

PATH PLAZA PROJECT ANNUAL BUDGET PROJECTION - YEAR 1

PATH PLAZA - ANTICIPATED EXPENSES - YEAR 1		PATH PLAZA - ANNUAL FUNDING PLAN - YEAR 1						
LINE ITEM DESCRIPTION	ANNUAL COST PROJECTION	ESG (STATE: HCD)	PLHA (COUNTY)	CESH (COC)	HHAP 3/4 (COC)	IN-KIND DONATIONS	COMMUNITY DONATIONS	FOUNDATION GRANTS
Direct Services Staff Wages, Taxes & Benefits <i>PATH Plaza Direct Services Staff Costs make up 80% of PATH's organizational Direct Services staff costs of \$1,269,840.</i>	\$1,269,840	\$127,671	\$634,920	\$76,190	\$431,059			
Program Support Staff Wages, Taxes & Benefits <i>PATH Plaza Administrative Staff Costs make up 77% of PATH's organizational Administrative staff costs of \$289,291.</i>	\$221,478	\$22,268	\$110,739	\$13,289	\$75,183			
Worker's Compensation Insurance <i>PATH Plaza Work Comp costs are expected to make up 78% of PATH's projected organizational Work Comp costs of \$92,338 (WC rates for staff working with clients in shelter settings are considerably higher than rates for other staff).</i>	\$72,024	\$7,241	\$36,012	\$4,321	\$24,449			
Insurance: General Liability, Property & Auto <i>Portion of organizational insurance costs based on insurance quotes for PATH Plaza facility once in service, planned activities to be conducted at the facility and planned use of vehicles.</i>	\$24,033	\$2,416	\$12,017	\$1,442	\$8,158			
Utilities <i>Includes PG&E, Water & Sewer, Garbage, Phone (AT&T Mobile phones and Ring Central VOIP), Internet and Pest Control services. Utility costs for the facility at 550 Lay Ave. are allocated to programs based combined square footage of the facility to be dedicated to program-specific activities and a proportional share of square footage of shared spaces (lobby, restrooms, etc.), with 6% allocated to Street Outreach Services (SoS), 4% allocated to Rapid Rehousing, and 90% allocated to the Navigation Center/Shelter program. Allocations split subject to change based on actual use once in facility.</i>	\$84,240	\$8,470	\$42,120	\$5,054	\$28,596			
Technology Infrastructure Maintenance <i>Includes maintenance, upkeep and support for secure internal network.</i>	\$27,079	\$2,723	\$13,540	\$1,625	\$9,192			
Software Subscriptions <i>Includes Office 365 (staff email server and shared, cloud-based file storage, password manager, accounting software and HMIS licenses.</i>	\$8,000	\$804	\$4,000	\$480	\$2,716			
Program Supplies <i>Supplies necessary for both Day and Overnight shelter, including consumables, towels, bedding, etc.</i>	\$5,000	\$503	\$2,500	\$300	\$1,697			
Food <i>Food for on-site meals (portion of overall food costs, which include street outreach meals), self-serve snacks and grab-and-go meals/food bags.</i>	\$24,000	\$1,206	\$6,000	\$720	\$4,074	\$12,000		
Office Supplies <i>Supplies and small equipment necessary for staff to carry out navigation center activities (i.e., paper, file folders, desktop printers, etc.)</i>	\$6,000	\$603	\$3,000	\$360	\$2,037			
Vehicle Costs <i>Fuel costs for client transport, portion of fuel for picking up food and other donations, portion of vehicle maintenance (portion of vehicle costs expensed to Street Outreach and RRH as appropriate)</i>	\$5,000			\$1,000	\$4,000			
Furniture & Equipment (Year 1) <i>Beds, chairs, tables, lockers, outdoor recreational equipment and other furnishings and equipment necessary for start up and continued operation of program. (Year 1 costs expected to be considerably higher than ongoing costs.)</i>	\$265,000	\$26,095			\$128,905		\$65,000	\$45,000
Totals	\$2,011,694	\$200,000	\$864,847	\$104,782	\$720,065	\$12,000	\$65,000	\$45,000

PATH ORGANIZATIONAL STAFFING BUDGET PROJECTIONS

This Budget Projection includes PATH staff across all PATH programs and is intended to illustrate how PATH Plaza staffing fits into the organization as a whole.

DIRECT SERVICES
Intake Coordinator/Front Desk
Homeless Advocate
Custodian
Security
Housekeeping
Kitchen Manager
Cook
Case Manager I
Case Manager II
RRH/HP Case Coordinator
Street Outreach Advocate
Sale Properties Case Manager
Pathways Case Manager
Direct Services Staffing Totals

DIRECT SERVICES FTE BY PROGRAM					Total FTE
PATH Plaza	Rapid Rehousing	Street Outreach	Sale TH	Pathways TH	
3.85					3.85
9.8					9.8
1.4					1.4
1.4					1.4
1.4					1.4
1.4					1.4
4.2					4.2
1					1
3					3
	1				1
		3.5			3.5
			1.3		1.3
				1	1
27.45	1.00	3.50	1.30	1.00	34.25

% of Total by Program:

80% 3% 10% 4% 3%

STAFF COSTS	
Hourly Wage	Taxes & Benefits
\$20	10%
\$20	10%
\$20	10%
\$20	10%
\$20	10%
\$20	10%
\$20	10%
\$23	10%
\$21	10%
\$23	10%
\$20	10%
\$20	10%
\$20	10%

DIRECT SERVICES COST BY PROGRAM					Total Cost
PATH Plaza	Rapid Rehousing	Street Outreach	Sale TH	Pathways TH	
\$176,176					\$176,176
\$448,448					\$448,448
\$64,064					\$64,064
\$64,064					\$64,064
\$64,064					\$64,064
\$64,064					\$64,064
\$192,192					\$192,192
\$52,624					\$52,624
\$144,144					\$144,144
	\$52,624				\$52,624
		\$160,160			\$160,160
			\$59,488		\$59,488
				\$45,760	\$45,760
\$1,269,840	\$52,624	\$160,160	\$59,488	\$45,760	\$1,587,872

80% 3% 10% 4% 3%

PROGRAM SUPPORT
Program Manager
Program Supervisor
Executive Director
Assistant to Executive Director (B)
Assistant to Executive Director (A)
Administrative Staffing Totals

PROGRAM SUPPORT FTE BY PROGRAM					Total FTE
PATH Plaza	Rapid Rehousing	Street Outreach	Sale TH	Pathways TH	
0.80	0.03	0.10	0.04	0.03	1
0.80	0.03	0.10	0.04	0.03	1
0.80	0.03	0.10	0.04	0.03	1
0.80	0.03	0.10	0.04	0.03	1
0.30	0.20	0.06	0.02	0.02	0.6
3.50	0.32	0.46	0.18	0.14	4.60

% of Total by Program:

76% 7% 10% 4% 3%

STAFF COSTS	
Hourly Wage	Taxes & Benefits
\$32	10%
\$24	10%
\$32	10%
\$24	10%
\$24	10%

PROGRAM SUPPORT COST BY PROGRAM					Total Cost
PATH Plaza	Rapid Rehousing	Street Outreach	Sale TH	Pathways TH	
\$58,573	\$2,196	\$7,322	\$2,929	\$2,196	\$73,216
\$43,930	\$1,647	\$5,491	\$2,196	\$1,647	\$54,912
\$58,573	\$2,196	\$7,322	\$2,929	\$2,196	\$73,216
\$43,930	\$1,647	\$5,491	\$2,196	\$1,647	\$54,912
\$16,474	\$10,982	\$3,367	\$1,251	\$962	\$33,035
\$221,478	\$18,670	\$28,992	\$11,501	\$8,650	\$289,291

77% 6% 10% 4% 3%

TOTAL STAFFING
Staffing - Combined Totals

TOTAL FTE BY PROGRAM					Total FTE
PATH Plaza	Rapid Rehousing	Street Outreach	Sale TH	Pathways TH	
30.95	1.32	3.96	1.48	1.14	38.85

% of Total by Program:

80% 3% 10% 4% 3%

TOTAL STAFF COST BY PROGRAM					Total Cost
PATH Plaza	Rapid Rehousing	Street Outreach	Sale TH	Pathways TH	
\$1,491,318	\$71,294	\$189,152	\$70,989	\$54,410	\$1,877,163

79% 4% 10% 4% 3%

All PATH Staffing Costs are allocated to specific programs based on actual activities conducted and may deviate from projections, particularly for Program Support staff. Projections are updated quarterly based on actual allocations from preceding quarter for budgeting purposes.

Program Support Staff are responsible for supervisory and administrative activities directly related and necessary to operation of direct services programs, and are not considered Indirect or Grant Administration. Program Support staff roles and activities generally fall into one of two categories:

Supervisory Staff
Program Manager, Program Supervisor
Supervisory staff are responsible for day-to-day operations of programs, including supervising and supporting Direct Services staff, developing and maintaining procedures for service delivery, collaborating with Executive staff and the PATH Board of Directors to develop, implement and maintain program-specific and organization-wide policies, and interfacing with community partners and the community at-large on matters specific to program activities, referrals and service access.

Executive Staff
Executive Director, Assistant to the Executive Director (A), Assistant to the Executive Director (B)
*Executive Staff responsibilities include human resources management (recruiting and hiring, labor law compliance, etc.), accounting and bookkeeping, grant reporting, grant compliance, coordinated community response, and community outreach and relations. Projected allocations for Program Support staff are based on FTE and projected total costs split for Direct Services staffing, however, actual amounts to be expensed to a particular program are dependent on actual activities conducted in support of each program. **

Rationale for including Executive Staff in PLHA Budget

PATH PLAZA GENERAL SERVICES SCHEDULE (PROJECTED)

	Food Services	Shelter Services	Central Store	Intake Coordination	Case Management	Community Partner Services	Shower Services	Self-Serve Laundry			
12:00 AM		Overnight Shelter <i>Open only to participants enrolled in Overnight Shelter (OS).</i>	After Hours Central Store <i>Limited services, open only to OS participants.</i>	Emergency Intakes <i>HMIS, Needs Assessment, Program Orientation for new OS participants.</i>							
1:00 AM											
2:00 AM											
3:00 AM											
4:00 AM											
5:00 AM											
6:00 AM											
7:00 AM	Breakfast	Day Shelter Services <i>Open to participants enrolled in Day Shelter (DS) or Overnight Shelter (OS).</i>	Central Store Regular Hours <i>Clothing Closet, Mail Services, Device Charging, Grab-and-go meals/food bags, etc.</i>	Standard Intakes <i>HMIS, Needs Assessments, CES Entry Point, initial Case Management meetings, etc. for new DS and OS participants.</i>			Morning Showers <i>Open to OS participants only.</i>	Morning Laundry <i>Open to OS participants only.</i>			
8:00 AM											
9:00 AM	Self-Serve snacks available in Day Room.						Case Management <i>Housing Stability Planning, Income Development, Resource Navigation, Public Benefits Access, Transportation to Comm. Partner Services, etc. for DS and OS participants, Drop-In or by Appt.</i>	Community Partner Services <i>Space available for community partners to provide services, classes/groups, and/or meet one-on-one with participants.</i> <i>Facilities may be available outside of these hours based on participant need and partner availability.</i>	Day Showers <i>Open to participants enrolled in Day Shelter (DS) or Overnight Shelter (OS), with DS participants prioritized.</i>	Day Laundry <i>Open to participants enrolled in Day Shelter (DS) or Overnight Shelter (OS), with DS participants prioritized.</i>	
10:00 AM											
11:00 AM											
12:00 PM	Lunch										
1:00 PM											
2:00 PM	Self-Serve snacks available in Day Room.										
3:00 PM											
4:00 PM											
5:00 PM	Dinner										
6:00 PM				Emergency Case Management (M-F) <i>Available on drop-in basis for crisis and/or time sensitive matters, to accommodate</i>			Evening Showers <i>Open to OS participants only.</i>				Evening Laundry <i>Open to OS participants only.</i>
7:00 PM	Self-Serve snacks available in Day Room.	Overnight Shelter	After Hours Central Store <i>Limited services, open only to OS participants.</i>	Emergency Intakes							
8:00 PM											
9:00 PM											
10:00 PM											
11:00 PM											

Schedule subject to change based on participant need and service/community partner availability. Once PATH Plaza Navigation Center is open for services, up-to-date Services Schedules will be posted at the facility, online, and provided to 2-1-1 Tehama, PATH Street Outreach Services staff, and community partners.

PATH PLAZA SCHEDULING AND FTE PROJECTIONS

This budget only includes staff time for day and overnight shelter operations at PATH Plaza Navigation Center. It does not include staffing costs for other PATH programs (Street Outreach, Rapid Rehousing, Transitional Housing, etc.). Likewise, this budget only includes Program Support staff time as expected to be dedicated to day and overnight shelter activities at PATH Plaza. Staff time for other programs, even if they are to be co-located at PATH Plaza, are not included on this budget.

Hour of Day	LINE STAFF POSITIONS (7 DAYS PER WEEK)																	Staff on shift, by hour of day (7 Days per week)
	Front Desk 1	Front Desk 2	Advocate A (Day)	Advocate C (Day)	Advocate B (Day)	Custodian	Advocate C (Afternoon/Evening)	Advocate D (Afternoon/Evening)	Advocate E (Afternoon/Evening)	Front Desk 2	Security	Housekeeping	Advocate F (Night)	Kitchen Manager	Cook A	Cook B	Cook C	
12:00 AM																		3
1:00 AM																		3
2:00 AM																		3
3:00 AM																		3
4:00 AM																		3
5:00 AM																		4
6:00 AM																		4
7:00 AM																		5
8:00 AM																		8
9:00 AM																		8
10:00 AM																		8
11:00 AM																		9
12:00 PM																		9
1:00 PM																		8
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3:00 PM																		8
4:00 PM																		6
5:00 PM																		6
6:00 PM																		6
7:00 PM																		5
8:00 PM																		5
9:00 PM																		5
10:00 PM																		4
11:00 PM																		3
Hours per Day	8	8	8	8	8	8	8	8	8	8	6	8	8	8	8	8	8	8
Days per Week	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Hours per Week	56	56	56	56	56	56	56	56	56	56	42	56	56	56	56	56	56	56
FTE	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.05	1.4	1.4	1.4	1.4	1.4	1.4	1.4

Direct Services Staff Total FTE: **23.45**

	CASE MANAGEMENT STAFF				Case Management Staff Total FTE:
	Case Manager A	Case Manager B	Case Manager C	Case Manager D	
by (to PATH Plaza)*	8	8	8	8	4
Days per Week	5	5	5	5	
Hours per Week	40	40	40	40	
FTE	1	1	1	1	

Case Management Staff Scheduling: No fewer than two Case Managers will be on-shift on weekdays during day services open periods. No fewer than one Case Manager will be on-shift from 8 AM to 10 PM daily, including weekends.

PROGRAM SUPPORT STAFF (PATH PLAZA TIME ONLY)					Program Support Staff Total FTE:
Program Manager	Program Supervisor	Executive Director	Assistant to ED	Assistant to ED	
6.4	6.4	6.4	6.4	2.4	3.5
5	5	5	5	5	
32	32	32	32	12	
0.8	0.8	0.8	0.8	0.3	

Program Support Staff Scheduling: No fewer than one Supervisory staff will be on-site at PATH Plaza for no fewer than 6 hours per day, including weekends. Executive staff maintain regular weekday days schedules, but may be asked to adjust schedules as needed to support programs. The Program Manager and Executive Director (exempt positions) will share on-call designation when no Program Support Staff are currently on-shift.

Grand Total PATH Plaza FTE: **30.95**