

BUDGET NARRATIVE

The Council is budgeting \$4,000,000 to support its Transitional Housing Pilot Program (THPP) to serve as many as 170 individuals experiencing homelessness through time-limited transitional housing, intensive case management services, housing navigation services, and facilitation of coordinated entry.

TOTAL FUNDING REQUEST: \$4,000,000

a. Personnel Costs - Budget \$245,611 to fund salaries for program personnel as follows:

Position	Initial Proposal		Revised Budget	
	FTE	Salary	FTE	Salary
Director of Housing & Homeless Services	0.01	\$758	0.01	\$948
Housing Case Management Specialist	1.11	\$48,121	2.10	\$113,485
Housing Navigation Coordinator	1.00	\$38,751	0.79	\$38,146
Intensive Case Mgmt Team Coordinator	0.18	\$8,090	0.60	\$33,798
Facilities Services Worker	-	-	1.00	\$32,053
Administrative Assistant	-	-	0.50	\$16,494
Peer Support Outreach Advocate	-	-	0.23	\$10,687
Grand Total	2.03	\$95,720	5.22	\$245,611

b. Fringe Benefits - Budget \$71,210 as follows:

Fringe	Initial Proposal	Revised Budget
FICA Expense	\$7,671	\$19,705
Workers Compensation Expense	\$722	\$1,778
Pension Expense	\$5,145	\$15,015
Health Insurance Expense	\$3,003	\$21,288
Life Insurance Expense	\$174	\$222
Disability Insurance Expense	\$381	\$979
Accrued Leave	\$4,554	\$12,223
Grand Total	\$21,650	\$71,210

c. Equipment - Budget \$50,000. The Council will purchase a facilities vehicle to support property management at multiple scattered-site locations.

d. Travel - Budget \$1,405 to provide mileage reimbursement for program staff for travel necessary for direct program operations. Budgeted at the Council’s current mileage rate of \$.585 for approximately 2,402 miles for the contract period.

e. Contractual - Budget \$108,650 to cover the costs of (1) cleaning services (\$58,250), including electrostatic and general cleaning services, as needed, and (2) property management (\$50,400) for multiple scattered-site locations.

f. Operating Expenses - Budget \$551,177 to support the following expenses: (1) Program Supplies - \$140,677 to purchase furniture, household supplies, and other program supplies; (2) Office Supplies - \$1,500; (3) Insurance and Bonding - \$16,176; (4) Facilities - \$173,590 to cover the costs related to office space, ongoing repair, maintenance, and upkeep of facilities used by program staff and ongoing repair and maintenance of owned housing units. (5) Client Benefit Expenses - \$184,500 to provide for utility (\$15,000) and rental (\$45,000) arrears and security and utility deposits (\$43,500) to assist up to 30 TH participants in exiting to permanent housing; (\$9,000) to obtain vital records for 75 households, and (\$72,000) to provide a weekly stipend for up to 12 weeks for as many as 75 households in TH to procure food and other basic household needs. (6) ITS Expense - \$7,484 to provide for shared IT services managed by the agency. (7) Training Expense - \$500 to provide training resources for agency staff related to the program. (8) Meeting Expense - \$150 to provide materials for staff meetings related to the program. (9) Data Processing Expense - \$100 to provide a share of expenses for licensing of case management software for participants. (10) Transportation Assistance - \$9,000 to provide up to four months of transportation assistance of \$30 for 75 households. (11) Vehicle Repair and Maintenance - \$17,500 to provide a portion of the expenses for maintenance of agency fleet vehicles used for case management, property management and other necessary activities based on actual miles driven during the program period.

g. Leasing Expense – Budget \$238,913 to provide rental costs (\$46,200) to master-lease at least scattered-site housing units, including utility expenses (\$86,400) at all leased and owned properties, estimated at the cost of up to \$400 per month, including electric/gas, water, sewer, and internet. It also includes short-term hotel accommodations of up to 21 days for as many as 56 households (\$106,313) to facilitate transitions between residents and to meet additional demand.

h. Construction Expenses – Budget \$2,587,000 to acquire and complete any necessary repair and/or renovation(s) of at least 12 scattered-site housing units.

i. Indirect Expenses – Budget \$146,036 based on 12% of direct program expenses.