MEMORANDUM

TO: Agency Commissioners

FROM: Fred Blackwell, Executive Director

SUBJECT: Authorizing a First Amendment to a Housing Opportunities for Persons with AIDS Supportive Services Agreement with Larkin Street Youth Services, a California nonprofit public benefit corporation, in an amount not to exceed $148,713 for a total aggregate amount not to exceed $1,193,145, for July 1, 2007 to June 30, 2010, for its Assisted Care Facility at 129 Hyde Street to provide program operating and service costs for youth living with HIV/AIDS; Housing Opportunities for Persons with AIDS Program

EXECUTIVE SUMMARY

On December 1, 1997, Larkin Street Youth Services ("LSYS") opened the Assisted Care Facility, the first residential program for youth with late-stage HIV disease in the United States. The Assisted Care Facility is a 12-bed licensed Residential Care Facility for the Chronically Ill ("RCF-Cl") for 18-25 year old youth living with HIV/AIDS. LSYS acquired and rehabilitated the 129 Hyde Street facility with a total of $1,749,937 in Housing Opportunities for Persons with AIDS ("HOPWA") capital funds. The Commission has also authorized a total of $4,389,890 through annual HOPWA Supportive Service Agreements to allow LSYS to open and operate the Assisted Care Facility for the past twelve years.

On June 19, 2007, the Agency Commission approved the current three-year HOPWA Supportive Services Agreement (the "Agreement") in an amount not to exceed $1,044,432 for operating and service costs at the Assisted Care Facility for July 1, 2007 to June 30, 2010. LSYS is requesting additional HOPWA funds for two reasons: maintenance and repair needs recently identified in a Physical Needs Assessment ("PNA"); and, to replace State Residential AIDS Licensed Facility ("RALF") funds, that were terminated as of June 30, 2009 due to the State budget crisis. The proposed Amendment will allow LSYS to address the remaining immediate needs identified by the PNA and allow them to sustain a building replacement reserve to meet the building’s needs for the next 15 years. Staff proposes additional funding of $148,713, including $100,000 for replacement reserve deposit to address needs highlighted by the PNA, and $48,713 for the replacement of the RALF funds previously given through an annual contract. The total aggregate amount of the Agreement will not exceed $1,193,145. The term of the Agreement began on July 1, 2007 and will end June 30, 2010. It is anticipated that Federal Ryan White CARE funds will fill the gap due to the loss of RALF funds in the future.

Staff recommends authorization of this First Amendment to the HOPWA Supportive Services Agreement.

DISCUSSION

LSYS has operated the Aftercare Program, which provides comprehensive case management and other supportive services to homeless youth, since 1995. LSYS moved the program to 129 Hyde Street when the Assisted Care Facility, a nationally recognized model program, opened for occupancy on December 1,
1997. The Assisted Care Facility has 12 residential units with supportive services on site, a specialized clinic, and an expanded aftercare program that serves non-resident youth referred from other LSYS programs. Youth RCF-CI needs are different from adult needs. Youth often have psychiatric and substance abuse problems that are more disabling than their HIV symptoms. The Assisted Care Facility is the only RCF-CI exclusively serving youth living with HIV/AIDS.

The goal of the Agreement is to provide comprehensive supportive services to all Assisted Care Facility residents by providing funding for staffing and operating expenses. Currently LSYS’s supportive service program includes all services required by the State Department of Social Services for RCF-CI care and supervision compliance, including Registered Nurse Case Management, on-site food program with nutritional consultation, and Resident Assistants providing support, supervision, and money management assistance. The Registered Nurse Case Manager and the Program Manager provide leadership with the team of service staff to create service plans to meet each resident’s medical and psychosocial needs.

LSYS requested assistance from the Agency to complete a Physical Needs Assessment (“PNA”) of the building as it had been in operation for 10 years. LSYS had performed routine maintenance and repairs, but due to the high usage of the site, there were several repair and maintenance items that exceeded LSYS’ ability to pay out of their regular operating budget. Also, LSYS staff wanted to establish a plan to address the on-going building needs. The Agency agreed to pay for the PNA through a technical assistance contract with the Corporation for Supportive Housing (“CSH”).

LSYS requested further assistance via the Agency’s technical assistance contract with CSH to develop a scope of work to address the immediate maintenance and repair needs. Amanda Kobler, who was hired by CSH via their Agency contract, assisted LSYS to develop a scope of work and budget for the items that need immediate attention. The scope of work includes repair and maintenance to the building’s heating, ventilation, and cooling systems, including cleaning heating ducts and kitchen fan and ventilation system. The cost to address all items identified in the scope of work is approximately $135,000. LSYS is contributing over $35,000 of their own funds to address issues highlighted in the PNA. LYSC is requesting $100,000 from the Agency to fund the remaining items in the scope of work.

Since 1999, LSYS has received annual funds from the State of California’s RALF program for the Assisted Care Facility. These funds, in the amount of $48,713, were cut for FY 2009-2010, as of June 30, 2009, as a result of the State’s budget crisis. Staff is proposing to use HOPWA funds to fill this gap only on a one-time basis for the fiscal year 2009-2010. Funds are available because a limited amount of HOPWA funds have been set aside for one-time use, such as minor rehabilitation of existing HOPWA-funded projects, and can be reallocated. These funds cannot be an ongoing operating source to fill this gap. However, the San Francisco HIV Health Services Planning Council (the “CARE Council”), the body that oversees distribution of San Francisco’s allocation of Federal Ryan White CARE funds administered by the Department of Public Health (“DPH”), has voted to prioritize CARE funding to cover the loss of RALF in 2010-2011 depending on sufficient future CARE funds. Since DPH currently provides limited CARE funds to all of the RCF-CI’s, Agency staff, DPH staff, and the CARE Council are working collaboratively to ensure that prioritized programs receive sufficient operating funding, depending on available AIDS related federal funding allocated to San Francisco.

The proposed Amendment will allow LSYS to address the remaining immediate needs identified by the PNA and allow them to sustain a building replacement reserve to meet the building’s needs for the next 15 years.
The proposed Amendment will also allow LSYS to continue operating the Assisted Care Facility without interruption to services and operations through the end of the fiscal year. The requested HOPWA financing will fund salaries for on-site direct services staff in compliance with RALF and HOPWA program regulations.

Approval of the First Amendment is not a project as defined by California Environmental Quality Act ("CEQA") Guidelines Section 15378(b)(4), because funding of program operating and services costs for the Housing Opportunities for Persons with AIDS Program is an Agency fiscal activity that will not independently result in a physical change in the environment and is not subject to environmental review under CEQA.

*Staff recommends authorization of this First Amendment to the HOPWA Supportive Services Agreement.*

(Originated by Elizabeth Colomello, Development Specialist)

Fred Blackwell
Executive Director

Attachment: HOPWA Loan Evaluation
HOPWA/Citywide Affordable Housing Loan Committee
Mayor's Office of Housing
San Francisco Redevelopment Agency
San Francisco Department of Public Health
San Francisco Department of Human Services

Evaluation of Request for Funding
NOFA/Program: Housing Opportunities for Persons with AIDS ("HOPWA")
Prepared By: Elizabeth Colomello
Date prepared: October 14, 2009
Loan Committee Date: October 16, 2009

Applicant/Sponsor Name: Larkin Street Youth Services
Project Name: Assisted Care Facility
Project Address (w. cross street): 129 Hyde Street
Number of Beds: 12
Amount of Funds Requested: $148,713
Amount of Funds Recommended: $148,713
Source of Funds Recommended: HOPWA

1. SUMMARY

Larkin Street Youth Services ("LSYS") has requested HOPWA funds to replace funds provided for the Assisted Care Facility (or the "Program") through their annual Residential AIDS Licensed Facility ("RALF") contract that was eliminated by the State of California due to the State budget crisis and to address maintenance and repair issues at the Program. LSYS seeks additional funding through a First Amendment (the "Amendment") to the 3-year 2007-2010 HOPWA Supportive Services Agreement (the "Agreement") for the Assisted Care Facility; a 12 bed licensed Residential Care Facility for the Chronically Ill ("RCF-CI"). The Assisted Care Facility serves very low-income homeless youth, ages 18 to 25, living with HIV/AIDS. The Agency provides the Program with annual services and operating funds through the Agreement. LSYS has requested additional funding under the Agreement for replacement reserves at the Program. This additional funding will allow LSYS to address maintenance and repair issues that were identified by a Physical Needs Assessment ("PNA"). The proposed Amendment will allow LSYS to address the remaining immediate needs identified by the PNA and allow them to sustain a building replacement reserve to meet the building's needs for the next 15 years. Staff proposes additional funding of $148,713 of which $100,000 is for
replacement reserve deposit to address needs highlighted by the PNA and $48,713 is for the replacement of the RALF funds. The total aggregate amount of the Agreement will not exceed $1,193,145. The term of the Agreement began on July 1, 2007 and ends June 30, 2010. It is anticipated that Federal Ryan White CARE funds will fill this gap in the future.

2. BACKGROUND

In 1994, LSYS was awarded a HOPWA Special Projects of National Significance ("SPNS") award for $1,925,000 (for five years) to create the first licensed care facility with an expanded Aftercare Program for youth (ages 18-25) with HIV/AIDS. The Assisted Care Facility, a nationally recognized model program, has 12 residential units with supportive services on-site, and a specialized clinic and expanded aftercare program, which serves additional youth, referred from other LSYS programs. LSYS has operated the Aftercare Program since 1995 and moved the program to 129 Hyde when the Assisted Care Facility opened for occupancy on December 1, 1997 as the first residential program in the United States for youth with late-stage HIV disease.

Most residents have multiple diagnoses including chronic mental health problems, histories of substance abuse, and/or mild to moderate dementia. Activities and meals are available at the Assisted Care Facility as well as case and medication management and psychosocial counseling services. The Assisted Care Facility is the only RCF-CI serving only youth living with HIV/AIDS.

Previous HOPWA funding approved:

Capital: $1,749,937
Supportive Services: $4,389,890 (First HOPWA service funding awarded in October 1997)

3. LOCATION

The Assisted Care Facility is located at 129 Hyde in the Tenderloin. The facility is well served by mass transit. Muni lines 38, 31, and 19 are within 1 block. The Market Street bus lines and amenities are also within a few blocks of the site. Nearby are a variety of service agencies including St. Anthony's Foundation.

4. SUPPORTIVE SERVICES

The Assisted Care Facility has been serving residents for a little more than ten years. The on-site medical clinic, which opened December 1998, has enhanced LSYS's continuum of care by fully coordinating medical case management and primary care with treatment of the residents' psychosocial issues. The clinic and medication management reduces the need for additional attendant care. The service delivery coordination is particularly important in the Assisted Care Facility. The supportive services are: registered nurse case management, social work case management, three meals plus snacks daily, 24 hour attendant care availability for assistance with activities of daily living, and an activities program. Youth needs differ from those of other RCF-CI adult residents due to the degree that their intense psychiatric and
substance use issues are often more disabling than their HIV symptoms, although each issue impacts the others in terms of overall health. The result of the service coordination is reflected in the dramatic health improvement of most Assisted Care Facility residents.

The Assisted Care Facility has a high rate of turnover because, as youth stabilize, they are supported to move out to independent living options offered through the Aftercare Program and other HIV providers. LSYS continues to provide employment and activity opportunities for healthier youth and expanded connections between the Assisted Care Facility residents and clients of the Aftercare Program.

The goal of the Agreement is to provide comprehensive supportive services to all Assisted Care Facility residents by providing funding for staffing and operating expenses. Currently LSYS’s supportive service program includes all services required by the State Department of Social Services for RCF-CI care and supervision compliance, including Registered Nurse Case Management, on-site food program with nutritional consultation, and Resident Assistants providing support, supervision, and money management assistance. The Registered Nurse Case Manager and the Program Manager provide leadership with the team of service staff to create service plans to meet each resident’s medical and psychosocial needs. LSYS has established Memoranda of Understanding with several providers, including San Francisco General Hospital and Walden House Inc. for additional services. LSYS is in its seventh year of collaboration with California Prostitutes Education Project (“CAL PEP”) to continue its outreach to underserved youth in the Bayview and Asian Pacific Islander Communities.

Overall Performance: During the Fiscal Years 2007-10 to date, Agency staff has found the program to be in compliance with HOPWA regulations and with the Agreement goals and objectives. It is anticipated that The Assisted Care Facility will meet or exceed its goals for service provision for this Agreement year, as they have on the previous 2 contract years under the current Agreement.

In order to address the current funding climate and to ensure Program efficiency LSYS has implemented a variety of cost containment measures including: a reduction of janitorial services to the building (while simultaneously implementing a life skills component to the program which teaches clients how to do basic household chores); elimination of a receptionist position; adjusting staff schedules to ensure maximum staffing during hours when the program is busiest which allowed LSYS to reduce staffing during other less busy times, reducing dependence on overtime or on-call staff. LSYS’s agency-wide contingency plan was put into place in January 2009, which froze spending in areas such as conference travel and computer purchases and delayed items such as a website rebuild. This plan also resulted in the elimination of 11 positions agency wide, resulting in 3 layoffs and saved LSYS $800,000.

Annual Projections for Agreement:
5. PROPOSED AMENDMENT

LSYS requested assistance from the Agency to complete a Physical Needs Assessment ("PNA") of the building as it had been in operation for 10 years. LSYS had performed routine maintenance and repairs, but due to the high usage of the site, there were several repair and maintenance items that exceeded LSYS' ability to pay out of the regular operating budget. Also, LSYS staff wanted to establish a plan to address the on-going building needs. The Agency agreed to pay for the PNA through a technical assistance contract with the Corporation for Supportive Housing ("CSH").

LSYS requested further assistance via the Agency's technical assistance contract with CSH to develop a scope of work to address the immediate maintenance and repair needs. Amanda Kobler, who was hired by CSH via the Agency's technical assistance contract, assisted LSYS to develop a scope of work and budget for the items that need immediate attention. The scope of work includes repair and maintenance to the building's heating, ventilation, and cooling systems, including cleaning heating ducts and kitchen fan and ventilation system. LSYS is contributing over $35,000 of their own funds to address issues highlighted in the PNA. LSYS will pay for installing an air conditioning system to one of the staff offices (using their own funds) as this office is frequently too hot for staff to comfortably work in. LSYS, staff, the consultant, and the Agency Construction Manager agreed that, due to the position of this room in the building, this problem would not be solved by the addition of ventilation to the room without added air conditioning. LSYS also paid to improve the connection of the building's plumbing to the City's sewage system, which had become an on-going maintenance issue for the Program staff.

The proposed Amendment will allow LSYS to address the remaining immediate needs identified by the PNA and allow them to sustain a building replacement reserve to meet the building's needs for the next 15 years.

Since 1999, LSYS has received annual funds from the State of California's RALF program for the Assisted Care Facility. These funds, in the amount of $48,713, were cut for FY 2009-2010 as a result of the State's budget crisis. Staff is proposing to use HOPWA funds to fill this gap for the fiscal year 2009-2010. Funds are available because a limited amount of HOPWA funds have been set aside for one-time use, such as minor rehabilitation of existing HOPWA-funded projects and can be reallocated. These funds cannot be an ongoing operating source to fill this gap. However, the San Francisco HIV Health Services Planning Council (the "CARE Council"), the body that oversees distribution of San Francisco's allocation of Federal Ryan White CARE funds that are administered by the Department of Public Health ("DPH"), has voted to prioritize filling this gap in upcoming years, depending on future years' annual CARE allocations. DPH currently provides limited CARE funds to all of the RCF-CT's. Agency staff, DPH staff and the CARE Council are working
collaboratively to ensure that prioritized programs receive sufficient operating funding, depending on available AIDS related federal funding allocated to San Francisco. The proposed amendment will also allow LSYS to continue operating the Assisted Care Facility without interruption to services and operations through the end of the fiscal year, when Program and Agency Staff anticipate that CARE funds will be available to address the gap in future years’ funding that was recently created by the elimination of the RALF funding. Please note that the budget projections in the current 2007-2010 show a lower number for RALF funds than we are proposing. The amount staff is proposing reflects the latest RALF award for the project for the 2008-2009 fiscal year, which increased since the 3-year budget for the current Agreement was approved.

The requested HOPWA financing will fund salaries for on-site direct services staff, which is compatible with both RALF and HOPWA program regulations.

Leveraging of Funds: The proposed amendment will increase the percentage of expenses covered by HOPWA funds from 54% to 66% of LSYS’s total proposed budget for FY 09/10. LSYS receives Ryan White CARE Act grant under Title IV of the Act for expanding HIV services for youth. LSYS receives a local General Fund allocation from the Department of Public Health, which administers home health funds for attendant care at the licensed facilities. Private donations to LSYS also provide funding to the Assisted Care Facility.

Current FY 09-10
Total Cost of Program Budget: $646,596.00
Cost Per Unit of Service from Total Budget: $164.03
Cost Per Unit of Service from HOPWA allocation: $88.31

Proposed FY 09-10
Total Cost of Program Budget: $750,993.00
Cost Per Unit of Service from Total Budget: $190.51
Cost Per Unit of Service from HOPWA allocation: $126.04

6. DESIGNATED REPRESENTATIVES
SFRA Development Specialist: Elizabeth Colomello
Larkin Street Youth Services Executive Director: Sherilyn Adams
Larkin Street Youth Services Chief Financial Officer: Ray Fort

7. BUDGET ATTACHED

8. AGREEMENT START DATE: July 1, 2007
9. STAFF RECOMMENDATIONS

Staff recommends a First Amendment to the 3-year HOPWA Supportive Services Agreement with Larkin Street Youth Services for its Assisted Care Facility to add $148,713 for an aggregate total not to exceed $1,193,145 in HOPWA funding for the period July 1, 2007 to June 30, 2010.

10. LOAN COMMITTEE MODIFICATIONS
11. LOAN COMMITTEE RECOMMENDATION

Approval indicates approval with modifications, when so determined by the Committee.

[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Chris Harris for
Fred Blackwell, Executive Director
San Francisco Redevelopment Agency
Date: 10/16/09

[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Doug Shem Unternehmen, Director
Mayor’s Office of Housing
Date: 10/16/09

[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Laura Thomas
HIV Health Services Planning Council
Date: 10/16/09

[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Steve Manley
HIV Health Services Planning Council
Date: 10/16/09

[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Marc Trotz, Director of Housing and Urban Health
Department of Public Health
Date: 10/16/09

[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Joyce Crull, Director of Housing and Homeless Programs
Department of Human Services
Date: 10/16/09
Attachment: 1) Budget
SAN FRANCISCO REDEVELOPMENT AGENCY
CONTRACT BUDGET SUMMARY BY PROGRAM

Contractor's Name: Larkin Street Youth Services

Contract Term
7/1/07-6/30/10

(Check One) New Renewal Modification
If modification, Effective Date of Mod: 7/1/09 No. of Mod: 1

Program Name: Assisted Care Facility

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<th>Year 3</th>
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<th>Change in Funding</th>
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Expenditures

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Indirect Percentage (% of Direct Cost (Line 18))
15.70%

Total Expenditures (must equal Rev-Line 32)
$1,293,192 $646,596 $1,939,788 $104,397 $750,993 $2,044,185

Revenues

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Total Revenues (must equal Expenditures-Line 32)
$1,293,192 $646,596 $1,939,788 $104,397 $750,993 $2,044,185

Units of Service (Residential Care Day)
7,884 3,942 11,826 3,942 11,826

Cost Per Unit of Service
$164.03 $164.03 $164.03 $190.51 $172.86

# of Clients (UDC)
19 19 19

Full Time Equivalent (FTE)
10.26 10.26 10.26

Approved - HOPWA reflects Budget Revisions approved by SFRA during contract term; all other based on 2007 Original Budget.

Prepared by: Chelsea Ross Telephone No.: 415-673-0911 Date 8/20/09

SFRA Review Signature:
**SAN FRANCISCO REDEVELOPMENT AGENCY**

**CONTRACT BUDGET BY FUNDING SOURCE**

**Contractor's Name:** Larkin Street Youth Services  
**Contract Term:** 7/1/07-6/30/10

*(Check One)* New □ Renewal □ Modification □  
If modification, Effective Date of Mod: 7/1/09  
No. of Mod: 1

**Program Name:** Assisted Care Facility  
**Funding Source:** HOPWA

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**Prepared by:** Chelsea Ross  
**Telephone No.:** 415-673-0911  
**Date:** 8/20/09

SFRA Review Signature: ___________________________
Program Name: Assisted Care Facility

### Salaries & Benefits Detail

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<td>0.55</td>
<td>33,000</td>
<td>0.55</td>
<td>16,500</td>
<td>49,500</td>
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<tr>
<td>After Care Case Manager 1</td>
<td>0.20</td>
<td>19,960</td>
<td>0.30</td>
<td>12,480</td>
<td>32,440</td>
</tr>
<tr>
<td>After Care Case Manager 3</td>
<td>0.20</td>
<td>19,960</td>
<td>0.30</td>
<td>12,480</td>
<td>32,440</td>
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<td>0.38</td>
<td>18,100</td>
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<tr>
<td>Subtotal</td>
<td>3.30</td>
<td>373,129</td>
<td>3.31</td>
<td>173,722</td>
<td>546,851</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>5.30</td>
<td>$373,129</td>
<td>5.31</td>
<td>$173,722</td>
<td>$546,851</td>
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<tr>
<td><strong>EMPLOYEE FRINGE BENEFITS</strong></td>
<td>24%</td>
<td>87,741</td>
<td>22%</td>
<td>37,889</td>
<td>125,630</td>
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<td><strong>TOTAL SALARIES &amp; BENEFITS</strong></td>
<td>$460,870</td>
<td>$211,611</td>
<td>$672,481</td>
<td>$29,817</td>
<td>$241,428</td>
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</table>
## Operating Expense Detail

**Program Name:** Assisted Care Facility

<table>
<thead>
<tr>
<th>Years</th>
<th>Approved</th>
<th>Proposed</th>
<th>Additional Funding</th>
<th>Revised Year 3</th>
<th>Revised Total</th>
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</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>Year 3 (A)</td>
<td>Total (B)</td>
<td>(Year 3) (C)</td>
<td>(AHC)</td>
<td>(B)+(C)</td>
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<tr>
<td>7/1/07-6/30/09</td>
<td>7/1/09-6/30/10</td>
<td>7/1/07-6/30/10</td>
<td>7/1/09-6/30/10</td>
<td>7/1/07-6/30/10</td>
<td></td>
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</tbody>
</table>

### A. Facility (Housing)-Related Operating Costs:

**Occupancy:**

- **Building Maintenance & Repair:**
  - Approved: $25,000
  - Proposed: $17,500
  - Total: $42,500
  - Additional Funding: $3,000
  - Revised Total: $45,500

- **Cable:**
  - Approved: $5,800
  - Proposed: $2,800
  - Total: $8,600
  - Additional Funding: $(1,600)
  - Revised Total: $7,000

- **Custodian:**
  - Approved: $23,000
  - Proposed: $15,000
  - Total: $38,000
  - Additional Funding: $(15,000)
  - Revised Total: $23,000

- **Equipment Lease/ maintenance:**
  - Approved: $8,000
  - Proposed: $4,000
  - Total: $12,000
  - Additional Funding: $1,000
  - Revised Total: $13,000

- **Exterminator:**
  - Approved: $2,400
  - Proposed: $1,200
  - Total: $3,600
  - Additional Funding: $1,200
  - Revised Total: $3,600

- **Facility Insurance:**
  - Approved: $7,500
  - Proposed: $5,000
  - Total: $12,500
  - Additional Funding: $(15,000)
  - Revised Total: $(12,028)

- **Facility Utilities:**
  - Approved: $23,000
  - Proposed: $15,000
  - Total: $38,000
  - Additional Funding: $3,000
  - Revised Total: $41,000

- **Garbage:**
  - Approved: $10,000
  - Proposed: $6,000
  - Total: $16,000
  - Additional Funding: $(2,028)
  - Revised Total: $(13,972)

- **Telephone:**
  - Approved: $9,000
  - Proposed: $4,000
  - Total: $13,000
  - Additional Funding: $4,400
  - Revised Total: $17,400

**Total Occupancy:**

- Approved: $114,100
- Proposed: $71,100
- Total: $185,200
- Additional Funding: $(12,028)
- Revised Total: $(59,072)

**Materials & Supplies:**

- **Office Supplies & Postage:**
  - Approved: $2,400
  - Proposed: $1,200
  - Total: $3,600
  - Additional Funding: $700
  - Revised Total: $4,300

- **Household/Facility Supplies:**
  - Approved: $4,600
  - Proposed: $3,100
  - Total: $7,700
  - Additional Funding: $(2,028)
  - Revised Total: $3,672

**Total Materials & Supplies:**

- Approved: $7,000
- Proposed: $4,300
- Total: $11,300
- Additional Funding: $5,500
- Revised Total: $16,800

### Other Operating:

- **Program License, Fees & Permits:**
  - Approved: $1,200
  - Proposed: $500
  - Total: $1,700
  - Additional Funding: $500
  - Revised Total: $1,700

- **Total Other Operating:**
  - Approved: $1,200
  - Proposed: $500
  - Total: $1,700
  - Additional Funding: $500
  - Revised Total: $1,700

**Sub-total - Facility Costs:**

- Approved: $122,300
- Proposed: $75,900
- Total: $198,200
- Additional Funding: $(6,528)
- Revised Total: $191,672

### B. Program-Related Operating Costs:

**Program Materials & Supplies:**

- **Food for Residents:**
  - Approved: $35,149
  - Proposed: $23,105
  - Total: $58,254
  - Additional Funding: $3,000
  - Revised Total: $61,254

- **Computer Supplies:**
  - Approved: $1,900
  - Proposed: $1,900
  - Total: $3,800
  - Additional Funding: $2,900
  - Revised Total: $4,700

- **Kitchen Supplies:**
  - Approved: $3,000
  - Proposed: $1,800
  - Total: $4,800
  - Additional Funding: $250
  - Revised Total: $5,050

- **Linen Supplies:**
  - Approved: $3,400
  - Proposed: $306
  - Total: $3,706
  - Additional Funding: $(250)
  - Revised Total: $(325)

**Total Program Supplies:**

- Approved: $43,449
- Proposed: $25,205
- Total: $68,654
- Additional Funding: $5,500
- Revised Total: $74,154

**Staff Expenses:**

- **Staff Travel-(Local & Out of Town):**
  - Approved: $600
  - Proposed: $300
  - Total: $900
  - Additional Funding: $(600)
  - Revised Total: $300

- **Staff Training:**
  - Approved: $1,230
  - Proposed: $1,000
  - Total: $2,250
  - Additional Funding: $(1,937)
  - Revised Total: $(313)

**Total Staff Expenses:**

- Approved: $1,850
- Proposed: $1,300
- Total: $3,150
- Additional Funding: $(1,937)
- Revised Total: $(1,937)

**Consultants/Sub-contractors:**

- **Psychiatric Services:**
  - Approved: $20,000
  - Proposed: $10,000
  - Total: $30,000
  - Additional Funding: $(4,600)
  - Revised Total: $(15,400)

**Other:**

- **Total Consultants/Subcontractors:**
  - Approved: $20,000
  - Proposed: $10,000
  - Total: $30,000
  - Additional Funding: $(4,600)
  - Revised Total: $(15,400)

**Other Program Costs:**

- **Resident Transportation:**
  - Approved: $3,437
  - Proposed: $1,937
  - Total: $5,374
  - Additional Funding: $(1,937)
  - Revised Total: $(3,437)

**Dues & Memberships:**

- Approved: $1,700
- Proposed: $1,700
- Total: $3,400

**Intern Stipends:**

- Approved: $13,000
- Proposed: $13,000
- Total: $26,000

**Total Other Program Costs:**

- Approved: $3,437
- Proposed: $1,937
- Total: $5,374
- Additional Funding: $(1,937)
- Revised Total: $(3,437)

**Sub-total - Program Costs:**

- Approved: $68,736
- Proposed: $38,442
- Total: $107,178
- Additional Funding: $(22,313)
- Revised Total: $(84,865)

**TOTAL OPERATING EXPENSE:**

- Approved: $191,036
- Proposed: $114,342
- Total: $305,378
- Additional Funding: $(15,785)
- Revised Total: $289,593

---

**TOTAL OPERATING EXPENSE**

- $191,036
- $114,342
- $305,378
- $15,785
- $289,593
## Capital Expenditure Detail

| Program Name: Assisted Care Facility |

### I. Equipment / Furniture:

<table>
<thead>
<tr>
<th>Item / Description</th>
<th>Qty</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC - repairs</td>
<td>1</td>
<td>34,750</td>
</tr>
<tr>
<td>Circulating pumps</td>
<td>1</td>
<td>2,250</td>
</tr>
<tr>
<td>Color camera and monitor</td>
<td>1</td>
<td>2,080</td>
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</table>

**Total Equipment/Furniture:** 39,080

### II. Remodeling:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roofing - façade roof</td>
<td></td>
<td>5,500</td>
</tr>
<tr>
<td>Flooring replacement - front and back stairs</td>
<td></td>
<td>18,000</td>
</tr>
<tr>
<td>Plumbing - Kitchen hose faucet replacement</td>
<td></td>
<td>800</td>
</tr>
<tr>
<td>Front Windows - film</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>Interior Concrete scraping, patch, paint</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>Ventilation for 2 ground floor staff offices</td>
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<td>2,000</td>
</tr>
<tr>
<td>Interior Hall painting</td>
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<td>9,500</td>
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<tr>
<td>15% contingency</td>
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<td>12,131</td>
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<tr>
<td>5% construction management</td>
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<tr>
<td>Project management</td>
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</table>

**Total Remodeling Cost:** 60,920

### Total Capital Expenditures:

- **Approved:**
  - $100,000
- **Proposed:**
  - $100,000

**Total Capital Expenditures:** $100,000
**Program Name:** Assisted Care Facility

## Indirect Cost Detail

### 1. Salaries and Benefits

<table>
<thead>
<tr>
<th>Position Title</th>
<th>TERM</th>
<th>FTE</th>
<th>FY 07-09</th>
<th>SALARIES</th>
<th>TERM</th>
<th>FTE</th>
<th>FY 09-10</th>
<th>SALARIES</th>
<th>TERM</th>
<th>FTE</th>
<th>FY 07-10</th>
<th>SALARIES</th>
<th>Revised Year 3 (A)+(C)</th>
<th>Revised Total (B)+(C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Accountant</td>
<td>0.07</td>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title</th>
<th>TERM</th>
<th>FTE</th>
<th>FY 07-09</th>
<th>SALARIES</th>
<th>TERM</th>
<th>FTE</th>
<th>FY 09-10</th>
<th>SALARIES</th>
<th>TERM</th>
<th>FTE</th>
<th>FY 07-10</th>
<th>SALARIES</th>
<th>Revised Year 3 (A)+(C)</th>
<th>Revised Total (B)+(C)</th>
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</thead>
<tbody>
<tr>
<td>Total Salaries</td>
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<td>-</td>
<td>2,885</td>
<td>12,885</td>
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</tr>
<tr>
<td>Employee Fringe Benefits</td>
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<td>25.0%</td>
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</table>

**Total Salaries & Benefits:** 24,500 (Approved) 12,250 (Proposed) 36,750

### 2. Operating Cost

#### Expenditure Category

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<tr>
<th>Expenditure Category</th>
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<th>FY 07-10</th>
<th>FY 07-09</th>
<th>FY 09-10</th>
<th>FY 07-10</th>
<th>FY 07-09</th>
<th>FY 09-10</th>
<th>FY 07-10</th>
<th>FY 07-09</th>
<th>FY 09-10</th>
<th>FY 07-10</th>
<th>FY 07-09</th>
<th>FY 09-10</th>
<th>FY 07-10</th>
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<tbody>
<tr>
<td>Telephone</td>
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<td>424</td>
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<td>Payroll Service fees</td>
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<tr>
<td>Custodian</td>
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<tr>
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<tr>
<td><strong>TOTAL OPERATING COST</strong></td>
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<td>29,823</td>
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<td>9,941</td>
<td>29,823</td>
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**TOTAL INDIRECT COST:** $44,382 (Approved) $22,191 (Proposed) $66,573 (Revised) $3,111 (Proposed) $25,302 (Proposed) $69,684 (Revised)