

Contract Summary Form

Agreement with Children's Home Society of California, #CML0420 for Bridge Program
Emergency Child Care Voucher Services

SUMMARY OF SIGNIFICANT CHANGES

This contract is for new services, there are no significant changes to identify.

SUBCONTRACTORS

This contract, due to the nature of the services, could require the addition of subcontractors. In order to add subcontractor(s) to the contract, the provider/contractor must seek express consent from SSA. Should the addition of a subcontractor impact the scope of work and/or contract amount, SSA will bring the item back to the Board of Supervisors for approval.

CONTRACT OPERATING EXPENSES

The maximum obligation of COUNTY under this Agreement shall not exceed the amount of \$4,452,762, or actual allowable costs, whichever is less. The estimated annual amount for each fiscal year is as follows:

- \$595,316 for February 1, 2020 through June 30, 2020;
- \$1,928,723 for July 1, 2020 through June 30, 2021; and
- \$1,928,723 for July 1, 2021 through June 30, 2022.

February 1, 2020 through June 30, 2020 budget is as follows:

<u>Salaries</u>	<u>FTEs⁽¹⁾</u>	<u>Maximum Hourly Rate⁽²⁾</u>	<u>Annual Budget</u>
<u>DIRECT SERVICE POSITIONS</u>			
Accounting Specialist	1.00	\$21.22	\$17,507
Accounting Supervisor	0.20	29.68	4,898
Program Specialist	1.00	22.47	18,538
Program Manager	0.20	32.00	<u>5,280</u>
SUBTOTAL DIRECT SERVICE POSITIONS			\$46,223
Employee Benefits ⁽³⁾ (60%)			<u>27,733</u>
SUBTOTAL DIRECT SERVICE POSITIONS AND BENEFITS			\$73,956
<u>ADMINISTRATIVE SERVICE POSITIONS⁽⁴⁾</u>			
Director of Program Operations	0.03	46.16	<u>\$1,142</u>
SUBTOTAL ADMINISTRATIVE SERVICE POSITIONS			1,142
Employee Benefits ⁽³⁾ (60%)			<u>685</u>

SUBTOTAL ADMIN SERVICE POSITIONS AND BENEFITS	\$1,827
TOTAL SALARIES & EMPLOYEE BENEFITS	\$75,783
<u>SERVICES AND SUPPLIES</u>	
Provider Payments	\$477,405
Office Expense	1,217
Telephone	325
Mileage ⁽⁵⁾	405
Licenses and Software	<u>174</u>
SUBTOTAL SERVICES AND SUPPLIES	\$479,526
OPERATING EXPENSES ⁽⁶⁾	<u>4,744</u>
TOTAL SERVICES, SUPPLIES AND OPERATING EXPENSES	\$484,270
SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, AND OPERATING EXPENSES	\$560,053
INDIRECT COSTS (7%)	35,263
TOTAL LINE ITEM BUDGET FOR YEAR 1	\$595,316

July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022 budget is as follows:

<u>Salaries</u>	<u>FTEs⁽¹⁾</u>	<u>Maximum Hourly Rate⁽²⁾</u>	<u>Annual Budget</u>
<u>DIRECT SERVICE POSITIONS</u>			
Accounting Specialist	1.00	\$21.22	\$41,379
Accounting Supervisor	0.20	29.68	11,576
Program Specialist	1.00	22.47	43,817
Program Manager	0.20	32.00	<u>12,480</u>
SUBTOTAL DIRECT SERVICE POSITIONS			\$109,252
Employee Benefits ⁽³⁾ (60%)			<u>65,551</u>
SUBTOTAL DIRECT SERVICE POSITIONS AND BENEFITS			174,803
<u>ADMINISTRATIVE SERVICE POSITIONS⁽⁴⁾</u>			
Director of Program Operations	0.03	\$46.16	<u>\$2,700</u>
SUBTOTAL ADMINISTRATIVE SERVICE POSITIONS			2,700
Employee Benefits ⁽³⁾ (60%)			<u>1,620</u>
SUBTOTAL ADMIN SERVICE POSITIONS AND BENEFITS			4,320
TOTAL SALARIES & EMPLOYEE BENEFITS			\$179,123
<u>SERVICES AND SUPPLIES</u>			
Provider Payments			\$1,607,279
Office Expense			3,590
Telephone			957
Mileage ⁽⁵⁾			1,197
Licenses and Software			<u>513</u>

SUBTOTAL SERVICES AND SUPPLIES	1,613,536
OPERATING EXPENSES ⁽⁶⁾	<u>10,578</u>
TOTAL SERVICES, SUPPLIES AND OPERATING EXPENSES	\$1,624,114
SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, AND OPERATING EXPENSES	1,803,237
INDIRECT COSTS (7%)	\$125,486
TOTAL LINE ITEM BUDGET FOR YEAR 3	\$1,928,723

*Administrative or indirect costs may include, but are not limited to, those costs not solely related to direct services to participants, supervision and program costs (e.g., executive director oversight, technology services, accounting, payroll, etc.) shall be held to no more than seven percent (7%) of total gross program costs.