

Appendix A: Services Budget for Bridge Housing Program

	Units Per Month	Unit Cost	FTE	Salary	Annual Program Cost	Notes and Assumptions
Salaries & Benefits						
Program Director			0.10	\$ 86,256.00	\$ 8,625.60	Oversees budget, staffing, fundraising, invoices
Program Supervisor			0.50	\$ 63,744.00	\$ 31,872.00	Primary responsibility for day to day program operations and staff
Program Assistant			0.50	\$ 40,512.00	\$ 20,256.00	Project support including conducting intakes and clerical tasks
Case Manager			1.50	\$ 45,000.00	\$ 67,500.00	Assumes a 1:20 case management ratio
Housing Case Manager			1.50	\$ 45,000.00	\$ 67,500.00	Assumes a 1:20 case management ratio
Peer Counselors			3.00	\$ 37,440.00	\$ 112,320.00	Coverage for evening, nights, weekend
Data Analyst			0.25	\$ 57,984.00	\$ 14,496.00	Maintains HMIS and data entry responsibility
Overtime					\$ 10,000.00	Non-exempt positions
Subtotal Salaries			7.35		\$ 332,569.60	
Benefits - 35%					\$ 112,899.36	Includes health, dental, payroll taxes, etc.
Total Salaries & Benefits					\$ 445,468.96	
Financial Assistance						
Clipper Passes	20	\$ 60.00			\$ 14,400.00	Monthly pass
Senior/Disabled Day Passes	200	\$ 1.75			\$ 4,200.00	10 people; 20 trips/month
Program Supplies	30	\$ 50.00			\$ 18,000.00	Gift Cards, necessities, clothes, etc.
Total Financial Assistance					\$ 36,600.00	
Start Up Costs						
Establishing Office		\$ 4,000.00			\$ 4,000.00	Two (2) rooms used as services space; includes furniture and equipment
Total Start Up Costs					\$ 4,000.00	
Operational Expenses						
Phone & Internet	7.35	\$ 100.00			\$ 8,820.00	
Cleaning Supplies					\$ 1,200.00	To support residents to clean own rooms
Cleaning Contract					\$ 12,000.00	To supplement cleaning by residents
Laundry Supplies					\$ 3,000.00	For residents to do own laundry (includes costs of coin-op)
Pest Management					\$ 5,000.00	Pest treatment and/or preventative measures
Office Supplies					\$ 1,500.00	
Meals		\$ 13.00			\$ 113,880.00	Cost for 2 meals per day per resident; assume 80% take-up rate
Pet Supplies					\$ 1,000.00	
Travel & Mileage					\$ 3,600.00	Staff mileage costs
Training					\$ 1,000.00	
Damage Claims					\$ 30,000.00	Repairs - damage to units, appliances, furniture
Insurance					\$ 15,000.00	General liability, vehicle, etc.
Total Operational Expenses					\$ 196,000.00	
Indirect Expenses						
10% Indirect					\$ 53,818.90	
Total Indirect Expenses					\$ 53,818.90	
Total Budget					\$ 735,887.86	

Assumptions:

Program capacity of 30 adults at a point in time

Does not include flexible housing funds to support with security deposits, application fees, first/last month rent, etc.



Appendix B: Services Budget for Bridge Housing Program Including Trailers

	Units Per Month	Unit Cost	FTE	Salary	Annual Program Cost	Notes and Assumptions
Salaries & Benefits						
Program Director			0.10	\$ 86,256.00	\$ 8,625.60	Oversees budget, staffing, fundraising, invoices
Program Supervisor			0.50	\$ 63,744.00	\$ 31,872.00	Primary responsibility for day to day program operations and staff
Program Assistant			0.50	\$ 40,512.00	\$ 20,256.00	Project support including conducting intakes and clerical tasks
Case Manager			2.00	\$ 45,000.00	\$ 90,000.00	Assumes a 1:20 case management ratio
Housing Case Manager			2.00	\$ 45,000.00	\$ 90,000.00	Assumes a 1:20 case management ratio
Peer Counselors			3.00	\$ 37,440.00	\$ 112,320.00	Coverage for evening, nights, weekend
Data Analyst			0.25	\$ 57,984.00	\$ 14,496.00	Maintains HMIS and data entry responsibility
Overtime					\$ 10,000.00	Non-exempt positions
Subtotal Salaries			8.35		\$ 377,569.60	
Benefits - 35%					\$ 128,649.36	Includes health, dental, payroll taxes, etc.
Total Salaries & Benefits					\$ 506,218.96	
Financial Assistance						
Clipper Passes	25	\$ 60.00			\$ 18,000.00	Monthly pass
Senior/Disabled Day Passes	200	\$ 1.75			\$ 4,200.00	10 people; 20 trips/month
Program Supplies	38	\$ 50.00			\$ 22,800.00	Gift Cards, necessities, clothes, etc.
Total Financial Assistance					\$ 45,000.00	
Start Up Costs						
Establishing Office		\$ 4,000.00			\$ 4,000.00	Two (2) rooms used as services space; includes furniture and equipment
Total Start Up Costs					\$ 4,000.00	
Operational Expenses - Program						
Phone & Internet	8.35	\$ 100.00			\$ 10,020.00	
Cleaning Supplies					\$ 1,500.00	To support residents to clean own rooms
Cleaning Contract					\$ 15,000.00	To supplement cleaning by residents
Pest Management					\$ 5,000.00	Pest treatment and/or preventative measures
Laundry Supplies					\$ 3,800.00	For residents to do own laundry (includes costs of coin-op)
Office Supplies					\$ 1,500.00	
Meals		\$ 13.00			\$ 144,248.00	Cost for 2 meals per day per resident; assume 80% take-up rate
Pet Supplies					\$ 1,000.00	
Travel & Mileage					\$ 3,600.00	Staff mileage costs
Training					\$ 1,000.00	
Damage Claims					\$ 30,000.00	Repairs - damage to hotel units, appliances, furniture
Insurance					\$ 15,000.00	General liability, vehicle, etc.
Total Operational Expenses					\$ 231,668.00	
Operational Expenses -Trailers						
Maintenance and Repairs					\$ 30,000.00	
Utilities (water, gas, electricity)					\$ 24,000.00	
Hookups (one-time)	5	\$ 3,000.00			\$ 15,000.00	No site modifications needed (i.e. able to link to existing sewer system, etc.)
Furnishings, bedding	5	\$ 250.00			\$ 1,250.00	
Kitchen items	5	\$ 250.00			\$ 1,250.00	
Total Trailer Expenses					\$ 71,500.00	
Indirect Expenses						
10% Indirect					\$ 71,413.90	
Total Indirect Expenses					\$ 71,413.90	
Total Budget					\$ 858,300.86	

Assumptions:

Program capacity of 38 adults at a point in time (30 in hotel; 8 in trailers)
Does not include flexible housing funds to support with security deposits, application fees, first/last month rent, etc.
Does not include estimate for contingency costs related to trailer onsite set up and connections



Appendix C: Services Budget for Emergency Shelter						
	Units Per Month	Unit Cost	FTE	Salary	Annual Program Cost	Notes and Assumptions
Salaries & Benefits						
Program Director			0.10	\$ 86,256.00	\$ 8,625.60	Oversees budget, staffing, fundraising, invoices
Program Supervisor			0.50	\$ 63,744.00	\$ 31,872.00	Primary responsibility for day to day program operations and staff
Program Assistant			0.25	\$ 40,512.00	\$ 10,128.00	Project support including conducting intakes and clerical tasks
Case Manager			1.00	\$ 45,000.00	\$ 45,000.00	Assumes a 1:20 case management ratio
Peer Counselors			3.00	\$ 37,440.00	\$ 112,320.00	Coverage for evening, nights, weekend
Data Analyst			0.25	\$ 57,984.00	\$ 14,496.00	Maintains HMIS and data entry responsibility
Overtime					\$ 10,000.00	Non-exempt positions
Subtotal Salaries			5.10		\$ 232,441.60	
Benefits - 35%					\$ 77,854.56	Includes health, dental, payroll taxes, etc.
Total Salaries & Benefits					\$ 310,296.16	
Financial Assistance						
Clipper Passes	20	\$ 60.00			\$ -	Monthly pass - <i>donated</i>
Senior/Disabled Day Passes	200	\$ 1.75			\$ -	10 people; 20 trips/month - <i>donated</i>
Program Supplies	30	\$ 50.00			\$ 18,000.00	Gift Cards, necessities, clothes, etc.
Total Financial Assistance					\$ 18,000.00	
Start Up Costs						
Establishing Office		\$ 4,000.00			\$ 4,000.00	Two (2) rooms used as services space; includes furniture and equipment
Total Start Up Costs					\$ 4,000.00	
Operational Expenses						
Phone & Internet	5.10	\$ 100.00			\$ 6,120.00	
Cleaning Supplies					\$ 1,200.00	To support residents to clean own rooms
Cleaning Contract					\$ 12,000.00	To supplement cleaning by residents
Laundry Supplies					\$ 3,000.00	For residents to do own laundry (includes costs of coin-op)
Pest Management					\$ 5,000.00	Pest treatment and/or preventative measures
Office Supplies					\$ 1,500.00	
Meals		\$ 13.00			\$ -	<i>Delivered or provided off site - provided in-kind</i>
Pet Supplies					\$ 1,000.00	
Travel & Mileage					\$ 3,600.00	Staff mileage costs
Training					\$ 1,000.00	
Damage Claims					\$ 30,000.00	Repairs - damage to units, appliances, furniture
Insurance					\$ 15,000.00	General liability, vehicle, etc.
Total Operational Expenses					\$ 79,420.00	
Indirect Expenses						
10% Indirect					\$ 38,171.62	
Total Indirect Expenses					\$ 38,171.62	
Total Budget					\$ 449,887.78	
Assumptions:						
Program capacity of 30 adults at a point in time						
Does not include flexible housing funds to support with security deposits, application fees, first/last month rent, etc.						