

City of Burlington Housing Trust Fund (HTF) Capacity Grant Application - 2021

APPLICANT ORGANIZATION Cathedral Square
CONTACT NAME Cindy Reid
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NAME OF PROJECT Cathedral Square Capacity Grant
AMOUNT REQUESTED \$25,000
ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS) N/A
ESTIMATED COMPLETION DATE 9/30/2021
TOTAL ESTIMATED PROJECT COST \$25,000

Is the applicant a 501(c)(3) tax-exempt, nonprofit corporation organized and operated for the purpose of creating or preserving housing for very low, low and moderate income households?

- Yes
 No

Would the requested grant support the staffing, training, planning, fundraising or on-going operations of a nonprofit corporation, thereby increasing that corporation's capacity to create or preserve housing for very low, low and moderate income households?

- Yes
 No

Is the applicant a corporation, partnership or individual who is delinquent, at the time of application, in the payment of property taxes or impact fees to the City of Burlington, who have been convicted of arson, who have been convicted of discrimination in the sale or lease of housing under article IV of this chapter or under the fair housing laws of the State of Vermont, or who have pending violations of current city electrical, plumbing, building or housing codes or zoning ordinances?

- Yes
 No

Project Narrative

Funding priority goes to projects which respond to requirements of the Housing Trust Fund and the City of Burlington's affordable housing priorities. The Housing Trust Fund Administrative Committee (HTFAC) uses the attached criteria to score projects. Scores are tallied and ranked high to low. The HTFAC funds projects at its discretion.

Please provide the information below in the space provided. It is important to complete all fields. If you need additional space, attach separate pages to your application and title them as indicated below.

Project description (Please briefly describe your project. Specifically describe how Housing Trust Funds would: a) support your organization’s ongoing operation and/or b) support the assessment of structural and financial feasibility of new affordable housing.):

The following request for \$25,000 in funding from the Burlington Housing Trust Fund will support the mission and the evolving operations of Cathedral Square (CSC) to advance service-enriched housing for low-income older adults and people with disabilities in the Burlington area. Specifically, this request will fund:

- **Housing Retention services** to support residents at risk of losing their housing and thereby prevent homelessness;
- **Antiracism training** for staff and review of/modifications to HR policies and procedures for improvements to evolve our organization to become antiracist; and
- **Telehealth Assist Initiative** for SASH participants in Burlington, to reduce and prevent health disparities faced by residents living in affordable housing and exacerbated by the Covid-19 pandemic.

Housing Retention: CSC is committed to supporting residents at risk of losing their housing due to mental health challenges, hoarding, financial instability and other challenges. Like our fellow housing providers, we are finding that an increasing number of our residents fall into this “at risk” category. Last year we created a new position dedicated to this effort, our *SHINES program – Success in Housing – Identifying Needs With Enhanced Support*. This position has met with success, as it helps problem solve and identify resources to help residents retain their housing. Common areas of focus for the CSC Retention specialist’s work with residents include: housekeeping issues (failed inspections), behavioral/mental health concerns, financial struggles causing non-payment, permanent housing transition support, education re responsibilities of residents. The Housing Retention staff person works collaboratively with on-site management staff to identify individuals needing interventions and then working with those individuals on a plan to address the challenges at hand and retain their housing. It is a Homelessness Prevention initiative.

Antiracism Training within CSC: In the wake of America’s long-overdue “racial reckoning,” we need to embed anti-racism into our work and ensure staff have a keen understanding of the effect of implicit bias on equal access to housing and services, as well as what constitutes being anti-racist. This will require focused training at all levels and in all divisions as well as a change to our onboarding procedures for new hires. Specifically, we will hire appropriate consultants to work with us to achieve the following 1) Survey staff re: attitudes about /experiences with racism, areas of concern and level of concern about a variety of race-related issues, resulting in recommendations for specific steps CSC should take; 2) Review of CSC hiring and HR policies and procedures, with recommendations for any changes/additions presented in writing; 3) Offer 2.5-hour workshop on implicit bias by Dr. Bryant Marks; delivered over Zoom and recorded with a license for other staff to view for minimum of 3 months; and 4) Offer multiple trainings on building culturally competent teams and fostering an inclusive and anti-racist workplace.

Telehealth Assist Program for SASH participants in Burlington: Cathedral Square will create and distribute a comprehensive telehealth assist initiative to nine affordable housing communities in Burlington that operate the SASH (Support and Services at Home) program for their residents and surrounding community participants. These include SASH programs operated by CSC, Burlington Housing Authority and Champlain Housing Trust. We have acquired most of the needed Apple Ipad

through the Vermont Program for Health Care Quality, Inc. (VPQHC) that we will deploy to the SASH programs in Burlington to create lending libraries for residents and participants in the surrounding neighborhoods. The initiative's goals are to reduce and prevent health disparities faced by residents living in affordable housing and exacerbated by the Covid pandemic. We will create community-embedded technology and a personalized support infrastructure to break down the barriers and fill in the gaps that have led to significant health (including mental health) access disparities between populations.

Specific goals of the **Telehealth Assist initiative** are far-reaching and include:

1. Improve access to effective telehealth appointments with healthcare providers by residents of SASH-supported housing. To accomplish this we have conceptualized three specialized areas of telehealth assistance and support we will develop and provide based on the individualized needs of our participants as follows:
 - Basic Tech Assist – SASH staff provide one-on-one tech assistance to enable SASH participants to connect to telehealth appointments with their own devices.
 - Lending Technology and Support – Lending library of tablets is created and available to those participants without their own devices. SASH staff provide tech assistance to enable SASH participants to connect to telehealth appointment with the borrowed devices.
 - Nurse Supported Visit – SASH Wellness Nurse is present for entire telehealth visit for those SASH participants with complex health needs and inability to operate the technology to complete a telehealth visit successfully. SASH Wellness Nurse provides support by taking vital signs and facilitating conversation between provider and participant, and follows up with any action steps.
2. Re-establish and improve access to preventative or “upstream” approaches for managing chronic health conditions significantly curtailed due to the Covid-19 pandemic. SASH participants have on average six chronic conditions putting them at high risk of health complications. SASH has long prioritized easy access at subsidized housing sites to health coaching and evidence-based chronic disease self-management and prevention programs such as the Stanford Chronic Disease Self-Management Programs and the National Diabetes Prevention Program. However, since the onset of the pandemic, due to safety concerns, these in-person, group programs have been cancelled and in-person coaching session curtailed. Funds will help establish and scale virtual access to these preventative programs piloting the approach in SASH housing in selected rural regions.
3. Improve access to opportunities for social connection and engagement critical to addressing mental health concerns exacerbated by the pandemic. Social isolation and loneliness have been established in research as a public health emergency, especially impacting older adults (May 2015, Vol 105, No. 5 | American Journal of Public Health). Due to this recognition, SASH participants are assessed at least annually for risk for these and other mental health conditions.

Funds will be used to develop workflow protocols and training for SASH staff to partner with their participants on identifying interventions to decrease risks stemming from lack of health care, prevention programs and social connectedness. A primary focus will be on how technology-based solutions using tablets can be best used, made available and equitably accessible to our participants.

In addition to supporting CSC's ongoing operations, the Burlington Housing Trust Fund grant award will support CSC's capacity to assess new housing opportunities. CSC's proposed activities for this

grant award will strengthen CSC's financial base, improve the ways we deliver resident services, evolve our culture to be antiracist, and enhance our connection to the larger community.

Please describe how the organization is currently involved in the construction of new affordable housing:

CSC has made major progress on the construction of **Juniper House** at Cambrian Rise this year. The 70-unit development is approximately 80% complete and we anticipate completion in February 2021. It will serve a range of older Vermonters, from previously homeless to market-rate (80% to 120% of AMI) households, creating a mixed-income community. Twenty-five apartments have project-based rental assistance, 35 are funded with tax credits to serve households <50% and <60% of AMI, and 10 are funded by the VHCB Housing Revenue Bond to serve households from 80% to 120% of AMI. Juniper House residents will benefit from on-site SASH® services and access to public transportation. We are currently working to lease up current applicants.

This year CSC created an additional housing unit in the **McAuley Square Independence Place** building. When Lund (previous master lessee of this building) lost their funding, CSC began a partnership with ANEW Place to offer permanent supportive housing for homeless persons. CSC obtained a grant to make repairs to an incomplete living unit, creating a resident manager unit for this residential program. CSC is wrapping up renovations on **Ruggles House**, an affordable senior housing community the City has been very supportive of and engaged in. Preservation and renovation of existing affordable housing is a key goal of CSC as well as the City.

This fall CSC worked as a development consultant with ANEW Place to develop the **Champlain Inn** as a low barrier facility for 50 homeless persons currently residing temporarily at the Holiday Inn. CSC helped secure CRF funds for acquisition and rehab, lined up design and construction team, and is working closely with the team on coordination, logistics and requisitions through completion of construction. CSC continues to build its **housing pipeline** by exploring other development opportunities and partnership possibilities in the Burlington area.

Please describe how the application supports one or more of the priorities listed in the City's Housing Action Plan:

1. Expand and strategically apply municipal resources to support new low and moderate income housing construction and better assist those ineligible for subsidy but unable to compete in Burlington's Housing market.

The BHTF award will strengthen CSC's capacity by supporting housing retention services, helping to build our telehealth program to better serve older adults during a pandemic, and providing us consulting resources to help our organization evolve to become antiracist.

The BHTF award will bolster CSC's housing-retention services, allowing us to provide more and better support to at-risk households. Lacking these services, at-risk residents can lose their housing, which sometimes means losing subsidy, which in turn makes it impossible to compete in the high-cost Burlington housing market.

The award will provide resources for CSC to do the necessary work of becoming antiracist by providing training opportunities, and a review of HR policies and procedures and modification as necessary. This work will help us better serve all residents in the Burlington community, particularly those residents who are marginalized.

Last, the award will help us build and deliver telehealth to vulnerable older adults in affordable housing communities as well as community SASH participants in Burlington.

This capacity building is essential to help CSC continue serving our current and future residents effectively. This also positions CSC to more effectively create new, service-enriched housing opportunities for the growing population of low- and moderate-income older adults and people with disabilities, at the same or better level of quality and construction and service delivery.

IV. New Approaches to Homelessness in Our Community

CSC's housing retention program helps to prevent homelessness by providing needed supports to residents who without those supports, could lose their housing (and thereby lose their subsidy).

CSC's telehealth program will improve access to opportunities for social connection and engagement critical to addressing mental health concerns exacerbated by the pandemic. Social isolation and loneliness have been established in research as a public health emergency, especially impacting older adults. Connecting with older adults through telehealth can identify interventions to decrease risks stemming from lack of health care, and provide access to prevention programs and social connectedness. The goal is crisis prevention, social/health connection, and helping vulnerable people to age safely in place with dignity.

V. Provide Appropriate Housing Options for an Aging Population

CSC's health-and-housing model serves our growing aging population well, with proven positive results. In Burlington CSC has six independent-living communities with services, plus a licensed assisted-living community at Cathedral Square Senior Living (CSSL) on Cherry Street. These affordable housing communities provide SASH services that support aging in place and delay or prevent more costly (and less desirable) institutional care. The combination of affordable housing with SASH promotes wellness and helps people thrive and have a sense of belonging. The programs seeking support in this application (housing retention, antiracism training, and telehealth expansion) all contribute to CSC's efforts to successfully house and provide services to a vulnerable population.

Please describe how the application supports one or more of the priorities listed in the City's Consolidated Plan:

SP-25 Priority Needs:

- Housing Retention - CSC provides services to the most vulnerable: older adults, frail and low-income elderly residents, and those at risk of losing their housing, through housing retention services. (DH 3.1)
- Telehealth – CSC provides access to health services and other programming through telehealth for positive health outcomes, social connection, and reducing isolation and crises. (SL 1.2 and 1.3)
- Antiracism – in July 2020, the City and 30-plus Chittenden County Organizations (including CSC) together declared racism a public health emergency and outlined needed actions to eliminate race-based health disparities and systemic racism in Chittenden County.

16 Planning & Administration: this project seeks support for the capacity of Cathedral Square in carrying out the City's goals to serve the most vulnerable and older adults with affordable housing and services

Please describe the financial need of the requested activity (include a project budget with all sources and uses):

\$4,200	Housing Retention Services
\$13,676	Distribution, Staff Training, Technical Assistance & Resource Development (Staff Capacity)
\$624	26 iPads @ \$24/iPad - Purchase Mobile Device Management System to ensure proper device security and management
\$6,500	Anti-racism consulting work: hire consultant to: survey all staff, compile report & make recommendations; review HR policies & procedures & make recommendations; workshop on implicit bias (recorded & available for all staff); three trainings on building culturally competent teams & fostering an antiracist workplace
<hr/>	
\$25,000	Total Request

Please describe the negative impact to the community if the request is not funded:

Housing retention services: this is a critical program we offer to our residents to help avert crises and keep residents safely housed, thus preventing homelessness.

Antiracism training: without such training, we will not be able to make the structural changes needed to address systemic racism both within our organization and the broader affordable-housing community.

The expansion of telehealth seeks to reduce and prevent health disparities faced by residents living in affordable housing and exacerbated by the Covid-19 pandemic. The pandemic has highlighted inequities along socio-economic and racial lines, and across sectors such as housing and health care. If we do not expand telehealth, the health disparities and social isolation among older adults will continue, exacerbated by the pandemic, which can lead to crises, and even death. Some older adults have not accessed care during the pandemic out of fear and isolation. Connection through telehealth supports access to primary care, prevention, and wellbeing.

Please describe how the proposed project supports an underserved and vulnerable population:

The target population we serve is comprised of low-income older adults and people with disabilities, including people of color and those of non-American ancestry. All three of these initiatives, housing retention, antiracism work, and telehealth expansion, support this underserved population.

Housing retention: will help keep lower income older adults safely housed, and prevent homelessness. Antiracism work will enable us to elevate the voices of people of color, and ensure that all of our policies, procedures and interactions are more than “inclusive” and “non-discriminatory” – they will be explicitly anti-racist.

Expansion of telehealth will support low income older adults, many of whom have multiple chronic conditions, to connect to health care services, and avoid isolation.

Signature Page

Please check each box that applies:

- X **Good Standing:** I certify that I am in “good standing” with respect to, or in full compliance with a plan to pay any and all taxes due to the City of Burlington.

- X **Certification:** Under penalties of perjury, I declare that the information I have provided, to the best of my knowledge and belief, is true, correct, and complete.

Cindy Reid, Cathedral Square

Print Name



11/23/2020

Applicant Signature

Date

Management Cathedral Square Corporation Budget 10/1/20-9/30/21									
		Budget FY 2021	Actuals 10/1/19- 4/30/20	Prorata or Est'd Projection to Year End	Budget FY 2020	2020 Projection vs. 2020 Budget Variance	Budget Comparison FY 2020 vs FY 2021	Variance Explanations	FY 2019 Audited FS
Income									
tal Mana	Management Fees	769,444	418,047	718,805	710,099	8,706	59,345	+ \$31,600 from Juniper (8 mos)	697,988
tal Reim	Reimbursables	3,986,477	2,184,190	3,726,995	3,693,573	33,422	292,904	+ \$184,382 from Juniper (8 mos) lease up fees are \$39,500 of this	3,553,696
4400-005	Development Fees	635,375	-	198,250	198,250	-	437,125	Juniper Devel = \$534,750; Whitney Hill Rehab = \$100,625	533,550
4400-010	Grant Income - VHFA - COVID19	-	5,000	5,000	-	-	-	Grant - COVID19	-
4400-020	Grant Income - VHCB Capacity	35,400	20,650	85,400	35,400	50,000	-	2021 Budget for \$59K (9MOS) - 2020 \$59K (3MOS)(Split - mgmt 60%/sash 40%),	35,400
4600-003	Technical Assistance - DEV	-	7,029	10,000	10,000	-	(10,000)	Nothing scheduled at this time	9,685
4400-007	Equity Pass Thru Income	-	39,130	-	-	-	-	Not budgeted	194,019
	Enterprise	-	-	-	40,000	(40,000)	(40,000)		-
4400-004	Consulting Income	-	6,475	6,475	-	6,475	-		194,818
	DOL Intern Grant	35,000	-	-	-	-	-	Potential	-
	Income	5,461,696	2,680,520	4,750,925	4,687,322	58,603	739,374		5,219,156
Other Income									
4600-005	Donations	50,000	42,510	42,510	40,000	2,510	10,000	Increase by \$10K	19,632
	Footcare income	4,680	-	-	-	-	-	Budget for 2 sessions per hour @ \$15 each (3 hrs per week)	-
4700-005	Int Income	9,600	10,821	15,376	14,400	976	(4,800)	Interest - \$200/mo; Amex Disc - \$600/mo.	20,845
4700-100	Investment Income	-	-	-	-	-	-	To record McAuley Endowment Activity @ YE	18,746
4800-015	Vehicle Income	-	2,701	2,701	2,200	501	(2,200)	No longer own a bus	2,427
4800-020	Volunteer Kitchen Income	-	575	575	-	575	-		403
4600-025	DRHO Income - CSC as DRHO	20,000	10,000	20,000	20,000	-	-	Level Fund	20,000
4400-070	Incentive & Asset Mgmt Fees	22,151	28,408	61,213	61,213	-	(39,062)	Decreased based on expected actuals. We only received \$39k in 2020 and expect to receive \$17k less in 2021. Reduced by McAuley \$7,500 (built into mgmt fee), and \$10k MCAB.	59,724
4800-005	Micellaneous Income	-	121	121	-	121	-	Not budgeted	9,288
4400-040	Capable Grant Mnt & TL Time	-	-	-	-	-	-	Complete in FY19	8,250
4790-020	Unrealized Gain	-	-	-	-	-	-	To record McAuley Endowment Activity @ YE	15,377
4790-030	Net Realized Gains on the Sale of Ir	-	-	-	-	-	-	To record McAuley Endowment Activity @ YE	20,709
	Total Other Income	106,431	95,136	142,496	137,813	4,683	(36,062)		195,399
	Total Income	5,568,127	2,775,656	4,893,421	4,825,135	63,286	703,312		5,414,555
Transfers In									
	SASH Reserve	-	-	10,000	10,000	-	(10,000)	Pending completion of SASH FY 2020 financials	-
	Development Reserves	-	-	260,000	260,000	-	(260,000)	To make up for lower dev fees	-
	Benefit Reserves	-	-	-	-	-	-	To help with benefit increase	-

		Budget FY 2021	Actuals 10/1/19-4/30/20	Prorata or Est'd Projection to Year End	Budget FY 2020	2020 Projection vs. 2020 Budget Variance	Budget Comparison FY 2020 vs FY 2021	Variance Explanations	FY 2019 Audited FS
	Total Transfers In	-	-	270,000	270,000	-	(270,000)		5,414,555
	Total Income	5,568,127	2,775,656	5,163,421	5,095,135	63,286	433,312		5,414,555
	Expenses								-
	Payroll & Benefit Expenses								
5000	Salaries and Wages	3,539,995	1,874,192	3,266,545.00	3,271,117	(4,572)	268,878	Includes 3% increase of \$82k, OT/PIL = \$83k, BONUS Total=\$7,602 (Mgmt \$3469, AL \$2,527, MCAB \$1,606), Benchmarking ~\$26k, 2 FT Maint Tech = \$83k, Footcare position = \$4k, Juniper Staffing \$97k	3,212,285
5100	Pension	146,910	78,538	134,636	118,751	15,885	28,159	Budgeted based on 4.15% of total S&W (Max CSC	121,756
5105	Dental	26,880	14,353	24,605	27,604	(2,999)	(724)	Decreased due to projected actuals - New calculation - Budget \$8k/month Less WH's \$4k/mo = \$48k * 56%(mgmt % in apr alloc) = \$26,880	24,665
5110	Health Insurance	820,510	410,398	703,539	731,870	(28,331)	88,641	Cigna Expense for Mgmt Est \$66,300/mo Jan-Sept 21 - Est \$62,600 for Oct-Dec 2020. * Addtl \$5k buffer, approx. 7.2% increase from CIGNA	729,509
5112	Health Savings Accounts	99,000	56,259	96,443	90,200	6,243	8,800	Est 103 Total CSC Employees (mgmt) participating in June 2020. \$91k +\$8K addtl for movement	91,725
5115	Workers Comp Insurance	119,200	90,143	135,453	97,452	38,001	21,748	Budget for \$9,100/month for management. This is based on new annual bill of \$206,278 if bill increases for 2021 we will need to up this. Plus added \$10K for the audit adjustment	99,806
5120	Life and Disability Insurance	40,205	21,286	36,490	39,092	(2,602)	1,113	Increase based on Projected actuals - Estimate \$3,228/month	30,912
5175-005	Catamount Health Ins	5,900	4,464	5,952	5,000	952	900	Level fund	4,468
5180-005	Employee Appreciation	7,000	1,390	7,000	7,000	-	-	Level fund	6,515
5200	Payroll Taxes	272,810	139,762	239,593	253,640	(14,047)	19,170	7.65% of Salaries plus \$2K UST adjustments	242,304
	Payroll & Benefit Expense Total	5,078,410	2,690,785	4,650,257	4,641,726	8,531	436,685		4,563,943
	Other Expenses								
5300-010	Annual Report	1,200	973	1,000	1,000	-	200	Per Marketing Budget	748
5300-012	Applicant Screening	1,300	578	1,170	1,300	(130)	-	Level fund Sentrylink & Paydata Expenses Estimate	978
5300-015	Audit - Financial	20,500	16,468	28,231	17,000	11,231	3,500	Otis Atwell Audit increase by \$500 - include additional expense for Grant Audit - split proportionally between sash and management. Total est \$8k split between SASH \$6,300 and Management \$2,000 - add \$1k buffer	22,668
	Audit - Pension	6,600	-	-	6,500	(6,500)	100	McSoley (403B) FY19 Audit \$6,450 increase \$150 yoy	-
5300-017	Bad Debt Expenses	-	-	-	-	-	-	Not budgeted	-

		Budget FY 2021	Actuals 10/1/19-4/30/20	Prorata or Est'd Projection to Year End	Budget FY 2020	2020 Projection vs. 2020 Budget Variance	Budget Comparison FY 2020 vs FY 2021	Variance Explanations	FY 2019 Audited FS
5300-018	Bank Charges	13,360	5,710	10,845	10,000	845	3,360	FDIC bond Quarterly expense allocated based on \$ in bank accounts. Budget \$2,200/qtr + \$380/mo PUB Fees	9,938
5300-019	Benefit Plan Expense	4,100	1,285	4,079	3,650	429	450	Increase based on prior year. (Carmel Confirmed)	4,079
5300-020	Board Expense	600	421	500	600	(100)	-	Level fund. Actuals are through 3/9/2020, no	375
5300-025	Consulting	-	450	771	-	-	-		26
5300-035	Donations & Sponsorships	2,370	1,500	2,571	2,370	201	-	See Schedule	7,340
5300-050	Dues & Subscriptions	4,124	3,858	6,614	4,065	2,549	59	See Schedule	5,486
5300-052	EAP & Misc HR	5,244	2,498	4,282	5,244	(962)	-	EAP 170 ee x \$2.08 x 4 mos = \$1,061/qtr + \$1k other - do we remove and go with Cigna's plan instead?	3,346
5300-064	Footcare Expense	-	158	271	-	271	-	Not budgeted	190
5300-075	Insurance	40,950	22,790	39,068	35,000	4,068	5,950	Increase based on projected actuals. Actuals 5/1/19-4/30/20 = \$37,976. Estimate 5% increase	36,255
5300-090	Legal and Professional	2,500	4,915	8,426	2,500	5,926	-	Level Fund	3,166
5300-095	Marketing and Advertising	14,845	4,352	7,461	16,000	(8,539)	(1,155)	Per Marketing Budget (Total \$16,045, \$1,200 annual report included in line above)	7,412
5300-105	Miscellaneous Expenses	500	-	-	500	(500)	-	Level Fund	8,891
5300-108	Nursing Expense UVMHHH	35,828	16,651	35,828	35,828	-	-	Site nursing paid by properties - Estimated 13hr per week @ \$53/hr	-
5300-115	Payroll Service	15,900	9,779	15,570	14,440	1,130	1,460	Increase based on projected actuals. Paydata Svc charge \$680/mo; Time clock fee \$420/mo. Plus annual fees for W2 Processing & Deliv Fee \$1,400; 1094/1095 Forms & Ship \$1,300	14,941
5300-120	Postage	14,400	8,375	14,357	13,700	657	700	Increased based on Projected actuals	11,126
5300-123	Recruiting	30,000	16,282	27,912	22,000	5,912	8,000	Increase	23,275
5300-125	Rent	36,000	21,000	36,000	36,000	-	-	Level fund	36,000
5300-128	Repairs & Maintenance	-	902	1,547	-	1,547	-	2020 Expense is OCM Renovation	515
5300-132	Safety Committee	650	-	-	650	(650)	-	Level fund	650
5300-133	Social Committee	13,000	6,053	10,377	13,000	(2,623)	-	Level fund	12,996
5300-160	Telephone & Internet	21,000	11,564	19,823	24,500	(4,677)	(3,500)	Reduce based on projected Actuals.	16,952
5300-165	Temp Staff	1,000	-	-	1,000	(1,000)	-	Level fund	380
5300	Travel and Training	25,963	6,898	11,825	27,948	(16,123)	(1,985)	See detail schedule - mileage broken out below	26,702
5300-103	Mileage	10,000	5,793	9,931	10,000	-	-	Level Fund - 7/1/19- 6/30/20 - 1 year = \$8,521.83 - Q2 2020 mileage (3/1/20-6/30/20 was only \$607 due to covid)	9,486
5300-180	Vehicle Expense	3,000	1,334	2,287	7,500	(5,213)	(4,500)	Lowered due to no longer owning Bus. FY2021 - Truck & trailer only	6,008
5300-182	Volunteer Expenses	1,200	179	306	1,200	(894)	-	Level fund	676
5300-185	Volunteer Kitchen Meals	-	683	683	-	683	-	Program ended in Feb 2020	259
5300-187	Wellness	2,500	3,361	5,762	2,500	3,262	-	Level Fund	2,309

		Budget FY 2021	Actuals 10/1/19-4/30/20	Prorata or Est'd Projection to Year End	Budget FY 2020	2020 Projection vs. 2020 Budget Variance	Budget Comparison FY 2020 vs FY 2021	Variance Explanations	FY 2019 Audited FS
5400	Office Supplies	24,635	14,111	24,189	23,075	1,114	1,560	Increase based on Allard copier is \$390/quarter \$1,560	30,787
5500-010	Computer Hardware	25,700	27,430	31,271	29,000	2,271	(3,300)	Schedule from Evan - Total IT Increased by \$2,800	33,257
5500	IT - Tech Services\Software\Other	56,350	27,404	46,979	49,250	(2,271)	7,100	Schedule from Evan - Total IT Increased by \$2,800	42,328
5700-015	Grant Exp - Transportation	650	49	85	650	(565)	-	Level fund	502
5300-066	Grant Expense - McAuley Endowme	-	-	-	-	-	-	To record McAuley Endowment Activity @ YE	33,449
5300-069	Grant Expense - Pass Thru Grants	-	15,000	15,000	-	-	-	WWHLP Hsng Ministry NE \$15k	-
5300-030	Depreciation	7,975	5,028	8,619	9,829	(1,210)	(1,854)	not budgeted - removed below	13,917
	Total Other Expenses	443,944	263,830	433,641	427,799	(9,861)	16,145		427,413
	Other Costs								
	SASH Support	20,000	-	30,000	30,000	-	(10,000)	DRHO payment pass through	-
	Total Other Costs	20,000	-	30,000	30,000	-	(10,000)		-
	Total Expenses	5,542,354	2,954,615	5,113,898	5,099,525	(1,330)	442,830		4,991,356
	GAAP Net Income/(Loss)	25,773	(178,959)	49,523	(4,390)	64,616	(9,518)		423,199
	Surplus/(Deficit) Calculation:								
	Deduct:								
	Equity Pass Thru Income		(39,130)						(194,019)
	McAuley Transactions								(54,832)
	Add:								
	Depreciation	7,975	5,028	10,056	9,829		(1,854)		13,917
	Development Fees		115,646						-
	Pass Thru Expense		15,000						-
	McAuley Transactions								33,449
		7,975	96,544	10,056	9,829	-	(1,854)		(201,485)
			-	-	-	-	-		-
	Net Surplus/(Deficit)	33,748	(82,415)	59,579	5,440	64,616	(11,372)		221,714