

## Contract Summary Form

Seneca Family of Agencies

### 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

#### BUDGET

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

STAFFING	Position Type <sup>(1)</sup>	Maximum Hourly Rate <sup>(2)</sup>	Annual Budget
Executive Director	A	\$74.69	
Project/Program Director	A	\$54.61	
Counselor/Mental Health Clinician Bilingual	D	\$38.82	
Clinical Supervisor	D	\$43.31	
Peer Parent Partner Bilingual	D	\$25.83	
Peer Youth Partner Bilingual	D	\$27.05	
Administrator on-Call	D	\$43.31	
Senior Administrative Assistant	A	\$23.10	
Program Assistant/ Health Education Specialist	A	\$25.60	
Facilities Manager	A	\$36.00	
On-Call Supplemental Overtime Pool	D	\$0.00	
Staffing Subtotal			\$188,222
EMPLOYEE BEBEFITS <sup>(3)</sup> (29%)			\$55,249
<b>TOTAL STAFFING AND EMPLOYEE BENEFITS</b>			<b>\$243,471</b>

Services and Supplies <sup>(4)</sup>	\$24,842
Operating Expenses <sup>(5)</sup>	\$4,414
SUBTOTAL STAFFING, BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES	\$272,727
INDIRECT COSTS <sup>(6)</sup> (9%)	\$27,273
TOTAL MAXIMUM COUNTY OBLIGATION FOR FY 2021-22	\$300,000

- (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) Maximum hourly rate which will be permitted during the term of this Agreement; employees may be paid at less than maximum hourly rate.
- (3) Employee Benefits include contribution to 401k/403B; health 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 29% of the actual salary expense claimed.
- (4) Services and Supplies include cost for translation and other relevant services, office expenses, program expenses, telephone, subscriptions and dues, data platforms, staff training/travel, mileage (limited to the amount allowed by IRS), vehicle costs, equipment, program expenses, and furniture.
- (5) Operating Expenses include facilities/maintenance expense, equipment and utilities.
- (6) Indirect cost includes administrative cost not solely related to direct services to clients, supervision program costs (including management and administrative

support, accounting, payroll, information technology, marketing, human resources, etc.) shall be held to no more than 15% of total gross program costs.