

Contract Summary Form

Housing Support Program

OC Expediter Requisition #: 1556630

Mercy House Living Centers

SUMMARY OF SIGNIFICANT CHANGES

1. Term: Initial two-year term, renewable for an additional three-year term. Page 5.
2. Insurance: Addition of Employee Dishonesty (Client Coverage). Page 17.
3. Payments: Addition of Advanced Payment. Page 25
4. Outcome Objectives: Revised. Page 17 of Attachment A.
5. Scope of Work: Addition of Co-location. Page 19 of Attachment A.
6. Costs: Increase of approximately \$841,315 annually. Page 21 – 25 of Attachment A.

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

ESTIMATED BUDGET FOR PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024

STAFFING AND BENEFITS:

<u>DIRECT SERVICE POSITIONS</u> ⁽¹⁾	<u>Position Type</u> ⁽¹⁾	<u>Maximum Hourly Rate</u> ⁽³⁾	<u>FTEs</u> ⁽²⁾	<u>Amount</u>
Housing Solutions Supervisor	D	\$26.00	4.00	
Housing Solutions Case Manager	D	\$23.00	14.00	
Leasing Agent	D	\$23.00	6.00	
SUBTOTAL DIRECT SERVICE SALARIES				\$1,173,120

ADMINISTRATIVE POSITIONS⁽¹⁾

Housing Solutions Director	A	\$38.46	0.20
Housing Solutions Regional Director	A	\$36.06	0.40
Housing Solutions Program Manager	A	\$29.00	0.60
Chief Executive Officer	A	\$108.17	0.06
Chief Operations Officer	A	\$72.12	0.10
Accounting Manager	A	\$40.87	0.20
Accounting Supervisor	A	\$32.00	0.30
Accounting Specialist	A	\$27.00	0.80
Housing Solutions Administrative Manager	A	\$28.00	0.30
IT Specialist	A	\$22.00	0.20
Human Resource Manager	A	\$33.00	0.20
Human Resource Specialist	A	\$22.00	0.25
Data Specialist	A	\$21.00	1.50

SUBTOTAL ADMINISTRATIVE SERVICE SALARIES \$309,900

TOTAL STAFFING SALARIES \$1,483,020

EMPLOYEE BENEFITS⁽⁴⁾ (28%) \$415,246

TOTAL STAFFING & EMPLOYEE BENEFITS \$1,898,266

TOTAL SERVICES AND SUPPLIES ⁽⁵⁾ ⁽⁶⁾ \$30,125

TOTAL OPERATING EXPENSES ⁽⁷⁾ \$155,170

SUBTOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSES \$185,295

SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES \$2,083,561

TOTAL DIRECT FINANCIAL ASSISTANCE⁽⁸⁾ \$3,257,754

TOTAL ANNUAL BUDGET ⁽⁹⁾**\$5,341,315****ESTIMATED BUDGET FOR PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025**STAFFING AND BENEFITS:

<u>DIRECT SERVICE POSITIONS⁽¹⁾</u>	<u>Position Type⁽¹⁾</u>	<u>Maximum Hourly Rate⁽³⁾</u>	<u>FTEs⁽²⁾</u>	<u>Amount</u>
Housing Solutions Supervisor	D	\$26.78	4.00	
Housing Solutions Case Manager	D	\$23.69	14.00	
Leasing Agent	D	\$23.69	6.00	
SUBTOTAL DIRECT SERVICE SALARIES				\$1,208,314
 <u>ADMINISTRATIVE POSITIONS⁽¹⁾</u>				
Housing Solutions Director	A	\$39.62	0.20	
Housing Solutions Regional Director	A	\$37.14	0.40	
Housing Solutions Program Manager	A	\$29.87	0.60	
Chief Executive Officer	A	\$111.42	0.06	
Chief Operations Officer	A	\$74.28	0.10	
Accounting Manager	A	\$42.09	0.20	
Accounting Supervisor	A	\$32.96	0.30	
Accounting Specialist	A	\$27.81	0.80	
Housing Solutions Administrative Manager	A	\$28.84	0.30	
IT Specialist	A	\$22.66	0.20	
Human Resource Manager	A	\$33.99	0.20	
Human Resource Specialist	A	\$22.66	0.25	
Data Specialist	A	\$21.63	1.50	
SUBTOTAL ADMINISTRATIVE SERVICE SALARIES				<u>\$319,197</u>
TOTAL STAFFING SALARIES				\$1,527,511
EMPLOYEE BENEFITS⁽⁴⁾ (28%)				<u>\$427,703</u>

TOTAL STAFFING & EMPLOYEE BENEFITS	\$1,955,214
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾ ⁽⁶⁾	\$31,029
TOTAL OPERATING EXPENSES ⁽⁷⁾	<u>\$159,825</u>
SUBTOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSESES	\$190,854
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES	\$2,146,068
TOTAL DIRECT FINANCIAL ASSISTANCE ⁽⁸⁾	<u>\$3,195,247</u>
TOTAL ANNUAL BUDGET ⁽⁹⁾	\$5,341,315

- (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. Proposed administrative costs should be held to no more than forty percent (40%) of the proposed budget year. CONTRACTOR shall budget a minimum of sixty percent (60%) of total costs for direct services, which includes direct financial assistance and direct services staff (e.g., Housing Navigator, First Line Supervisor, Housing Solutions Case Managers). Budget does not include indirect costs.
- (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 Medical Insurance, Workers Compensation Insurance, 401(k) Contributions, payroll taxes, 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 28.18% of the actual salary expense claimed.
- (5) Mileage is limited to the amount allowed by IRS.
- (6) Services and supplies shall include independent audit, translation services, and office and program supplies.
- (7) Operating expenses shall include facility lease, equipment lease, utilities, telephone, mileage, insurance, and other human resource expenses.
- (8) Direct financial assistance to support housing represents all housing related costs paid out on behalf of the participant. This includes costs associated with rental assistance, application fees, security deposits, first and last months' rent, housing rehabilitation and modification costs, interim shelter assistance, move-in costs, and landlord incentives.
- (9) The annual budgets are estimated and subject to modification per Subparagraph 16.3 of this Attachment A, providing that such modifications do not change the COUNTY's maximum funding obligation as stated in Subparagraph 21.1 of this Contract.