

# Utah Homelessness Council (UHC)

## Agenda Item - Executive Summary

### Purpose:

☐ Decision

☒ Informational

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**Meeting Date:** August 10, 2023

**Subject:** Salt Lake County Winter Response Plan

**Submitted by:** Office of Homeless Services (OHS)

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### SUMMARY

Utah code [35A-16-5](#) required the Council of Governments (COG) of Salt Lake County to convene a winter response task force and to submit a winter response plan to the Office of Homeless Services (office) that would address the shelter needs of individuals experiencing homelessness from October 15, 2022 – April 30, 2023 on or before August 1, 2023.

The office wants to recognize the effort and coordination that has taken place over the last few months between the COG, the Salt Lake County winter task force, and the Salt Lake Valley Coalition to End Homelessness. It has been impressive to see leadership across the county come together to work on addressing the needs of individuals experiencing homelessness.

Per Utah code 35A-16-502, the office is required conduct a review of the winter response plan for compliance with the requirements outlined in code, and to send a written notice of the office's determination regarding compliance on or before August 15, 2023. An applicable county is considered non-compliant if the county's task force fails to submit a timely winter response, or the office determines that the winter response prepared does not comply with the requirements.

### RESULTS

The office received a completed plan on August 1, 2023. The plan has been accepted by the office as it meets the requirements outlined in 35A-16-502. However, the revenue sources identified in the submitted budget are not adequate to fully execute the plan.

### NEXT STEPS

The office will coordinate with Salt Lake County, applicable cities, the Salt Lake Valley Coalition to End Homelessness, and service providers identified in the plan over the next month to work out details in the plan and funding. The office will report the executable plan to the Utah Homelessness Council in a special meeting to be convened in September.

## **Salt Lake County Winter Response Plan**

**DUE BY AUGUST 1, 2023**

Email the completed packet to Wayne Niederhauser and Tricia Davis

Questions about this packet can be directed to Wayne Niederhauser at [wniederhauser@utah.gov](mailto:wniederhauser@utah.gov) or to Tricia Davis at [tadavis@utah.gov](mailto:tadavis@utah.gov) in the State Office of Homeless Services.

### **PLANNING PROCESS**

Briefly describe the planning process, meetings that took place, and work groups that were created.

The statutorily identified members met in an initial meeting to establish chairs and determine relevant subgroups. It was determined that subgroups were not required, although throughout the planning process, smaller groups met to focus on parts of the plan, including site selection, code blue, and budgetary planning. Salt Lake County Mayor Wilson and Millcreek Mayor Silvestrini were selected as co-chairs and led the weekly meetings in discussions about potentially viable sites, operators, budgets and Code Blue planning. The meetings were staffed by Salt Lake County.

To start the conversations, information on criteria for sites, previous year budgets and data, as well as other program materials were reviewed.

A GIS map was created by the SLCo surveyors office and was informed by the components of HB499. The Task Force reviewed 5 potential sites, including property, for winter overflow.

Available members met to consider each proposed site and made site visits, until the most viable option was recommended.

### **COORDINATION WITH SALT LAKE VALLEY COALITION TO END HOMELESSNESS**

Describe how the winter response task force has coordinated the proposed plan with the Salt Lake Valley Coalition to End Homelessness.

The Salt Lake Valley Coalition to End Homelessness had three members on the task group and two individuals with lived experience. Those members were also part of a subgroup within the coalition on winter overflow and Code Blue planning. The Coalition created budgets, made recommendations regarding site requirements and Code Blue operations, including a detailed letter with items for consideration and developed the expedited intake process required by the statute in coordination with Salt Lake County staff and the mayors' task group. The recommendations included a modified temperature threshold of 25-degree Fahrenheit, in lieu of the 15-degree Fahrenheit temperature outlined in HB499.

## IDENTIFIED FACILITIES

- Location(s)
- Specify the hours of operation at location(s) (24-hour access or specify limited hours of operation)
- Services provided (e.g., food, basic needs, etc.)

- 65 beds - St Vincent de Paul - 7am-7pm, while just shelter will be provided at the facility, during the day, food and other basic needs are offered at this facility
- 175 beds - HRC flex - 24 hours
- 170 beds - new facility identified by task force - 24 hours, will provide food and other basic needs
- **Subtotal - 410**

Additional beds that have (or will) come on line to meet the 600 bed goal was established include:

- 165 beds - MVP - for aging and medically vulnerable individuals - while not specifically part of the winter plan, this resource will be coming on line during the same time period and will help address the need for beds, although not 1:1
- 50 beds - VOA detox expansion
- **Subtotal - 215+**
- **625 - Total NEW Beds Coming On-Line**

## SERVICE PROVIDER COORDINATION

Organizations identified to provide staffing and other operational needs for each location.

- St. Vincent de Paul - The Road Home
- HRC Flex Beds - The Road Home, Volunteers of America, Shelter The Homeless
- New Temporary Facility - Switchpoint (planned but not finalized)

Other Resources Coming on-line This Winter

- MVP - The Road Home, Shelter The Homeless, Fourth Street Clinic
- VOA Detox Clinic

Transportation, security, and food for facilities will be coordinated through Shelter The Homeless, as they currently have contracts for those services that exist throughout the system.

## ASSURANCES

Provide assurances on how the county will meet the targeted winter response bed count. Include information about:

- Municipality commitment
- Service provider commitment
- Other key stakeholder commitment
- Implementation timeline

### Municipal Commitment

As part of this plan, as approved by COM and COG, stakeholders recognize municipalities are committed to identifying temporary shelter sites and Code Blue options, as reflected in this plan.

### Service Provider Commitment

Service providers have committed to complying with the requirements of the statute and continuing existing services to the extent possible based on resources.

### Other Key Stakeholders

County and state leaders have committed to identifying gaps and potential solutions. Communities will be engaged in the process as planning for operations moves forward.

### Implementation Timeline

The legislation does not require the task force to fund the winter overflow plan. The tentative budget that we anticipate is not adequately funded, by a shortfall of up to \$4.1 million

In order to implement the plan by October 15th, 2023, the following will take place:

- Secure Sufficient Funding, with contracts in place - by August 15th
- Hiring Staff - September 15th
- Coordination with municipalities on communications, safety and security plans, and Code Blue - September 15th
- Expedited Intake procedure in place - September 30th
- Develop Code Blue volunteer program through Salt Lake County - October 15th
- Volunteer training for Code Blue - ongoing - modeled after PIT Count training

Budget Summary-details linked in funding needs and budget section

## Expenses

### Overflow

St Vincent de Paul - \$468,937

VOA \$457,500 + TRH \$623,212 = \$1,549,643 + \$1,200,000 (plus year-round gap) = \$2,749,643

Redwood Facility STH- \$500,022 + Switchpoint \$1,874,550

**Total Overflow - \$4,624,199**

**OHS review - based on budget submitted (not including year round gap):**

VOA - 457,500

The Road Home - 623,212

Service Provider Redwood Facility - 1,874,550

Shelter the Homeless - 500,022

St Vincent - 468,937

STH HRC flex - 667,841

**TOTAL: 4,592,062**

### Code Blue

MVP - ~ STH \$698,487 + TRH \$1,600,000 + FSC \$200,000

First Methodist Church - \$128,457 (35 nights, 85 beds)

County Recreation Center - \$42,000 (35 nights, 90 beds)

Redwood Facility - \$ (35 nights, 50 beds)

Transportation - \$

Staffing and Volunteer Management - \$

**Total Code Blue - \$170,457+**

**Total Overflow and Code Blue = \$4,794,656+**

### ***Potential Revenue Breakdown-***

Source	Amount	Purpose/Restriction
State OHS	\$2Mill	Operations
State OHS	\$1.3Mill	Mitigation - Cities
State OHS	?	TANF Rollover
State OHS	??	COVID Reponse - Hotel \$
SLC	\$200K	St. Vinnys
SLCo/HCD	??	ESG Rollover??
SLCo/OHCR	??	Coordinated Entry Funds??

Describe how the winter response task force will ensure that any temporary winter response shelter planned for operation within the county will meet all local zoning requirements.

The task force has agreed to work with providers and municipalities to follow the process to meet all local zoning requirements.

## **TRANSPORTATION**

Describe in detail the plan for addressing the transportation needs for individuals experiencing homelessness who need access to winter response beds. Include information on how the transportation needs were determined and identify stakeholders and service providers key to implementation of the transportation plan.

Building off of the existing transportation system, and learning from previous transportation plans, the stakeholders will meet to develop an operational plan, and then meet weekly to revisit the plan and adjust as needed. Year round, HRC transportation is provided through a van shuttle system, cab vouchers, trax and bus passes, along with service provider transportation.

The van shuttle system serves the three HRCs to ensure client access to each facility, the Weigand Resource Center, Fourth Street Clinic and UTA Trax. It consists of two vans circulating a planned route for 16 hours per day. For the winter plan, one additional van will be added to service the additional clients at each facility and to provide additional stops throughout the system.

The new temporary facility to be operated by Switchpoint will also require a van to provide transportation to the Wiegand Resource Center, which will then offer clients a way to access services in Salt Lake City.

Transportation for Code Blue will be enhanced through additional options, including volunteers, first responders, etc.

## COORDINATED INTAKE AND BED ASSIGNMENT PROCESSES

Working with the SLVCEH, describe the bed assignment process and how winter response beds will be integrated into the SLVCEH coordinated intake process. Include the following information:

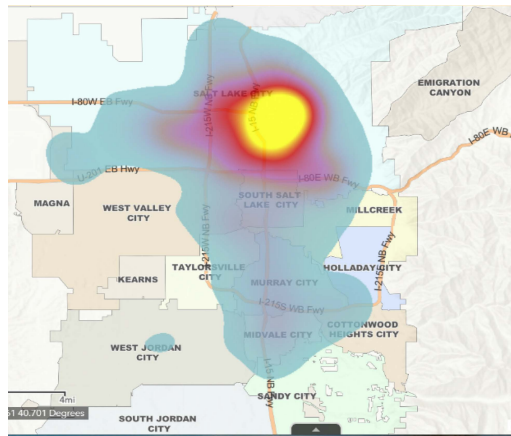
- How bed assignment coordination needs were determined
  - Identify roles and responsibilities of service providers involved in coordinated intake and bed assignment
  - Location(s) of coordinated intake and bed assignment (physical location and/or phone intake options)
  - Hours of intake and bed assignment operation (physical location and/or phone intake options)
  - Staffing impact and plan
  - How will the task force ensure all individuals seeking shelter are connected to a bed
  - Assurances that all bed management, assignment, and turn-away is documented in HMIS
- 
- Utilizing the existing coordinated intake system, beds will be prioritized according to coordinated intake prioritization, as well as facility programming.
  - Providers will identify staff to conduct intake, who will enter data into HMIS.
  - Weigand Center, and/or programs specific referral system developed as part of the coordinated intake system
  - 24 hour facilities - bed assignments will be made at 7am
    - Overnight facilities will assign beds until at capacity
    - Flex beds will assign until at capacity
  - Staff will identify beds available and work with coordinated intake to assign
    - Staff will identify capacity for flex
  - The task force members will identify members to support the service providers and meet weekly to evaluate the coordinated intake, and make adjustments, as needed.
  - Coordinated intake program manager and a member of the OHS/HMIS team will participate in the weekly meetings with providers, reviewing data, and making adjustments, as needed.

**CODE BLUE** – A code blue event will be determined when the National Weather Service predicts temperatures of 15 degrees Fahrenheit or less, including wind chill, or any other extreme weather conditions established in rules made by the Department of Health and Human Services.

Describe in detail the county plan for a code blue event. Include:

- The number of beds identified
- Location(s) of available beds for individuals experiencing homelessness for the duration of the code blue event
- Operators of the identified facilities
- Expedited intake procedures coordinated with the SLVCEH
- Street outreach efforts

- Total Code Blue Beds- 200+ beds
  - 85 beds - SLC Facility (35 nights)
  - 50 beds - new temporary facility on Redwood Road
  - 65 beds - Additional facility(ies) identified by municipalities or private partners (currently exploring several possibilities and inviting municipalities, counties, and private owners to submit options)
  - 70 beds - HRCs - (last resort & dependant on sufficient resources, the HRCs will not deny any shelter unless at capacity limit (+35%) or the person presents a danger to guests or staff)
- Municipalities with expected unsheltered populations (utilizing 2023 PIT count information) will be invited to submit locations for consideration that will be available for use in the event of a code blue to the county. Municipalities (as well as private property owners) can indicate the number of nights facilities are available, and number of individuals who can be served at each facility. Salt Lake County will keep an inventory of available facilities and work with municipalities (and other property owners) to activate identified facilities when necessary, including contacting trained volunteers/staff.



- Salt Lake County will coordinate volunteers who will sign up for shifts, and be trained by providers. Municipalities will assist with communicating the volunteer opportunity and sign up information to residents and community organizations.
- During a Code Blue activation, additional transportation options will be available through first responders and volunteers. Intake can be done directly at facilities, and an individual will not be denied access to shelter during a Code Blue activation, so long as the shelter is in compliance with the applicable building code and fire code, and unless the shelter is at capacity, or if the individual presents a danger to the homeless shelter's staff or guest.
- The plan will utilize advocates, existing outreach teams, and providers, as well as first responders, and volunteers. A communications plan will be developed, which will include notices on websites, via social media, through outreach, volunteers, and other stakeholders. Municipalities will be encouraged to share information with residents.



## CODE BLUE ASSURANCES

Provide assurances from municipalities within the county, including law enforcement and health departments, of the following:

- There will be no enforcement of an ordinance that prohibits or abates camping for the duration of the code blue alert and the two days following the day on which the code blue alert ends
- There will be no enforcement of an ordinance or policy to seize any personal items used for survival in cold weather including clothing, blankets, tents, sleeping bags, heaters, stoves, and generators

With the Council of Governments' approval of this plan, as indicated by resolution, we assure our compliance with U.C.A. 35A-16-703 Provisions in Effect for Duration of Code Blue Alert.

## FUNDING NEEDS AND BUDGET



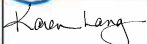
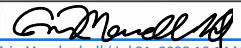
Please submit this form with the plan to the Office of Homeless Services by August 1, 2023:

<https://docs.google.com/spreadsheets/d/1d5qLscfM3enydXIECa4NYQdnzGYDb9Yn/edit#gid=1054533526>

**OHS Notes: Budget is attached to this UHC document**

## PLAN APPROVAL SIGNATURE PAGE

This winter response plan must be approved by the chief executive officers of any municipality located within Salt Lake County in which a temporary winter response shelter is planned for, and Salt Lake County if a temporary winter response shelter is planned for operation within an unincorporated area of the county.

Name	Title	Signature
Mayor Jenny Wilson	Mayor of Salt Lake County	
Mayor Jeff Silvestrini	Mayor of Millcreek	
Mayor Karen Lang	Mayor of West Valley City	
Mayor Cherie Wood	Mayor of South Salt Lake	<i>Cherie Wood</i>
Mayor Erin Mendenhall	Mayor of Salt Lake City	 <small>Erin Mendenhall (Jul 31, 2023 16:34 MDT)</small>

# MASTER AND REVENUE

## Attachment C: Budget DWS Office of Homeless Services (OHS) Grant Budget Narrative and Itemization Form October 15, 2023- April 30, 2024

Organization:			<b>TOTAL BUDGET NEEDS</b>	
<b>Category I</b>	<b>Itemized Details of Grant Funds Requested</b>			<b>Grant Funds Requested</b>
<b>*Indirect Expenses</b>				
Indirect Costs	Agency Indirect Costs			\$ 287,098.45
<b>Category II - Direct Administrative Expenses:</b> If the organization <b>DOES NOT</b> have a NICRA and chooses not to use the de minimis rate, the organization <b>must</b> use Category II if charging Direct Administrative Expenses.				
<b>Category II</b>	<b>Itemized Details of Grant Funds Requested</b>			<b>Grant Funds Requested</b>
<b>Direct Administrative Expenses</b>				
Salaries	Refer to detail in itemized sheets			\$ 66,500.00
Fringe Benefits	Refer to detail in itemized sheets			\$ 16,625.00
Communications	Refer to detail in itemized sheets			\$ 1,225.00
Equipment	Refer to detail in itemized sheets			\$ 12,000.00
Insurance	Refer to detail in itemized sheets			\$ 10,500.00
Organization Space Costs	Refer to detail in itemized sheets			\$ 14,000.00
Organizations Utilities	Refer to detail in itemized sheets			\$ 21,000.00
Professional Fees & Contract Services	Refer to detail in itemized sheets			\$ 7,500.00
Supplies	Refer to detail in itemized sheets			\$ 10,000.00
Travel & Transportation	Refer to detail in itemized sheets			\$ 22,400.00
***Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.				
<b>Total Category I/Category II Administrative Expenses</b>				<b>\$ 468,848.45</b>
<b>Category III</b>	<b>Itemized Details of OHS Grant Funds Requested</b>			<b>Grant Funds</b>
<b>**Salaries</b>	Refer to detail in itemized sheets			\$ 1,877,577.18
<b>**Fringe Benefits</b>	Refer to detail in itemized sheets			\$ 294,834.72
Client Services	Refer to detail in itemized sheets			\$ 150,000.00
<b>**Professional Fees &amp; Contract Services</b>	Refer to detail in itemized sheets			\$ 1,263,402.00
Program Space Costs	Refer to detail in itemized sheets			\$ 398,399.96
<b>**Program Supplies, Space Utilities, Internet, Etc.</b>	Refer to detail in itemized sheets			\$ 139,000.00
<b>Total Category III Project Expenses</b>				<b>\$ 4,123,213.86</b>
<b>Total Expenses Category I/II and Category III</b>				<b>\$ 4,592,062.31</b>

HB499 requires that the task force identify revenue sources, including in-kind in the plan submitted to the Office of Homeless Services.

Winter Response 2023-2024 Projected Revenue Summary	Description	Amount
State (OHS) Operations Funding		\$2,000,000.00
State Cities Mitigation Funding	Potential consideration for mitigation, public safety, security, and transportation?	\$1,300,000.00
Federal (FEMA) Funding & Other Fed		
Salt Lake County	Potential ESG Rollover and/or Coordinated Entry Funds	??

Salt Lake City	For St Vincent de Paul	\$200,000.00
Other City		
Other City		
Other	Potential TANF Rollover, or COVID-19 Response Funds	??
In-Kind		
In-Kind		
Private/Donations		
Other		
Total Actual/Projected Revenue		\$3,500,000.00

Attachment C: Budget

DWS Office of Homeless Services (OHS)

Grant Budget Narrative and Itemization Form

October 15, 2023 - April 30, 2024

Organization:

Shelter the Homeless - HRC Flex

All planned expenses must be itemized, detailed and described for each line item.

Cells may be expanded as necessary in order to provide all required information. Funding cannot supplant or replace existing funding. Please refer to the "Category Definitions for Allowable Expenditures" document for additional information.

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (**NICRA**), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.

Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization **does not** have a NICRA and chooses a **de minimis rate**, Category I **must** be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: \*\*All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Category I	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>*Indirect Expenses</b>		
Indirect Costs		\$ 59,804.00

\*Cannot exceed the entities federally approved indirect cost rate (NICRA) - **OR** - the entities 10% de minimis rate certificate based upon eligible Category III \*\*expenses.

\*\*\*Indirect costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and chooses not to use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>Direct Administrative Expenses</b>		
Salaries		\$ -
Fringe Benefits		\$ -
Communications		\$ -
Equipment		\$ -
Insurance		\$ -
Organization Space Costs		\$ -
Organizations Utilities		\$ -
Professional Fees & Contract Services		\$ -
Supplies		\$ -
Travel & Transportation		\$ -

\*\*\*Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

<b>Total Category I/Category II Administrative Expenses</b>	<b>\$ 59,804.00</b>
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Category III	Itemized Details of OHS Grant Funds Requested	Grant Funds
<b>**Salaries</b>		\$ -
<b>**Fringe Benefits</b>		\$ -
<b>Client Services</b>		\$ -
<b>**Professional Fees &amp; Contract Services</b>	Premier Security contract for 1 extra security officer on all shifts at GEK, GMRC and PARC - \$28.50 x 3 officers x 8 hour shift x 196 days = \$134,046 per facility for 6 1/2 months = \$402,192. Advantage Services contract for 1 additional van (incl. driver, gas, insurance), 10 hours/day x 196 days = \$51,785. Contract with Catholic Community Services for lunch and dinner for 175 additional clients at GEK, GMRC, and PARC. \$2.10 per meal for 196 days = \$144,086.	\$ 598,037.00
<b>Program Space Costs</b>		\$ -
<b>**Program Supplies, Space Utilities, Internet, Etc.</b>	Cleaning supplies and materials for repairs and maintenance.	\$ 10,000.00

**Total Category III Project Expenses**

**\$ 608,037.00**

<b>Total Expenses Category I/II and Category III</b>	<b>\$ 667,841.00</b>
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Attachment C: Budget

DWS Office of Homeless Services (OHS)

Grant Budget Narrative and Itemization Form

October 15, 2023 - April 30, 2024

Organization:

Volunteers of America, Utah - HRC Flex

All planned expenses must be itemized, detailed and described for each line item.

Cells may be expanded as necessary in order to provide all required information. Funding cannot supplant or replace existing funding. Please refer to the "Category Definitions for Allowable Expenditures" document for additional information.

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (**NICRA**), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.

Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization **does not** have a NICRA and chooses a **de minimis rate**, Category I **must** be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: \*\*All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Category I	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>*Indirect Expenses</b>		
Indirect Costs	14% of total direct costs	\$ 56,184.00

\*Cannot exceed the entities federally approved indirect cost rate (NICRA) - **OR** - the entities 10% de minimis rate certificate based upon eligible Category III \*\*expenses.

\*\*\*Indirect costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and chooses not to use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>Direct Administrative Expenses</b>		
Salaries		
Fringe Benefits		
Communications		
Equipment		\$ -
Insurance		\$ -
Organization Space Costs		
Organizations Utilities		\$ -
Professional Fees & Contract Services		\$ -
Supplies		
Travel & Transportation	Transportation for outreach to bring clients to shelter	

\*\*\*Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

<b>Total Category I/Category II Administrative Expenses</b>	<b>\$ 56,184.00</b>
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Category III	Itemized Details of OHS Grant Funds Requested	Grant Funds
<b>**Salaries</b>		\$ 242,021.00
<b>**Fringe Benefits</b>	Payroll taxes, health/dental insurance retirement and workers compensation calculated at 24.5% of salaries	\$ 59,295.00
<b>Client Services</b>	Direct client costs and transportation for outreach to bring clients to shelter and detox	\$ 30,000.00
<b>**Professional Fees &amp; Contract Services</b>	Additional janitorial costs for due to additional clients in buildings	\$ 30,000.00
<b>Program Space Costs</b>	Facilities repairs/maintenance	\$ 23,000.00
<b>**Program Supplies, Space Utilities, Internet, Etc.</b>	Laundry supplies, cleaning supplies and blankets. Cellphone service for staff	\$ 17,000.00
<b>Total Category III Project Expenses</b>		<b>\$ 401,316.00</b>

<b>Total Expenses Category I/II and Category III</b>	<b>\$ 457,500.00</b>
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Attachment C: Budget

DWS Office of Homeless Services (OHS)

Grant Budget Narrative and Itemization Form

October 15, 2023 - April 30, 2024

Organization:

The Road Home - HRC Flex

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Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization **does not** have a NICRA and chooses a **de minimis rate**, Category I **must** be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: \*\*All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Category I	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>*Indirect Expenses</b>		
Indirect Costs	Negotiated cost rate of 18.6% of salaries	\$ 86,760.07

\*Cannot exceed the entities federally approved indirect cost rate (NICRA) - **OR** - the entities 10% de minimis rate certificate based upon eligible Category III \*\*expenses.

\*\*\*Indirect costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and chooses not to use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>Direct Administrative Expenses</b>		
Salaries		\$ -
Fringe Benefits		\$ -
Communications		\$ -
Equipment		\$ -
Insurance		\$ -
Organization Space Costs		\$ -
Organizations Utilities		\$ -
Professional Fees & Contract Services		\$ -
Supplies		\$ -
Travel & Transportation		\$ -

\*\*\*Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

<b>Total Category I/Category II Administrative Expenses</b>	<b>\$ 86,760.07</b>
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Category III	Itemized Details of OHS Grant Funds Requested	Grant Funds
<b>**Salaries</b>	Shift differential (\$1.00/hr) for staff and overtime funding to support additional shifts for winter overflow Estimated cost of \$466,452	\$ 466,452.00
<b>**Fringe Benefits</b>		\$ -
<b>Client Services</b>		\$ -
<b>**Professional Fees &amp; Contract Services</b>		\$ -
<b>Program Space Costs</b>		\$ -
<b>**Program Supplies, Space Utilities, Internet, Etc.</b>	Mats, cleaning supplies, food supplies, repairs and maintenance for additional wear/tear on building with additional occupants Estimated cost of \$70,000	\$ 70,000.00
<b>Total Category III Project Expenses</b>		<b>\$ 536,452.00</b>

<b>Total Expenses Category I/II and Category III</b>	<b>\$ 623,212.07</b>
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Attachment C: Budget

DWS Office of Homeless Services (OHS)

Grant Budget Narrative and Itemization Form

October 15, 2023 - April 30, 2024

Organization:

The Road Home - St. Vincent dePaul

All planned expenses must be itemized, detailed and described for each line item.

Cells may be expanded as necessary in order to provide all required information. Funding cannot supplant or replace existing funding. Please refer to the "Category Definitions for Allowable Expenditures" document for additional information.

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (**NICRA**), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.

Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization **does not** have a NICRA and chooses a **de minimis rate**, Category I **must** be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: \*\*All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Category I	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>*Indirect Expenses</b>		
Indirect Costs	Negotiated cost rate of 18.6% of salaries	\$ 38,893.38

\*Cannot exceed the entities federally approved indirect cost rate (NICRA) - **OR** - the entities 10% de minimis rate certificate based upon eligible Category III

\*\*expenses.

\*\*\*Indirect costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and chooses not to use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II	Itemized Details of Grant Funds Requested	Grant Funds Requested
<b>Direct Administrative Expenses</b>		
Salaries		\$ -
Fringe Benefits		\$ -
Communications		\$ -
Equipment		\$ -
Insurance		\$ -
Organization Space Costs		\$ -
Organizations Utilities		\$ -
Professional Fees & Contract Services		\$ -
Supplies		\$ -
Travel & Transportation		\$ -

\*\*\*Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

<b>Total Category I/Category II Administrative Expenses</b>	<b>\$ 38,893.38</b>
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Category III	Itemized Details of OHS Grant Funds Requested	Grant Funds
<b>**Salaries</b>	1 Housing Advocate Supervisor at .54 FTE at \$20.26/hr = \$22,691 2 Housing Advocate Shift Leads at 1.08 FTE at \$18.62/hr at \$41,719 7 Housing Advocates at 3.77 FTE at \$16.94/hr = \$132,832 Overtime at 5% \$200 season bonus per Head Count to retain staff through season 2,080 hours per 1 FTE	\$ 209,104.18
<b>**Fringe Benefits</b>	Health, dental and vision insurance; life and disability; workers compensation; payroll taxes; retirement; other fringe benefits at	\$ 62,739.72
<b>Client Services</b>		\$ -
<b>**Professional Fees &amp; Contract Services</b>	Background checks Security for third-party security staff 12 hours per day, 180 days	\$ 131,800.00
<b>Program Space Costs</b>	Rent and building repairs/maintenance	\$ 15,399.96
<b>**Program Supplies, Space Utilities, Internet, Etc.</b>	Cleaning supplies, mats, etc.	\$ 11,000.00

**Total Category III Project Expenses**

**\$ 430,043.86**

<b>Total Expenses Category I/II and Category III</b>	<b>\$ 468,937.24</b>
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Attachment C: Budget

DWS Office of Homeless Services (OHS)

Grant Budget Narrative and Itemization Form

October 15, 2023 - April 30, 2024

Organization:

Redwood Overflow Facility

All planned expenses must be itemized, detailed and described for each line item.  
Cells may be expanded as necessary in order to provide all required information. Funding cannot supplant or replace existing funding. Please refer to the "Category Definitions for Allowable Expenditures" document for additional information.

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (**NICRA**), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.  
Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization **does not** have a NICRA and chooses a **de minimis rate**, Category I **must** be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: \*\*All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Category I	Itemized Details of Grant Funds Requested	Grant Funds Requested
*Indirect Expenses		
Indirect Costs		\$ -

\*Cannot exceed the entities federally approved indirect cost rate (NICRA) - **OR** - the entities 10% de minimis rate certificate based upon eligible Category III \*\*expenses.

\*\*\*Indirect costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and chooses not to use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II	Itemized Details of Grant Funds Requested	Grant Funds Requested
Direct Administrative Expenses		
Salaries		\$ 66,500.00
Fringe Benefits		\$ 16,625.00
Communications		\$ 1,225.00
Equipment		\$ 12,000.00
Insurance		\$ 10,500.00
Organization Space Costs		\$ 14,000.00
Organizations Utilities		\$ 21,000.00
Professional Fees & Contract Services		\$ 7,500.00
Supplies		\$ 10,000.00
Travel & Transportation		\$ 22,400.00

\*\*\*Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Total Category I/Category II Administrative Expenses	\$ 181,750.00
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Category III	Itemized Details of OHS Grant Funds Requested	Grant Funds
**Salaries		\$ 960,000.00
**Fringe Benefits		\$ 172,800.00
Client Services		\$ 120,000.00
**Professional Fees & Contract Services		\$ 49,000.00
Program Space Costs		\$ 360,000.00
**Program Supplies, Space Utilities, Internet, Etc.		\$ 31,000.00

Total Category III Project Expenses	\$ 1,692,800.00
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Total Expenses Category I/II and Category III	\$ 1,874,550.00
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Attachment C: Budget

DWS Office of Homeless Services (OHS)

Grant Budget Narrative and Itemization Form

October 15, 2023 - April 30, 2024

Organization:

Shelter the Homeless - Redwood Overflow

All planned expenses must be itemized, detailed and described for each line item.

Cells may be expanded as necessary in order to provide all required information. Funding cannot supplant or replace existing funding. Please refer to the "Category Definitions for Allowable Expenditures" document for additional information.

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (**NICRA**), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.

Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization **does not** have a NICRA and chooses a **de minimis rate**, Category I **must** be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: \*\*All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Category I	Itemized Details of Grant Funds Requested	Grant Funds Requested
*Indirect Expenses		
Indirect Costs		\$ 45,457.00

\*Cannot exceed the entities federally approved indirect cost rate (NICRA) - **OR** - the entities 10% de minimis rate certificate based upon eligible Category III \*\*expenses.

\*\*\*Indirect costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and chooses not to use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II	Itemized Details of Grant Funds Requested	Grant Funds Requested
Direct Administrative Expenses		
Salaries		\$ -
Fringe Benefits		\$ -
Communications		\$ -
Equipment		\$ -
Insurance		\$ -
Organization Space Costs		\$ -
Organizations Utilities		\$ -
Professional Fees & Contract Services		\$ -
Supplies		\$ -
Travel & Transportation		\$ -

\*\*\*Direct Administrative costs may be modified after funding sources have been determined so not to exceed federal regulations of the federal funds awarded.

Total Category I/Category II Administrative Expenses	\$ 45,457.00
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Category III	Itemized Details of OHS Grant Funds Requested	Grant Funds
**Salaries		\$ -
**Fringe Benefits		\$ -
Client Services		\$ -
**Professional Fees & Contract Services	Premier Security contract for 2 officers on all shifts = \$258,720. Advantage Services contract for 1 additional van (incl. driver, gas, insurance), 10 hours/day x 196 days = \$51,785. Contract with Catholic Community Services for lunch and dinner for 175 clients. \$2.10 per meal for 196 days = \$144,086.	\$ 454,565.00
Program Space Costs		\$ -
**Program Supplies, Space Utilities, Internet, Etc.		

Total Category III Project Expenses	\$ 454,565.00
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Total Expenses Category I/II and Category III	\$ 500,022.00
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