

Contract Summary Form

Home Safe Program

OC Expediter Requisition #: 1798544

Mercy House Living Centers

SUMMARY OF SIGNIFICANT CHANGES

1. Maximum Contractual Funding Obligation. Updated to revise the Maximum obligation amount of the five-year contract term. Page 2.
2. Insurance. Modified insurance provisions to accept claims-made coverage for SML. Page 7.
3. Definitions. Updated to revise and add definitions. Page 10.
4. Referrals. Updated to clarify referral process. Page 16.
5. Budget. Updated to detail the new annual budget amounts. Page 20.
6. Attachment B. Replaced Information Technology Security Provisions for new version. Page 29.
7. Attachment C. Replaced State Privacy and Security Provisions for new version. Page 37.
8. Attachment D. Replaced Information Technology Security Guidelines doe new version. Page 93.

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 SERVICES POSITIONS⁽¹⁾</u>	<u>Position Type ⁽¹⁾</u>	<u>Maximum Hourly Rate⁽²⁾</u>	<u>FTEs⁽³⁾</u>	<u>Amount</u>
Housing Solutions Supervisor	D	26.00	3.00	
Housing Solutions Case Manager	D	23.00	8.00	

Housing Solutions Case Manager Bilingual	D	23.00	2.00	
Leasing Agent	D	23.00	4.00	
Housing Solutions Administrative Manager	D	28.00	0.15	
Housing Solutions Regional Director	D	36.06	0.20	
Housing Solutions Program Manager	D	29.00	0.30	
Subtotal Direct Service Salaries				\$873,832
<u>ADMINISTRATIVE POSITIONS⁽¹⁾</u>				
Housing Solutions Director	A	38.46	0.10	
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	
Accounting Specialist	A	27.00	0.50	
IT Specialist	A	22.00	0.20	
Data Specialist	A	21.00	0.20	
Human Resource Manager	A	33.00	0.20	
Human Resource Specialist	A	22.00	0.20	
Subtotal Administrative Salaries				\$109,910
TOTAL STAFFING SALARIES				\$983,742
EMPLOYEE BENEFITS ⁽⁴⁾ (28%)				<u>\$275,448</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$1,259,190
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$30,275
TOTAL OPERATING EXPENSES ⁽⁶⁾⁽⁷⁾				\$83,181
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES				\$1,372,645
TOTAL DIRECT FINANCIAL ASSISTANCE ⁽⁸⁾				\$1,706,354
TOTAL ANNUAL BUDGET ⁽⁹⁾				\$3,079,000
ESTIMATED BUDGET FOR PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025				
<u>STAFFING AND BENEFITS:</u>				

	<u>Position</u>	<u>Maximum</u>		
	<u>Type</u> ⁽¹⁾	<u>Hourly</u>	<u>FTEs</u> ⁽³⁾	<u>Amount</u>
<u>DIRECT SERVICES POSITIONS</u> ⁽¹⁾		<u>Rate</u> ⁽²⁾		
Housing Solutions Supervisor	D	26.78	3.00	
Housing Solutions Case Manager	D	23.69	8.00	
Housing Solutions Case Manager Bilingual	D	23.69	2.00	
Leasing Agent	D	23.69	4.00	
Housing Solutions Administrative Manager	D	28.84	0.15	
Housing Solutions Regional Director	D	37.14	0.20	
Housing Solutions Program Manager	D	29.87	0.30	
Subtotal Direct Service Salaries				\$900,047
<u>ADMINISTRATIVE POSITIONS</u> ⁽¹⁾				
Housing Solutions Director	A	39.62	0.10	
Chief Executive Officer	A	111.42	0.03	
Chief Operations Officer	A	74.28	0.03	
Accounting Manager	A	42.09	0.10	
Accounting Supervisor	A	32.96	0.20	
Accounting Specialist	A	27.81	0.50	
IT Specialist	A	22.66	0.20	
Data Specialist	A	21.63	0.20	
Human Resource Manager	A	33.99	0.20	
Human Resource Specialist	A	22.66	0.20	
Subtotal Administrative Salaries				\$113,208
TOTAL STAFFING SALARIES				\$1,013,255
EMPLOYEE BENEFITS ⁽⁴⁾ (28%)				<u>\$283,711</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$1,296,966
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$31,183
TOTAL OPERATING EXPENSES ⁽⁶⁾⁽⁷⁾				\$85,676
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES				\$1,413,825
TOTAL DIRECT FINANCIAL ASSISTANCE ⁽⁸⁾				\$1,665,175
TOTAL ANNUAL BUDGET ⁽⁹⁾				\$3,079,000

ESTIMATED BUDGET FOR PERIOD OF JULY 1, 2025, THROUGH JUNE 30, 2026

STAFFING AND BENEFITS:

	<u>Position</u>	<u>Maximum</u>		
	<u>Type</u> ⁽¹⁾	<u>Hourly</u>	<u>FTEs</u> ⁽³⁾	<u>Amount</u>
<u>DIRECT SERVICES POSITIONS</u> ⁽¹⁾		<u>Rate</u> ⁽²⁾		
Housing Solutions Case Manager	D	27.00	3.00	
Housing Solutions Program Manager	D	36.50	0.20	
Subtotal Direct Service Salaries				\$123,294
<u>ADMINISTRATIVE POSITIONS</u> ⁽¹⁾				
Housing Solutions Director	A	43.00	0.20	
Deputy Chief Executive Officer	A	83.00	0.05	
Chief Program Officer	A	58.00	0.05	
Housing Solutions Administrative Manager	A	34.00	0.20	
Controller	A	43.00	0.10	
Senior Accountant	A	34.00	0.15	
Accounting Specialist- Payable	A	25.00	0.20	
Accounting Specialist - Receivable	A	28.00	0.20	
IT Manager	A	41.00	0.06	
Data Manager	A	37.00	0.10	
Data Specialist	A	23.00	0.30	
Employee Relations Specialist	A	26.00	0.10	
Subtotal Administrative Salaries				\$120,588
TOTAL STAFFING SALARIES				\$243,882
EMPLOYEE BENEFITS ⁽⁴⁾ (25%)				<u>\$58,689</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$302,571
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$11,200
TOTAL OPERATING EXPENSES ⁽⁶⁾⁽⁷⁾				\$50,000
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES				\$363,771
TOTAL DIRECT FINANCIAL ASSISTANCE ⁽⁸⁾				\$363,771
TOTAL ANNUAL BUDGET ⁽⁹⁾				\$1,000,000

ESTIMATED BUDGET FOR PERIOD OF JULY 1, 2026, THROUGH JUNE 30, 2027

STAFFING AND BENEFITS:

	<u>Position</u>	<u>Maximum</u>		
	<u>Type</u> ⁽¹⁾	<u>Hourly</u>	<u>FTEs</u> ⁽³⁾	<u>Amount</u>
<u>DIRECT SERVICES POSITIONS</u> ⁽¹⁾		<u>Rate</u> ⁽²⁾		
Housing Solutions Case Manager	D	27.90	5.00	
Housing Solutions Program Manager	D	37.80	0.30	
Subtotal Direct Service Salaries				\$305,011
<u>ADMINISTRATIVE POSITIONS</u> ⁽¹⁾				
Housing Solutions Director	A	45.00	0.35	
Deputy Chief Executive Officer	A	85.00	0.07	
Chief Program Officer	A	60.00	0.15	
Housing Solutions Administrative Manager	A	35.00	0.20	
Controller	A	45.00	0.15	
Senior Accountant	A	35.00	0.15	
Accounting Specialist- Payable	A	26.00	0.20	
Accounting Specialist - Receivable	A	29.00	0.30	
IT Manager	A	42.00	0.06	
Data Manager	A	38.00	0.24	
Data Specialist	A	24.00	0.30	
Employee Relations Specialist	A	27.00	0.15	
Subtotal Administrative Salaries				\$178,284
TOTAL STAFFING SALARIES				\$483,294
EMPLOYEE BENEFITS ⁽⁴⁾ (28%)				<u>\$135,322</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$618,617
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$8,000
TOTAL OPERATING EXPENSES ⁽⁶⁾⁽⁷⁾				\$67,000
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES				\$693,617
TOTAL DIRECT FINANCIAL ASSISTANCE ⁽⁸⁾				\$889,110
TOTAL ANNUAL BUDGET ⁽⁹⁾				\$1,582,727

ESTIMATED BUDGET FOR PERIOD OF JULY 1, 2027, THROUGH JUNE 30, 2028

STAFFING AND BENEFITS:

	<u>Position</u>	<u>Maximum</u>		
	<u>Type</u> ⁽¹⁾	<u>Hourly</u>	<u>FTEs</u> ⁽³⁾	<u>Amount</u>
<u>DIRECT SERVICES POSITIONS</u> ⁽¹⁾		<u>Rate</u> ⁽²⁾		
Housing Solutions Case Manager	D	28.90	5.00	
Housing Solutions Program Manager	D	39.10	0.30	
Subtotal Direct Service Salaries				\$316,576
<u>ADMINISTRATIVE POSITIONS</u> ⁽¹⁾				
Housing Solutions Director	A	46.00	0.35	
Deputy Chief Executive Officer	A	88.00	0.07	
Chief Program Officer	A	63.00	0.15	
Housing Solutions Administrative Manager	A	36.00	0.20	
Controller	A	46.00	0.15	
Senior Accountant	A	36.00	0.15	
Accounting Specialist- Payable	A	27.00	0.20	
Accounting Specialist - Receivable	A	30.00	0.30	
IT Manager	A	44.00	0.06	
Data Manager	A	39.00	0.10	
Data Specialist	A	25.00	0.30	
Employee Relations Specialist	A	28.00	0.15	
Subtotal Administrative Salaries				\$185,765
TOTAL STAFFING SALARIES				\$502,341
EMPLOYEE BENEFITS ⁽⁴⁾ (28%)				<u>\$140,655</u>
TOTAL STAFFING & EMPLOYEE BENEFITS				\$642,996
TOTAL SERVICES AND SUPPLIES ⁽⁵⁾				\$8,000
TOTAL OPERATING EXPENSES ⁽⁶⁾⁽⁷⁾				\$72,000
SUBTOTAL STAFFING AND BENEFITS, SERVICES AND SUPPLIES, AND OPERATING EXPENSES				\$722,996
TOTAL DIRECT FINANCIAL ASSISTANCE ⁽⁸⁾				\$859,731
TOTAL ANNUAL BUDGET ⁽⁹⁾				\$1,582,727

- (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. Administration costs shall be held to no more than twenty percent (20%) of the annual budget.
- (2) 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.
- (3) 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.
- (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 twenty-eight percent (28%) of the actual salary expense claimed.
- (5) Services and supplies shall include costs related to independent audit, translation services, office supplies, and program supplies.
- (6) Operating expenses shall include costs related to equipment, utilities, telephone, mileage, insurance, human resources related expenses (recruitment and retention), equipment lease/rental, and facility lease/rental, mortgages, and property tax, as applicable.
- (7) Mileage is limited to the amount allowed by IRS.

- (8) Budget shall reflect a minimum of seventy percent (70%) for direct services which includes direct financial assistance. Direct financial assistance shall include costs associated with rental assistance or mortgage payments (including shallow subsidies and enriched services funding to residential adult and senior care facilities), rental backpay and arrearages, application fees, security and utility deposits, utility assistance, first and last months' rent, housing rehabilitation and modification costs, interim shelter assistance (including hotel/motel), move-in costs, provision of basic housing items and resources, furniture, transportation vouchers/costs related to housing needs, landlord incentives, etc.
- (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 20.1 of this Contract.