

Applicant/Recipient City of Palo Alto		Application/Award Number H79FG000738	
Project Title:		Mental Health Alternative Response Program	

	Start Date	End Date	Budget Year
Budget Period:	09/30/2022	09/29/2023	1

For Multi-Year Funded (MYF) awards only
(not applicable to new applications for funding) ☐
 Check the box to select the Incremental Period

COST SHARING AND MATCHING

Matching Required: ☐ YES ☒ NO

A. Personnel

Line Item #	Position	Name	Key Position per the NOFO	Check if Hourly Rate	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)	Personnel Cost	
1			<input type="checkbox"/>	<input type="checkbox"/>						\$0	\$0
TOTAL										\$0	\$0

Line Item #	Personnel Narrative:										
1						Salary		# of Staff		LOE	Personnel Cost \$0

☒ Show In-Kind Personnel Table

In-Kind Personnel

Line Item #	Position	Name	Key Position per the FOA	Check if Hourly Rate	Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)
1	Project director	Melissa McDonough	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	\$157,185	10.00%

Line Item #	In-Kind Personnel Narrative:										
1	Project director	Melissa McDonough	Key Personnel		Salary \$157,185		# of Staff 1		LOE 10.00%		Personnel Cost \$15,718

B. Fringe Benefits

Our organization's fringe benefits consist of the components shown below:

Fringe Component	Rate (%)
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Total Fringe Rate	

Fringe Benefits Cost

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Fringe Benefits Cost	
1			\$0			\$0	\$0
TOTAL						\$0	\$0

Fringe Benefits Narrative:

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C. Travel

Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Travel Cost	
1								\$0	\$0
TOTAL								\$0	\$0

Trip #	Travel Narrative:
1	Travel Cost \$0

D. Equipment

Line Item #	Item	Check if Item is a Vehicle	Calculation				FEDERAL REQUEST
			Quantity	Purchase or Rental/Lease Cost	Percent Charged to the Project	Equipment Cost	
1		<input type="checkbox"/>				\$0	\$0
TOTAL						\$0	\$0

Line Item #	Equipment Narrative:
1	Quantity Purchase or Rental/Lease Cost % Charged to the Project Equipment Cost \$0

E. Supplies

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Supplies Cost	

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Supplies Cost	
1						\$0	\$0
TOTAL						\$0	\$0

Line Item #	Supplies Narrative:
1	Unit Cost Basis Quantity Duration Supplies Cost \$0

F. Contractual

Summary of Contractual Costs

Agreement #	Name of Organization or Consultant	Type of Agreement	Contractual Cost	FEDERAL REQUEST
1	Momentum for Health	Subaward	\$1,931,706	\$1,931,706
2	To be determined	Subaward	\$68,294	\$68,294
TOTAL			\$2,000,000	\$2,000,000

Contractual Details for **Momentum for Health**

Agreement #	Services and Deliverables Provided
1	<p>Momentum for Health will deploy a team of eight (8) promotores/as or community outreach workers who will deliver community outreach and engagement activities in the cities of Palo Alto, Mountain View and Los Altos. The purpose of the outreach is to inform and educate the residents and businesses of the new alternative response team, the TRUST program. Promotores/as will also engage with local community-based providers to let them know about the new services and how to access these so they can in turn share the information with their constituencies. It is expected that during the year, each promotor/a will engage in two community contacts per day each week for a combined total of 5,760 contacts (2 contacts per day x 8 promotores/as x 48 week = 5,760). The 48 weeks account for major holidays, staff vacation and sick days.</p> <p>Two 2.0 FTE case managers will support individuals who have had a field visit from the alternative response team, to provide follow-up and assistance in engaging and linking to needed services. Case managers will act as system navigators and assist clients with various needs including addressing those that impact their social determinants of health (i.e., healthcare, housing, education, community and social support, and economic stability). The case managers will follow up and help connect clients with needed healthcare like behavioral health and psychiatry, primary care, dentistry, and getting medications filled. The case managers will also help clients who qualify, enroll to receive entitlement benefits. The case managers will also have knowledge of Emergency Assistance Network (EAN) agencies and help clients connect with these to get basic services such as shelter and housing, groceries, and even warm meals. From County estimates, the alternative response team is expected to receive approximately 1,600 calls with a need of about 480 resulting in a field response by the team. A fraction of these 480 individuals will be served by the case managers for this project.</p> <p>In addition, certified Mental Health First Aid (MHFA) Instructors will train 2,080 individuals in MHFA who will then make a total of 1,040 referrals to behavioral health services over one year. The trainings will include a variety of modules that address specific populations as mentioned above (youth, adult, older adults). Assuming an average class size of 20, this</p>

Agreement #	Services and Deliverables Provided
	results in 104 trainings, or 2 trainings per week.

<input checked="" type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Travel	<input checked="" type="checkbox"/> Supplies	<input checked="" type="checkbox"/> Indirect Charges
<input checked="" type="checkbox"/> Fringe Benefits	<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Other	

Contractual Personnel Costs for **Momentum for Health**

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Community Collaborator	To be determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$26.72	2,080	8		100.00%	\$444,621	\$444,621
2	Mental Health First Aid Instructor	To be determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$33.55	2,080	1		100.00%	\$69,784	\$69,784
3	Case Manager	To be determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$33.65	2,080	2		100.00%	\$139,984	\$139,984
4	Program Coordinator	To be determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$46.80	1,768	1		85.00%	\$82,742	\$82,742
5	Program Manager	To be determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$36.78	1,768	1		85.00%	\$65,027	\$65,027
TOTAL										\$802,158	\$802,158

Line Item #	Contractual Personnel Narrative:										
1	Community Collaborator	To be determined	Key Personnel	Hourly Rate \$26.72	# of Persons 8	Hours 2,080	Personnel Cost \$444,621	Role: Providing outreach, engagement and connections to the community. Qualifications (Quals): Multilingual preferred, but not required. Experience: Lived experience as a member of or close work history with population of focus. Familiarity: Relevant educational, work, or lived experience/background with population of focus.			
2	Mental Health First Aid Instructor	To be determined	Key Personnel	Hourly Rate \$33.55	# of Persons 1	Hours 2,080	Personnel Cost \$69,784	Role: Training individuals in mental health first aid who will then make referrals to behavioral health services. Quals: Requisite certification. Experience: Training similar populations. Familiarity: Mental health or general health, vulnerable populations. NOTE: While we anticipate a minimum of 832 hours (40% LOE), depending on project needs this could be up to 2,080 hours.			
3	Case Manager	To be determined	Key Personnel	Hourly Rate \$33.65	# of Persons 2	Hours 2,080	Personnel Cost \$139,984	Role: Supporting individuals who have had a field visit and need assistance in engaging and linking to services, as well as engaging in follow up. Quals: Associate's Degree or higher preferred, but not required. Experience: Several years experience working with behavioral health populations. Familiarity: Mental health or general health, vulnerable populations.			
4	Program Coordinator	To be determined	Key Personnel	Hourly Rate \$46.8	# of Persons 1	Hours 1,768	Personnel Cost \$82,742	Role: Managing staff and daily operations, delivering expected outcomes. Quals: College degree desired but not required. Experience: Nonprofit program management, grants management. Familiarity: Mental health or general health, geographic area, vulnerable populations. NOTE: While we anticipate a minimum of 1,560 hours (75% LOE), depending on project needs this could be up to 1,768 hours.			
	Program Manager	To be determined	Key Personnel	Hourly Rate \$36.78	# of Persons 1	Hours 1,768	Personnel Cost \$65,027	Role: Managing staff and daily operations, delivering expected outcomes. Quals: College degree preferred.			

Line Item #	Contractual Personnel Narrative:
5	Experience: Nonprofit management, grants management. Familiarity: Mental health or general health, geographic area, vulnerable populations. NOTE: While we anticipate a minimum of 1,560 hours (75% LOE), depending on project needs this could be up to 1,768 hours.

Contractual Fringe Benefits Costs for [Momentum for Health](#)

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Medical, health, dental, and other	25.00%
Total Fringe Rate	25.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Community Collaborator	To be determined	\$444,621	25.00%		\$111,155	\$111,155
2	Mental Health First Aid Instructor	To be determined	\$69,784	25.00%		\$17,446	\$17,446
3	Case Manager	To be determined	\$139,984	25.00%		\$34,996	\$34,996
4	Program Coordinator	To be determined	\$82,742	25.00%		\$20,686	\$20,686
5	Program Manager	To be determined	\$65,027	25.00%		\$16,257	\$16,257
TOTAL						\$200,540	\$200,540

Contractual Fringe Benefits Narrative:

Contractual Travel Costs for [Momentum for Health](#)

Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
1	Mileage	To/from outreach events, clients/ services, from Palo Alto in north County and connecting with services throughout Santa Clara County	Local Travel (POV Mileage)	\$0.625	Mile	4,200.00	13	\$34,125	\$34,125
TOTAL								\$34,125	\$34,125

Trip #	Contractual Travel Narrative:			
1	Mileage	To/from outreach events, clients/services, from Palo Alto in north County and connecting with services throughout Santa Clara County	Travel Cost	\$34,125
	Assuming, on average, approximately 250-270 miles per month, for twelve months for the community collaborators, case managers, and instructor.			

Contractual Supplies Costs for Momentum for Health

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Contractual Supplies Cost	
1	Laptop	\$1,100.00		13.00		\$14,300	\$14,300
2	Monitor	\$298.00		13.00		\$3,874	\$3,874
3	Docking station	\$240.00		13.00		\$3,120	\$3,120
4	Mouse and keyboard	\$55.00		13.00		\$715	\$715
5	Cellphone	\$760.00		13.00		\$9,880	\$9,880
6	Software licenses (Zoom, 8x8)	\$18.00		13.00	12.00	\$2,808	\$2,808
7	Copier rental	\$300.00		1.00	12.00	\$3,600	\$3,600
8	Training materials	\$23.95		2,080.00		\$49,816	\$49,816
TOTAL						\$88,113	\$88,113

Line Item #	Contractual Supplies Narrative:					
1	Laptop	Unit Cost \$1,100.00	Basis	Quantity 13.00	Duration	Supplies Cost \$14,300
	Laptops for staff to use in their daily work.					
2	Monitor	Unit Cost \$298.00	Basis	Quantity 13.00	Duration	Supplies Cost \$3,874
	Monitors for staff to set up in their desk area.					
3	Docking station	Unit Cost \$240.00	Basis	Quantity 13.00	Duration	Supplies Cost \$3,120
	Docking station for staff to set up in their desk area					
4	Mouse and keyboard	Unit Cost \$55.00	Basis	Quantity 13.00	Duration	Supplies Cost \$715
	Mouse and keyboard for staff to use.					
5	Cellphone	Unit Cost \$760.00	Basis	Quantity 13.00	Duration	Supplies Cost \$9,880
	Cellphone purchase and annual subscription.					
6	Software licenses (Zoom, 8x8)	Unit Cost \$18.00	Basis	Quantity 13.00	Duration 12.00	Supplies Cost \$2,808
	Monthly fee to use Zoom and 8x8 platforms.					
7	Copier rental	Unit Cost \$300.00	Basis	Quantity 1.00	Duration 12.00	Supplies Cost \$3,600
	Rental fee for copy machine for the program.					
8	Training materials	Unit Cost \$23.95	Basis	Quantity 2,080.00	Duration	Supplies Cost \$49,816
	\$23.95 per person trained, 20 participants per training, 2 trainings per week for one year.					

Contractual Other Costs for Momentum for Health

Line Item #	Item	Check for Minor A&R	Calculation				FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	
1	Outreach materials	<input type="checkbox"/>	\$15,000.00		30.00		\$450,000
2	Office supplies	<input type="checkbox"/>	\$5,000.00		1.00		\$5,000

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
3	Office space rental	<input type="checkbox"/>	\$6,000.00	monthly	12.00		\$72,000	\$72,000
4	MHFA Certification Training	<input type="checkbox"/>	\$2,200.00	one- time	13.00		\$28,600	\$28,600
5	Contract MHFA Instructors	<input type="checkbox"/>	\$3,000.00	per training	16.00		\$48,000	\$48,000
TOTAL							\$603,600	\$603,600

Line Item #	Contractual Other Narrative:									
1	Outreach materials	Unit Cost/Rate	\$15,000.00	Basis	Quantity	30.00	Duration	Other Cost	\$450,000	
	Bus advertising, paid ads (digital and print), printed outreach materials, graphic design services.									
2	Office supplies	Unit Cost/Rate	\$5,000.00	Basis	Quantity	1.00	Duration	Other Cost	\$5,000	
	Paper, pens, pencils, etc.									
3	Office space rental	Unit Cost/Rate	\$6,000.00	Basis	monthly	Quantity	12.00	Duration	Other Cost	\$72,000
	Rental fee for office space to house the program.									
4	MHFA Certification Training	Unit Cost/Rate	\$2,200.00	Basis	one- time	Quantity	13.00	Duration	Other Cost	\$28,600
	One-time certification training fee for new instructors.									
5	Contract MHFA Instructors	Unit Cost/Rate	\$3,000.00	Basis	per training	Quantity	16.00	Duration	Other Cost	\$48,000
	Fee for contract MHFA instructors.									

Contractual Total Direct Charges for **Momentum for Health**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$1,728,536

Contractual Indirect Charges for **Momentum for Health**

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$1,354,468	\$203,170	\$203,170
TOTAL		\$203,170	\$203,170

Contractual Indirect Charges Narrative:

Contractual Total Cost for **Momentum for Health**

TOTAL COST	TOTAL FEDERAL REQUEST
\$1,931,706	\$1,931,706

Contractual Details for **To be determined**

Agreement #	Services and Deliverables Provided
2	Assessment of program effectiveness: collection of data on type/number of outreach and connections, including follow-up check-ins on people who accessed the program, identification of key expected outcomes of an effective program, and analysis and report on program effectiveness against expected outcomes.

<input type="checkbox"/> Personnel	<input type="checkbox"/> Travel	<input type="checkbox"/> Supplies	<input type="checkbox"/> Indirect Charges
<input type="checkbox"/> Fringe Benefits	<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Other	

Contractual Other Costs for **To be determined**

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
1	Services rendered	<input type="checkbox"/>	\$68,294.00	Annual	1.00		\$68,294	\$68,294
TOTAL							\$68,294	\$68,294

Line Item #	Contractual Other Narrative:									
1	Services rendered	Unit Cost/Rate	\$68,294.00	Basis	Annual	Quantity	1.00	Duration	Other Cost	\$68,294

Contractual Total Direct Charges for **To be determined**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$68,294

Contractual Total Cost for **To be determined**

TOTAL COST	TOTAL FEDERAL REQUEST
\$68,294	\$68,294

G. Construction: Not Applicable

H. Other

Line Item #	Item	Check if Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Other Cost	
1		<input type="checkbox"/>					\$0	\$0
TOTAL							\$0	\$0

Line Item #	Other Narrative:					
		Unit Cost/Rate	Basis	Quantity	Duration	Other Cost \$0

Line Item #	Other Narrative:
1	

I. Total Direct Charges

TOTAL DIRECT CHARGES	TOTAL FEDERAL REQUEST
	\$2,000,000

J. Indirect Charges

Type of IDC Rate / Cost Allocation Plan

We elect to charge the de minimis rate of 10%

De Minimis Rate Statement (we have never received a federally negotiated IDC rate):

We have never received an approved federally negotiated IDC rate and we are electing to charge the de minimis rate of 10% of modified total direct costs (MTDC) until such time we have an approved federally negotiated IDC rate. We will use the de minimis rate consistently for all federal awards until we choose to negotiate for an IDC rate, which we may apply to do at any time.

Indirect Charges

Calculation			FEDERAL REQUEST
De Minimis Rate (%)	MTDC Base	IDC	
10.00%		\$0	\$0
TOTAL		\$0	\$0

Indirect Charges Narrative:

REVIEW OF COST SHARING AND MATCHING

Cost sharing or matching is not required for this grant.

BUDGET SUMMARY: YEAR 1

BUDGET CATEGORY	FEDERAL REQUEST
A. Personnel	\$0
B. Fringe Benefits	\$0
C. Travel	\$0
D. Equipment	\$0

E. Supplies	\$0
F. Contractual	\$2,000,000
G. Construction (N/A)	\$0
H. Other	\$0
I. Total Direct Charges (sum of A to H)	\$2,000,000
J. Indirect Charges	\$0
Total Projects Costs (sum of I and J)	\$2,000,000

BUDGET SUMMARY FOR REQUESTED FUTURE YEARS

	Year 2	Year 3	Year 4	Year 5
Budget Category	FEDERAL REQUEST	FEDERAL REQUEST	FEDERAL REQUEST	FEDERAL REQUEST
A. Personnel				
B. Fringe Benefits				
C. Travel				
D. Equipment				
E. Supplies				
F. Contractual				
G. Construction	\$0	\$0	\$0	\$0
H. Other				
I. Total Direct Charges (sum A to H)	\$0	\$0	\$0	\$0
J. Indirect Charges				
Total Project Costs (sum of I and J)	\$0	\$0	\$0	\$0

Budget Summary Narrative:

FUNDING LIMITATIONS / RESTRICTIONS

Funding Limitation/Restriction

	Year 1	Year 2	Year 3	Year 4	Year 5	Total for Budget Category
A. Personnel						
B. Fringe Benefits						

C. Travel						
D. Equipment						
E. Supplies						
F. Contractual						
H. Other						
I. Total Direct Charges (sum A to H)						
J. Indirect Charges						
TOTAL for the Budget Year						
Percentage of the Budget	0.000%					

Funding Limitation/Restriction Narrative:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.				\$2,000,000	\$0	\$2,000,000
2.						
3.						
4.						
5. Totals				\$2,000,000	\$0	\$2,000,000

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel		\$0	\$0		\$0
b. Fringe Benefits		\$0	\$0		\$0
c. Travel		\$0	\$0		\$0
d. Equipment		\$0	\$0		\$0
e. Supplies		\$0	\$0		\$0
f. Contractual		\$2,000,000	\$0		\$2,000,000
g. Construction		\$0	\$0	\$0	\$0
h. Other		\$0	\$0		\$0
i. Total Direct Charges (sum of 6a-6h)		\$2,000,000	\$0		\$2,000,000
j. Indirect Charges		\$0	\$0		\$0
k. TOTALS (sum of 6i and 6j)		\$2,000,000	\$0		\$2,000,000
7. Program Income					

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.				
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)				

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$0	\$0	\$0	\$0
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$0	\$0	\$0	\$0

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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