

Contract Summary Form

Community Health Initiative of Orange County (CHIOC)

SUMMARY OF SIGNIFICANT CHANGES

1. SSA is expanding the project scope to include CalFresh application and renewal assistance, which will be funded through a different funding stream to increase dual enrollment in both the CalFresh and Medi-Cal programs.
2. Amended goals and outcomes to reflect CalFresh. (Pages 3-7).
3. Workload Standards – in addition to CalFresh, the following outcomes were added (Pages 3-7):
 - a. Added requirement of 120 posts annually of Social Media Outreach.
 - b. Added requirement to educate individuals/families of the benefits of registering to BenefitsCal & also assisting with registration.
 - c. Subparagraph 3.8 was revised to require contact within the first six (6) months of enrollment in Medi-Cal, instead of making contact within the first year of enrollment.
 - d. Added requirement to contact head of household for a minimum of four hundred fifty (450) cases in a 12-month period that have been discontinued for not providing Medi-Cal Redetermination in an effort to maintain benefits.

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 the department. Should the addition of a subcontractor impact the scope of work and/or contract amount, the department will bring the item back to the Board of Supervisors for approval. In the past (if there is information available), subcontractor(s) have/have not been used for this contract.

This contract includes the following subcontractors or pass through to other providers.

Subcontractor Name	Service(s)	Amount
Unknown at this time.	Unknown at this time.	FY2023-24 \$300,000
Unknown at this time.	Unknown at this time.	FY2024-25 \$300,000
Unknown at this time.	Unknown at this time.	FY2025-26 \$300,000

CONTRACT OPERATING EXPENSES**BUDGET FOR: PERIOD OF 7/1/23 – 6/30/24**

<u>STAFFING AND BENEFITS</u>					
<u>STAFFING</u>	<u>Position Type</u> ⁽¹⁾		<u>Maximum Hourly Rate</u> ⁽³⁾	<u>FTEs</u> ⁽²⁾	<u>Amount</u>
Executive Director	A		77.00	0.10	
Program Director	A		41.00	0.20	
Administrative Manager	A		36.00	0.10	
Data Analyst	A		30.00	0.10	
Outreach Coordinator	D		30.00	0.10	
Special Projects Assistant	D		20.00	0.10	
CAAs/CECs	D		22.00	2.00	
Staffing Subtotal					\$148,660
EMPLOYEE BENEFITS ⁽⁴⁾ (20%)					\$29,732
TOTAL STAFFING AND EMPLOYEE BENEFITS					\$178,392
TOTAL SERVICES AND SUPPLIES ^{(5) (7)}					\$23,608
TOTAL OPERATING EXPENSES ⁽⁸⁾					\$8,000
TOTAL SUBCONTRACTS					\$300,000

SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, OPERATING EXPENSES, AND SUBCONTRACTS	\$510,000
INDIRECT COSTS ⁽⁶⁾	\$90,000
TOTAL ANNUAL BUDGET	\$600,000

BUDGET FOR: PERIOD OF 7/1/24 – 6/30/25

<u>STAFFING AND BENEFITS</u>				
<u>STAFFING</u>	<u>Position Type</u> ⁽¹⁾	<u>Maximum Hourly Rate</u> ⁽³⁾	<u>FTEs</u> ⁽²⁾	<u>Amount</u>
Executive Director	A	80.00	0.10	
Program Director	A	42.00	0.20	
Administrative Manager	A	37.00	0.10	
Data Analyst	A	31.00	0.10	
Outreach Coordinator	D	31.00	0.10	
Special Projects Assistant	D	21.00	0.10	
CAAs/CECs	D	23.00	2.00	
Staffing Subtotal				\$154,606
EMPLOYEE BENEFITS ⁽⁴⁾ (20%)				\$30,921
TOTAL STAFFING AND EMPLOYEE BENEFITS				\$185,527

TOTAL SERVICE AND SUPPLIES ^{(5) (7)}	\$16,473
TOTAL OPERATING EXPENSES ⁽⁸⁾	\$8,000
TOTAL SUBCONTRACTS	\$300,000
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, OPERATING EXPENSES, AND SUBCONTRACTS	\$510,000
INDIRECT COSTS ⁽⁶⁾	\$90,000
TOTAL ANNUAL BUDGET	\$600,000

BUDGET FOR: PERIOD OF 7/1/25 – 6/30/26

<u>STAFFING AND BENEFITS</u>				
<u>STAFFING</u>	<u>Position Type</u> ⁽¹⁾	<u>Maximum Hourly Rate</u> ⁽³⁾	<u>FTEs</u> ⁽²⁾	<u>Amount</u>
Executive Director	A	83.00	0.10	
Program Director	A	44.00	0.20	
Administrative Manager	A	39.00	0.10	
Data Analyst	A	32.00	0.10	
Outreach Coordinator	D	32.00	0.10	
Special Projects Assistant	D	22.00	0.10	
CAAs/CECs	D	24.00	2.00	

Staffing Subtotal	\$160,790
EMPLOYEE BENEFITS ⁽⁴⁾ (20%)	\$32,158
TOTAL STAFFING AND EMPLOYEE BENEFITS	\$192,948
TOTAL SERVICE AND SUPPLIES ⁽⁵⁾ ⁽⁷⁾	\$9,052
TOTAL OPERATING EXPENSES ⁽⁸⁾	\$8,000
TOTAL SUBCONTRACTS	\$300,000
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, OPERATING EXPENSES, AND SUBCONTRACTS	\$510,000
INDIRECT COSTS ⁽⁶⁾	\$90,000
TOTAL ANNUAL BUDGET	\$600,000

⁽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 Contract. 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 Contract, regardless of the number of hours actually worked.

- (3) Maximum hourly rate which will be permitted during the term of this Contract; 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, a portion of the health insurance costs will be covered by the CONTRACTOR; payroll taxes such as federal and state taxes, Workers' Compensation Tax, and State Disability Insurance (SDI) Taxes, based on the currently prevailing rates; 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 20% of the actual salary expense claimed.
- (5) Mileage is limited to the amount allowed by IRS.
- (6) Indirect cost includes administrative cost not directly charged to the program including audit; accounting; human resources; and information technology. Indirect costs are based on 15% of staffing, benefits, service and supplies, operating expenses, and subcontracts. In the event the indirect cost rate is reduced, the reduction shall be afforded to ADMINISTRATOR and the budget amended accordingly. CONTRACTOR shall provide notification to ADMINISTRATOR of any changes in the rate.
- (7) Services and supplies shall include independent audit, program expenses, telephone, mileage, and tool kits.
- (8) Operating expenses shall include insurance, and facility expenses such as lease/rent expense and gross square footage.