

**Metro Housing|Boston**  
**Approved Operating Budget - Fiscal Year 2020**

	FY19 Budget	FY19 Projection	FY20 Budget
<b>REVENUE</b>			
Rental Assistance			
MTW/MS-8/VASH/FUP/RAD/Mini MTW	6,773,422	6,817,550	7,073,728 (1)
Mass Rental Voucher Program	1,118,560	1,070,800	1,117,440 (2)
Continuum of Care (CoC)	785,500	785,500	785,500 (3)
HOPWA / JRI-CoC	94,065	53,422	39,909 (4)
Home & Healthy For Good	89,125	89,125	89,125
Housing Consumer Education Center	562,738	562,738	562,738 (5)
HomeBASE	525,898	525,898	514,612 (6)
Rental Assistance for Families in Transition	894,732	894,732	786,601 (7)
MassLEAP	220,000	220,000	75,000 (8)
HUD/ HPN Counseling	23,500	24,500	24,500 (9)
DND Emergency Assistance Program	100,517	145,313	142,497 (10)
Total All Other Programs	<u>286,515</u>	<u>379,327</u>	<u>585,974 (11)</u>
Total Programs	<u>\$ 11,474,572</u>	<u>\$ 11,568,905</u>	<u>\$ 11,797,624</u>
Interest, Fees and other Revenue	393,993	393,993	148,086 (12)
<b>Total Revenue</b>	<b>\$ 11,868,565</b>	<b>\$ 11,962,898</b>	<b>\$ 11,945,710</b>
<b>EXPENSE</b>			
Salaries & Benefits	10,067,709	9,977,709	10,474,652 (13)
Occupancy Cost	431,281	435,181	431,503 (14)
Administration Expense	1,026,419	1,258,748	973,331 (15)
Professional Services	375,050	376,050	186,929 (16)
All Other Expense	669,488	669,488	296,934 (17)
Program Expense-Direct	199,148	259,148	214,974 (18)
Sub-Contracts & Pass Thru	275,426	265,535	240,431 (19)
<b>Total Expense</b>	<b>\$ 13,044,521</b>	<b>\$ 13,241,859</b>	<b>\$ 12,818,754</b>
<b>NET SURPLUS (DEFICIT) EXCLUSIVE OF FUNDRAISING</b>	<b>\$ (1,175,956)</b>	<b>\$ (1,278,961)</b>	<b>\$ (873,043)</b>
Fundraising-Designated	408,500	464,550	482,500 (20)
<b>Net Surplus (Deficit) Exclusive Of Undesignated Fundraising</b>	<b>\$ (767,456)</b>	<b>\$ (814,411)</b>	<b>\$ (390,543)</b>
Fundraising-Undesignated	491,500	535,500	467,500 (21)
<b>Net Surplus (Deficit) Inclusive Of Fundraising</b>	<b>\$ (275,956)</b>	<b>\$ (278,911)</b>	<b>\$ 76,957</b>
<b>Depreciation - Building</b> (in FY19 included above in All Other Expense)	<b>312,500</b>	<b>312,500</b>	<b>-</b>
<b>Net Surplus (Deficit) Exclusive of Depreciation in FY19</b>	<b>\$ 36,544</b>	<b>\$ 33,589</b>	<b>\$ 76,957</b>

**Metro Housing|Boston**  
**Assumptions For FY20 Budget**  
**REVENUE**

- (1) Rental Assistance - Breakdown of administration fee assumptions used in budget include the following: MTW vouchers of 5,718 allocation per month annualized to 68,616, HC/V/VASH: 215 annualized to 2,580, PBV: 571 annualized to 6,852, 5 Year Mainstream: 9 annualized to 108, RADS: 131 annualized to 1,572 @ \$84.37 per unit month totaling \$6,729,689. Other revenue included in this line item, \$53,424 for Lynn units, Portability \$32,148, Fraud recovery (Section 8) \$49,215 and \$261,605 for FSS Coordinator fees of which at least \$150,049 is for sub-contract to Compass.
- (2) State Assistance - Fees based on 2,150 MRVP unit months annualized to 25,800 @ \$40.00 per unit per month totaling \$1,032,000; 115 DMH unit months annualized to 1,380 @ \$40 per month totaling \$55,200; and 15 AHVP unit months annualized to 180 @ \$40 per unit month totaling \$7,200. In addition, 48 new project based units, which are included in the budget, will come on line between March 2019 and the end of FY20.
- (3) Continuum of Care (CoC) - This program includes 2.5% for direct and indirect administrative costs and then additional administration fees, up to 8% of the HAP spent for direct administrative costs. In FY20 the allowable expenses and contract end dates should enable us to collect the additional administration fees of HAP spent.
- (4) HOPWA / JRI-CoC - This line item was decreased in FY20 based on FY19 actuals.
- (5) HCEC - Based on anticipated FY20 State Budget.
- (6) HomeBASE - Revenue and associated costs are based on estimates for Stabilization and Household Assistance administration. Metro Housing receives an administration fee of \$157 per case and an additional 15% overhead fee. This budget assumes 30 households in Motels, and Metro Housing will continue to receive funding for two staff in addition to the administration fees.
- (7) RAFT - Based on anticipated FY20 State Budget and mid-year re-allocation of funds.
- (8) Mass LEAP - Program ends August 2019.
- (9) HUD/ HPN Counseling - The FY20 estimated amount of this grant in the FY19 allocation of \$24,500.
- (10) DND Eviction Prevention Program - Program with City of Boston to provide \$300,000 of direct financial assistance and \$100,517 for staff and administration to serve Boston residents at risk of homelessness, FY20 budget reflects 12 months of an 18 month contract.
- (11) Total All Other Programs - This includes fees for service for: FES, Sojourner House, POAH, HMDL, Hoarding, Fair Housing, Co-Location and Inspectional Services.
- (12) Interest, Fees and other Revenue - Estimated NMTC income \$67,628, Interest Income on operations bank accounts \$5,751, and fraud recovery (all programs) of \$74,743 (DHCD may receive 50% of Section 8 fraud funds recovered and Metro Housing is allowed to keep 50% which is included in Section 8 revenue).

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**Assumptions For FY20 Budget**  
**EXPENSE**

- (13) Salaries & Benefits - Raises will be merit based. This budget reflects the restructuring of Leased Housing including salary increases and recommended salary increases in Housing Supports and a 2% increase for all other staff members (except executive director) hired or promoted before January 1, 2019, who meet evaluation expectations. The fringe rate is projected to be 23% of salaries. The fringe rate includes estimated increased costs related to the new State Family and Medical Leave Contribution for employers, retirement match of 4%, estimated health care insurance increase of 5%, and \$32,000 for an tuition reimbursement for an estimated 16 employees accessing \$2,000 per employee.
- (14) Occupancy Cost - Budgeted amount of \$431,503 consists of: \$287,448.10 formortgage interest, estimated Condo Fees of \$92,012, and estimated utilities of \$48,175.
- (15) Administration Expense - Budgeted amount of \$973,331 consists of: Insurance \$125,000, Postage \$127,198, Printing \$74,200, Office Supplies \$68,200, Temporary Services & Interns \$58,100, Telephone \$89,956, Equipment Lease \$32,160, and Contract Services \$398,517.
- (16) Professional Services - Budgeted amount of \$186,929 consists of: Consulting fees of \$84,429 (includes \$5,000 for Edgemere, \$3,000 for policy related items, \$10,600 for Communications and \$11,400 for Policy, and \$47,200 for fundraising related expenses), Legal fees are estimated to be \$34,000 which includes \$25,000 for any claims during the year and \$9,000 for Human Resources retainer. Audit fees are \$68,500.
- (17) All Other Expense- Budgeted amount of \$296,934 consists of: Depreciation \$99,973 (this does not include building), Bank Service Fees of \$85,360, Staff Travel and Trainings \$34,110, Memberships \$33,640, Staff events \$33,250, and Promotion & Advertising \$10,600.
- (18) Program Expense-Direct - Budgeted amount of \$214,974 consists of: Travel and Trainings \$80,574, Events & Meetings \$77,500, Portability Expense of \$28,000, RHN Membership \$15,000, Program Supplies \$8,300, Tenant Debt Expenses \$2,500, Promotion & Advertising \$3,000, and Corporate Tax Filing Fees \$100.
- (19) Sub-Contracts & Pass Thru - Budgeted amount of \$240,430 consists of: Payments to sub-contractors for FSS to Compass for \$150,049, MASS LEAP of \$70,382, and Emergency Assistance \$20,000 .

**Metro Housing|Boston**  
**Assumptions For FY20 Budget**

**FUNDRAISING**

- (20) Fundraising-Designated - Budgeted amount of \$482,500 consists of: Co-Location funding from Bank of America \$50,000, Rockland Trust \$10,000; Liberty Mutual \$20,000, and Housing Support Programs; State Street Foundation \$50,000, Blue Cross Blue Shield Foundation \$15,000, TD Charitable Foundation \$5,000, United Way \$20,000, Adobe Foundation, Blue Hills Bank, and Linde for \$10,000 each, People's United and Bushrod for \$6,000 each, Lawrence Model Lodging Housing Trust and Boston Evening Clinic Foundation \$5,000 each and various other foundations, corporations, and individuals in the amount of \$192,500. Funding for the Hoarding Program includes Tufts \$30,000 and \$5,000 from the Cambridge Community Foundation and Green Space proposal to Santander \$50,000. Funding for the Lowell Richards Fellowship is estimated at \$5,000, and Emergency Assistance funds of \$10,000.
- (21) Fundraising-Uh-Designated - Budgeted amount of \$467,500 consists of \$62,500 in Foundations (including United Way \$45,000), \$265,000 from Corporations, and \$140,000 from individuals including the Annual Event and Marathon contributions.