

ATTACHMENT D

A New Leaf

Men's Bridge to Housing Residential Program

Helaman House - 12 beds

Date: 04 18 2022/Updated 6/16/2022/updated 6/22/2022

Prepared by: Cathy Dyciewski

	<u>9/1/2022-8/31/2023</u> <u>2022-23</u>	<u>9/1/2023-8/31/2024</u> <u>2023-24</u>	<u>9/1/2024-12/31/2024</u> <u>2024-25</u>	<i>Total</i>
Revenue:				
City of Mesa - ARPA	\$ 1,076,660	\$ 1,051,160	\$ 371,733	\$ 2,499,554
Total Revenue	\$ 1,076,660	\$ 1,051,160	\$ 371,733	\$ 2,499,554
Direct Expenses:				
Salaries & Related	445,868	472,620	166,992	1,085,479
Professional Fees	93,552	99,165	35,038	227,755
Supplies & Postage	2,040	2,162	764	4,966
Telephone	22,200	23,532	8,315	54,047
Occupancy	43,620	46,237	16,337	106,194
Travel & Vehicles	2,250	2,385	843	5,478
Conferences	-	-	-	-
Insurance	8,400	8,904	3,146	20,450
Equipment, Lease, Repairs	3,000	3,180	1,124	7,304
Client Expenses	185,200	196,312	69,364	450,876
Program Expenses	93,840	99,470	35,146	228,457
Miscellaneous	1,540	1,632	871	4,043
Total Direct Expenses	901,510	955,600	337,939	2,195,049
Management & General @ 10% of Direct Expenses	90,151	95,560	33,794	219,505
Start-Up Costs (2022-23 only)	85,000	-	-	85,000
Total Expenses	\$ 1,076,660	\$ 1,051,160	\$ 371,733	\$ 2,499,554
Surplus/Deficit	\$ -	\$ -	\$ -	\$ -

A New Leaf
 Men's Bridge to Housing Residential Program
 Helaman House - 12 beds
 Date: 04 18 2022
 Prepared by: Cathy Dyciewski

Total Salaries & Related		
Salaries:		
FTE	Detail	SALARY OR EST
0.25	Supervisor	11,440
5	Support Partner	197,600
1	Housing Navigator	43,680
0.1	Director	7,500
1	Janitorial	41,600
0.5	Maintenance	22,880
	Overtime	25,000
	Total Salaries	349,700
	Payroll Taxes (9.5%)	33,221.50
	Employee Benefits (18%)	62,946.00
	Total Salaries & Related	445,868
Professional Fees:		
	HMIS \$12/mo * 6 emp * 12 mos	2,016
	Apricot Case Management	3,500
	Temporary Staffing	5,000
	Legal Services	500
	Security 10 p.m. - 6 a.m. @ \$28/hour	81,536
	Other	1,000
	Total Professional Fees	93,552
Supplies & Postage:		
	Office Supplies \$150/month	1,800
	Kitchen Bathroom Supplies see below	-
	Postage & Shipping \$20/month	240
	Total Supplies & Postage	2,040
Telephone:		
	Telephone \$400/month	4,800
	Cell Phone (4 count) \$75/month	3,600
	Internet Connectivity Svcs \$300/month	3,600
	Network Connectivity Svcs \$850/month	10,200
	Total Telephone	22,200
Occupancy:		
	Utilities \$1600/month	19,200
	Building Cleaning/Sanitizing Services \$500/month	6,000
	Garbage Service \$50/month	600
	Landscaping Services \$300/month	4,200
	Pest Service \$65/month	840
	Recycling Service \$25/month	360
	Security Monitoring Service \$35/month	420
	Building Maintenance & Repair \$1000/month	12,000
	Total Occupancy	43,620
Travel & Vehicles:		
	Staff Mileage Reimbursement .625/mile - 300 miles/mo	2,250
	Total Travel & Vehicles	2,250
Insurance:		
	Liability Insurance \$600/month	6,000
	Property Insurance \$250/month	2,400
	Total Insurance	8,400
Equipment, Lease, Repairs:		
	Equipment Lease (Toshiba) \$150/month	1,800
	Equipment Maintenance Repair \$100/month	1,200
	Total Equipment, Lease, Repairs	3,000
Client Expenses:		
	Client Assistance	10,000
	Client Housing Assistance \$1,500/client * 108	162,000
	Client Food see below	-
	Client Supplies \$50/month/client	7,200
	Client Transportation	6,000
	Total Client Expenses	185,200
Program Expenses:		
	Food for Programs \$18/day * 12 * 365	78,840
	Kitchen/Bathroom Supplies \$500/month	6,000
	Linen Service \$300/month	3,600
	PPE/sanitation supplies \$250/month	3,000
	Medical Supplies \$100/month	1,200
	Translation Services	1,200
	Total Program Expenses	93,840
Miscellaneous/Start-up:		
	Membership Dues	500
	Licenses estimate	500
	Permits	540
	Property Taxes	-
	Total Miscellaneous	1,540

hire 5 full-time staff @ \$18/hr
 hire 1 full-time staff @ \$20/hr

\$18/hr
 \$20/hr

clothes, bikes
 reduced if TBRA is available

bus passes/uber/lyft

A New Leaf
Men's Bridge to Housing Residential Program
Helaman House - 12 beds
Date: 04 18 2022
Prepared by: Cathy Dyciewski

Start-Up Costs:

Project Manager (.50 FTE for 4 months)	7,500	coordination of renovations, furnishings, equipment
Air Conditioner	8,500	
Beds, Mattresses, Pillows	3,000	2 bed frames; mattresses, pillows, bedding for 13 beds
Desktop Computer Systems (4 @ \$800)	3,200	2 for staff and 2 for clients
Desktop Printers (2 @ \$300)	600	
Lap Tops (2 @ \$900)	1,800	
Staff Cell Phones (2 @ \$300)	600	
Client Phone	300	
Internet Filter & Access Points	3,100	
Internet Inground Cabling	10,000	
Flooring	11,000	
Paint	5,600	
Kitchen Supplies	3,000	toaster ovens, client baskets w/ supplies
Site Prep Costs	2,500	
Patio Furniture & Outdoor Seating	2,200	
Driveway & Parking Area Improvement	6,000	
Couches	2,200	
Window Blinds	500	replace blinds/slats
Metal Dressers and Foot Lockers (13)	8,400	
Bathroom Supplies	800	6 bathrooms - shower curtains, trash cans, towels, etc.
Washer/Dryer stackables	3,800	2 sets of stackables & plumbing (SHOULD THESE BE TOKE
Janitorial Supplies	400	mops, buckets, cleaning supplies
Shower replacement		
Total	<u>85,000</u>	

N OPERATED)