

**PROJECT HOME**  
1966 South Stoughton Road  
Madison, WI 53716  
608) 246-3737

**APPLICATION FOR FUNDS  
FROM  
COMMUNITY DEVELOPMENT  
OFFICE (CDBG)**

**Resident Services Coordinator at  
Prairie Crossing**

June 6, 2008

**CITY-COUNTY CONSOLIDATED APPLICATION  
FOR 2009 & 2010 FUNDS**

**APPLICATION SUMMARY** Submit common description to each revenue source.

ORGANIZATION NAME	Project Home, Inc.		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	1966 South Stoughton Road, Madison, WI 53716		
TELEPHONE	608-246-3737	LEGAL STATUS	
FAX NUMBER	608-246-3722	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
NAME CHIEF ADMIN/CONTACT	Denise Matyka, Executive Director Janis Reek, Director of Programs		
INTERNET WEBSITE (if applicable)	www.projecthomewi.org Federal EIN: <u>39-1279307</u> State CN: _____		
E-MAIL ADDRESS	janr@projecthomewi.org		

**PROGRAM LISTING** Please list all programs your organization provides (including those which are not funded though this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: City of Madison Home Repair & Rehab. Program	Janis Reek	246-3737	janr@projecthomewi.org
B: Dane County Minor Home Repair	Janis Reek	246-3737	janr@projecthomewi.org
C: Dane County Rehabilitation Program	Janis Reek	246-3737	janr@projecthomewi.org
D: Dane County NOAH Program	Janis Reek	246-3737	janr@projecthomewi.org
E: Weatherization -- State-funded	Janis Reek	246-3737	janr@projecthomewi.org
F: Weatherization -- Utility-funded	Janis Reek	246-3737	janr@projecthomewi.org
G: Special Projects	Susan Buzby	246-3737	susanb@projecthomewi.org
H: Development	Janis Reek	246-3737	janr@projecthomewi.org
I: Prairie Crossing Resident Service Coordinator	Janis Reek	246-3737	janr@projecthomewi.org
J:			

For larger organizations use letters A-K for programs which seek funding though this common application process and attach a list or summary in row K for other programs your organization offers.

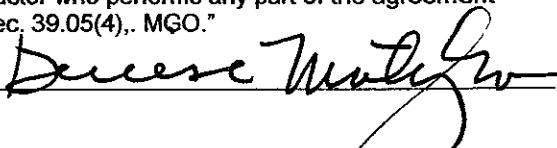
**REVENUE** Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (\*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS							
DANE CO CDBG	567,769	526,353	564,785		34,000	285,285	232,700
MADISON- COMM SVCS							
MADISON- CDBG	160,000	160,000	160,000	160,000			
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT	6,275,938	5,784,170	5,560,943				
FUND RAISING DONATIONS	51,388	87,665	87,665				
USER FEES	334,041	237,955	231,600	54,000	12,600		
OTHER	81,715	121,430	103,000				
<b>TOTAL REVENUE</b>	<b>7,470,851</b>	<b>6,917,573</b>	<b>6,707,993</b>	<b>214,000</b>	<b>46,600</b>	<b>285,285</b>	<b>232,700</b>

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG					12,800		
MADISON- COMM SVCS							
MADISON- CDBG					12,800		
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT	5,560,943						
FUND RAISING DONATIONS			87,665				
USER FEES	35,000			121,847	8,153		
OTHER		100,000	3,000				
<b>TOTAL REVENUE</b>	<b>5,595,943</b>	<b>100,000</b>	<b>90,665</b>	<b>121,847</b>	<b>20,953</b>		

**Affirmative Action:** If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at [www.cityofmadison.com/dcr/aaForms.cfm](http://www.cityofmadison.com/dcr/aaForms.cfm)

**Non-Discrimination Based on Disability:** Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: 

# CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

## PROGRAM DESCRIPTION

ORGANIZATION: Project Home, Inc.

PROGRAM: Prairie Crossing Resident Services Coordinator  
(Submit only to relevant revenue sources.)

PROGRAM LETTER: I  
(from App Summary Page A)

**A. PROGRAM OVERVIEW:** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The purpose of the Resident Services Coordinator (RSC) position at Prairie Crossing is to help residents solve problems so that they can successfully maintain their housing. The majority of people who live at and apply for an apartment at Prairie Crossing have significant barriers to obtaining and maintaining safe, decent and affordable housing. Poor credit and rental histories, criminal backgrounds, and inadequate income make it difficult for them to find and maintain housing. The lives of some are further complicated by chemical dependency and/or domestic violence. The RSC position can help stabilize vulnerable households by helping them to identify problems and by linking them with community resources that can help resolve the problems. The RSC's work will lessen the number of evictions, preventing the disruption of families' lives and the unrest caused in the community by unstable families. The RSC works through direct service, referrals and group events and programs at Prairie Crossing.

**B. PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
<b>TOTAL</b>	<b>28</b>	<b>100%</b>	<b>TOTAL PARTICIPANTS</b>	<b>57</b>	<b>100%</b>
MALE HH HEAD	14	50%	WHITE	3	5%
FEMALE HH HEAD	14	50%	BLACK	35	61%
<b>AGE</b>	<b>57</b>	<b>100%</b>	NATIVE AMERICAN	0	0%
Age 6 or younger	14	25%	ASIAN/PACIFIC ISLANDER	6	11%
Age 7 - 59	43	75%	MULTI-RACIAL / OTHER	13	23%
Age 60 and over			<b>ETHNICITY</b>	<b>57</b>	<b>100%</b>
			HISPANIC	10	18%
			NON-HISPANIC	47	82%
			<b>HANDICAPPED (persons with disabilities)</b>	3	5%
			<b>RESIDENCY</b>	<b>57</b>	<b>100%</b>
			CITY OF MADISON	57	100%
			DANE COUNTY(NOT IN CITY)		
			<b>OUTSIDE DANE COUNTY</b>		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Prairie Crossing Resident Services Coordinator  
(Submit only to relevant revenue sources.)

PROGRAM LETTER: I

C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Participants are residents of Prairie Crossing who are experiencing problems that could cause them to lose their housing. They have incomes less than 60% of the county median. Most have incomes much less than this. We will also identify some applicants for residency who would not otherwise be eligible to live at Prairie Crossing due to their credit or rental history and work with them to ensure their successful tenancy.

D. **PROGRAM OUTCOMES**

28 Number of unduplicated individual participants served during 2007.

28 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the *Instructions for detailed descriptions of what should be included in the table below*.

OUTCOME OBJECTIVE # 1		The RSC will assist residents who fall behind in their rent or who receive a Section 8 project-based voucher. In the lease terms, working with the RSC will be required for all residents whose rent is more than one month delinquent or who receive a Section 8 project-based voucher.				
Performance Indicator(s)		30 tenants will receive services from the RSC.				
Explain the measurement tools or methods.		1) The RSC will document his work with tenants including information. 2) An semi-annual review will be conducted of tenant's success in paying rent, maintaining their apartment, and following lease terms with regard to acceptable behavior.				
Target Proposed for 2009	Total to be served	30	Targeted percent to meet performance indicator(s)	66%	Number to meet indicators(s)	20
Target Proposed for 2010	Total to be served	30	Targeted percent to meet performance indicator(s)	66%	Number to meet indicators(s)	20
OUTCOME OBJECTIVE # 2		The RSC will support households in living at Prairie Crossing who would not otherwise be eligible for residence at Prairie Crossing due to their credit or rental history. He will identify households from our applicant pool whom we feel would benefit the most from such assistance. Once they are living at Prairie Crossing, he will provide direct services to ensure their successful tenancy.				
Performance Indicator(s)		3 households that would not pass the regular screening criteria due to their credit or rental history will be assisted to move into Prairie Crossing and establish successful tenancies				
Explain the measurement tools or methods.		1) The RSC will document his work with tenants including information. 2) An semi-annual review will be conducted of tenant's success in paying rent, maintaining their apartment, and following lease terms with regard to acceptable behavior				
Target proposed for 2009	Total to be served	3	Targeted percent to meet performance indicator(s)	66%	Number to meet indicator(s)	2
Target proposed for 2010	Total to be served	3	Targeted percent to meet performance indicator(s)	66%	Number to meet indicator(s)	2

**E. PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

**Outcome #1**

Types of services that the RSC offers include, but are not limited to:

- Working with residents on employment issues and job skills
- Making referrals for emergency financial assistance for rent, medical care, food, etc.
- Advocating for residents with court dates
- Working with residents on parenting skills
- Working with residents on money management skills
- Coordinating the Prairie Crossing gardens
- Developing programs for residents and their children:
  - On-site lending library program
  - Book bag program
  - Reading program

With their housing secure, individuals and families can move beyond fulfilling their basic need for shelter to improve their lives in other ways – through advancing skills such as parenting, education, job advancement, etc. More stable households will have a positive impact on community life at Prairie Crossing and in the Allied Drive neighborhood.

**Outcome #2**

The RSC will work closely with three households who would not otherwise be eligible for residence at Prairie Crossing due to their credit or rental history. We intend to identify households from our applicant pool whom we feel would benefit the most from such assistance. For example, if an applicant had been evicted in the last two years, but participated in the YWCA Second Chance program, we might offer an apartment with the condition that the resident works closely with the RSC. The RSC will provide ongoing services to support these households in their tenancy at Prairie Crossing.

**PROGRAM:** Prairie Crossing Resident Services Coordinator  
(Submit only to relevant revenue sources.)

**PROGRAM LETTER:** \_\_\_\_\_

**F. PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	12,800	12,800			
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER	6,866	5,266	1,000	600	0
<b>TOTAL</b>	<b>19,666</b>	<b>18,066</b>	<b>1,000</b>	<b>600</b>	<b>0</b>

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	12,800	12,800			
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER	7,235	5,635	1,000	600	0
<b>TOTAL</b>	<b>20,035</b>	<b>18,435</b>	<b>1,000</b>	<b>600</b>	<b>0</b>

**G. 2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	4,734*	57	83	28	169
2008 BUDGETED	12,800	60	213	30	427
2009 PROPOSED	12,800	60	213	30	427

\*Due to delays in the receiving the new contract, 2 1/2 months of the expenses were paid by other funds. In addition, the position was vacant for several months. These factors resulted in greatly reduced expenses in 2007. The number of units stayed the same, but participants received fewer services.

I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit is an apartment occupied by a household where at least one household member is participating in RSC programs or receiving direct services from the Resident Services Coordinator.

J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is a member of a household where one member is participating in RSC programs or receiving direct services from the Resident Services Coordinator.

## 2010 SECOND YEAR FUNDING SUPPLEMENT

**USE only if applying to City of Madison OCS or City of Madison CDBG**

If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	12,800	12,800			
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER	8,724	6,553	1,000	600	0
<b>TOTAL</b>	<b>21,524</b>	<b>19,353</b>	<b>1,000</b>	<b>600</b>	<b>0</b>

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

# CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

## ORGANIZATIONAL PROFILE

ORGANIZATION Project Home, Inc.

(Submit to all revenue sources.)

## AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

For over 35 years, Project Home has improved the quality and affordability of housing for LMI households in Dane and Green Counties. Our motto is reflected in the belief that strong communities begin with high quality, affordable housing. We have a reputation of excellence and a continuing pledge to help those in need to maintain the American dream of homeownership. Our services enable people to remain in their homes. We provide no or low cost weatherization, special 0% financing for major home rehabilitation, and affordable repairs. We also make needed accessibility modifications for people to "age in place." Weatherization is also provided to income eligible renters. In addition to our core programs, we sponsor two annual volunteer events, the Dane County Paint-a-Thon and Hammer with a Heart, to upgrade the homes of low income elderly or disabled people. Our two apartment communities, 48-unit Prairie Crossing and 23-unit Rodney Scheel House, provide housing for families and people with AIDS, respectively.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

We have collaborated with the Dane County Housing Authority to form the Housing Center – a joint project created to share resources and better serve the community with housing needs – with emphasis on supporting homeowners through the life cycle of homeownership.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

Project Home has operated a variety of programs for many years, as is evident from our mission statement. We have the administrative and technical capacity to operate such programs.

While the nature of our programs may have changed over time, Project Home's commitment to high quality, respectful service to our customers has not. Our staff consists of skilled home repair technicians and weatherization workers. Besides being competent at their jobs, our staff must regularly deal with the concerns of some of our most vulnerable citizens. We provide people with the resources they need to remain independent and to maintain their most valuable asset – their home. We are conscientious about providing service in a way that preserves people's dignity.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 6

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

<b>Board President's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Paul Dombrowski 13 Pleasant Oak Court, Oregon, WI 53575 Attorney, Godfrey & Kahn January 2008-January 2010	<b>Board Vice-President's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Dave Beck-Engel 921 Burning Wood Way, Madison, WI 53704 VP Field Operations, Findorff & Son January 2007-January 2009
<b>Board Secretary's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Natalie Bock 822 Hiawatha Drive, Madison, WI 53711 Development Project Manager, The Alexander Co. January 2008-January 2010	<b>Board Treasurer's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Kerry Stevens 214 Dunning Street, Madison, WI 53704 Certified Public Accountant January 2008-January 2010
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Matthew Friedlander 4130 Meyer Avenue, Madison, WI 53711 VP Engineering, RenewAire LLC January 2007-January 2009	<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Tom Heine 5613 Varsity Hill, Madison, WI 53713 Self January 2007-January 2009
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Mark Webster 723 W. Main Street, Madison, WI 53715 Strategic Communications January 2007-January 2009	<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Carolyn Parham 6742 Park Ridge Drive, Madison, WI 53719 Dane County Housing Authority January 2008-January 2010
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	Karyn Knaak 3228 Patty Lane, Middleton, WI 53562 VP, Commercial Real Estate, U.S. Bank January 2008-January 2010	<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>		<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From</b> <u>  </u> <b>To</b> <u>  </u>	

## STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
<b>TOTAL</b>	52	100%	9	100%	750	100%
<b>GENDER</b>						
MALE	28	54%	5	55%	400	53%
FEMALE	24	46%	4	45%	350	47%
<b>AGE</b>						
LESS THAN 18 YRS	0	0%	0	0%		
18 – 59 YRS	52	100%	7	78%		
60 AND OLDER	0	0%	2	22%		
<b>RACE</b>						
WHITE	49	94%	8	89%		
BLACK	3	6%	1	11%		
NATIVE AMERICAN	0	0%	0	0%		
ASIAN/PACIFIC ISLE	0	0%	0	0%		
MULTI-RACIAL	0	0%	0	0%		
<b>ETHNICITY</b>						
HISPANIC	3	6%	0	0%		
NON-HISPANIC	49	94%	9	100%		
<b>HANDICAPPED*</b> <b>(Persons with Disabilities)</b>	0	0%	0	0%		

\* Refer to definitions on page 3 of the instructions.

## BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
<b>A. PERSONNEL</b>			
Salary	1,745,491	1,879,425	1,941,670
Taxes	244,817	275,993	297,369
Benefits	356,285	496,783	556,324
<b>SUBTOTAL A:</b>	2,346,593	2,652,201	2,795,363
<b>B. OPERATING</b>			
All "Operating" Costs	478,676	570,248	532,784
<b>SUBTOTAL B</b>	478,676	570,248	532,784
<b>C. SPACE</b>			
Rent/Utilities/Maintenance	119,419	130,172	134,551
Mortgage (P&I)/Depreciation/Taxes			
<b>SUBTOTAL C</b>	119,419	130,172	134,551
<b>D. SPECIAL COSTS</b>			
Assistance to Individuals	4,327,587	3,463,419	3,245,295
Subcontracts, etc.			
Affiliation Dues			
<b>SUBTOTAL D</b>	4,327,587	3,463,419	3,245,295
<b>TOTAL OPERATING EXPENSES A-D</b>	7,272,275	6,816,040	6,707,993
<b>E. TOTAL CAPITAL EXPENDITURES</b>	0	0	0

## 7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

**PLEASE NOTE COLUMNS A-K** are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Executive Director	1	80,551	1	81,591	.06	.01	.02	.01	.88
Director of Programs	1	67,000	1	68,040	.055	.01	.025	.10	.79
Receptionist	1	36,320.	1	37,360	.05	.01	.02	.01	.91
Finance Manager	1	57,120	1	58,160	.10	.02	.07	.02	.75
Finance Assistants	2	86,763	2	88,240	.18	.035	.14	.01	1.595
Intake Specialist	1	46,720	1	47,760	.03	.005	.07		.805
Intake Assistants	2.43	97,887	1.75	72,660	.50	.095			1.155
Field Supervisor	1	53,480	1	54,520	.06	.01	.07	.02	.84
Production Coordinator	1	53,480	1	54,520	.035	.005	.07		.85
Production Asst.	3.75	153,333	3.394	142,615					3.344
Res. Energy Inspector	6	258,480	6	273,123					5.95
Crew Leaders	9	368,480	9	378,485					9
Crew Persons	8	291,600	9	338,320					9
Resident Serv. Coor	1.	32,500	1	34,060					
Rental Manager	.75	29,235	.75	29,640					
Maintenance Person	1.025	38,896	1.025	39,936					
Home Repair Tech/Coordinator	1.75	80,460	2	94,480	1.04	.205	.10		.655
Outreach Specialist	1	47,120	1	48,159	.07	.014			.736
<b>TOTAL</b>	<b>43.705</b>	<b>1,879,425</b>	<b>43.919</b>	<b>1,941,669</b>	<b>2.18</b>	<b>.419</b>	<b>.585</b>	<b>.17</b>	<b>37.26</b>

7b. **PERSONNEL SCHEDULE (continued)**

1) STAFF POSITION/CATEGORY	2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	F	G	H	I	J
Executive Director				.02	
Director of Programs				.02	
Receptionist					
Finance Manager			.01	.03	
Finance Assistants			.01	.03	
Intake Specialist					
Intake Assistants				.09	
Field Supervisor					
Production Coordinator		.04			
Production Asst.		.05			
Res. Energy Inspector		.05			
Crew Leaders					
Crew Persons					
Resident Serv. Coor				.5	.5
Rental Manager				.75	
Maintenance Person				1.025	
Home Repair Tech/Coordinator					
Outreach Specialist			.15	.03	
<b>TOTAL</b>	<b>.16</b>	<b>.15</b>	<b>2.495</b>	<b>.5</b>	

8. **LIST PERCENT OF STAFF TURNOVER** 12% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.