

EXHIBIT B

QUARTERLY PROGRAM REPORTING

Submission of the KYHMIS CoC-APR for the following reporting periods:

- a. July 1, 2021 – September 31, 2021
- b. July 1, 2021 – December 31, 2021
- c. July 1, 2021 – March 31, 2022
- d. July 1, 2021 – June 30, 2022

QUARTERLY FINANCIAL REPORTING

All financial statements must be supported with documentation kept at the Organization. No supporting documentation is required with submission of financial report.

	FTE	% Prog	Amt/mo	# months	Annually	Due July 2021			Due October 2021		Due January 2022		Due April 2022		Due July 2022	
						A	B	C	Quarter 1	Non-City	Quarter 2	Non-City	Quarter 3	Non-City	Quarter 4	Non-City
						Total ES Budget	LFUCG Funding	Non-city Funding	LFUCG	Funding	LFUCG	Funding	LFUCG	Funding	LFUCG	Funding
1. STAFF SALARIES																
Emergency Shelter																
, Director of Plant Oper	1.00 FTE	25%	/mo	12 months												
, Asst Director of PO	1.00 FTE	80%	/mo	12 months												
, Shelter Staff	1.00 FTE	100%	/mo	12 months												
, Shelter Staff	.80 FTE	100%	/mo	12 months												
, Shelter Staff	1.00 FTE	100%	/mo	12 months												
, Shelter Staff	1.00 FTE	100%	/mo	12 months												
, Shelter Staff	1.00 FTE	100%	/mo	12 months												
, Shelter Staff	1.00 FTE	100%	/mo	12 months												
, Shelter/Donations	1.00 FTE	100%	/mo	12 months												
, Shelter Assistant	1.00 FTE	100%	/mo	12 months												
, Intake/HMIS Coord	1.00 FTE	60%	/mo	12 months												
, Intake Assistant	1.00 FTE	75%	/mo	12 months												
, HMIS Staff	1.00 FTE	100%	/mo	12 months												
Kitchen Staff																
, Kitchen Supervisor	1.00 FTE	100%	/mo	12 months												
, Cook	1.00 FTE	100%	/mo	12 months												
, Cook	1.00 FTE	100%	/mo	12 months												
Maintenance Staff																
, Maintenance Sup	1.00 FTE	20%	/mo	12 months												
, Maint Staff	1.00 FTE	20%	/mo	12 months												
, Maint Staff	1.00 FTE	20%	/mo	12 months												
Program Admin																
, CFO	1.00 FTE	10%	/mo	12 months												
, Director of Acctg	1.00 FTE	10%	/mo	12 months												
, Accountant	1.00 FTE	10%	/mo	12 months												
, AP Accountant	1.00 FTE	15%	/mo	12 months												
, Director of HR	1.00 FTE	15%	/mo	12 months												
PROGRAM STAFF SALARIES TOTALS																
2. STAFF FRINGE BENEFITS																
Health, Dental, Vision, Life, Long and Short Term Disability Insurance (19.9% of total pay)																
FICA (7.65% of total pay)																
401 match from employer (4.5% avg of total pay, immediate vesting)																
Other personnel costs: includes incentives for health services and attendance (1.5% of total pay)																

