

**PROPOSED BUDGET FOR HOMELESS SERVICE CENTER**

	<b>OXFORD STREET FY19 BUDGET (9000 sq ft)</b>	<b>OXFORD STREET FY20 ACTUALS (as of Dec)</b>	<b>ONE FACILITY 200 BED SHELTER (22,500 sq ft)</b>	<b>ONE FACILITY 150 BED SHELTER (17,000 sq ft)</b>	<b>THREE FACILITY 200 BED SHELTER (27,500 sq ft)</b>	<b>FIVE FACILITY 200 BED SHELTER (27,500 sq ft)</b>	<b>ONE FACILITY 75 BED SHELTER (8,500 sq ft)</b>
<b>EXPENDITURES</b>							
Personnel	2,306,881	1,157,442	2,228,376	1,980,259	4,574,876	5,696,638	1,672,788
Benefits (35%)	663,206	322,567	714,864	628,023	1,582,992	1,999,895	494,603
Temporary Help		0	10,000	10,000	10,000	10,000	0
Security Guards	140,434	70,883	147,456	147,456	442,367	552,959	73,728
Travel and Training	4,000	764	4,000	4,000	4,000	4,000	3,000
Client Supplies	65,950	15,865	65,950	49,463	65,950	65,950	24,731
Client Transportation	10,000	5,165	20,000	15,000	30,000	40,000	7,500
Contractual Services	165,602	50,024	71,876	69,676	93,764	132,540	54,988
Land/Building Rent	159,162	94,388	391,751	300,639	486,328	486,328	150,320
Laundry cost	129,200	65,100	129,200	96,900	129,200	129,200	48,450
Utilities	44,988	18,495	110,730	84,977	137,500	137,500	42,489
Telephone/Cellular Phone	1,800	475	1,800	1,800	2,400	3,600	1,800
Maintenance & Repairs	68,946	29,635	84,850	65,116	210,668	210,668	32,558
Minor Equipment/Furniture	3,500		5,000	4,000	10,000	15,000	3,000
Copier Lease	2,365		2,365	2,365	7,095	11,825	2,365
Office Supplies	12,000	3,408	12,000	11,000	15,000	18,000	7,000
Food Service Expense			995,533	805,368	1,216,663	1,216,663	520,121
<b>TOTAL EXPENDITURES</b>	<b>3,778,034</b>	<b>1,834,210</b>	<b>4,995,751</b>	<b>4,276,042</b>	<b>9,018,803</b>	<b>10,730,767</b>	<b>3,139,440</b>
<b>Start up cost</b>			<b>210,873</b>	<b>198,069</b>	<b>404,332</b>	<b>543,575</b>	<b>125,935</b>
<b>Grand Total</b>	<b>3,778,034</b>	<b>1,834,210</b>	<b>5,206,624</b>	<b>4,474,111</b>	<b>9,423,135</b>	<b>11,274,342</b>	<b>3,265,375</b>

*Footnote:*

**Star up cost breakout**

Shuttle Vehicle (12 person Van)	35,000	35,000	70,000	105,000	35,000
Equipment/Furniture	88,779	75,975	151,880	206,365	47,388
Food Service	87,094	87,094	182,452	232,210	43,547

**PROPOSED BUDGET FOR HOMELESS SERVICE CENTER**

<b>OXFORD STREET FY19 BUDGET (9000 sq ft)</b>	<b>OXFORD STREET FY20 ACTUALS (as of Dec)</b>	<b>ONE FACILITY 200 BED SHELTER (22,500 sq ft)</b>	<b>ONE FACILITY 150 BED SHELTER (17,000 sq ft)</b>	<b>THREE FACILITY 200 BED SHELTER (27,500 sq ft)</b>	<b>FIVE FACILITY 200 BED SHELTER (27,500 sq ft)</b>	<b>ONE FACILITY 75 BED SHELTER (8,500 sq ft)</b>
		<b>210,873</b>	<b>198,069</b>	<b>404,332</b>	<b>543,575</b>	<b>125,935</b>

<b>REVENUES</b>							
General Assistance State Reimbursements	828,550	22%					
Maine State Housing Grant (ESHAP)	1,448,081	38%					
City funded	1,501,403	40%					
Grand Total	3,778,034	100%					

## PERSONNEL

	FY19 Budget OXFORD STREET			ESTIMATED NEW 200 BED SHELTER			ESTIMATED NEW 150 BED SHELTER		ESTIMATED NEW 75 BED SHELTER	
	FTE	SALARY	COST	FTE	SALARY	COST	FTE	COST	FTE	
Director	1	\$64,358	\$64,358	1	\$67,880	\$67,880	1	\$67,880	1	
Program Coordinator	2	\$55,486	\$110,971	2	\$58,260	\$116,521	2	\$116,521	2	
Administrative Assistant	1	\$35,038	\$35,038	1	\$36,790	\$36,790	1	\$36,790	1	
Shelter Attendants	20.9	\$37,419	\$782,050	17	\$39,290	\$667,923	13	\$510,765	10	
Sr. HSC (Attendant Supervision)	5	\$51,501	\$257,507	5	\$54,076	\$270,382	5	\$270,382	4	
Sr. HSC (food/volunteer)	0	\$51,501	\$0	1	\$54,076	\$54,076	1	\$54,076	1	
Human Services Councilors	9	\$43,314	\$389,824	9	\$45,479	\$409,315	7	\$318,356	5	
Human Service Specialist	1.4	\$40,425	\$56,595	1.5	\$42,446	\$63,669	1.5	\$63,669	1.5	
Facilities Manager	0	\$0	\$0	0	\$0	\$0	0	\$0	0	
Maintenance Worker	3	\$42,445	\$127,335	3	\$44,567	\$133,702	3	\$133,702	2	
Custodial Worker	2	\$35,598	\$71,195	2	\$37,377	\$74,755	2	\$74,755	2	
Security	4	\$35,109	\$140,434	4	\$36,864	\$147,456	4	\$147,456	2	
Overtime			\$128,645			\$50,000		\$50,000		
Per Diems			\$283,363			\$283,363		\$283,363		
<b>TOTAL</b>	<b>49.3</b>		<b>\$2,447,315</b>	<b>46.5</b>		<b>\$2,375,832</b>	<b>40.5</b>	<b>\$2,127,715</b>	<b>31.5</b>	
Benefits	35%		\$663,205.55			\$714,864		\$628,023.16		
<b>TOTAL WITH BENEFITS</b>			<b>\$3,110,521</b>			<b>\$3,090,696</b>		<b>\$2,755,738</b>		

### Personnel Assumptions

#### One facility

Assumes a reduction in shelter attendant positions due to more efficient sightlines, only one building to monitor

Assumes a reduction HSC's for one facility due to a reduction in number of Beds

For one facility assumes a reduction in overtime costs due to less FT shelter attendant staff and less of a concentrated staffing focus on overnight hours.

SRHSC added for food services, the rest of the positions stay the same. Three front line supervisors for our shelter attendants covering 24 hours per day and one grant funded City ESG rapid HSS staff stay the same, they complete our intakes, necessary data entry and paperwork which will still be needed to satisfy funders

**EXPENDITURES ASSUMPTIONS**

**ONE FACILITY PROPOSAL**

Personnel	See Personnel Assumptions on Personnel Worksheet
Benefits	Based on estimated City FY19 Benefits expense of 35%
Temporary Help	One Jesuit Volunteer
Administrative Services	FY19 Budget
Client Supplies	FY19 Budget
Client Transportation	FY19 Budget with increase due to location potentially being further from downtown
Contractual Services	Reduced by \$116,000 (Preble Street Day Room) and increased for services depending on square footage
Land/Building Rent	Oxford Street current price per square foot multiplied by estimated 17,000 new square footage
Supplies	FY19 Budget
Utilities	Based on Oxford Street price per square foot multiplied by estimated square footage
Telephone/Cellular Phones	FY19 Budget
Maintenance & Repairs	Based on Oxford Street price per square foot multiplied by estimated square footage Reduced my 50% due to new facility
Minor Equipment/Furniture	See detailed Start Up cost worksheet

**Contractual Services Detail**

	FY19 Budget	Estimated One Facility 200 BED	Estimated One Facility 150 BED
Preble Day Room	116,000	0	0
Fire System	5,000	10,000	10,000
Pest Control	4,788	9,576	9,576
Trash	6,100	12,200	10,000
Confidential Destruction	1,000	2,000	2,000
HMIS Fees	3,100	3,100	3,100
Cintas - floor Mats cleaning service	2,500	2,500	2,500
Home Team	25,000	25,000	25,000
Interpreter Services	3,500	3,500	3,500
Auto Expense	4,000	4,000	4,000
CM level reduction	-5,386		
	165,602	71,876	69,676

**Assumptions**

Preble Street will no longer be needed to provide food

One facility is estimated at almost twice the size of the existing shelter. Contractual services have increased a for expenditures related to square footage

## Utilities/Rent/Maintenance Calculation

(Based on estimated per square foot cost)

Utilities	Oxford Street	One Facility 200 BED	One Facility 150 BED	One Facility 75 BED
Square Feet	9,000	22,152	17,000	8,500
Utilities price per square foot	5.00	5.00	5.00	5.00
Efficiency Savings %				
<b>Utilities Budget</b>	<b>44,988</b>	<b>110,730</b>	<b>84,977</b>	<b>42,489</b>

*\*One facility is subject to change based on potential efficiencies of new construction*

Rent	Oxford Street	One Facility 200 BED	One Facility 150 BED	One Facility 75 BED
Square feet	9,000	22,152	17,000	8,500
Rent Price per square foot	17.68	17.68	17.68	17.68
<b>Rent Budget</b>	<b>159,162</b>	<b>391,751</b>	<b>300,639</b>	<b>150,320</b>

Maintenance and Repairs	Oxford Street	One Facility 200 BED	One Facility 150 BED	One Facility 150 BED
Square feet	9,000	22,152	17,000	8,500
Rent Price per square foot	7.66	7.66	7.66	7.66
50% Reduction due to new building		50%	50%	50%
<b>Rent Budget</b>	<b>68,946</b>	<b>84,850</b>	<b>65,116</b>	<b>32,558</b>

EQUIPMENT	QUANTITY	One Facility 150 BED EST COST
COMMERCIAL MICROWAVE	1	\$300.00
COMMERCIAL COFFEE MACHINE	1	
COMMERCIAL TOASTER	1	\$200.00
2 DOOR REACH IN FRIDGE	1	\$3,000.00
DISHES / SILVERWARE / GLASSES		\$2,165.00
ICE MACHINE	1	\$4,000.00
DISHMACHINE	1	\$12,000.00
DISH CADDY	1	\$550.00
TRAY / FLATWARE CART	1	\$1,500.00
HOT SERVING TABLE	1	\$2,515.00
COLD SERVING TABLE	1	\$4,000.00
PREP TABLES	1	\$2,000.00
GENERAL KITCHEN EQUIPMENT		\$40,000.00
DUTY DISH CARTS	1	\$214.00
SHELF STORAGE RACK	4	\$300.00
DOUBLE SINK W ATTACHMENTS	1	\$800.00
HAND WASH SINK	1	\$650.00

**ADDITIONAL EQUIPMENT NEEDED FOR BARRON CENTER KITCHEN**

EQUIPMENT	EST COST
GAS RANGE	\$3,000.00
CONVECTION OVEN	\$4,000.00
MEAT SLICER	\$2,000.00
FOOD TRANSPORT CARTS	\$2,000.00
PREP TABLES	\$1,900.00

**TOTAL EQUIPMENT \$87,094.00**

**CAPITAL NEEDS**

TRUCK WITH LIFT FOR DELIVERY

**TOTAL CAPITAL \$0.00**

**TOTAL START UP FOR FOOD SERVICE \$87,094.00**

**FOOD COST**

\$10.42 PER DAY

Breakfast	\$2.61
Lunch	\$3.13
Dinner	\$4.69
	<hr/>
	\$10.42

Number of guests	150
Days	365

**TOTAL FOOD COST \$570,495**

**ADDITIONAL LABOR NEEDED AT BARRON CENTER**

	Total Wages
FOOD SERVICE SUPPORT TEAM WORKERS	4 \$70,142.00
COOKS	2 \$103,838.00

**ADDITIONAL LABOR NEEDED FOR FIVE FACILITIES**

DRIVERS FOR FIVE FACILITY DELIVERY	2
ADDITIONAL SUPPORT TEAM WORKER	5

**TOTAL ADDITIONAL LABOR \$173,980.00**  
**BENEFITS AT 35% \$60,893.00**

**SUMMARY**

EQUIPMENT	\$87,094.00
FOOD	\$570,495.00
LABOR	\$173,980.00
BENEFITS	\$60,893.00
CAPITAL	\$0.00

**GRAND TOTAL \$892,462.00**

**ASSUMPTIONS**

Breakfast would be a continental style meal with coffee, juice, milk, cereal, fruit and bagels or muffins  
Lunch would be deli style sandwich's salads and soup  
Dinner would be a traditional hot meal (same as Barron Center serves their guests for lunch)  
For three facilities the Barron Center staff would deliver lunch in the morning and breakfast (for the next morning) and dinner in the afternoon  
Either a truck with a lift or loading docks at each facility would be needed for delivery to five facilities

**Start Up Costs-One Facility (150 BED)**

Metal Detector		\$6,000	Current one is not functioning
6 stackable Laundry Units \$1,930 (avg of cheapest)		\$11,580	8 stackable units at \$1,931 each, so guests can do regular laundry. Will greatly help with hygiene and pest control
			For guest laundry and cleaning rags and sheets
12 client phones @ 10 dollars		\$120	We provide guests with phones to make local calls for jobs and housing
Office and Conference Room Furniture		\$8,082	38 Office chairs at \$164.00 each, 2 conference tables at \$925.00 each
Lockers		\$1,000	To be done in house
12 outdoor tables/chairs		\$8,580	\$715.00 per unit
Dayroom Folding Tables 34 tables		\$6,800	\$200 per table, collapsible for easy storage and maneuverability
Dayroom Folding Chairs 136		\$2,001	136 chairs for a full dining room seating at \$14.71 per chair
2 Chair Racks		\$500	2 racks, each costing \$250
150 Single Beds (bed bug proof)		\$26,813	\$178.75 for each single bed
Shuttle 12 Person van		\$35,000	1 van to operate shuttle services to make sure guests can easily get back into town and to the shelter
3 new computers		\$4,500	3 new computers to furnish office space for community partners
		<b>\$110,975</b>	