

## Contract Summary Form

OC Expediter Requisition #: 1636864

The Raise Foundation

### SUMMARY OF SIGNIFICANT CHANGES

1. Term: Contract is in the final year of a three-year term. Page 2.
2. Attachment B: County of Orange Information Technology Security Provisions is being added to the amendment. Page 8.

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

### CONTRACT OPERATING EXPENSES

The annual budget for services provided pursuant to Attachment A of this Contract is set forth as follows:

#### BUDGET FOR PERIOD OF JULY 1, 2022, THROUGH JUNE 30, 2024

| <u>Salaries/Benefits</u>         | <u>FTE<sup>(1)</sup></u> | <u>Maximum<br/>Hourly Rate<sup>(2)</sup></u> | <u>Budget</u> |
|----------------------------------|--------------------------|----------------------------------------------|---------------|
| Executive Director               | 0.60                     | \$58.50                                      |               |
| Program Director                 | 0.50                     | \$30.00                                      |               |
| Program Coordinator              | 1.00                     | \$23.50                                      |               |
| Program Associate                | 1.00                     | \$20.50                                      |               |
| Operations Director              | .30                      | \$30.00                                      |               |
| Accountant/Finance Manager       | .25                      | \$35.00                                      |               |
| SUB-TOTAL SALARIES               |                          |                                              | \$133,161     |
| Benefits <sup>(3)</sup> (19.69%) |                          |                                              | \$26,221      |
| Volunteers (In-Kind Match)       |                          |                                              | \$20,216      |
| SUB-TOTAL SALARIES AND BENEFITS  |                          |                                              | \$179,598     |

|                                                        |                   |
|--------------------------------------------------------|-------------------|
| Program Expenses <sup>(4)</sup>                        | \$4,375           |
| Operating Expenses <sup>(5)</sup>                      | \$20,516          |
| Services and Supplies <sup>(6)</sup>                   | \$7,891           |
| Training <sup>(7)</sup>                                | \$10,000          |
| Less In-Kind Match for Volunteers <sup>(8)</sup> (10%) | <u>(\$20,216)</u> |
| <b>TOTAL ANNUAL BUDGET</b>                             | <b>\$202,164</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 rate.
- (3) Employee Benefits include contributions to 401k or retirement plans: 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; 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 19.69% of the actual salary expense claimed.
- (4) Program Expenses include telephone, postage, and mileage (Mileage is limited to the amount allowed by IRS).
- (5) Operating Expenses include accounting and audit, office supplies, copier expense, computer website and maintenance, utilities, office rent, and liability insurance.
- (6) Services and Supplies includes Prevent Child Abuse Training Network, and public awareness campaigns.
- (7) Training line item is limited to reimbursement of \$3.33 per person-hour of accredited training provided as referenced in Subparagraph 2.6, up to a maximum of \$10,000 per contract year.

- (8) In-kind match provided by COUNCIL members at the rate of \$25.00 per hour (excludes in-kind hours by COUNCIL members who are SSA employees).

BUDGET FOR PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025

| <u>Salaries/Benefits</u>                                                            | <u>FTE<sup>(1)</sup></u> | <u>Maximum<br/>Hourly Rate<sup>(2)</sup></u> | <u>Budget</u>           |
|-------------------------------------------------------------------------------------|--------------------------|----------------------------------------------|-------------------------|
| Executive Director                                                                  | 0.25                     | \$65.00                                      |                         |
| Program Coordinator                                                                 | 0.50                     | \$35.00                                      |                         |
| Program Associate                                                                   | 0.50                     | \$25.00                                      |                         |
| Operations Director                                                                 | 0.125                    | \$40.00                                      |                         |
| Accountant/Finance Manager                                                          | 0.25                     | \$40.00                                      |                         |
| SUBTOTAL SALARIES                                                                   |                          |                                              | 127,400                 |
| Benefits <sup>(3)</sup> (19.69%)                                                    |                          |                                              | 21,650                  |
| Volunteers (In-Kind Match)                                                          |                          |                                              | 20,216                  |
| SUBTOTAL SALARIES AND BENEFITS                                                      |                          |                                              | <u>169,266</u>          |
| Operating Expenses <sup>(4)</sup>                                                   |                          |                                              | 29,614                  |
| Services and Supplies <sup>(5)</sup>                                                |                          |                                              | 18,500                  |
| Training                                                                            |                          |                                              | 5,000                   |
| SUBTOTAL OPERATING EXPENSES, SERVICES AND SUPPLIES, AND TRAINING                    |                          |                                              | <u>53,114</u>           |
| TOTAL SALARIES AND BENEFITS, SERVICES AND SUPPLIES, TRAINING AND OPERATING EXPENSES |                          |                                              | 222,380                 |
| Less In-Kind Match for Volunteers <sup>(6)</sup> (10%)                              |                          |                                              | (20,216)                |
| <b>TOTAL ANNUAL BUDGET</b>                                                          |                          |                                              | <b><u>\$202,164</u></b> |

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- (3) Employee Benefits include contributions to 401k or retirement plans: 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; 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 19.69% of the actual salary expense claimed.
- (4) Operating Expenses include telephone, postage, mileage (limited to the amount allowed by IRS), accounting and audit, office supplies, copier expense, computer website and maintenance, utilities, office rent, and liability insurance.
- (5) Services and Supplies includes Prevent Child Abuse Training Network, and public awareness campaigns.
- (6) In-kind match provided by COUNCIL members at the rate of \$25.00 per hour (excludes in-kind hours by COUNCIL members who are SSA employees).