

Ms. Tricia Davis  
Manager-Homelessness Program Office  
Department of Workforce Services

July 13, 2018

As you recommended in our conversation of 20 June, 2018 St Anne's Center (DBA Lantern House) is making application for funding through the H2H program. The requirement for the funds requested is not new, but previously believed to be out of scope for State funding. In making this application and in executing the programs, we agree to abide by all clauses, requirements, and stipulations to which we agreed in our Unified Homeless Funding Grant application dated April 11<sup>th</sup>, 2018 and awarded on May 10<sup>th</sup> for SAC-Temporary Shelter.

This request is for funding to apply to the wages of one of the most essential class of employees at the shelter—in our nomenclature “Facilities and Clients” (FAC). FACs receive the same training as case manager in relation to working directly with clients (e.g., dealing with suicide ideation, recognition of mental health issues, CPR and resuscitation equipment, drug issues and NARCAN training). These employees are on-site 24 hours per day, 365 days per year. They are the staff members with whom the clients most frequently deal and without whom the shelter could not operate under any conditions. Our FACs meet funding priorities at Section 4, instructions for Continuum of Care Component of the Unified Homelessness Funding RFP:

- Meet the basic needs of homeless individuals in crisis
- Provide homeless individuals with needed stabilization services
- Decrease the state's homeless rate by providing a safe and welcoming environment for those seeking to transition from shelter to housing
- Provide services and support to shelter at-risk children, youth, and adults

Services they provide include:

**Nightly Area** (non-residential)

- Obtaining signed Release of Information forms from all individual provided nightly shelter
- Collecting HMIS reporting data from nightly/transient individuals
- Collecting and entering data necessary for reporting and tracking
- Provide articles for hygiene, bedding, sleeping area, needed clothing, and monitoring the shelter area for the safety and security of clients.
- Overseeing entrance to and exit from the shelter at the specified times, as well as accommodating those who enter/exit at other times
- Monitoring individual assigned at any time to the area for medical reasons IAW MoAs with Hope Clinic, Intermountain Health Care, and local police and sheriff departments.

**Residential Clients** (All shifts covered)

- Staffing the front desk and reception area for client, guest, volunteer, community partner information and services
- Tracking client entry and exit, including families with children
- Providing access to client medication held at the front desk at any time
- Answering phone queries
- Monitoring and assisting families in overflow or diversion situations
- Collecting and providing to staff HMIS data, as required
- Overseeing provision and distribution of meals to clients and the community as a whole (lunch)
- Insuring the safety and security of facilities, staff, clients, and the community on campus 24/7
- Interfacing with clients on campus in routine operations and during crisis situations

- Ensuring security and adherence to policy by such actions as breathalyzing each adult client entering the dormitory area, searching individuals and their possessions for prohibited items, working with the Ogden police department, monitoring residential areas and assuring compliance with sanitary policies.

As shown in our Unified Homeless Funding Grant application, of our total Center budget of \$1,544,255 this budget class (Emergency Shelter) allocation was \$911,421. The FACs are a component of that class. As these employees may have other responsibilities than just those dealing directly with the clients, we have provided Table 1, which shows not only the annual pay for dedicated, non-administrative FAC employees, but an estimate based on observation and assigned duties per shift of the amount of time spent providing direct client services. That percentage was then used to determine the budgeted cost of this class of employees. With this information, we are requesting a grant of \$125,000 to provide a portion of funding for wages and fringe benefits for these 12 Full Time and 1 Part time employees so crucial to the functioning of the center and the success, safety, and security of those providing and provided services at St. Anne's Center/Lantern house. Matching funds are available from the sources listed in the budgetary areas and specific sections of our April 11, 2018 Unified Homelessness Funding Grant Application.

Shift	Annual Pay	% Working with Clients	Direct Client Support
Day Lead	\$31,760	38%	\$11,910
Swing	\$30,660	63%	\$19,163
Swing	\$36,710	63%	\$22,944
Over-night	\$27,360	80%	\$21,888
Over-night	\$28,460	80%	\$22,768
Over-night	\$28,460	80%	\$22,768
Weekend Days	\$11,648	95%	\$11,066
Swings	\$27,360	63%	\$17,100
Over-night	\$29,515	80%	\$23,612
Swing	\$29,515	63%	\$18,447
PT Weekend-D	\$23,143	80%	\$18,514
FT Front Desk	\$33,540	95%	\$31,863
PT Front Desk	\$24,149	95%	\$22,941
<b>Grand Total</b>	<b>\$362,280</b>	<b>73%</b>	<b>\$264,983</b>

Table 1, Budgeted cost of client support provided by FACs

Sincerely,



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