

## Contract Summary Form

OC Expediter Requisition #: 1772165

New Alternatives, Incorporated

### SUMMARY OF SIGNIFICANT CHANGES

This is a new contract starting July 1, 2026, resulting from a Request for Proposal.

### SUBCONTRACTORS

This contract does not currently include subcontractors or pass through to other providers.

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 subcontractor(s) have not been used for this contract.

### CONTRACT OPERATING EXPENSES

The maximum funding obligation of County under this Contract shall be \$840,000, or actual allowable costs, whichever is less. The estimated annual amount for each twelve (12) month period is as follows:

\$280,000 for July 1, 2026, through June 30, 2027;

\$280,000 for July 1, 2027, through June 30, 2028; and

\$280,000 for July 1, 2028, through June 30, 2029.

#### Annual Budget for Period of July 1, 2026 – June 30, 2029

#### STAFFING AND BENEFITS:

<u>STAFFING</u>	<u>FTEs<sup>(1)</sup></u>	<u>Maximum Hourly Rate<sup>(2)</sup></u>	<u>Amount</u>
Program Coordinator	1.00	\$37.00	
Database/Program Support	0.50	\$26.00	
Bookkeeper	0.17	\$39.00	
Staffing Subtotal			\$103,896
EMPLOYEE BENEFITS <sup>(3)</sup>			<u>\$ 22,338</u>
TOTAL STAFFING & EMPLOYEE BENEFITS			\$126,234
TOTAL SERVICES AND SUPPLIES <sup>(4)</sup>			\$ 45,662
TOTAL FLEXIBLE FAMILY SUPPORTS AND HOME-BASED FOSTER CARE (HBFC) <sup>(5)</sup>			\$ 85,000
TOTAL OPERATING EXPENSES <sup>(6)</sup>			<u>\$ 23,104</u>
TOTAL SERVICES, SUPPLIES, FLEXIBLE FAMILY SUPPORTS AND HBFC, AND OPERATING EXPENSES			\$153,766

SUBTOTAL STAFFING, EMPLOYEE BENEFITS, SERVICES, SUPPLIES, FLEXIBLE FAMILY SUPPORTS AND HBFC, AND OPERATING EXPENSES	\$280,000
<b>TOTAL ANNUAL BUDGET</b>	<b>\$280,000</b>
<b>TOTAL ANNUAL MATCH <sup>(7)</sup></b>	<b>\$19,500</b>

(1) 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.

(2) 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.

(3) Employee Benefits include health insurance, dental insurance, payroll taxes, such as FICA, Federal Unemployment Tax, State Unemployment Tax, Workers' Compensation Tax, based on currently prevailing rates, expense for accrued staff vacation time, 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 31.92% of the actual salary expense claimed.

(4) Services and supplies shall include independent audits, IT support costs, Respite Care provider payments less Requestor Payments, mileage for Respite Caregivers' essential, incidental expense reimbursements, provider training, office supplies, and office equipment.

(5) 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, contingent upon the availability of funds: up to four days of Respite Care payment waiver, recreational activities, and Respite Caregivers' mileage for recreational activities.

(6) Operating expenses shall include facility and equipment lease/rental, maintenance, utilities, telephone, staff mileage for training, and insurance.

(7) Contractor shall provide a match in an amount no less than 10% of the amount paid to Contractor by County during each year of this Contract, up to four days of Respite Care payment waiver, recreational activities, and Respite Caregivers' mileage for recreational activities. Contractor shall provide the following to meet the Match Requirement: a maximum of 0.25 Full-Time Equivalent (FTE) of In-Kind Clerical Support salary at a Max Hourly Rate of \$20.00 per hour; In-Kind Clerical Support benefits calculated at benefit rates established by Paragraph 12 multiplied by salary earned; In-Kind donations in the amount of \$1,500; and In-Kind Facility Lease/Rental Cost for the administration of Respite Care Services in the amount of \$6,274. Contractor shall not use government funds to provide its match without prior written approval by the government agency providing the funds and County. The match shall be reflected on the

monthly invoice. In the event there is a portion of the match unpaid at the termination of this Contract, it shall be deducted from any monies owed Contractor by County, or paid to County upon demand.

Expenses for extra pay, including but not limited to, overtime, stipends, bonuses, staff incentives, severance pay, etc. shall not be eligible for reimbursement under this Contract unless authorized in writing by County. Such authorization shall be considered as an exception and may be approved, on a case-by-case basis, at the sole discretion of County.

Contractor and County may agree, subject to advance written notice, to add, delete or modify line items and/or amounts and/or the number and type of FTE positions without changing County's maximum funding obligation as stated in the "Payments" Subparagraph of this Contract or reducing the level of service to be provided by Contractor. Further, in accordance with the Termination provisions of this Contract, in the event County reduces the maximum funding obligation as stated in the "Payments" Subparagraph, Contractor and County may mutually agree in writing to proportionately reduce the service goals as set forth in this Attachment. Failure to obtain advance written approval for any proposed Budget Modification Request may result in disallowance of reimbursement for those costs.

In the event the budget shown in the Scope of Work in this Contract is modified, the modified budget shall remain in effect for the remainder of the contract term, unless superseded by subsequent budget modification(s) that have been approved in writing by County. For example, if Budget Modification #1 is approved on August 15, 2026, the modified budget will remain in effect until Budget Modification #2 is requested and approved in writing. The annual budget beginning on July 1st of each Contract year shall be identical to the most recently modified annual budget.