

Contract Summary Form

OC Expediter Requisition #: 1780632

**Orange County's United Way dba Orange County United Way
Professional & Technical Support and Information & Referral Services****SUMMARY OF SIGNIFICANT CHANGES**

Contract for Professional & Technical Support and Information & Referral Services shall provide technical assistance to the County Executive Office (CEO), Office of Care Coordination and its advisory group, the Continuum of Care Board (CoC Board), which acts on behalf of the Orange County Continuum of Care (CoC).

SUBCONTRACTORS

This contract includes the following subcontractors or pass through to other providers.

N/A

Budget**Administrative and Program Budgets for Period 1: July 1, 2024, to June 30, 2025**

Project Categories	Cost
Project Activity: Program - Information & Referral Services	
Administrative Salaries & Benefits	\$13,635.82
Program Salaries & Benefits	\$111,165.48
Operating Costs	\$25,198.70
Project Total	\$150,000.00
Project Activity: Program - HMIS Lead for Orange County CoC	
Administrative Salaries & Benefits	\$14,285.17
Program Salaries & Benefits	\$90,854.40
Operating Costs	\$52,004.43
Project Total	\$157,144.00
Project Activity: CoC Planning Grant	
Administrative Salaries & Benefits	\$13,636.40
Program Salaries & Benefits	\$127,861.34
Operating Costs	\$8,502.26
Project Total	\$150,000.00
Project Activity: Program – Operate Virtual Front Door	
Administrative Salaries & Benefits	\$16,580.31
Program Salaries & Benefits	\$141,571.51
Operating Costs	\$24,228.18
Project Total	\$182,380.00
Total Contract Costs	\$639,524.00

Administrative and Program Budgets for Period 2: July 1, 2025, to June 30, 2026

The total budget for Period 2 is \$992,699.34. The table below provides a breakdown by the following activities:

- A. CoC Planning and Support Activities

- B. HMIS Lead
- C. CES Virtual Front Door and Support
- D. Information and Referral Services
- E. Compensation for People with Lived Experience
- F. CES for Survivors Support

Activity and Budget Line Item	Cost
Activity A: CoC Planning and Support Activities	
Administrative Salaries	\$11,086.48
Administrative Benefits	\$2,549.88
Program Salaries	\$102,777.36
Program Benefits	\$23,643.36
Operating Costs	\$9,942.92
Activity A Subtotal	\$150,000.00
Activity B: HMIS Lead	
Administrative Salaries	\$11,614.49
Administrative Benefits	\$2,671.33
Program Salaries	\$76,959.29
Program Benefits	\$17,704.15
Operating Costs	\$48,194.74
Activity B Subtotal	\$157,144.00
Activity C: CES Virtual Front Door and Support	
Administrative Salaries	\$13,479.68
Administrative Benefits	\$3,100.32
Program Salaries	\$113,922.12
Program Benefits	26,202.12
Operating Costs	\$25,675.76
Activity C Subtotal	\$182,380.00
Activity D: Information & Referral Services	
Administrative Salaries	\$11,086.48
Administrative Benefits	\$2,549.88
Program Salaries	\$91,159.12
Program Benefits	\$20,966.72
Operating Costs	\$24,237.80
Activity D Subtotal	\$150,000.00
Activity E: Compensation for People with Lived Experience	
Indirect Costs	\$9,259.50
Program Salaries	\$54,500.00
Program Benefits	\$12,535.00
Operating Costs	\$25,560.00
Compensation	\$150,000.00
Activity E Subtotal	\$251,854.50
Activity F: CES for Survivors Support	
Indirect Costs	\$9,210.99
Program Salaries	\$30,160.00
Program Benefits	\$6,936.80
Operating Costs	\$55,013.05

Activity F Subtotal	\$101,320.84
Total Contract	\$992,699.34

Administrative and Program Budgets for Period 3: July 1, 2026, to June 30, 2027

The total budget for Period 3 is \$828,000.00. The table below provides a breakdown by the following activities:

- A. CoC Planning and Support Activities
- B. HMIS Lead
- C. CES Virtual Front Door and Support
- D. Information and Referral Services
- E. Compensation for People with Lived Experience
- F. CES for Survivors Support

Activity and Budget Line Item	Cost
Activity A: CoC Planning and Support Activities	
Administrative Salaries	\$11,088.24
Administrative Benefits	\$2,548.12
Program Salaries	\$97,098.48
Program Benefits	\$24,274.56
Operating Costs	\$14,990.60
Activity A Subtotal	\$150,000.00
Activity B: HMIS Lead	
Administrative Salaries	\$10,239.84
Administrative Benefits	\$2,669.25
Program Salaries	\$67,400.40
Program Benefits	\$16,850.16
Operating Costs	\$44,840.35
Activity B Subtotal	\$142,000.00
Activity C: CES Virtual Front Door and Support	
Administrative Salaries	\$6,846.36
Administrative Benefits	\$1,335.46
Program Salaries	\$56,061.24
Program Benefits	\$14,015.40
Operating Costs	\$11,741.54
Activity C Subtotal	\$90,000.00
Activity D: Information & Referral Services	
Administrative Salaries	\$10,239.84
Administrative Benefits	\$2,032.89
Program Salaries	\$79,970.76
Program Benefits	\$19,992.72
Operating Costs	\$22,763.79
Activity D Subtotal	\$135,000.00
Activity E: Compensation for People with Lived Experience	
Indirect Costs	\$20,454.00

Program Salaries	\$60,000.00
Program Benefits	\$13,800.00
Operating Costs	\$6,745.00
Compensation	\$124,001.00
Activity E Subtotal	\$225,000.00
Activity F: CES for Survivors Support	
Indirect Costs	\$7,818.18
Program Salaries	\$21,632.00
Program Benefits	\$5,392.98
Operating Costs	\$51,156.84
Activity F Subtotal	\$86,000.00
Total Contract	\$828,000.00

Staffing Table
Period 1: July 1, 2024, to June 30, 2025

Title	FTE*
Information and Referral Services	2.18
HMIS Lead	0.99
CoC Planning and Support Activities	1.28
CES Virtual Front Door and Support	2.49
TOTAL:	6.94

*FTE = Full-Time Equivalent

Period 2: July 1, 2025, to June 30, 2026

The below table provides a Staffing breakdown by the following activities:

- A. CoC Planning and Support Activities
- B. HMIS Lead
- C. CES Virtual Front Door and Support
- D. Information and Referral Services
- E. Compensation for People with Lived Experience
- F. CES for Survivors Support

Activity	A	B	C	D	E	F	Total
Administrative Staffing							
Executive Director	0.03	0.02	0.02	0.03	0.00	0.00	0.10
Director, Operations	0.05	0.06	0.05	0.05	0.00	0.00	0.21
Director, Community Impact	0.00	0.00	0.03	0.00	0.00	0.00	0.03
Administrative Subtotal	0.08	0.08	0.10	0.08	0.00	0.00	0.34
Program Staffing							
HMIS Data Analyst	0.55	0.20	0.00	0.00	0.00	0.50	1.25

Senior Manager, HMIS	0.20	0.40	0.00	0.00	0.00	0.00	0.60
Director, Data Analytics	0.40	0.20	0.00	0.00	0.00	0.00	0.60
HMIS Support Specialist	0.00	0.10	0.00	0.00	0.00	0.00	0.10
Housing Intake Specialist	0.00	0.00	2.23	0.00	0.00	0.00	2.23
Finance Manager	0.00	0.00	0.00	0.00	0.10	0.00	0.10
Lived Experience Partnership Manager	0.00	0.00	0.00	0.00	0.50	0.00	0.50
I&R Specialist	0.00	0.00	0.00	1.85	0.00	0.00	1.85
Program Subtotal	1.15	0.90	2.23	1.85	0.60	0.50	7.23
TOTAL	1.23	0.98	2.33	1.93	0.60	0.50	7.57

*FTE = Full-Time Equivalent

Subrecipient personnel must be duly licensed and qualified to provide the services under this Contract with appropriate training, education, and experience. Any change in Subrecipient: (a) key personnel, a reduction in effort of 25% or more, or an absence for three (3) months; or (b) key finance/accounting personnel; requires written notice to County for approval of replacement personnel, which shall not be unreasonably withheld.

The County may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of additional key personnel shall be subject to County approval.

Period 3: July 1, 2026, to June 30, 2027

The below table provides a Staffing breakdown by the following activities:

- A. CoC Planning and Support Activities
- B. HMIS Lead
- C. CES Virtual Front Door and Support
- D. Information and Referral Services
- E. Compensation for People with Lived Experience
- F. CES for Survivors Support

Activity	A	B	C	D	E	F	Total
Administrative Staffing							
Executive Director	0.03	0.03	0.03	0.03	0.00	0.00	0.12
Director, Operations	0.04	0.04	0.01	0.04	0.00	0.00	0.13
Administrative Subtotal	0.07	0.07	0.04	0.07	0.00	0.00	0.25
Program Staffing							
HMIS Data Analyst	0.40	0.00	0.00	0.00	0.00	0.40	0.80
Senior Manager, HMIS	0.20	0.20	0.00	0.00	0.00	0.00	0.40
Director, Data	0.40	0.20	0.00	0.00	0.00	0.00	0.60

Analytics							
HMIS Support Specialist	0.00	0.40	0.00	0.00	0.00	0.00	0.40
Senior Manager, Contact Center	0.00	0.00	0.05	0.00	0.00	0.00	0.05
Housing Intake Specialist	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Finance Manager	0.00	0.00	0.00	0.00	0.10	0.00	0.10
Lived Experience Partnership Manager	0.00	0.00	0.00	0.00	0.60	0.00	0.60
I&R Specialist	0.00	0.00	0.00	1.75	0.00	0.00	1.75
Program Subtotal	1.00	0.80	1.05	1.75	0.70	0.40	5.70
TOTAL	1.07	0.87	1.09	1.82	0.70	0.40	5.95

*FTE = Full-Time Equivalent

Subrecipient personnel must be duly licensed and qualified to provide the services under this Contract with appropriate training, education, and experience. Any change in Subrecipient: (a) key personnel, a reduction in effort of 25% or more, or an absence for three (3) months; or (b) key finance/accounting personnel; requires written notice to County for approval of replacement personnel, which shall not be unreasonably withheld.

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