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BUDGET PREPARATION WORKSHEETS
FOR FISCAL YEAR 15/16
EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12/13 ACTUAL	FY 13/14 ACTUAL	FY 14/15 AMENDED BUDGET	FY 15/16 CM REQ
General Fund					
Human Services					
Homeless Services					
Homeless Services					
Homeless Services					
001-6901-569-3100	Professional Services	19,705	0	0	0
001-6901-569-3400	Other Contractual Service	444,118	444,118	496,391	444,118
LEVEL	TEXT		TEXT	AMT	
CMR	SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE'S (SHAL)				
	OPERATIONS MANAGEMENT OF				
	MOBILE OUTREACH PROJECT (MOP)			38,172	
	KEYS OVERNIGHT TEMPORARY SHELTER (KOTS)			363,059	
	ENCHANCED HOMELESS SERVICES			42,887	
				444,118	
001-6901-569-4300	Utility Services	5,648	1,250	6,700	5,000
LEVEL	TEXT		TEXT	AMT	
CMR	SOLID WASTE SERVICES			5,000	
				5,000	
001-6901-569-4302	Electricity	13,520	13,253	25,200	15,000
LEVEL	TEXT		TEXT	AMT	
CMR	ELECTRICAL SERVICES			15,000	
				15,000	
001-6901-569-4600	Repairs and Maintenance	5,066	8,576	6,622	6,622
*	Operating Expenditures	488,057	467,197	534,913	470,740
****	Homeless Services	488,057	467,197	534,913	470,740
Parks and Recreation					

**Proposal of the
SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE, INC.**

for the

**CITY OF KEY WEST
HOMELESS SERVICES FY 2016 BUDGET**

This is the proposal of the Southernmost Homeless Assistance League, Inc. (SHAL) for the budget of the contractor-operated portion of the City of Key West Homeless Services Program for the City of Key West fiscal year 2016. SHAL is the contractor for the City under the terms of Commission Resolution No. 13-095. Under the contract, SHAL operates the Keys Overnight Temporary Shelter (KOTS) and the Mobile Outreach Program (MOP).

Summary of Proposal

SHAL recommends a total program of \$719,318 with \$444,118 funded directly by the City of Key West and \$275,200 by non-City sources. This represents **no increase** in City support from the amounts approved in FY13, FY14 and FY15, but a 23% increase in activity from just last year in support of the homeless community. SHAL anticipates the award of an Emergency Solutions Grant (ESG) for \$75,000, recently applied for by the City in cooperation with SHAL, to be utilized to provide case management to KOTS users and for some improvements and maintenance to the existing facility. In addition, SHAL anticipates directly securing an HSAB award from Monroe County of \$100,000 to provide relocation transportation services (out of the Keys) and housing subsidies for qualified clients to move into mainstream housing. SHAL will/has applied for additional grants from public and private, out of County sources, which are conservatively estimated at \$100,000 for the next fiscal year. The Sources and Uses of each of these funding streams are itemized in the attached "SHAL Proposed Budget (City FY16)."

Fiscal Year 2015

During the present fiscal year SHAL expects to receive the balance of \$444,118 from the City and the balance of \$140,923 from other sources. The additional revenue represents a trend toward much larger income from non-City and non-County sources that we expect to continue with new staffing with grant-writing expertise. We received a donation of a surplus police vehicle from the Monroe County Sheriff last year and have disposed of the very expensive-to-operate RV.

Shelter operations have improved, with an almost total turnover of staff. The new employees are much more focused to provide a safe, quiet environment, free of drugs, alcohol and other contraband. The resulting atmosphere is quite different than previously, and allows our residents to concentrate on self-improvement and self-sufficiency. For example, the growing number of employed residents use a separate dorm with early lights out to help them prepare for the next workday.

SHAL added a grant-funded position of Employment Case Manager, who has already connected dozens of KOTS residents to jobs, with many moving into homes of their own. SHAL did major grant-funded maintenance improvements to the Shelter, including new awnings over both assembly areas, covers for the worn mattresses, pillows, thermal doors, new washers & dryers and other improvements. To support our residents' transition into mainstream housing, SHAL has also added programs at the Shelter for healthcare, substance abuse (Alcoholics Anonymous and AHEC smoking cessation), personal care and some very limited breakfast food service donated by local churches and other groups, with more to come.

Fiscal Year 2016

The proposed fiscal year 2016 budget reflects some changes that have already occurred. With the new Executive Director, staffing expense has been shifted more to Case Management, bringing the total to three, including a Head Case Manager to coordinate and supervise this function. SHAL works closely and in collaboration and cooperation with nearly all other nonprofit agencies in Key West, and uses reciprocal services to help clients of all agencies move toward self-sufficiency.

In the future, we plan to initiate a pilot program for housing subsidies, using the proven HUD-supported "Housing First" model, to assist clients with income to move into private housing in Key West and Monroe County, with major support and supervision of our outstanding Case Managers.

It is anticipated that SHAL will expend nearly all of earned revenues on operating expenses, but we have prudently set aside a small amount for contingencies. All administrative functions are being performed by the new Executive Director, with database tasks by a part-time Administrative Assistant.

The Southernmost Homeless Assistance League, Inc., a 501(c)(3) non-profit organization governed by a volunteer board comprised of local leaders, is pleased to continue to operate the Keys Overnight Temporary Shelter (KOTS) and provide expanded homeless services on behalf of the City of Key West.

Prepared by:

John G. Miller, Interim Executive Director
Southernmost Homeless Assistance League, Inc.

SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE, INC. (SHAL)
PROPOSED BUDGET (CITY FY16)

	<u>CITY KW</u>	<u>ESG</u>	<u>OTHER</u>	<u>TOTAL</u>	
REVENUES					
City of Key West (<i>proposed</i>)	444,118			444,118	61.7%
Emergency Solutions Grant (<i>applied</i>)		75,000		75,000	10.4%
Monroe County HSAB (<i>applied</i>)			100,000	100,000	13.9%
Other grants			100,000	100,000	13.9%
Misc Income			200	200	0.0%
TOTAL REVENUES	444,118	75,000	200,200	719,318	100.0%
EXPENSES					
OPERATIONS					
Audit (<i>CPA prepared statements and tax return</i>)	4,400			4,400	0.6%
Contract Services (<i>RN/prevention/wound care</i>)	8,000			8,000	1.1%
Cleaning & Maintenance (<i>Cleaning/laundry items</i>)	15,000			15,000	2.1%
Beds & Bedding (<i>Towels & sheets</i>)	10,000			10,000	1.4%
Insurance, Liability/D&O	5,200			5,200	0.7%
Supplies (<i>Office & client supplies</i>)	9,000			9,000	1.3%
Phones & Communications (<i>includes, fax, internet</i>)	7,200			7,200	1.0%
Facilities & Equipment	7,000	3,000		10,000	1.4%
Client Expenses (bus tickets, birth certificates, etc.)	28,236		120,000	148,236	20.6%
Client Expenses (housing)			80,000	80,000	11.1%
Operations, Other (<i>memberships, licenses</i>)	2,000			2,000	0.3%
Administration/Contingency	32,718		200	32,918	4.6%
PERSONNEL				0	0.0%
Salaries, Wages, Taxes (see Payroll Analysis worksheet)	288,864	72,000		360,864	50.2%
Insurance, Health/Workers Comp.	16,500			16,500	2.3%
Payroll Service	3,000			3,000	0.4%
Training (<i>Case workers</i>)	1,000			1,000	0.1%
VEHICLE				0	0.0%
Fuel, Maintenance	3,500			3,500	0.5%
Insurance, Auto (<i>MOP vehicle</i>)	2,500			2,500	0.3%
TOTAL EXPENSES	444,118	75,000	200,200	719,318	100.0%

NOTES:

ESG KW = Emergency Solutions Grant to City of Key West for homeless facilities