



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

DATE: May 4, 2018 HCR18-048  
SUBJECT: Contract for the Fiscal Year 2019 YWCA of San Diego County Cortez Hill  
Family Center Interim Housing Program  
COUNCIL DISTRICT(S): Citywide  
ORIGINATING DEPARTMENT: Homeless Housing Innovations  
CONTACT/PHONE NUMBER: Lisa Jones / 619-578-7696

#### REQUESTED ACTION:

Recommend the execution of an agreement with YWCA totaling \$694,489 for interim housing services during the term of July 1, 2018 to June 30, 2019.

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission (Housing Commission) administers the contracts for the City of San Diego's (City) Homeless Shelters and Services Programs based on a Memorandum of Understanding between the Housing Commission and the City that first took effect on July 1, 2010. Currently, this includes the Cortez Hill Family Center operated by the YWCA.
- Cortez Hill Family Center (Cortez Hill) currently operates as a year-round (365 days per year) service-enhanced interim housing program in alignment with Housing First principles, for a minimum of 150 families with children experiencing homelessness in the City. Of those 150 families, on average a minimum of 300 children are served.
- The final option year of the previous contract will expire on June 30, 2018.
- Approving this action will authorize the Housing Commission to expend \$694,489 to provide interim housing services to families with children experiencing homelessness during the term of July 1, 2018, to June 30, 2019.
- The proposed funding is included in the Housing Commission's FY 2019 Proposed Budget, which is pending approval.



## REPORT

**DATE ISSUED:** April 26, 2018

**REPORT NO:** HCR18-048

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of May 4, 2018

**SUBJECT:** Contract for the Fiscal Year 2019 YWCA of San Diego County Cortez Hill  
Family Center Interim Housing Program

**COUNCIL DISTRICT:** Citywide

**REQUESTED ACTION:**

Recommend the execution of an agreement with YWCA of San Diego County (YWCA) totaling \$694,489 for interim housing services during the term of July 1, 2018, to June 30, 2019.

**STAFF RECOMMENDATION**

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Authorize the execution of a sole source agreement with YWCA of San Diego County (YWCA) in the amount of \$694,489 to provide interim housing services to homeless families with children, consisting of the following funding sources: \$191,863 of Community Development Block Grant (CDBG) funds allocated by the City of San Diego for the funding of social services in Fiscal Year 2019; \$305,626 of Emergency Solutions Grant (ESG) funds available for the funding of social services in Fiscal Year 2019; and \$200,000 provided by the City of San Diego Affordable Housing Fund (AHF), allocated by the Housing Commission contingent upon the appropriation of said funds by the City of San Diego;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to execute all necessary documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals; and
- 3) Authorize the President & CEO to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Board of Commissioners (Board) of the Housing Commission, but only if and to the extent that funds are determined to be available for such purposes.

**SUMMARY**

The Housing Commission administers the contracts for the City of San Diego's (City) Homeless Shelters and Services Programs based on a Memorandum of Understanding between the Housing Commission and the City that first took effect on July 1, 2010. Currently, this includes the Cortez Hill Family Center operated by the YWCA.

April 26, 2018

Contract for the Fiscal Year 2019 YWCA of San Diego County Cortez Hill Family Center Interim Housing Program

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Cortez Hill Family Center (Cortez Hill) currently operates as a year-round (365 days per year) service-enhanced interim housing program in alignment with Housing First principles, for a minimum of 150 families with children, experiencing homelessness in the City. Of those 150 families, on average a minimum of 300 children are served annually. The Housing Commission has contracted with the YWCA since 2010 to operate Cortez Hill. The final option year of the previous contract will expire on June 30, 2018. The City provides the program site directly to the YWCA via a lease between YWCA and the City. The average length of stay for this program is less than 90 days. During Fiscal Year 2019, the program will provide safe, low-barrier, interim housing, as well as stabilization and supportive services, to prepare homeless families for the most appropriate longer term or permanent housing interventions, contributing to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring.

Cortez Hill prioritizes and targets the most vulnerable, disabled, chronically homeless families living in the City, including families who would be forced to live in places not intended for human habitation (vehicles, parks, abandoned buildings, sidewalks, streets, etc.) were it not for the shelter and services provided by the program. These families often have varied and complex service needs that are not met by other programs. Services to be provided include, but are not limited to: safe, stable housing; a safe, secure, and comfortable environment; access to case management and supportive services; at least two meals per day, seven days per week; outside agency referrals; on-site and off-site counseling services; childcare and children's activities; and assistance in obtaining permanent supportive or permanent affordable housing.

### **AFFORDABLE HOUSING IMPACT**

As San Diegans continue to live in a City-declared housing emergency "shelter crisis," the need for immediate housing assistance is critical to the well-being of community members. Cortez Hill serves this purpose by providing interim housing services to families with children experiencing homelessness. Families participating in this program represent some of San Diego's most vulnerable citizens, as 100 percent of participants are homeless, with low-to-moderate incomes.

### **FISCAL CONSIDERATIONS**

The proposed funding approved by this action is included in the Housing Commission's FY 2019 Proposed Budget, which is pending approval. Approving this action will authorize the Housing Commission to expend \$694,489. Additionally, approving this action will result in the provision of shelter and services for approximately 150 families, consisting of approximately 500 individuals, by YWCA during Fiscal Year 2019, at an average annual cost to the City of \$12.20 per bed night.

### **EQUAL OPPORTUNITY/CONTRACTING**

YWCA of San Diego County is a local nonprofit and is not subject to the requirement to submit a Workforce Report.

### **KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholders for this project include: Cortez Hill residents and YWCA as the sub recipient administering the program. The program is expected to have a positive impact on the community because it will provide shelter and services to 150 otherwise homeless families with children.

April 26, 2018

Contract for the Fiscal Year 2019 YWCA of San Diego County Cortez Hill Family Center Interim Housing Program

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**ENVIRONMENTAL REVIEW**

The activities described in the report are not a project as defined in California Environmental Quality Act (CEQA) Section 15378(b)(5) as they are administrative activities of government that will not result in direct or indirect physical changes in the environment and, therefore, are not subject to CEQA pursuant to Section 15060(c)(3) of the State CEQA Guidelines. Nevertheless, they would be categorically exempt under multiple separate provisions of CEQA, including Section 15301 for existing facilities involving negligible or no expansion of the existing use. This determination is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. The activity contemplated herein, including operation of the facility, is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35(b)(2) and (3) and exempt per Section 58.34(a)(3) and (4) of Title 24 of the Code of Federal Regulations.

Respectfully submitted,



Lisa Jones  
Director, Housing First Administration  
Homeless Housing Innovations

Approved by,



Jeff Davis  
Executive Vice President & Chief of Staff  
San Diego Housing Commission

- Attachments: 1. Draft FY19 YWCA Cortez Hill CDBG Budget, subject to change  
2. Draft FY19 YWCA Cortez Hill ESG Budget, subject to change

Hard copies are available for review during business hours at the security information desk in the main lobby and the fifth floor reception desk of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials in the “Public Meetings” section of the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org).

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 1 - FY 2019 BUDGET EXHIBIT**

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - CDBG

SALARIES & WAGES	(Schedule 2)	<u>120,555</u>
FRINGE BENEFITS	(Schedule 3)	<u>18,070</u>
	TOTAL PERSONNEL	<u>138,625</u>
FEDERALLY APPROVED INDIRECT COST RATE	(Schedule 4)	<u></u>
SUPPLIES-ADMIN USE	(Schedule 5)	<u></u>
SUPPLIES-CLIENT USE	(Schedule 5)	<u>5,638</u>
PUBLICATIONS/PRINTING	(Schedule 5)	<u></u>
RENT/LEASE (PROJECT OPERATIONS)	(Schedule 5)	<u></u>
INSURANCE	(Schedule 5)	<u></u>
UTILITIES	(Schedule 5)	<u></u>
COMMUNICATIONS	(Schedule 5)	<u></u>
OTHER EXPENSES (SPECIFY):		
<u>Repairs &amp; Maintenance</u>	(Schedule 5)	<u>2,000</u>
<u>Equipment Purchase</u>	(Schedule 5)	<u>5,000</u>
<u>Food for Clients</u>	(Schedule 5)	<u>31,000</u>
<u>Annual Audit Fees</u>	(Schedule 5)	<u>5,000</u>
<u>Transportation for Clients</u>	(Schedule 5)	<u>4,600</u>
	TOTAL NON-PERSONNEL	<u>53,238</u>
	TOTAL CDBG PROJECT BUDGET	<u>191,863</u>

EXHIBIT B

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - CDBG

(1) POSITION TITLE	(2) Premium Pay			(3) ANNUAL GROSS PAY	(4) ANNUAL SALARY & WAGES
	OT	EP	MS		
Program Coordinator				46,000	46,000
Residential Specialist #1	X			27,040	27,040
Residential Specialist #2	X			27,040	27,040
Residential Specialist #3	X			19,968	19,968
Residential Specialist - PT Pool	X			507	507
TOTAL ANNUAL SALARY & WAGES					<b>120,555</b>

- (1) List each individual position title providing project/client services. NOTE: Project-related job duties for each position listed must be explained in the budget justification section.
- (2) Select the appropriate box for positions that will have premium pay, such as overtime (OT), extra pay (EP) and/or multi-shift (MS). NOTE: The premium pay and project-related usage will need to be explained in the budget justification section.
- (3) List the annual Agency gross pay for each position listed.
- (4) List total annual gross pay. NOTE: This is the amount that will be the annual budget cap for RFR claims.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - CDBG

(1)	(2)	(3)	(4)
POSITION TITLE	FRINGE BENEFIT TITLE	ANNUAL AMT OF FRINGE BENEFIT	ANNUAL FRINGE BENEFIT
Program Coordinator	FICA	3,519	3,519
Residential Specialist #1	FICA	2,069	2,069
Residential Specialist #2	FICA	2,069	2,069
Residential Specialist #3	FICA	1,528	1,528
Program Coordinator	Workers Comp Insurance	1,766	1,766
Residential Specialist #1	Workers Comp Insurance	1,038	1,038
Residential Specialist #2	Workers Comp Insurance	1,038	1,038
Residential Specialist #3	Workers Comp Insurance	767	767
Program Coordinator	Medical Insurance	4,023	4,023
Program Coordinator	Dental Insurance	253	253
TOTAL ANNUAL FRINGE BENEFITS			<b>18,070</b>

- (1) List each Schedule 2 individual position title for which **employer-portion** of fringe benefits will be claimed.
- (2) List the title of the Fringe Benefit that will be claimed. NOTE: The fringe benefit and project-related usage will need to be explained in the budget justification section.
- (3) List the total annual Agency amount of insurance for each position and each fringe benefit.
- (4) List the total amount of insurance for each position and each fringe benefit. NOTE: This is the amount that will be the annual budget cap for RFR claims.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - CDBG

LINE ITEM	Supplies - Client Use	AMOUNT
Detailed Explanation:		
Supplies including linens, blankets, pillows, towels, mattresses, mattress pads, rugs, toiletries, lice kits, kitchen and dining utensils, bowls, plates, cutlery, serving trays, paper goods, plasticware, misc food serving items, shower curtains, microwaves, toaster ovens, drinking water filtration system and supplies, maintenance and janitorial tools and supplies, computer software and other program supplies for client use.		5,638
		TOTAL \$ 5,638
LINE ITEM	Other - Repairs & Maintenance	AMOUNT
Detailed Explanation:		
Maintenance and repairs to building, equipment, furniture, fixtures and grounds in common areas, residential units, program and office areas including janitorial, plumbing, lighting, electrical, HVAC, walls, doors, locks, gates, fences, flooring, windows, laundry, playground, security/surveillance, fire and life safety equipment, elevator, telecommunications systems, data and voice cabling, computer and office equipment, kitchen and dining equipment and furniture, maintenance tools, pest control and other maintenance and repairs necessary to operate and maintain the residential facility. Includes annual maintenance costs for fire/life safety equipment, copier equipment and phone systems.		2,000
		TOTAL \$ 2,000
LINE ITEM	Other - Equipment Purchases	AMOUNT
Detailed Explanation:		
Equipment including beds, bike racks, vacuum cleaners, floor buffers, power washer, shelving units, laundry equipment, maintenance equipment, HVAC equipment, mechanical systems, security/surveillance, bathroom fixtures, plumbing equipment, electrical equipment, furniture, computers, printers, monitors peripherals and other equipment to operate and maintain the residential facility. Includes replacement and upgrades to network, surveillance and security equipment, access control systems and related components to secure the facility. Also includes kitchen and dining equipment such as water filtration system, ice machine, food heating, serving and storage equipment.		5,000
		TOTAL \$ 5,000

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.



**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - CDBG

LINE ITEM <u>Other - Food</u>	AMOUNT
Detailed Explanation:	
Food provided to residents at Cortez Hill (requirement of operating housing program and no cooking facilities available for clients.)	31,000

**TOTAL \$ 31,000**

LINE ITEM <u>Other - Audit Fees</u>	AMOUNT
Detailed Explanation:	
Portion of estimated annual audit fees attributable to Cortez Hill Family Center operations.	5,000

**TOTAL \$ 5,000**

LINE ITEM <u>Other - Transportation</u>	AMOUNT
Detailed Explanation:	
Public transportation passes for clients to travel to work, school, job interviews, medical services and other necessary appointments.	4,600

**TOTAL \$ 4,600**

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - CDBG

LINE ITEM	AMOUNT
Job Summaries	
Detailed Explanation:	
<u>Program Coordinator: Supervises program staff to ensure effective service delivery. Conducts intake and assessments of prospective clients, ensures compliance with program policies and guidelines.</u>	
<u>Residential Specialist: Conducts intake and assessments of prospective clients, informs clients of program guidelines, assists clients with referrals and support, supervises daily chores, maintains safe and secure environment.</u>	
	TOTAL \$ -
Job Summaries	
Detailed Explanation:	
	TOTAL \$ -
Job Summaries	
Detailed Explanation:	
	TOTAL \$ -

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
FY 2018 YEAR-START CONFIRMATION OF ALL SECURED FUNDING SOURCES AND BUDGETS**

This form details the total budget breakdown of each line item for the FY 2018 Project by all contributing funding sources. (1) Enter the name of all secured funding sources included in the total annual Project budget. (2) Enter the amount for each funding source title entered in row (1). (3) Enter the total Program Income (PI)/Client Generated Income (CGI) collected for each funding source title entered in row (1). (4) Enter total budget for Salaries & Wages and Fringe Benefits. (5) Enter the budget amount for each applicable PE line item for each funding source entered in row (1). (6) Enter the total Federally Approved Indirect Cost Rate budget amount for each funding source entered in row (1) and enter the budget amount for each applicable funding source entered in row (1). (7) Enter the total project budget for each applicable NPE line item listed. (8) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). (9) Enter any additional, applicable NPE budget line items and total project budget for each line item. (10) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). **NOTE: This form must be signed by an Agency position that is a Vice President/Chief Operating Officer or higher.**

AGENCY YWCA of San Diego County PROJECT Cortez Hill Family Center - CDBG

COO/CFO Donna Gough Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_ Print Name \_\_\_\_\_

(1) SECURED FUNDING SOURCE TITLE		CDBG	ESG	Affordable Housing Fund			TOTAL BUDGET
(2) FUNDNG SOURCE AMOUNT		191,863	305,626	200,000			697,489
(3) TOTAL PI/CGI BUDGET							-
<b>TOTAL FUNDING SOURCE AMOUNT</b>	-	<b>191,863</b>	<b>305,626</b>	<b>200,000</b>	-	-	<b>697,489</b>
(4) TOTAL PERSONNEL BUDGET							
SALARIES & WAGES		120,555	205,650	42,000			368,205
FRINGE BENEFITS		18,070	42,470	8,000			68,540
<b>SUBTOTAL PERSONNEL</b>	-	<b>138,625</b>	<b>248,120</b>	<b>50,000</b>	-	-	<b>436,745</b>
(6) SUBTOTAL FAIC RATE							-
(7) TOTAL NON PERSONNEL BUDGET							
SUPPLIES-ADMIN USE			2,000				2,000
SUPPLIES-CLIENT USE		5,638	16,906				22,544
PUBLICATIONS/PRINTING							-
RENT/LEASE			4,000	3,500			7,500
INSURANCE				10,800			10,800
UTILITIES				90,000			90,000
COMMUNICATIONS			12,000				12,000
(9) TOTAL OTHER NPE - List Below							
Repairs & Maintenance		2,000	2,000	41,700			45,700
Equipment Purchases		5,000					5,000
Food for Clients		31,000	17,000				48,000
Annual Audit Fees		5,000					5,000
Transportation for Clients		4,600					4,600
Consultant Services			3,600	4,000			7,600
							-
							-
							-
<b>SUBTOTAL NONPERSONNEL</b>	-	<b>53,238</b>	<b>57,506</b>	<b>150,000</b>	-	-	<b>260,744</b>
<b>TOTAL PROJECT BUDGET</b>	-	<b>191,863</b>	<b>305,626</b>	<b>200,000</b>	-	-	<b>697,489</b>

NOTES ON ENTRIES/CALCULATIONS:

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 1 - FY 2019 BUDGET EXHIBIT**

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - ESG

SALARIES & WAGES	(Schedule 2)	<u>205,650</u>
FRINGE BENEFITS	(Schedule 3)	<u>42,470</u>
	TOTAL PERSONNEL	<u>248,120</u>
FEDERALLY APPROVED INDIRECT COST RATE	(Schedule 4)	<u></u>
SUPPLIES-ADMIN USE	(Schedule 5)	<u>2,000</u>
SUPPLIES-CLIENT USE	(Schedule 5)	<u>16,906</u>
PUBLICATIONS/PRINTING	(Schedule 5)	<u></u>
RENT/LEASE (PROJECT OPERATIONS)	(Schedule 5)	<u>4,000</u>
INSURANCE	(Schedule 5)	<u></u>
UTILITIES	(Schedule 5)	<u></u>
COMMUNICATIONS	(Schedule 5)	<u>12,000</u>
OTHER EXPENSES (SPECIFY):		
<u>Consultant</u>	(Schedule 5)	<u>3,600</u>
<u>Repairs &amp; Maintenance</u>	(Schedule 5)	<u>2,000</u>
<u>Food for Clients</u>	(Schedule 5)	<u>17,000</u>
<u></u>	(Schedule 5)	<u></u>
	TOTAL NON-PERSONNEL	<u>57,506</u>
	TOTAL CDBG PROJECT BUDGET	<u>305,626</u>

EXHIBIT B

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - ESG

(1) POSITION TITLE	(2) Premium Pay			(3) ANNUAL GROSS PAY	(4) ANNUAL SALARY & WAGES
	OT	EP	MS		
	Director of Security	X			
Security Officer #1	X			27,040	27,040
Security Officer #2	X			14,976	14,976
Security Officer #3 (PT Pool)	X			14,976	14,976
Case Manager #1	X			37,440	37,440
Case Manager #2	X			35,360	35,360
Case Manager #3	X			35,360	35,360
<b>TOTAL ANNUAL SALARY &amp; WAGES</b>					<b>205,650</b>

- (1) List each individual position title providing project/client services. NOTE: Project-related job duties for each position listed must be explained in the budget justification section.
- (2) Select the appropriate box for positions that will have premium pay, such as overtime (OT), extra pay (EP) and/or multi-shift (MS). NOTE: The premium pay and project-related usage will need to be explained in the budget justification section.
- (3) List the annual Agency gross pay for each position listed.
- (4) List total annual gross pay. NOTE: This is the amount that will be the annual budget cap for RFR claims.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Biweekly
<input checked="" type="checkbox"/>	Twice a Month
<input type="checkbox"/>	

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - ESG

(1)	(2)	(3)	(4)
POSITION TITLE	FRINGE BENEFIT TITLE	ANNUAL AMT OF FRINGE BENEFIT	ANNUAL FRINGE BENEFIT
Director of Security	FICA	3,098	3,098
Security Officer #1	FICA	2,068	2,068
Security Officer #2	FICA	1,146	1,146
Security Office #3 (PT Pool)	FICA	1,146	1,146
Case Manager #1	FICA	2,864	2,864
Case Manager #2	FICA	2,705	2,705
Case Manager #3	FICA	2,705	2,705
Director of Security	Workers Comp Insurance	1,555	1,555
Security Officer #1	Workers Comp Insurance	1,038	1,038
Security Officer #2	Workers Comp Insurance	575	575
Security Office #3 (PT Pool)	Workers Comp Insurance	575	575
Case Manager #1	Workers Comp Insurance	1,438	1,438
Case Manager #2	Workers Comp Insurance	1,358	1,358
Case Manager #3	Workers Comp Insurance	1,358	1,358
Director of Security	Medical Insurance	8,488	8,488
Security Officer #1	Medical Insurance	3,377	3,377
Case Manager #2	Medical Insurance	6,470	6,470
Director of Security	Dental Insurance	253	253
Case Manager #2	Dental Insurance	253	253
TOTAL ANNUAL FRINGE BENEFITS			<b>42,470</b>

- (1) List each Schedule 2 individual position title for which **employer-portion** of fringe benefits will be claimed.
- (2) List the title of the Fringe Benefit that will be claimed. NOTE: The fringe benefit and project-related usage will need to be explained in the budget justification section.
- (3) List the total annual Agency amount of insurance for each position and each fringe benefit.
- (4) List the total amount of insurance for each position and each fringe benefit. NOTE: This is the amount that will be the annual budget cap for RFR claims.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - ESG

LINE ITEM	Supplies - Admin Use	AMOUNT
Detailed Explanation:		
Supplies including microwaves, toaster ovens, copier/printer paper, toner, ink, pens, file folders, computer software and other office supplies necessary to operate and maintain the residential facility.		2,000
<b>TOTAL</b>		<b>\$ 2,000</b>

LINE ITEM	Supplies - Client Use	AMOUNT
Detailed Explanation:		
Supplies including linens, blankets, pillows, towels, mattresses, mattress pads, rugs, toiletries, lice kits, kitchen and dining utensils, bowls, plates, cutlery, serving trays, paper goods, plasticware, misc food serving items, shower curtains, microwaves, toaster ovens, drinking water filtration system and supplies, maintenance and janitorial tools and supplies, computer software and other program supplies for client use.		16,906
<b>TOTAL</b>		<b>\$ 16,906</b>

LINE ITEM	Equipment Rental	AMOUNT
Detailed Explanation:		
Office equipment lease for copier, scanner, fax machine and other equipment.		4,000
<b>TOTAL</b>		<b>\$ 4,000</b>

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - ESG

LINE ITEM	Communications	AMOUNT
Detailed Explanation:		
Estimated annual cost of telephone, internet, data and fax services at Cortez Hill.		12,000
Includes land lines, local and long distance service, internet and telecom services and cell phones for on-call 24/7 security guards, managers, maintenance and residential staff. Service numbers listed below:		
619-239-0355	619-531-8945	
619-233-8995	619-814-7828	
619-531-1623	619-961-1038	
619-531-8872	619-322-8026	
619-531-8876	619-857-2696	
619-531-8878	619-402-4418	
619-531-8879	619-839-3668	
619-531-8937		
		<b>TOTAL \$ 12,000</b>
LINE ITEM	Other - Consultant Services	AMOUNT
Detailed Explanation:		
IT/Computer/Telecom/Security services provided by outside vendors for network, computers (hardware/software), system applications, security, access control, telephone and other related equipment and systems.		3,600
Services includes support, maintenance, upgrades, labor and materials.		
Other consultant services include counseling, security and translation services for clients.		
		<b>TOTAL \$ 3,600</b>
LINE ITEM	Other - Repairs & Maintenance	AMOUNT
Detailed Explanation:		
Maintenance and repairs to building, equipment, furniture, fixtures and grounds in common areas, residential units, program and office areas including janitorial, plumbing, lighting, electrical, HVAC, walls, doors, locks, gates, fences, flooring, windows, laundry, playground, security/surveillance, fire and life safety equipment, elevator, telecommunications systems, data and voice cabling, computer and office equipment, kitchen and dining equipment and furniture, maintenance tools, pest control and other maintenance and repairs necessary to operate and maintain the residential facility. Includes annual maintenance costs for fire/life safety equipment, copier equipment and phone systems.		2,000
		<b>TOTAL \$ 2,000</b>

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.



**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY YWCA of San Diego County

PROJECT Cortez Hill Family Center - ESG

LINE ITEM	Job Summaries	AMOUNT
Detailed Explanation:		
<u>Director of Security:</u> Supervises and trains security staff, monitors facility and grounds for safety and security issues, performs routine inspections, reports safety concerns and incidents, assists with developing and implementing security protocols and procedures, responds to emergency calls, ensures overall safety and security of clients, visitors and staff. <u>Security Officer:</u> Monitors facility and grounds for safety and security issues, performs routine inspections, reports safety concerns and incidents, responds to emergency calls, ensures overall safety and security of clients, visitors and staff. <u>Case Manager:</u> Provides client case management services including designing individual case plans, developing housing plans, monitoring client progress, providing referrals to housing and community resources, ensuring case files are in compliance, researching new community resources, and utilizing trauma informed approach to provide effective services.		
_____		_____
_____		_____
		TOTAL \$ -

LINE ITEM	Other - Food	AMOUNT
Detailed Explanation:		
Food provided to residents at Cortez Hill (requirement of operating housing program and no cooking facilities available for clients.)		17,000
_____		_____
_____		_____
		TOTAL \$ 17,000

LINE ITEM		AMOUNT
Detailed Explanation:		
_____		_____
_____		_____
		TOTAL \$ -

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
FY 2018 YEAR-START CONFIRMATION OF ALL SECURED FUNDING SOURCES AND BUDGETS**

This form details the total budget breakdown of each line item for the FY 2018 Project by all contributing funding sources. (1) Enter the name of all secured funding sources included in the total annual Project budget. (2) Enter the amount for each funding source title entered in row (1). (3) Enter the total Program Income (PI)/Client Generated Income (CGI) collected for each funding source title entered in row (1). (4) Enter total budget for Salaries & Wages and Fringe Benefits. (5) Enter the budget amount for each applicable PE line item for each funding source entered in row (1). (6) Enter the total Federally Approved Indirect Cost Rate budget amount for each funding source entered in row (1) and enter the budget amount for each applicable funding source entered in row (1). (7) Enter the total project budget for each applicable NPE line item listed. (8) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). (9) Enter any additional, applicable NPE budget line items and total project budget for each line item. (10) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). **NOTE: This form must be signed by an Agency position that is a Vice President/Chief Operating Officer or higher.**

AGENCY YWCA of San Diego County PROJECT Cortez Hill Family Center - ESG

COO/CFO Donna Gough Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_ Print Name \_\_\_\_\_

(1) SECURED FUNDING SOURCE TITLE		CDBG	ESG	Affordable Housing Fund			TOTAL BUDGET
(2) FUNDNG SOURCE AMOUNT		191,863	305,626	200,000			697,489
(3) TOTAL PI/CGI BUDGET							-
<b>TOTAL FUNDING SOURCE AMOUNT</b>	-	<b>191,863</b>	<b>305,626</b>	<b>200,000</b>	-	-	<b>697,489</b>
(4) TOTAL PERSONNEL BUDGET							
SALARIES & WAGES		120,555	205,650	42,000			368,205
FRINGE BENEFITS		18,070	42,470	8,000			68,540
<b>SUBTOTAL PERSONNEL</b>	-	<b>138,625</b>	<b>248,120</b>	<b>50,000</b>	-	-	<b>436,745</b>
(6) SUBTOTAL FAIC RATE							-
(7) TOTAL NON PERSONNEL BUDGET							
SUPPLIES-ADMIN USE			2,000				2,000
SUPPLIES-CLIENT USE		5,638	16,906				22,544
PUBLICATIONS/PRINTING							-
RENT/LEASE			4,000	3,500			7,500
INSURANCE				10,800			10,800
UTILITIES				90,000			90,000
COMMUNICATIONS			12,000				12,000
(9) TOTAL OTHER NPE - List Below							
Repairs & Maintenance		2,000	2,000	41,700			45,700
Equipment Purchases		5,000					5,000
Food for Clients		31,000	17,000				48,000
Annual Audit Fees		5,000					5,000
Transportation for Clients		4,600					4,600
Consultant Services			3,600	4,000			7,600
							-
							-
							-
<b>SUBTOTAL NONPERSONNEL</b>	-	<b>53,238</b>	<b>57,506</b>	<b>150,000</b>	-	-	<b>260,744</b>
<b>TOTAL PROJECT BUDGET</b>	-	<b>191,863</b>	<b>305,626</b>	<b>200,000</b>	-	-	<b>697,489</b>

NOTES ON ENTRIES/CALCULATIONS: