

EXHIBIT A - BUDGET

Emergency Shelter Budget - American Legion Post #26 (Operator: Bayside Housing & Services)			
Bayside Estimated Costs			
Budget Categories	Annual Budget	Justification	Priority
Employee Salaries	\$192,280.00	Paid staff to support shelter program and operations (to be supplemented with additional volunteer support as available.)	1
Employee Benefits	\$57,684.00	Employee benefits @ 30% of annual salary	1
Bayside's Liability Insurance	\$4,500.00	Extension of Bayside liability insurance to include additional operations. (County will handle property insurance by adding it to the property covered by the Washington Counties Risk Pool and paying an additional premium. Additional insured certificate for property coverage required.)	1
Meals	\$7,500.00	Daily breakfasts and additional meal support when volunteers are unable to provide. Contingent on donor/volunteer organizations providing evening meals and sack lunches.	1
Furnishings/Equipment	\$7,500.00	Beds, linens, kitchen equipment, basic office equipment, as needed. Donations will also be sought in this category.	2
Supplies	\$3,000.00	Cleaning supplies, paper products for bathrooms and kitchen, basic office supplies for guest front desk @ \$250/mo. Also could be used for volunteer appreciation.	2
Subtotal	\$272,464.00	Subtotal without operator overhead	1
Overhead	\$27,246.40	Overhead: Administration expenses for operations including telephone, computer, internet, accounting, payroll, insurance, maintenance staff time as needed to supplement Landlord maintenance staff, development staff time for donor and funder outreach. All are essential for shelter operations. The multiplier used for overhead is 10%.	1
Total Bayside Costs with Overhead	\$299,710.40	Total Projected Annual Bayside Budget: July 1, 2024 to June 30, 2025	1

County Estimated Costs (Under Lease)			
Budget Categories	Annual Budget	Justification	Priority
Rent	\$21,000.00	Rent per Lease @ \$1,750/mo	1
Utilities	\$10,000.00	Estimated amount for propane, water and electricity based on previous tenancy.	1
Repairs	\$15,000.00	Repairs, particularly regarding toilets and showers.	1
County's Additional Property Insurance Premium	\$1.00	Additional premium to add property to County property covered by the Washington Counties Risk Pool. County pay an additional premium. Washington Counties Risk Pool will provide an additional insured certificate for property coverage to Post #26 and Bayside.	1
Total County Costs	\$46,001.00	Total Projected Annual County Costs Under Lease: July 1, 2024 to June 30, 2025	1

Total Bayside and County Costs Combined	\$345,711.40		
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Position	Annual Salary	Benefits	FTE	Rate	Rate Per
Shelter Manager	\$55,000.00	\$16,500.00	1.0	\$55,000.00	Year
Hosts	\$137,280.00	\$41,184.00	3.0	\$22.00	Hour
Totals:	\$192,280.00	\$57,684.00	4.0		

HOST STAFFING COVERAGE CALCULATIONS: For analysis only	
16.00	Total hours of operation per day: 4:00 p.m. - 8:00 a.m., 365 days/year
32.00	Total staffed hours per day: 2 hosts on per 8-hour shift
11,680.00	Total staffed hours per year: 2 hosts on per 8-hour shift
8.00	Total Hosts (paid and unpaid) required to cover total staffed hours per year: 365 days/year, 4 shifts per day.

COST ANALYSIS	
\$28,809.28	Total Cost Per Month
\$1,440.46	Cost Per Person/Per Month (20 guest average over a 12-month period)
\$947.15	Cost Per Day
\$47.36	Cost Per Person/Per Day (20 guest average over a 12-month period)