



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES**

**2016 & 2017  
Emergency Solutions Grant  
REQUEST FOR PROPOSALS (RFP)**

For

**Facility Manager & Service Coordinator**  
at Biddle House, a facility in development to serve as a

**DAYTIME SERVICE CENTER and  
OVERNIGHT EMERGENCY SHELTER**

as part of a “Housing First” Coordinated Entry Collaboration  
with the St. Louis City Continuum of Care

April 19, 2016



CITY OF ST. LOUIS, DEPARTMENT OF HUMAN SERVICES  
**REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services (DHS) is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

2016 & 2017 Emergency Solutions Grant (ESG), with expected funding support from the City of St. Louis Affordable Housing Commission.

**This Request For Proposal is specifically for Facility Manager and Service Coordinator at Biddle House. Only proposals responsive to all elements of this request will be considered.**

Beginning April 19, 2016, RFP packets will be available via pick-up at the Homeless Services Division, by emailing [agustini@stlouis-mo.gov](mailto:agustini@stlouis-mo.gov) or at the following website:

<http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm>

A Facility Design and Construction Presentation and Question & Answer Session for potential bidders will be held May 5, 2016, at 10:00 a.m. at 1520 Market Street, 1<sup>st</sup> floor conference room.

Other questions may be referred **by email only** and must be submitted on or before May 11, 2016, to:

Irene Agustin  
Chief Program Manager  
Homeless Services Division  
Department of Human Services  
[agustini@stlouis-mo.gov](mailto:agustini@stlouis-mo.gov)

Each question should begin by referencing the RFP page number and section to which it applies. The aforementioned individual will respond in writing to any questions. DHS shall maintain a list of all entities requesting copies of the RFP and will ensure that copies of all questions and responses thereto shall be made available to each entity on such list. DHS also will post all questions and answers on the above-referenced website.

**Contact with Selection Committee members is strictly prohibited.**

**To be considered by the Selection Committee, Proposals must be returned to the above address by 5:00 p.m., May 20, 2016.** All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time may not be accepted. Incomplete proposals may not be considered.

**Applicants shall make one or more public presentations of their proposals the week of May 25, 2015, organized by DHS, and field questions from the public prior to any selection being made.**

The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies and the City of St Louis.

## SUMMARY

By this RFP, DHS seeks to select a Facility Manager and Service Coordinator. The Facility Manager and Service Coordinator will be a 501(c)(3) non-profit corporation in good standing with the proven experience, resources and stability to manage basic facility operations and coordinate agencies providing social services at Biddle House, a 24 hour, 7 day-a-week facility that will be dedicated to homeless services that advance “housing first” practices and principles.

Biddle House will serve as a Daytime Service Center (“Day Services”), for men, women and families, and Overnight Emergency Shelter (“Overnight Services”) for single men. (Overnight accommodations for women and children are provided by other facilities in the Continuum of Care).

The Facility Manager and Service Coordinator will manage and control operations, including access of other service agencies, at Biddle House through the following:

- **Day Services:** Serving between 75 and 125 men and women and families who are homeless. Services provided include for intake and assessment, temporary respite and meal service, and coordination of agencies seeking to provide services onsite. Clients are required to participate in referral to services that move people quickly off the street into stability and housing; and
- **Overnight Services.** An overnight shelter with 98 permanent beds for single men (with limited space available for temporary expansion cots during cold weather overflow nights and other emergency or unexpected influx).

Organizations submitting proposals should anticipate services commencing for Day Services and Overnight Services on June 15, 2016 or as soon thereafter as is practicable.

Proposals may be submitted by a single, stand-alone agency seeking to directly staff and provide and manage all Day Services and Overnight Services (“**Single Agency Proposal**”). Proposals may be submitted as a collaborative proposal with a lead agency serving as Facility Manager and Service Coordinator, and proposing to subcontract certain services with qualified agencies. (“**Collaborative Proposal**”).

A Single Agency Proposal must cover all services sought by this RFP and must demonstrate adequate experience in providing the services offered at Biddle House. A Collaborative Proposal may propose that the Lead Agency subcontract certain services sought by this RFP, but the Lead Agency must demonstrate a willingness and ability to assume contractual responsibility for all services sought by this RFP, including those it seeks to perform through a subcontractor.

Attached to this RFP and made a part hereof is a Biddle House Summary Operations Budget (“FY ’17 Pro Forma Operating Budget”). It sets forth 6 budgetary categories for services provided at Biddle House.

**Only Category 3** (“Day services, security and meals for single men, women and families” in a total amount of \$420,000) **and Category 4** (“Emergency overnight shelter for single men” in a total amount of \$342,000) **are subject to this RFP.**

Thus a total of \$712,860, in federal and city funding has been identified to support the Facility Manager and Service Coordinator in providing of Day Services and Overnight Services, including administration, kitchen staff, food, security personnel, janitorial service, linen laundering monitors and shelter and office supplies, with \$351,860 from HUD ESG funding, \$361,000 in St. Louis Affordable Housing funding, and \$49,140 in grantee matching funds — and the possibility of greater matching funds depending upon RFP applicant’s ability to bring funding and other resources to the project.

The dollar-for-dollar match requirement of HUD ESG funding has made it difficult for qualified agencies to participate in projects with substantial HUD ESG funding. Thus, the contemplated appropriation of city funds through the Affordable Housing Commission has been structured to relieve a significant part of the long term match burden. The budgeted \$351,860 in HUD ESG and \$361,000 in St. Louis Affordable Housing Funding is the approximate sum of Federal and City funding that would be available for services sought by the RFP.

The **remaining four budgetary categories** in the FY '16 Pro Forma Operating Budget detail funding for other services supportive of Biddle House operations but this funding and those services **are not subject to this RFP**.

**Category 1** (“Administration, facility and service coordination/community liaison” in a total amount of \$66,220) and **Category 2** (“Facilities/Grounds maintenance and operations” in a total amount of \$161,675), are for services budgeted and performed through the City of St. Louis Department of Human Services and Board of Public Service.

**Category 5** (“Coordinated intake and assessment/unaccompanied men,” in a total amount of \$280,000) is the subject of a contract already in place with a non-profit agency that is part of the CoC; and **Category 6** (“Coordinated intake and assessment/women and families” in a total amount of \$205,272) is subject to a project proposal which is a part of the just announced 2015 CoC competitive grant program award, with contracting pending and in process.

Participation in other services provided at Biddle House, whether funded under **Category 5** or **Category 6** or some other funding sources, does not preclude or in any way limit an agency from participating in services funded under this RFP.

## **BACKGROUND**

Biddle House represents a solution to an impending crisis in emergency homeless services in the City of St. Louis – a sound solution that is the product of an active collaboration between the City of St. Louis and the CoC.

To better-serve persons who are homeless and seek emergency shelter, DHS established 125 beds of temporary emergency shelter for single men at the municipally owned 12th and Park Recreation Center in St. Louis’ La Salle Park Neighborhood. Guests are bused to shelter at 6 p.m. each evening from the Bridge Outreach, a day shelter operating out of the Centenary United Methodist Church at 16th and Olive Streets. They are returned to the Bridge (or a nearby church) at 6:30 a.m. This daily routine has been a reasonable and effective interim solution, but it cannot be sustained. The Bridge’s lease at Centenary United Methodist Church will expire on June 30, 2016 and cannot be renewed. St. Louis no longer will have a dedicated daytime shelter facility or a stable, supervised place to stage transportation to night shelter.

Biddle House will provide an immediate and long-term solution to better meet the needs of vulnerable men women and children through the following:

- A single location with adequate space for a daytime service facility for men, women and families, and an overnight shelter for single men fills gaps in services and leads to more efficient and effective coordination of services.
- Some physical separation from nearby residential communities and the ability to configure and screen outdoor assembly space provides privacy to guests, neighboring property owners and passersby.
- Proximity to public transit, entry level jobs and accessibility to the facilities of other human service agencies that can provide emergency and supportive services promotes the service needs of people experiencing homelessness.
- Municipal ownership demonstrates a political commitment to the facility's stability and success and helps to ensure the facility can be made available without unreasonable delays relating to use or site control.

### INTENT OF RFP

The Facility Manager and Service Coordinator must be a 501(c)(3) non-profit corporation in good standing with the proven experience, resources and stability to manage basic facility operations and coordinate agencies providing social services at Biddle House, a 24 hour/7 day a week facility in development that will be dedicated to homeless services that advance "housing first" practices and principles.

**Basic Services.** Biddle House will provide Day Services for men, women and families, and Overnight Services for single men. Specifically, the Facility Manager and Service Coordinator will manage and control operations, including access of other service agencies, at Biddle House through the following:

- *Day Services:* A Homeless Day Service Center that each day serves between 75 and 125 men and women and families who are homeless, for intake and assessment, providing temporary respite and meal service, and coordination of agencies seeking to provide services onsite – all with required participation in referral to services that seek to move people quickly off the street into stability and housing; and
- *Overnight Services.* An overnight shelter with 98 permanent beds for single men (and limited space available for temporary expansion cots during cold weather overflow nights and other emergency or unexpected influx).

An applicant – whether submitting a **Single Agency Proposal** or a **Collaborative Proposal** – must disclose whether acceptance of its proposal in response to this RFP will result in any participating agency -- the applicant's or its proposed subcontractors -- eliminating or reducing any other homeless services in the community.

**Adherence to HUD and CoC Policy.** The work of the Facility Manager and Service Coordinator and Day Services and Overnight Services it manages will be guided and governed by the priorities and processes established and adopted by the CoC, in keeping with HUD requirements and national best practices, including (a) CoC Approved Front Door Manual, (b) CoC Program Best Practices, and (c) CoC Performance Measures.

**Good Neighbor Policies.** The Facility Operator and Service Coordinator, working in collaboration with the City of St. Louis, will take responsibility for Biddle House being a good neighbor. Being a good neighbor means protecting the safety and the privacy of guests and neighbors.

Good relations with neighbors will be promoted by program participant's compliance with a specific and reasonable code of conduct that prohibits loitering at and around the outside of the facility. Faithful documentation and prompt handling of problems and complaints will be among the systems of accountability.

The facility will become the subject of a "Good Neighbor Agreement," negotiated with neighborhood groups and other stakeholders. The agreement will establish, among other things, regular stakeholder meetings to identify and work through issues and concerns.

DHS, prior to Biddle House occupancy will formally request that HUD's St. Louis field office conduct immediate and ongoing program monitoring at Biddle House, as well as provide ongoing guidance on Affirmatively Furthering Fair Housing.

**Biddle House Service Model.** The facility will be a housing-focused shelter with low-barriers. Service will center on Coordinated Entry/Assessment, with elements of prevention, diversion, shelter, and housing coordination. The objective is to know the type of housing solution an individual needs, and to ensure housing is made available to the most vulnerable people first.

Coordinated Entry/Assessment (CE) seeks to match a person's needs with available housing and support services. CE facilitates prioritization of persons served based upon their vulnerability. The CoC will use the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) for this purpose.

- **Prevention/Diversion Services.** With quick intervention and guidance during the CE process, a significant number of people seeking shelter may be prevented from falling into homelessness by being diverted to housing with family and friends. Some may require nothing more than a short term shelter stay before they can be diverted to permanent housing. The more people are able, largely on their own, to attain and retain permanent housing, the better use can be made of limited resources.
- **Shelter Services.** Those who cannot be diverted may be offered shelter services. It is important that there be a seamless hand-off between diversion staff and shelter intake and assistance staff. Shelter staff focus on addressing the needs of each individual (e.g., people with disabilities.. The shelter must be low-barrier, meaning people who may be under the influence of substances will not be disqualified from access to shelter and assistance in moving to permanent housing. Shelter will be a safe place for the clients and their belongings. All guidelines as to entry to the shelter program must be in compliance with HUD guidelines and follow CoC best practices.
- **Housing Coordination.** During the daytime hours, housing specialists will assist clients in developing a housing plan fitting the clients' needs and preferences until they are at the top of the priority list. This activity shortens the time it takes to place someone into housing by removing barriers and connecting them with needed resources. Community service providers who receive housing referrals from the CE staff also will have access to Biddle House to meet with and assist clients.

Biddle House will serve as an integrated service center. The facility will provide a safe and appropriate environment to assist people who are homeless. Rather than simply being a place to provide respite from the elements, it will be a place of engagement and services will aim to end homelessness. Biddle House is not intended to be the sole entry point into this service model for men, women or families. It is intended to augment the City's existing programs and to also provide intake, assessment coordinated entry, prevention and diversion along with other agencies.

## FUNDING

**As noted above, and in Category 3 and Category 4 of the FY '17 Pro Forma Budget,** a total of \$712,860 is the direct funding identified in this RFP to support Facility Operator and Service Coordinate in providing or subcontracting for Day Services and Overnight Services, including administration, kitchen staff, food, security personnel, janitorial service, linen laundering monitors, supplies and shelter and office supplies. Agencies submitting proposals much include in this budget all personnel and equipment costs relating to security and safety within the facility, including a proposal to install interior security cameras and equipment.

Of this amount, \$351,860 is from HUD ESG funding, \$361,000 in St. Louis Affordable Housing funding, and \$49,140 in grantee matching funds — and the possibility of greater matching funds depending RFP applicant's ability to bring funding and other resources to the project.

The dollar-for-dollar match requirement of HUD ESG funding has made it difficult for qualified agencies to participate in projects with substantial HUD ESG funding. The contemplated appropriation of city funds through the Affordable Housing Commission has been structured to relieve a significant part of the match burden.

### ***Services and Funding not subject to the RFP:***

The FY '17 Pro Forma Budget identifies funding and services that support Biddle House operations that are not subject to the RFP and for which applicants need not budget, including:

Coordinated intake, assessment and service referral for single men (**Category 5**) and for women and families (**Category 6**), including intake employees, rapid rehousing staff, supportive services staff, rental and utility assistance, food, mobile outreach services, administrative and supplies are the subject of separate contracts, and have been budgeted for a combined total of \$485,272, of which \$140,000 is from 2015 HUD ESG funding, \$150,000 is from the 2015 CoC grant, and \$195,272 is from grantee match.

(Similarly, pending in the highly competitive and as yet unannounced Tier II funding awards under the 2015 CoC Competitive Grant for the City of St. Louis CoC is more than \$1M in applications for rapid rehousing funding, a significant portion of which, if awarded, would be budgeted and applied in support of Biddle House guests).

Administrative support (**Category 1**) and Facilities maintenance, including contract services, equipment, and materials and supplies (**Category 2**) at Biddle House, meanwhile, will be conducted by the City of St. Louis and its contractors, and has been budgeted with City of St. Louis general revenue and HUD ESG funding, as part of the DHS budget.

**Some operational expenses,** including all costs for utilities and trash pickup, will be budgeted through citywide accounts funded with City of St. Louis general revenue and maintained by the Facilities Management Division of the Board of Public Service. Landscaping maintenance will be assumed by the Forestry Division as part of regular service to City of St. Louis facilities.

**Police and other external security.** The safety plan in support of Biddle for the area surrounding the facility will be a part of the St. Louis Metropolitan Police Department Budget.

## OTHER CONSIDERATIONS

- The \$712,860 in direct funding identified in this RFP is based on current funding for Day Services by the Bridge Outreach at Centenary United Methodist Church adjusted for seven days of service (\$420,000 total for 1.25 FTE administrator, 3.25 FTE for Food and Kitchen Staff, and 6 FTE Security) and Overnight Services by Windsor Transitional Housing at 12<sup>th</sup> and Park Recreation Center (\$342,000 for 2 FTE Manager/Assistant Manager, 1 FTE Supervisor, 7 FTE staff/monitors and 1 FTE Kitchen staff). **Applicants are not bound by this staffing arrangement but, within this budgetary framework, may propose the staffing arrangement they believe will best enable and support the work of the Facilities Manager and Service Coordinator, including safe and sustainable Day Services and Overnight Services (including by supplementing such funding with additional match).**
- The Pro Forma Budget provides for support services by DHS Program Manager I as coordinator and community liaison. Applicants may discuss in their proposals whether such support services are desirable or necessary, and if so what would be their highest and best use.
- The Pro Forma Budget presumes applicants will be able to obtain sufficient in-kind food donations to fully support the meal program at Biddle House. Applicants who are not able to obtain such donations, or raise private funding for that purpose, should seek funding for food in their proposed budget.

\* \* \*

## EVALUATION OF PROPOSALS

The evaluation of proposals will be performed by a Selection Committee. The Selection Committee will be composed of the Director of Human Services and his designee, a staff member of the Department of Human Services, a representative of the Mayor, a representative of the Comptroller, and a representative of the President of the Board of Aldermen. The Selection Committee shall consider at a minimum, and all applicants should address in its project proposal the following evaluation criteria:

### *Experience and qualifications*

- The Applicant's status as a 501(c)(3) non-profit in good standing (for-profit entities are not eligible to serve as sub-grantees under the ESG program ).
- The Applicant's experience, ability and commitment to the overall goal of ending homelessness – either through a Single Agency Application or as Lead Agency to a Collaborative Application.
- Applicant's (including proposed subcontractors that are part of a **Collaborative Proposal**) past performances of programs previously funded by or through the DHS.
- The Applicant's experience (and that of any subcontractors that are part of a **Collaborative Proposal**) in addressing the needs of the homeless through community collaborations and partnerships.
- The experience and expertise of key staff – of Applicant (and any subcontractors that are part of a **Collaborative Proposal**).

- The Applicant's (and, in any **Collaborative Proposal**, any subcontractors') experience and resources to operate a state-of-the-art facility, to coordinate the efforts of staff members or affiliated service agencies dedicated to and compliant with U.S. Department of Housing and Urban Development (HUD) requirements and CoC standards, policies and best practices relating to coordinated entry, including diversion, assessment, temporary shelter and housing coordination.
- The Applicant's (and, in a **Collaborative Proposal**, any subcontractors') prior success and ability to serve as Facility Manager and Service Coordinator, and provide the Day Services and Night Services, with a proposed budget and funding reasonably in keeping with the scope of funding described in this RFP.
- The Applicant's (and, in a **Collaborative Proposal**, any subcontractors') ability to supplement or match Federal or City of St. Louis Funding for Biddle House operations with other funds or resources, including economies of scale that may be realized under applicant's proposal.
- The Applicant's ability to adequately describe and address the requirements and intentions of this RFP.

*Expected or potential loss or reduction of other services*

- Whether acceptance of Applicant's proposal will result in the applicant or any participating agency (including, in a **Collaborative Proposal**, proposed subcontractors') eliminating or reducing other homeless services in the community.

*Plan of Operations*

- The applicant's description of management and program elements, such as use of low barriers to access to Day Services and Overnight Services, development and implementation of strict and specific rules of conduct (including those relating to substance use), the scope and any limits of accessibility for convicts and sexual offenders, the procedures for use and dispensing of prescribed medications, as well as confirmation of applicant's commitment to adhere to prohibitions against conditioning services based on religious preferences and requirements or "free labor" requirements.
- Details of the applicant's overall staffing plan to ensure continuity and no gap in supervision and security for a 24 hour, 7 day a week facility.
- Details of the applicant's proposal for staffing of Day Services, including a description of daily processes, operational specifics and description of coordination with other service providers, focus on safety, monitoring, ensuring the facility's status and performance as a good neighbor.
- Details of the applicant's proposed staffing of Overnight Services, including operational specifics and description of coordination with Day Services, and focus on safety and ensuring the facility's status and performance as a good neighbor.
- The applicant's approach and timing for developing a "Good Neighbor Agreement" with stakeholders.
- The applicant's plans to invite and coordinate services of external agencies at Biddle House or on behalf of Biddle House guests.

- The applicant's proposed policies and strategies and plans to train and supervise personnel and other service participants operating at Biddle House in best practices for identifying and meeting the complex and special needs of populations expected to appear at Biddle House, including people suffering from chronic mental illness and substance dependence, women fleeing domestic violence, families, unaccompanied minors, and recently emancipated young adults.
- The applicant's proposed policies and strategies for ensuring safety at and good order around the facility, including coordination with police that is appropriate to the needs of facility guests and visitors and responsive to needs of neighbors and well calculated to maintaining safety and good order in neighboring communities.
- The applicant's plans to involve and empower homeless populations to participate in decision-making and project operations.
- Availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet statutory, regulatory and ordinance requirements.
- M/WBE and/or DBE participation.

**Applicants' public presentations of their proposal prior to selection will be a factor in the evaluation of proposals.**

**City of St. Louis Department of Human Services  
REQUEST FOR PROPOSALS (RFP)  
Application**

**TOTAL REQUEST FOR ESG FUNDING: \$ \_\_\_\_\_**

**1. Name of Applicant(s):** \_\_\_\_\_

**2. Name of Program:** \_\_\_\_\_

**3. Program Address:** \_\_\_\_\_

**4. Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**5. Contact Person & Title:** \_\_\_\_\_

**6.** Requested amount reflects: \_\_\_\_\_ % of the program/project budget of \$ \_\_\_\_\_

Requested amount reflects: \_\_\_\_\_ % of the total agency's budget of \$ \_\_\_\_\_

Is this program/project currently in existence?  Yes How many years? \_\_\_\_\_  No

Annual amount of funds received from other City of St Louis Agencies? \$ \_\_\_\_\_

**ALL DOCUMENTS MUST BE INCLUDED TO ENSURE CONSIDERATION FOR FUNDING**

**All proposals submitted to the Department of Human Services must include the following items:**

|  |   |
|--|---|
| <p><b><u>Project Proposal:</u></b></p> <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Organizational Capacity and Experience</li> <li>• Service Plan</li> <li>• Participant Tracking &amp; Reporting</li> </ul> | <p><b><u>Required attachment:</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of 501 (c) 3 status, including current good standing</li> <li>• Organizational Chart</li> <li>• Current List of the Board of Directors</li> <li>• Federal Form 990</li> <li>• Job Descriptions</li> <li>• Organization Budget</li> <li>• Detailed Project Budget</li> <li>• Letter of support from the Alderman/woman (if available)</li> </ul> |
|--|---|

**Narrative:**

The narrative should provide an overview of the proposed project in keeping with the background, intent, and evaluation criteria set forth in this RFP. It should provide sufficient information to demonstrate an understanding of the scope of the project.

**Organizational Capacity and Experience:**

In keeping with the background, intent and evaluation criteria set forth in this RFP, applicant should demonstrate a history of assessing the needs of and providing services to low-income individuals who are homeless, formerly homeless or at risk of becoming homeless. The applicant should provide outcome data from similar programs operated by the organization that shows the effects of the services provided. The applicant should verify established working relationships with other organizations in the community to ensure a network of services to meet the described needs of the participants.

**Service Plan:**

This section should provide sufficient operational detail to demonstrate an understanding of the scope of the project as outlined in this RFP, and be responsive to each of the issues identified above on which the application will be evaluated. Service plans that contemplate service through one or more subcontractors should explain the organizational capacity and experience of the subcontractor, and the role of the applicant in supervising the work of the subcontractor.

**Participant Tracking and Reporting:**

This section should describe a monitoring system, either by the applicant, subcontractor or other agencies in the CoC that will enable: a) tracking participants through the progression of services being provided, b) assessing individual progress toward personal goals, c) evaluating the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals and d) reporting data on client characteristics, use of services and expenditures to the funding agency.

**Job Descriptions/ Resume:**

A job description of positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (executive director, program director, case manager, etc.)

**Detailed Project Budget**

The project budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted should reflect the needs of clients and be for a period of 1 year, but as part of a contract that provides for multiple one-year renewals.

| PRO FORMA OPERATING BUDGET FY '17   |  |                      |            |            |            |            |              |
|---|--|----------------------|------------|------------|------------|------------|--------------|
| Biddle House  |  |                      |            |            |            |            |              |
| Summary Operations Budget   |  |                      |            |            |            |            |              |
| Category  | Detailed budget information                              | Annual Budget Amount | City Funds | HESG       | CoC        | AHC        | Agency Match |
| <b>1. Administration, Facility &amp; Service Coordination/Community Liaison</b> |  | \$ 66,220            |            | \$ 66,220  |            |            |              |
|   | (1 FTE) Salary \$ 49,653                                 |                      |            |            |            |            |              |
|   | Benefits \$ 16,567                                       |                      |            |            |            |            |              |
| <b>2. Facilities/Grounds Maintenance &amp; Operations</b>                       |  | \$ 161,675           | \$ 80,838  | \$ 80,838  |            |            |              |
|   | Materials & Supplies \$ 64,000                           |                      |            |            |            |            |              |
|   | Equipment \$ 11,000                                      |                      |            |            |            |            |              |
|   | Contract Services \$ 86,675                              |                      |            |            |            |            |              |
| <b>3. Day services, security and meals for single men, women and families</b>   |  | \$ 420,000           |            | \$ 180,860 |            | \$ 190,000 | \$ 49,140    |
|   | (1.25 FTE) Admin. \$ 92,532                              |                      |            |            |            |            |              |
|   | (3.25 FTE) Food/Kitchen \$ 157,896                       |                      |            |            |            |            |              |
|   | (6 FTE) Security \$ 169,572                              |                      |            |            |            |            |              |
| <b>4. Emergency Overnight Shelter for single men</b>                            |  | \$ 342,000           |            | \$ 171,000 |            | \$ 171,000 | TBD          |
|   | (2FTE) Manager/Asst. Manager \$ 115,700                  |                      |            |            |            |            |              |
|   | (1 FTE) Supervisor \$ 52,260                             |                      |            |            |            |            |              |
|   | (7 FTE) Staff/Monitors \$ 143,700                        |                      |            |            |            |            |              |
|   | (1 FTE) Kitchen Staff \$ 18,200                          |                      |            |            |            |            |              |
|   | Shelter/Office Supplies \$ 8,400                         |                      |            |            |            |            |              |
|   | Food \$ 3,740  |                      |            |            |            |            |              |
| <b>5. Coordinated Intake &amp; Assessment/ Unaccompanied Men</b>                |  | \$ 280,000           |            | \$ 140,000 |            |            | \$ 140,000   |
|   | (2 FTE) Shelter - Salaries & Benefits \$ 66,500          |                      |            |            |            |            |              |
|   | Shelter - Supplies/Mileage \$ 1,500                      |                      |            |            |            |            |              |
|   | (.5 FTE) Shelter - Mobile Outreach Worker \$ 12,000      |                      |            |            |            |            |              |
|   | (4.5 FTE) Rapid Re-housing - Staff \$ 123,000            |                      |            |            |            |            |              |
|   | Rapid Re-housing - Rental & Utility Assistance \$ 29,000 |                      |            |            |            |            |              |
|   | Rapid Re-housing - Bags of Food \$ 48,000                |                      |            |            |            |            |              |
| <b>6. Coordinated Intake &amp; Assessment/ Women and families</b>               |  | \$ 205,272           |            |            | \$ 150,000 |            | \$ 55,272    |
|   | Admin. \$ 10,500   |                      |            |            |            |            |              |
|   | (3.6) Supportive Services \$ 194,772                     |                      |            |            |            |            |              |
| <b>Total</b>  | \$ 1,475,167   | \$ 1,475,167         | \$ 80,838  | \$ 638,918 | \$ 150,000 | \$ 361,000 | \$ 244,412   |