

## Contract Summary Form

OC Expediter Requisition #: 1780791

Mercy House Living Centers

### SUMMARY OF SIGNIFICANT CHANGES

1. Term. Update language to include the renewal contract term of July 1, 2023 through June 30, 2028. Page 2.
2. Maximum Contractual Finding Obligation. Updated to revise the maximum obligation amount for the five-year contract term. Page 2.
3. Workload Standard. Updated number of Families to be served commensurate with the updated budget. Page 2.
4. Budget. Updated to detail the new annual budget amounts. Page 2.
5. Staffing. Updated section to incorporate changes, as Contractor changed some role titles and moved to lower tier Admin positions. Page 9.
6. Attachment C. Replaced State Privacy and Security Provisions to new version. Page 25.

### 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 Term of July 1, 2023, through June 30, 2024

LINE ITEMS	Position Type <sup>(2)</sup>	Maximum Hourly Rate <sup>(3)</sup>	FTEs <sup>(4)</sup>	Amount
<b>STAFFING AND BENEFITS</b>				
<u>Direct Service Positions<sup>(1)</sup></u>				
Housing Solutions Supervisor	D	\$26.00	1.29	
Housing Solutions Case Manager	D	\$23.00	3.00	
Housing Solutions Case Manager - Bilingual	D	\$23.00	3.00	
Leasing Agent	D	\$23.00	3.00	
		Subtotal Direct Service Salaries		\$500,091
<u>Administrative Positions<sup>(1)</sup></u>				

Housing Solutions Director	A	\$38.46	0.10	
Housing Solutions Regional Director	A	\$36.06	0.10	
Housing Solutions Program Manager	A	\$29.00	0.30	
Chief Executive Officer	A	\$108.17	0.03	
Chief Operations Officer	A	\$72.12	0.03	
Accounting Manager	A	\$40.87	0.10	
Accounting Supervisor	A	\$32.00	0.20	
AR Accounting Specialist	A	\$27.00	0.15	
AP Accounting Specialist	A	\$27.00	0.15	
IT Specialist	A	\$22.00	0.15	
Human Resource Manager	A	\$33.00	0.25	
Human Resource Specialist	A	\$22.00	0.30	
Data Specialist	A	\$21.00	0.30	
HS Administrative Manager	A	\$28.00	0.15	
		Subtotal Administrative Service Salaries		\$143,099
<b>TOTAL STAFFING SALARIES</b>				<b>\$643,190</b>
Employee Benefits <sup>(5)</sup> (28.18%)				\$181,251
		<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$824,441</b>
Subtotal Services And Supplies <sup>(6)</sup>				\$20,500
Subtotal Operating Expenses <sup>(7)(8)</sup>				\$73,298
		<b>TOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSES</b>		<b>\$93,798</b>
Direct Financial Assistance <sup>(1)</sup>				
		<b>TOTAL DIRECT FINANCIAL ASSISTANCE</b>		<b>\$1,563,299</b>
		<b>TOTAL ALLOWABLE COSTS JULY 1, 2023 THROUGH JUNE 30, 2024<sup>(9)</sup></b>		<b>\$2,481,538</b>

Annual Budget for Term of July 1, 2024, through June 30, 2025

<b>LINE ITEMS</b>	<b>Position Type<sup>(2)</sup></b>	<b>Maximum Hourly Rate<sup>(3)</sup></b>	<b>FTEs<sup>(4)</sup></b>	<b>Amount</b>
<b>STAFFING AND BENEFITS</b>				
<u>Direct Service Positions<sup>(1)</sup></u>				
Housing Solutions Supervisor	D	\$26.78	1.29	
Housing Solutions Case Manager	D	\$23.69	3.00	
Housing Solutions Case Manager - Bilingual	D	\$23.69	3.00	
Leasing Agent	D	\$23.69	3.00	
		Subtotal Direct Service Salaries		\$515,095
<u>Administrative Positions<sup>(1)</sup></u>				
Housing Solutions Director	A	\$39.61	0.10	

Housing Solutions Regional Director	A	\$37.14	0.10	
Housing Solutions Program Manager	A	\$29.87	0.30	
Chief Executive Officer	A	\$111.42	0.03	
Chief Operations Officer	A	\$74.28	0.03	
Accounting Manager	A	\$42.10	0.10	
Accounting Supervisor	A	\$32.96	0.20	
AR Accounting Specialist	A	\$27.81	0.15	
AP Accounting Specialist	A	\$27.81	0.15	
IT Specialist	A	\$22.66	0.15	
Human Resource Manager	A	\$33.99	0.25	
Human Resource Specialist	A	\$22.66	0.30	
Data Specialist	A	\$21.63	0.30	
HS Administrative Manager	A	\$28.84	0.15	
				Subtotal Administrative Service Salaries
				<u>\$147,393</u>
TOTAL STAFFING SALARIES				\$662,488
Employee Benefits <sup>(5)</sup> (28.18%)				\$186,689
				<u>TOTAL SALARIES &amp; BENEFITS</u>
				<b>\$849,177</b>
Subtotal Services And Supplies <sup>(6)</sup>				\$18,725
Subtotal Operating Expenses <sup>(7)(8)</sup>				\$75,495
				<u>TOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSES</u>
				<b>\$94,220</b>
Direct Financial Assistance <sup>(1)</sup>				
				<u>TOTAL DIRECT FINANCIAL ASSISTANCE</u>
				<b>\$1,556,603</b>
				<u>TOTAL ALLOWABLE COSTS JULY 1, 2024 THROUGH JUNE 30, 2025<sup>(9)</sup></u>
				<b>\$2,500,000</b>

Annual Budget for Term of July 1, 2025, through June 30, 2026

LINE ITEMS	Position Type <sup>(2)</sup>	Maximum Hourly Rate <sup>(3)</sup>	FTEs <sup>(4)</sup>	Amount
<b>STAFFING AND BENEFITS</b>				
<u>Direct Service Positions<sup>(1)</sup></u>				
Housing Solutions Manager	D	\$36.50	0.80	
Housing Solutions Case Manager II	D	\$27.00	1.00	
Housing Solutions Case Manager I	D	\$25.50	2.00	
Leasing Agent	D	\$24.00	1.00	
				Subtotal Direct Service Salaries
				<u>\$272,896</u>
<u>Administrative Positions<sup>(1)</sup></u>				
Housing Solutions Director	A	\$43.30	0.30	
Deputy Chief Executive Officer	A	\$83.00	0.06	
Chief Program Officer	A	\$57.69	0.08	
Controller	A	\$43.30	0.20	

Senior Accountant	A	\$33.65	0.25	
AR Accounting Specialist	A	\$28.00	0.40	
AP Accounting Specialist	A	\$25.00	0.30	
IT Manager	A	\$40.87	0.20	
Data Manager	A	\$36.50	0.10	
Data Specialist	A	\$23.00	0.50	
Employee Relations Specialist	A	\$26.00	0.20	
Administrative Manager	A	\$34.00	0.40	
				Subtotal Administrative Service Salaries
				<u>\$209,002</u>
<b>TOTAL STAFFING SALARIES</b>				<b>\$481,898</b>
Employee Benefits <sup>(5)</sup> (28.18%)				<u>\$120,475</u>
				<b>TOTAL SALARIES &amp; BENEFITS</b>
				<b>\$602,373</b>
				Subtotal Services And Supplies <sup>(6)</sup>
				\$12,000
				Subtotal Operating Expenses <sup>(7)(8)</sup>
				<u>\$75,000</u>
				<b>TOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSES</b>
				<b>\$87,000</b>
				Direct Financial Assistance <sup>(1)</sup>
				<b>TOTAL DIRECT FINANCIAL ASSISTANCE</b>
				<u>\$1,110,627</u>
				<b>TOTAL ALLOWABLE COSTS JULY 1, 2025 THROUGH JUNE 30, 2026<sup>(9)</sup></b>
				<b>\$1,800,000</b>

Annual Budget for Term of July 1, 2026, through June 30, 2027

<b>LINE ITEMS</b>	<b>Position Type<sup>(2)</sup></b>	<b>Maximum Hourly Rate<sup>(3)</sup></b>	<b>FTEs<sup>(4)</sup></b>	<b>Amount</b>
<b>STAFFING AND BENEFITS</b>				
<u>Direct Service Positions<sup>(1)</sup></u>				
Housing Solutions Program Manager	D	\$37.60	0.80	
Housing Solutions Case Manager II	D	\$27.81	1.00	
Housing Solutions Case Manager I	D	\$26.27	3.00	
Leasing Agent	D	\$24.72	1.00	
				Subtotal Direct Service Salaries
				\$335,714
<u>Administrative Positions<sup>(1)</sup></u>				
Housing Solutions Director	A	\$44.60	0.30	
Deputy Chief Executive Officer	A	\$85.49	0.06	
Chief Program Officer	A	\$59.42	0.08	
Senior Accountant	A	\$34.66	0.25	
AR Accounting Specialist	A	\$28.84	0.40	
AP Accounting Specialist	A	\$25.75	0.30	
IT Manager	A	\$42.09	0.20	

Data Manager	A	\$37.60	0.15	
Data Specialist	A	\$23.69	0.50	
Employee Relations Specialist	A	\$26.78	0.20	
Administrative Manager	A	\$35.02	0.40	
				Subtotal Administrative Service Salaries
				<u>\$200,629</u>
TOTAL STAFFING SALARIES				\$536,343
Employee Benefits <sup>(5)</sup> (28.18%)				<u>\$151,142</u>
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$687,485</b>
Subtotal Services And Supplies <sup>(6)</sup>				\$14,633
Subtotal Operating Expenses <sup>(7)(8)</sup>				<u>\$104,448</u>
<b>TOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSES</b>				<b>\$119,081</b>
Direct Financial Assistance <sup>(1)</sup>				
<b>TOTAL DIRECT FINANCIAL ASSISTANCE</b>				<u><b>\$1,301,116</b></u>
<b>TOTAL ALLOWABLE COSTS JULY 1, 2026 THROUGH JUNE 30, 2027<sup>(9)</sup></b>				<b>\$2,107,682</b>

Annual Budget for Term of July 1, 2027, through June 30, 2028

<b>LINE ITEMS</b>	<b>Position Type<sup>(2)</sup></b>	<b>Maximum Hourly Rate<sup>(3)</sup></b>	<b>FTEs<sup>(4)</sup></b>	<b>Amount</b>
<b>STAFFING AND BENEFITS</b>				
<u>Direct Service Positions<sup>(1)</sup></u>				
Housing Solutions Program Manager	D	\$38.72	0.80	
Housing Solutions Case Manager II	D	\$28.64	1.00	
Housing Solutions Case Manager I	D	\$27.05	1.00	
Leasing Agent	D	\$25.46	0.50	
				Subtotal Direct Service Salaries
				\$206,765
<u>Administrative Positions<sup>(1)</sup></u>				
Housing Solutions Director	A	\$45.94	0.20	
Deputy Chief Executive Officer	A	\$88.05	0.06	
Chief Program Officer	A	\$61.21	0.08	
Senior Accountant	A	\$35.70	0.25	
AR Accounting Specialist	A	\$29.71	0.40	
AP Accounting Specialist	A	\$26.52	0.00	
IT Manager	A	\$43.35	0.10	
Data Manager	A	\$38.72	0.10	
Data Specialist	A	\$24.40	0.50	
Employee Relations Specialist	A	\$27.58	0.20	
Administrative Manager	A	\$36.07	0.30	

	Subtotal Administrative Service Salaries	\$159,995
TOTAL STAFFING SALARIES		\$366,760
Employee Benefits <sup>(5)</sup> (28.18%)		\$103,353
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$470,113</b>
Subtotal Services And Supplies <sup>(6)</sup>		\$10,650
Subtotal Operating Expenses <sup>(7)(8)</sup>		\$90,889
	<b>TOTAL SERVICES AND SUPPLIES AND OPERATING EXPENSES</b>	<b>\$101,539</b>
Direct Financial Assistance <sup>(4)</sup>		
	<b>TOTAL DIRECT FINANCIAL ASSISTANCE</b>	<b>\$833,469</b>
	<b>TOTAL ALLOWABLE COSTS JULY 1, 2027 THROUGH JUNE 30, 2028<sup>(9)</sup></b>	<b>\$1,405,121</b>

- (1) Administrative costs should be held no more than forty-five percent (45%) of the proposed budget year. The cost of direct services staff (e.g., case management staff, housing navigation staff) is to be included in the forty-five percent (45%) administrative cost limit, and at a minimum of twenty-five percent (25%) of the proposed annual budget. Budget shall reflect a minimum of fifty-five percent (55%) of total costs for direct financial assistance to support housing, which represents all housing related costs paid out on behalf of Families who are at-risk of homelessness or experiencing homelessness such as rental assistance, interim housing options, rental subsidies, rental application fees, security deposits, first and last months' rent, housing rehabilitation and modification costs, interim shelter assistance, move-in costs, landlord incentives, and other housing related costs allowed under the Bringing Families Home program.
- (2) 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.
- (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) 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.
- (5) 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.

- (6) Services and supplies expenses shall include costs related to independent audit, translation services, office and program supplies.
- (7) Operating expenses shall include costs related to office lease, equipment lease, utilities, communications, mileage, insurance, and human resources expenses (i.e., non-staffing costs associated with the recruitment and retention of employees associated with the program).
- (8) Mileage is limited to the amount allowed by IRS.
- (9) The annual budgets are estimated and subject to modification per Subparagraph 15.3 of this Attachment A, providing that such modifications do not change the County's maximum funding obligation as stated in Subparagraph 20.1 of this Contract.