

## Contract Summary Form

OC Expediter Requisition #: 1499691

Orangewood Foundation

### SUMMARY OF SIGNIFICANT CHANGES

1. Maximum Contractual Funding Obligation: increased for years 2 and 3. Page 2.
2. Scope of Work: expanded age ranges from 16 – 19 to 16 – 24. Page 2.
3. Scope of Work: expanded housing assistance and advocacy. Page 2.
4. Budget: adds new housing staff and increases FTE for existing staff. Page 3.
5. Staffing: adds qualifications and duties for 3 new staffing positions. Page 7.

### 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 (if there is information available), subcontractor(s) have/have not been used for this contract.

### CONTRACT OPERATING EXPENSES

Annual Budget for Independent Living Program Services Effective July 1, 2023:

#### STAFFING AND BENEFITS:

	<u>Position</u>	<u>Maximum</u>		<u>FTEs</u> <sup>(3)</sup>	<u>Amount</u>
		<u>Type</u> <sup>(1)</sup>	<u>Hourly</u> <u>Rate</u> <sup>(2)</sup>		
STAFFING					
Director of ILP Services	D		\$55.00	0.50	
Assistant Director of ILP Services	D		41.00	1.00	
ILP Supervisor	D		37.50	2.00	
ILP Events Coordinator	D		37.50	1.00	
Housing Identification Coordinator	D		26.00	1.00	
Youth Support Specialist <sup>(4)</sup>	D		30.00	11.00	
Program Assistant	D		26.00	0.50	

Data Entry Specialist	A	22.50	1.00	
Peer Mentor	D	23.00	0.60	
Senior Accountant	A	34.00	0.30	
SUBTOTAL STAFFING				\$1,101,410
EMPLOYEE BENEFITS <sup>(5)</sup>				<u>263,634</u>
TOTAL STAFFING AND EMPLOYEE BENEFITS				\$1,365,044
TOTAL SERVICES AND SUPPLIES <sup>(6)</sup>				\$1,322,006
TOTAL OPERATING EXPENSES <sup>(7)</sup>				\$ 34,260
SUBTOTAL STAFFING, EMPLOYEE BENEFITS, SERVICES, SUPPLIES, AND OPERATING EXPENSES				\$2,721,310
INDIRECT COSTS <sup>(8)</sup>				<u>\$ 196,429</u>
SUBTOTAL STAFFING, EMPLOYEE BENEFITS, SERVICES SUPPLIES, OPERATING EXPENSES, AND INDIRECT COSTS				\$2,917,739
<u>Minus Match</u> <sup>(9)</sup>				<b>(\$745,587)</b>
<b>MAXIMUM OBLIGATION FOR JULY 1, 2023 – JUNE 30, 2024</b>				<b>\$2,172,152</b>

<sup>(1)</sup> 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) Maximum hourly rate which will be permitted during the term of this Contract; employees may be paid at less than maximum hourly rate.
- (3) 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.
- (4) A minimum of 2.0 FTE Youth Support Specialist positions shall be filled with bilingual staff.
- (5) Employee Benefits include contributions to 401k or retirement plans; health insurance; dental insurance; vision insurance; Employee Assistance Plan; 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; 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 Direct Service benefit rate shall not exceed twenty-seven percent (27%) of the actual salary expense claimed. The Administrative Service benefit rate shall not exceed twenty-five percent (25%) of the actual salary expense claimed.
- (6) Services and Supplies include costs for program expenses such as office expenses and telephone; mileage as limited to the amount allowed by IRS; group service expenses such as costs for food, supplies, and venues needed for Workshops, Seminars, and Special Events; and housing concrete supports such as moving supplies, rental and utility deposits, housing stabilization, youth incentives, and basic needs.
- (7) Operating Expenses include costs for facility lease/rental and insurance.
- (8) Indirect costs include administrative costs not directly charged to the program, including costs for audits, Human Resources, Information Technology, and additional

administrative salaries and benefits. Indirect costs are based on ten percent (10%) of the total budget. In the event the rate is reduced, the reduction shall be afforded to ADMINISTRATOR and the budget amended accordingly.

- <sup>(9)</sup> Match includes in-kind support from salaries, services, supplies, and operating costs directly related to ILP Services. A minimum match of ten percent (10%) of the total annual budget is required annually.

10.2 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 ADMINISTRATOR. Such authorization shall be considered as an exception and may be approved, on a case-by-case basis, at the sole discretion of ADMINISTRATOR.

10.3 CONTRACTOR and ADMINISTRATOR 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 Subparagraph 20.1 of this Contract or reducing the level of service to be provided by CONTRACTOR. Further, in accordance with Subparagraph 43.3 of this Contract, in the event ADMINISTRATOR reduces the maximum funding obligation as stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR 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.

10.4 In the event the budget shown in Paragraph 10 of this Attachment 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 ADMINISTRATOR. For example, if Budget Modification #1 is approved on August 15, 2022, 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.