefits**

Cost of employing Mental Health Systems staff directly to operate program

\$171,004.00

**Facilities/Equipment Expenses**

Cost of housing clients (\$800 per month per client), furnishing units, and leasing office space; includes utilities, building repair, and equipment maintenance

\$634,404.00

**Operating Expenses**

Cost of LAN lines, internet services, computers, cell phones, postage supplies, household supplies, office supplies, security, software, client transportation, and staff travel

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**Financial Services Expenses**

Cost of liability insurance and indirect costs @ 14.5% of direct program expenses per MHS' cost allocation plan and federal rate approval

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**LESS: OTHER REVENUE**

**Client Rent Revenue**

Non-contract revenue received from program participants who reside in program housing.

\$12,000.00

**TOTAL NET EXPENSES: \$945,412.00**

**New Starts**  
**Mental Health Systems**  
**Jul 1, 2020 to Jun 30, 2021**

Line Item Description (Must be itemized)	# Units	Cost per item	Total
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Cleaning supplies kit	50	22.00	1,100.00
Additional linens	50	40.00	2,000.00
<b>APARTMENT FURNISHING EXPENSES TOTAL</b>	<b>50</b>	<b>\$ 1,868.00</b>	<b>\$ 93,400.00</b>

**New Starts**  
**Mental Health Systems**  
**Jul 1, 2021 to Jun 30, 2022**

Budget Categories -	Total Proposed Budget			
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<b>PERSONNEL SALARIES:</b>				
Program Manager	0.10	\$8,990		\$8,990
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<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$171,004</b>
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Liability Insurance				\$4,222
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<b>TOTAL PROGRAM EXPENSES</b>				<b>\$957,412</b>
<b>LESS: OTHER REVENUE</b>				
Client Rent Revenue				\$12,000
<b>OTHER REVENUE TOTAL</b>				<b>\$12,000</b>
<b>MHSA FUNDS:</b>				
Community Services & Supports: General Service Delivery Funds				\$945,412
<b>MHSA FUNDS TOTAL</b>				<b>\$945,412</b>
<b>TOTAL CONTRACT REVENUE</b>				<b>\$945,412</b>

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Mental Health Systems  
Jul 1, 2021 to Jun 30, 2022  
BUDGET NARRATIVE**

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**Mental Health Systems**  
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