

## Appendix A

### 1. Budget Detail Worksheet

LINE ITEM	IN-KIND	CITY FUNDING REQUEST	TOTAL PROJCT COST
Personnel - See Schedule	144,298	874,432	1,018,730
Fringe Benefit-Medical	21,284	128,979	150,263
Fringe Benefit-FICA	11,039	66,894	77,933
Fringe Benefit-Pension	2,886	17,489	20,375
Fringe Benefit-Unemployr	1,443	8,744	10,187
Fringe Benefit-Workers' C	6,638	40,224	46,862
Rent	1		1
General Maintenance	20,000	40,000	60,000
Utilities	20,000	50,910	70,910
Household Supplies	1,886	13,113	14,999
Cleaning Supplies		7,500	7,500
Food and Supplies		89,352	89,352
Medical Lab Supplies		2,500	2,500
Office Supplies		3,500	3,500
Telephone		15,000	15,000
Property and Liability Insurance		5,000	5,000
Computer ERP expenses	5,000	-	5,000
General and Admin 10%	35,171	136,364	171,535
Gap in G &A % ( 10% vs. 1	68,182		68,182
<b>TOTAL PROJECT BUDGET</b>	<b>337,827</b>	<b>1,500,000</b>	<b>1,837,827</b>

Budget Narrative		RFP Emergency Housing Services		Continuum of Care Inc
LINE ITEM	IN-KIND	CITY FUNDING REQUEST	TOTAL PROJECT COST	Narrative
Project Director	14,479		14,479	4 hours week x 69.91 = \$14,479, responsible for entire project and liaison with City
Project Manager	6,408		6,408	4 hours week x 30.81 = \$6,408, oversees clinical assessments
Director of Recovery Supports	7,954		7,954	4 hours week x 38.24 = \$7954, Oversees RSS positions and supports through training and supervision
Program Manager		60,320	60,320	1 FTE x 29.00 = \$60,320, responsible for day to day operations of shelter
Program Supervisor		56,281	56,281	1 FTE x 27.06 = \$56,281, partners with Manager to maintain the operation of the shelter
Mental Health Clinician	62,001	34,454	96,455	1.4 FTE x \$33.12 hour = \$96,455 total project cost, quests will be seen by our CIBH clinic and will use billings for insures to reduce the costs, available to guests for behavioral health therapy
Recovery Support Specialists		329,930	329,930	7 FTE x \$22.66 per hour x 2080 hours year, available to guests for case management and connections to recourses other than housing
Recovery Support Specialists- coverage		49,489	49,489	15% of total position salaries \$329,930 * 15% = \$49,489, this covers PTO including sick, vacation, holidays and OT
Housing Coordinator	40,456		40,456	1 FTE housed at this site the position is funded entirely by DMHAS, navigation and connections to housing resources
RN	13,000	(2)	12,998	.1 FTE RN will on call to the program from COMPASS program, on call for medical and substance abuse issues
Maintenance Tec		26,780	26,780	.5 FTE responsible for minor repairs, safety and cleanliness of facility ( .5 FTE x 2080 Hours x 25.75 = 26,000)
Peer Apprentice Cleaner		31,200	31,200	Utilizing COC's apprentice program Peers will be cleaning facility , peers are PT and overseen by the program staff which is not included in this grant
Peer Apprentice Porter		31,200	31,200	Utilizing COC's apprentice program Peers will be cleaning facility and assisting guests with moving, peers are PT and overseen by the program staff which is not included in this grant
Cook		46,675	46,675	1 FTE x 22.44 per hours , responsible for coordinating food donations, relationship with food bank and providing meals as outlined in the program
Front Desk Administrator		47,840	47,840	1 FTE for first shift responsible for administration, data reporting, guest needs ( 1 FTE x \$23 hour =47,840
Front Desk Administrator		133,120	133,120	3.2 FTE x \$20 hour = \$133120 same position above without the responsibility or data collection and reporting
Front Desk Administrator -Coverage		27,144	27,144	15% of total position salaries \$180,960 * 15% = \$27,144; this covers PTO including Sick, Vacation, holidays and OT
	144,298	874,431	1,018,729	
Fringe Benefit-Medical	21,284	128,979	150,263	Based on historic costs and utilizations we provide staff with major medical, dental, vision, dental, libeled , Life Insurance
Fringe Benefit-FICA	11,039	66,894	77,933	Gross Wages x 7.65% FICA/Medicare rate
Fringe Benefit-Pension	2,886	17,489	20,375	Based on historic titillation estimated at 2% of Gross wages
Fringe Benefit-Unemployment	1,443	8,744	10,187	Agency is a reimbursable employers using a trust to minimize costs. We estimate costs based on historic rates. Gross wages x 1%
Fringe Benefit-Workers' Comp	6,638	40,224	46,862	Using rates for workers comp at the time of the budget . Gross wages x 4.6%
Rent	1	-	1	Assumption that the City will lease the 22,682 sq. ft property for \$1 and be responsible for all capital improvements and repairs to the building
General Maintenance	20,000	40,000	60,000	Assumed maintenance paid by City
Utilities	20,000	50,910	70,910	Assumed utilities paid by City
Household Supplies	1,886	13,114	15,000	Using a wholesale hotel supply vendor estimated costs of linens, shower curtains, towels, sheets, pillow cases and estimated a 50% turnover
Cleaning Supplies	-	7,500	7,500	Cleaning supplies, tissue papers, carts , mops etc.
Food and Supplies	-	89,352	89,352	80 beds x 365 days*85% occupancy x \$9 per day per person 45% to account for food share, donations and quest purchasing
Medical Lab Supplies	-	2,500	2,500	PPE Supplies
Office Supplies	-	3,500	3,500	minimal estimate for supplies and utilize donations
Telephone	-	15,000	15,000	Telephone , cell phones and internet
Property and Liability Insurance	-	5,000	5,000	general liability and professional liability historic costs
Computer ERP expenses	5,000		5,000	ERP costs to connect and amended forms to capture key data
General and Admin 10%	35,171	136,364	171,535	RFP Cap of 10% on Direct cost \$1,643,480 x 10% = 164,348, Total in kind \$187,588 x 15% Agency G & A = 28,138
Gap in G & A % ( 10% vs. 15%)	68,182		68,182	COC has a 15% G & A which includes Taring and QI ( 3% ) Finance, HR, IT and purchasing (12% ) , excess over cap = 5% x Direct Total cost of 1,643,482 = \$82,174
<b>TOTAL PROJECT BUDGET</b>	337,827	1,500,000	1,837,827	

**2. Personnel Service Detail Worksheet. The table should include staffing information for all staff who will receive a salary to implement the activities funded under this award.**

NAME	TITLE/POSITION	TOTAL ANNUAL SALARY	AMOUNT OF SALARY THIS GRANT	# OF GRANT HOURS PER MONTH	PERCENT FROM GRANT
John Labieniec In Kind	Project Director	145,000.00	-	17.20	0%
Jen Vargas In Kind	Project Manager	93,112.00	-	17.20	0%
A. Taylor	Director of Recovery Supports	66,700.00	-	17.20	0%
TBH	Program Manager	60,320.00	60,320.00	173.33	100%
TBH	Program Supervisor	56,281.00	56,281.00	173.33	100%
TBH	Mental Health Clinician	68,907.00	34,453.50	173.33	50%
TBH	Mental Health Clinician	68,907.00	-	69.33	0%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
TBH	Recovery Support Specialists	47,132.80	47,132.80	173.33	100%
RSS Coverage	Coverage	49,488.60	49,488.60	173.33	100%
T. Downing IN KIND	Housing Coordinator	46,500.00	-	173.33	100%
TBA	RN	104,000.00	-	21.65	0%
TBH	Facilities Maintenance	53,560.00	26,780.00	86.67	50%
TBH	Peer Cleaner	31,200.00	31,200.00	173.33	100%
TBH	Peer Porter	31,200.00	31,200.00	173.33	100%
TBH	Cook	46,675.00	46,675.00	173.33	100%
TBH First Shift	Front Desk Administrator	47,840.00	47,840.00	173.33	100%
TBH - 2 nd, 3rd and weekends	Front Desk Administrator	41,600.00	41,600.00	173.33	100%
TBH	Front Desk Administrator	41,600.00	41,600.00	173.33	100%
TBH	Front Desk Administrator	41,600.00	41,600.00	34.60	100%
TBH	Front Desk Administrator	8,320.00	8,320.00	34.67	100%
TBH	Front Desk Administrator -Coverage	27,144.00	27,144.00	26.00	100%
<b>SUB-TOTAL</b>			<b>874,432</b>		

FRINGE BENEFITS	CALCULATION	TOTAL COST THIS GRANT
Fringe Benefit-Medical	14.75%	128,979
Fringe Benefit-FICA	7.65%	66,894
Fringe Benefit-Pension	2.00%	17,489
Fringe Benefit-Unemployr	1.00%	8,744
Fringe Benefit-Workers' C	4.60%	40,224
		<b>262,330</b>