

Contract Summary Form

OC Expediter Requisition #: 1618833

New Alternatives, Incorporated

SUMMARY OF SIGNIFICANT CHANGES

1. Term: extended initial three-year term Fiscal Years (FYs) FYs 2021-24 with an additional two-year term through FY 2025-26. Page 2.
2. Costs: increased maximum contractual funding obligation to cover increase in Fiscal Year (FY) 2023-24 and the additional two-year term FYs 2024-26. Page 6
3. Scope of Work: addition of Respite Care Program waivers and reimbursement for recreational activities. Pages 9-10

SUBCONTRACTORS

This Agreement, due to the nature of the services, could require the addition of subcontractors. In order to add subcontractor(s) to the Agreement, the contractor must seek express consent from SSA. Should the addition of a subcontractor affect the scope of work and/or Agreement amount, SSA will bring the item back to the Board for approval. In the past, subcontractor(s) have not been used for this Agreement.

CONTRACT OPERATING EXPENSES

- 11.1 The estimated annual budget for services provided pursuant to Exhibit A of this Agreement is set forth as follows:

Estimated Budget for Period of July 1, 2021 – June 30, 2023

<u>STAFFING AND BENEFITS:</u>	<u>Maximum</u>			
	<u>Position</u>	<u>Hourly</u>		
<u>STAFFING</u>	<u>Type ⁽¹⁾</u>	<u>Rate ⁽³⁾</u>	<u>FTEs ⁽²⁾</u>	<u>Amount</u>
Program Coordinator	D	\$32.00	1.00	
Database/Program Support	D	19.00	0.85	
Accountant/Bookkeeper	A	37.00	0.17	
Staffing Subtotal				\$103,025
EMPLOYEE BENEFITS ⁽⁴⁾ (31.82%)				<u>\$ 32,781</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$135,806
<u>SERVICES, SUPPLIES, AND OPERATING EXPENSES⁽⁵⁾⁽⁷⁾</u>				
TOTAL SERVICES, SUPPLIES, AND OPERATING EXPENSES				<u>\$ 59,194</u>
SUBTOTAL STAFFING, EMPLOYEE BENEFITS, SERVICES, SUPPLIES, AND OPERATING EXPENSES				\$195,000
TOTAL ANNUAL BUDGET⁽⁸⁾				\$195,000

Estimated Budget for Period of July 1, 2023 – June 30, 2025

<u>STAFFING AND BENEFITS:</u>		<u>Maximum</u>		
<u>STAFFING</u>	<u>Position</u> <u>Type</u> ⁽¹⁾	<u>Hourly</u> <u>Rate</u> ⁽³⁾	<u>FTEs</u> ⁽²⁾	<u>Amount</u>
Program Coordinator	D	\$32.00	1.00	
Database/Program Support	D	19.00	0.85	
Accountant/Bookkeeper	A	37.00	0.17	
Staffing Subtotal				\$103,025
EMPLOYEE BENEFITS ⁽⁴⁾ (31.82%)				<u>\$ 32,781</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$135,806
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$ 43,743
TOTAL FLEXIBLE FAMILY SUPPORTS AND HOME-BASED FOSTER CARE (HBFC) ⁽⁶⁾				\$ 75,000
TOTAL OPERATING EXPENSES ⁽⁷⁾				<u>\$ 15,451</u>
TOTAL SERVICES, SUPPLIES, FLEXIBLE FAMILY SUPPORTS AND HBFC, AND OPERATING EXPENSES				\$134,194
SUBTOTAL STAFFING, EMPLOYEE BENEFITS, SERVICES, SUPPLIES, FLEXIBLE FAMILY SUPPORTS AND HBFC, AND OPERATING EXPENSES				\$270,000
TOTAL ANNUAL BUDGET ⁽⁸⁾				\$270,000

Estimated Budget for Period July 1, 2025 – June 30, 2026

<u>STAFFING AND BENEFITS:</u>		<u>Maximum</u>		
<u>STAFFING</u>	<u>Position</u> <u>Type</u> ⁽¹⁾	<u>Hourly</u> <u>Rate</u> ⁽³⁾	<u>FTEs</u> ⁽²⁾	<u>Amount</u>
Program Coordinator	D	\$32.00	1.00	
Database/Program Support	D	19.00	0.85	
Accountant/Bookkeeper	A	37.00	0.17	
Staffing Subtotal				\$103,025
EMPLOYEE BENEFITS ⁽⁴⁾ (31.82%)				<u>\$ 32,781</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$135,806
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$ 43,743
TOTAL OPERATING EXPENSES ⁽⁷⁾				<u>\$ 15,451</u>
TOTAL SERVICES, SUPPLIES, AND OPERATING EXPENSES				\$ 59,194
SUBTOTAL STAFFING, EMPLOYEE BENEFITS, SERVICES, SUPPLIES, AND OPERATING EXPENSES				\$195,000
TOTAL ANNUAL BUDGET ⁽⁸⁾				\$195,000

⁽¹⁾ Position Types are classified as "D" for Direct or "A" for Administrative. Direct services positions include staff who are integral to service delivery and may

include staff who provide direct face-to-face service to clients and/or staff who supervise/manage direct service personnel. Administrative positions include staff that support service delivery and whose activities and functions can be directly allocated to the program.

- (2) For hourly employees, Full-Time Equivalent (FTE) is defined as the amount of time (stated as a percentage) the position will be providing services under the terms of this Agreement. This percentage is based upon a 40-hour work week. For salaried employees, FTE is defined as the amount of time (stated as a percentage) the position will be paid for under the terms of this Agreement, regardless of the number of hours actually worked.
- (3) Maximum hourly rate which will be permitted during the term of this Agreement; employees may be paid at less than maximum hourly rate. Total salary is based on estimated cost, not maximum hourly rate.
- (4) Employee Benefits include contributions to health insurance; dental insurance; life insurance; long-term disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Workers' Compensation Tax, based on the currently prevailing rates; Worker's Compensation; and expense for accrued vacation time payout, for a separated employee, limited to the actual vacation time accrued during the fiscal year in which the expense is claimed, minus the actual vacation time used by the employee during said fiscal year. The overall benefit rate shall not exceed 31.82% of the actual salary expense claimed.
- (5) Services and Supplies include costs for independent audit, IT specialist, Respite Caregiver payments, incidental expense reimbursements, provider training, office supplies, and office equipment.
- (6) Flexible Family Supports and HBFC shall cover the following reimbursements of expenses in a child(ren)/NMD's first Respite Care session of each fiscal year occurring February 1, 2024, through June 30, 2025, contingent upon the availability of funds: up to four (4) days of Respite Care payment waiver,

recreational activities, and mileage for recreational activities as limited to the amount allowed by IRS.

- (7) Operating Expenses include costs for facility lease/rental, equipment lease/rental, maintenance, utilities, insurance, telephone, and mileage as limited to the amount allowed by IRS.
- (8) The annual budgets are estimated and subject to modification per Subparagraph 11.4 of this Exhibit, providing that such modifications do not change the COUNTY's maximum funding obligation as stated in Subparagraph 20.1 of this Agreement.