



1. Project Information: Please provide the information for every project included in your request															
Project Name and Address	Project Type <i>Sec. 202, 236, 221 (d)(3)BMIR or Section 8</i>	FHA or Project Number	GrantSolutions Grant Number	Contract Number	Number of Subsidized Rental Units										
Harmony House, 123 Easy St, Brockton, MA 01301	202	023-EE-001	MFSC-180000	MA-06500000	60										
Total # of Residents Served in this Proposal:					60										
<p>If the SC will serve multiple eligible projects, list the individual projects and state the proportionate amount of time planned at each site.</p> <p>Be sure to include all SC activities, whether funded by the MFSC grant, Budget-Based funds or Other Sources -- this listing should reflect the full scope of services offered, regardless of the source of funding.</p> <table border="1"> <thead> <tr> <th>Project Names:</th> <th>Number of Hours per Site</th> </tr> </thead> <tbody> <tr> <td>Porter Pond Manor</td> <td>4.00</td> </tr> <tr> <td>Waldo Lake Estates</td> <td>4.00</td> </tr> <tr> <td>Harmony House</td> <td>32.00</td> </tr> <tr> <td>Total Number of Hours at All Sites:</td> <td>40.00</td> </tr> </tbody> </table>						Project Names:	Number of Hours per Site	Porter Pond Manor	4.00	Waldo Lake Estates	4.00	Harmony House	32.00	Total Number of Hours at All Sites:	40.00
Project Names:	Number of Hours per Site														
Porter Pond Manor	4.00														
Waldo Lake Estates	4.00														
Harmony House	32.00														
Total Number of Hours at All Sites:	40.00														
Signature:				Date:	10/15/2018										
Contact Name and Title:	John R. Adams														
Phone:	505-580-7123	Email:	jadams@brocktonSH.org												

US Department of Housing
and Urban Development

2. Line Item Expenses:				4. Application of Funding Sources to Specific Expense Items:				
a. Salary/Direct Labor		Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
1.0 FTE Service Coordinator (MSW) - Marjorie Marcus		\$16.00	2,080	33,280	30,280	3,000		33,280
Subtotal Salary/Direct Labor Costs				33,280	30,280	3,000		33,280
b. Fringe Benefits		Rate for Calculating Cost	Cost Basis	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Medical and Dental Insurance		16.00%	\$33,280	5,325	5,325			5,325
Employer Matching Contribution to Employees Retirement Fund		2.80%	\$33,280	932	932			932
Federal Social Security Tax - Employer Portion		6.20%	\$33,280	2,063	2,063			2,063
Medicare Tax - Employer Portion		1.45%	\$33,280	483	483			483
Life and Disability Insurance		3.55%	\$33,280	1,181	1,181			1,181
Subtotal Fringe Benefits Cost				9,984	9,984			9,984
c. Quality Assurance/Program Evaluation		Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
MSW faculty at the Boston College School of Social Work		\$90.00	36.00	3,240	3,240			3,240
Subtotal Quality Assurance Costs				3,240	3,240			3,240
d. Training		Cost Basis	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
AASC-sponsored training curriculum		\$50.00	12.00	600	600			600
Subtotal Training Costs				600	600			600
e. Travel		Cost Basis	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Local Travel - weekly trip from primary office location to 2 satellite locations:								
50 trips per year x 60 miles @ \$5.545 per mile		\$32.70	50	1,635	632	1,003		1,635
Travel expenses for mandatory training:								
Airfare from Boston, MA to Denver, CO		\$450.00	1	450	450			450
Conference Hotel - 4 nights lodging		\$150.00	4	600	600			600
Per Diem costs - 4 days during conference		\$50.00	4	200	200			200
Reimbursement for airport parking - 5 days @\$12 per day		\$12.00	5	60	60			60
Reimbursement for mileage from home to airport - RT mileage = 40 miles		\$0.545	40	22	22			22
Subtotal Travel Costs				2,967	1,964	1,003		2,967
f. Supplies and Materials		Estimated Unit Cost	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Ink cartridge/toner for printer/copier/scanner/fax machine		\$54.00	3	162	162			162
Copy paper		\$52.00	2	104	104			104
Easel pad		\$23.00	2	46	46			46
Subtotal Supplies & Materials Costs				312	312			312
g. Other Direct Costs		Estimated Unit Cost	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Third-party Contracted SC Aide - Porter Pond Manor and Waldo Lake Estates: 400 hours @ \$11/hour		\$11.00	400	4,400	4,400			4,400
Dues: AACS & MASC - MSW staff only		\$225.00	1	225	225			225
AASC Online subscription - annual fee for 1 user		\$595.00	1	595	595			595

Mobile phone & data service - monthly cost for 1 user	\$75.00	12	900	900			900
			-	-			-
			-	-			-
			-	-			-
			-	-			-
			-	-			-
			-	-			-
			-	-			-
Subtotal 'Other Direct Costs'			6,120	6,120			6,120
h. TOTAL DIRECT Costs			TOTAL DIRECT Costs	56,503	52,500	4,003	56,503
i. Indirect Costs –			HUD-Approved	Estimated	Amount MFSC	Amount Other	HUD Approved
List indirect cost rate, if approved by HUD			Indirect Cost Rate	Annual Cost	Grant	Sources	Adjustments
HUD-approved de minimis indirect cost rate	10.0%			5,650	5,250	400	5,650
j. GRAND TOTAL ALL Costs			GRAND TOTAL ALL Costs	62,153	57,750	4,403	62,153

k. Sub-Contracts/Sub-Grantee Agreements – If you plan to contract out for a Service Coordinator or for Quality Assurance, list specific contracts, describe the scope of services and the related costs.

Line 2.c: One-year contract for QA with Boston College School of Social Work, Newton, MA; ongoing QA monitoring & consulting; 3 hrs/mo @ \$90/hr; \$3,240 total.

Line 2.g: One-year contract for SC Aide with SE Mass Service Coordinators; 8 hrs/week @ \$11/hr; \$4,400 total annual cost

3. Funding Sources (Complete all that apply)

Housing owners/MFSC Grantees can use any of the five funding sources to pay the costs of a Service Coordinator program. You may use these resources individually or in combination with each other. In the section below, please indicate the amount of funding from each source you propose to use in this year's budget.

l. MFSC Grant	\$ Amount	Percent of Total Estimated Costs
MFSC-180000	56,000	
Offset from 2017	1,750	
Subtotal MFSC Grant Funds	57,750	92.9%
m. Residual Receipts	\$ Amount	Percent of Total Estimated Costs
FY 2017	1,403	
	-	
Subtotal Residual Receipts	1,403	2.3%
n. Rental Assistance	\$ Amount	Percent of Total Estimated Costs
	-	
	-	
Subtotal Rental Assistance	-	0.0%
o. Debt Service Savings	\$ Amount	Percent of Total Estimated Costs
	-	
	-	
Subtotal Debt Service Savings	-	0.0%
p. Other Sources (e.g. Gifts, Fundraising & Philanthropy)	\$ Amount	Percent of Total Estimated Costs
Brockton United Way	3,000	
	-	
Subtotal Other Sources	3,000	4.8%
q. GRAND TOTAL ALL Sources	62,153	100.0%

To
No fees for legal or auditing contracts would be allowed; they are not eligible for direct reimbursement by HUD.



US DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

4. Budget Summary: Total Revenue and Expenses

MFSC Budget Summary	Expense Totals	Fund Sources Total	MFSC Grant	Residual Receipts	Rental Assistance	Debt Service Savings	Other Sources	Amount Remaining to Apply
a. Salary/Direct Labor	33,280	33,280	30,280				3,000	-
b. Fringe Benefits	9,984	9,984	9,984					-
c. Quality Assurance	3,240	3,240	3,240					-
d. Training	600	600	600					-
e. Travel	2,967	2,967	1,964	1,003				-
f. Supplies and Materials	312	312	312					-
g. Other Direct Costs	6,120	6,120	6,120					-
h. Indirect Costs	5,650	5,650	5,250	400				-
j. Grand Total	62,153	62,153	57,750	1,403	-	-	3,000	-
Revenue-Expense		-						
Check Figures		62,153	57,750	1,403	-	-	3,000	0

Instructions: Indicate the amount of funding estimated to come from each funding source. The total of funds in each column (Row 24) should be the same as the totals calculated in the itemized budget on Tab 2.

**US Department of Housing
and Urban Development**

2. Line Item Expenses:				4. Application of Funding Sources to Specific Expense Items:			
a. Salary/Direct Labor	Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
1.0 FTE Service Coordinator (MSW) - Sally Soriano	\$18.00	1,213	21,834	18,834	3,000		21,834
Subtotal Salary/Direct Labor Costs			21,834	18,834	3,000	-	21,834
b. Fringe Benefits	Rate for Calculating Cost	Cost Basis	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Medical and Dental Insurance	16.00%	\$21,834	3,493	3,493			3,493
Employer Matching Contribution to Employees Retirement Fund	2.80%	\$21,834	611	611			611
Federal Social Security Tax - Employer Portion	6.20%	\$21,834	1,354	1,354			1,354
Medicare Tax - Employer Portion	1.45%	\$21,834	317	317			317
Life and Disability Insurance	3.55%	\$21,834	775	775			775
Subtotal Fringe Benefits Cost			6,550	6,550	-	-	6,550
h. TOTAL DIRECT Costs			28,384	37,620	4,003	-	41,623
i. Indirect Costs - List indirect cost rate, if approved by HUD	HUD-Approved Indirect Cost Rate		Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
HUD-approved de minimis indirect cost rate	10.0%		2,838	3,762	400	-	4,162
j. GRAND TOTAL ALL Costs			31,223	41,382	4,403	-	45,785

k. Sub-Contracts/Sub-Grantee Agreements – If you plan to contract out for a Service Coordinator or for Quality Assurance, list specific contracts, describe the scope of services and the related costs.

Line 2.c: One-year contract for QA with Boston College School of Social Work, Newton, MA: ongoing QA monitoring & consulting, 3 hrs/mo @ \$90/hr; \$3,240 total

Line 2.g: One-year contract for SC Aide with SE Mass Service Coordinators; 8 hrs/week @ \$11/hr; \$4,400 total annual cost

To
No fees for legal or auditing contracts would be allowed; they are not eligible for direct reimbursement by HUD.

3. Funding Sources (Complete all that apply)

Housing owners/MFSC Grantees can use any of the five funding sources to pay the costs of a Service Coordinator program. You may use these resources individually or in combination with each other. In the section below, please indicate the amount of funding from each source you propose to use in this year's budget.

i. MFSC Grant	\$ Amount	Percent of Total Estimated Costs
MFSC-180000	56,000	185.0%
Offset from 2017	1,750	
Subtotal MFSC Grant Funds	57,750	
m. Residual Receipts	\$ Amount	Percent of Total Estimated Costs
FY 2017	1,403	4.5%
	-	
Subtotal Residual Receipts	1,403	
n. Rental Assistance	\$ Amount	Percent of Total Estimated Costs
	-	0.0%
	-	
Subtotal Rental Assistance	-	
o. Debt Service Savings	\$ Amount	Percent of Total Estimated Costs
	-	0.0%
	-	
Subtotal Debt Service Savings	-	
p. Other Sources (e.g. Gifts, Fundraising & Philanthropy)	\$ Amount	Percent of Total Estimated Costs
Brockton United Way	3,000	9.6%
	-	
Subtotal Other Sources	3,000	
q. Sources	62,153	199.1%

**US Department of Housing
and Urban Development**

2. Line Item Expenses:			
a. Salary/Direct Labor	Rate per Hour	Number of Hours	Estimated Annual Cost
1.0 FTE Service Coordinator (MSW) - Marjorie Marcus	\$16.00	787	12,592
Subtotal Salary/Direct Labor Costs			12,592
b. Fringe Benefits	Rate for Calculating Cost	Cost Basis	Estimated Annual Cost
Medical and Dental Insurance	16.00%	\$12,592	2,015
Employer Matching Contribution to Employees Retirement Fund	2.80%	\$12,592	353
Federal Social Security Tax - Employer Portion	6.20%	\$12,592	781
Medicare Tax - Employer Portion	1.45%	\$12,592	183
Life and Disability Insurance	3.55%	\$12,592	447
Subtotal Fringe Benefits Cost			3,778
h. TOTAL DIRECT Costs			TOTAL DIRECT Costs 16,370
i. Indirect Costs – List indirect cost rate, if approved by HUD			HUD-Approved Indirect Cost Rate
HUD-approved de minimis indirect cost rate	10.0%		1,637

j. GRAND TOTAL ALL Costs	GRAND TOTAL ALL Costs	18,007
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Line 2.c: One-year contract for QA with Boston College School of Social Work, Newton, MA: ongoing QA monitoring & consulting. 3 hrs/mo @ \$90/hr; \$3,240 total

Line 2.g: One-year contract for SC Aide with SE Mass Service Coordinators; 8 hrs/week @ \$11/hr; \$4,400 total annual cost

3. Funding Sources (Complete all that apply)

Housing owners/MFSC Grantees can use any of the five funding sources to pay the costs of a Service Coordinator program. You may use these resources individually or in combination with each other. In the section below, please indicate the amount of funding from each source you propose to use in this year's budget.

i. MFSC Grant	\$ Amount	Percent of Total Estimated Costs
MFSC-180000	56,000	
Offset from 2017	1,750	
Subtotal MFSC Grant Funds	57,750	320.7%
m. Residual Receipts	\$ Amount	Percent of Total Estimated Costs
FY 2017	1,403	
Subtotal Residual Receipts	1,403	7.8%
n. Rental Assistance	\$ Amount	Percent of Total Estimated Costs
	-	
Subtotal Rental Assistance	-	0.0%
o. Debt Service Savings	\$ Amount	Percent of Total Estimated Costs
	-	
Subtotal Debt Service Savings	-	0.0%
p. Other Sources (e.g. Gifts, Fundraising & Philanthropy)	\$ Amount	Percent of Total Estimated Costs
Brockton United Way	3,000	
Subtotal Other Sources	3,000	16.7%
q. TOTAL ALL Sources	GRAND	62,153 345.2%

4. Application of Funding Sources to Specific Expense Items:			
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
9,592	3,000	-	12,592
9,592	3,000	-	12,592
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
2,015			2,015
353			353
781			781
183			183
447			447
-			-
3,778	-	-	3,778
25,605	4,003	-	29,608
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
2,561	400	-	2,961
28,166	4,403	-	32,569

To

No fees for legal or auditing contracts would be allowed; they are not eligible for direct reimbursement by HUD.

**US Department of Housing
and Urban Development**

2. Line Item Expenses:			
a. Salary/Direct Labor	Rate per Hour	Number of Hours	Estimated Annual Cost
1.0 FTE Service Coordinator (MSW) - Marjorie Marcus	\$16.00	2,080	33,280
Subtotal Salary/Direct Labor Costs			33,280
b. Fringe Benefits	Rate for Calculating Cost	Cost Basis	Estimated Annual Cost
Medical and Dental Insurance	16.00%	\$33,280	5,325
Employer Matching Contribution to Employees Retirement Fund	2.80%	\$33,280	932
Federal Social Security Tax - Employer Portion	6.20%	\$33,280	2,063
Medicare Tax - Employer Portion	1.45%	\$33,280	483
Life and Disability Insurance	3.55%	\$33,280	1,181
Subtotal Fringe Benefits Cost			9,984
h. TOTAL DIRECT Costs			43,264
i. Indirect Costs – List indirect cost rate, if approved by HUD			Estimated Annual Cost
HUD-approved de minimis indirect cost rate	10.0%		4,326

j. GRAND TOTAL ALL Costs	GRAND TOTAL ALL Costs	47,590
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k. Sub-Contracts/Sub-Grantee Agreements – If you plan to contract out for a Service Coordinator or for Quality Assurance, list specific contracts, describe the scope of services and the related costs.

Line 2. c. One-year contract for QA with Boston College School of Social Work, Newton, MA: ongoing QA monitoring & consulting, 3 hrs/mo @ \$90/hr; \$3,240 total

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3. Funding Sources (Complete all that apply)

Housing owners/MFSC Grantees can use any of the five funding sources to pay the costs of a Service Coordinator program. You may use these resources individually or in combination with each other. In the section below, please indicate the amount of funding from each source you propose to use in this year's budget.

l. MFSC Grant	\$ Amount	Percent of Total Estimated Costs
MFSC-180000	56,000	121.3%
Offset from 2017	1,750	
Subtotal MFSC Grant Funds	57,750	
m. Residual Receipts	\$ Amount	Percent of Total Estimated Costs
FY 2017	1,403	2.9%
Subtotal Residual Receipts	1,403	
n. Rental Assistance	\$ Amount	Percent of Total Estimated Costs
	-	0.0%
Subtotal Rental Assistance	-	
o. Debt Service Savings	\$ Amount	Percent of Total Estimated Costs
	-	0.0%
Subtotal Debt Service Savings	-	
p. Other Sources (e.g. Gifts, Fundraising & Philanthropy)	\$ Amount	Percent of Total Estimated Costs
Brockton United Way	3,000	6.3%
Subtotal Other Sources	3,000	
q. Sources	GRAND TOTAL ALL	130.6%
	62,153	

4. Application of Funding Sources to Specific Expense Items:			
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
30,280	3,000		33,280
30,280	3,000		33,280
5,325			5,325
932			932
2,063			2,063
483			483
1,181			1,181
9,984			9,984
52,500	4,003		56,503
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
5,250	400		5,650
57,750	4,403		62,153

To
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**US Department of Housing
and Urban Development**

2. Line Item Expenses:			
a. Salary/Direct Labor	Rate per Hour	Number of Hours	Estimated Annual Cost
1.0 FTE Service Coordinator (MSW) - Marjorie Marcus	\$20.00	787	15,740
Subtotal Salary/Direct Labor Costs			15,740
b. Fringe Benefits	Rate for Calculating Cost	Cost Basis	Estimated Annual Cost
Medical and Dental Insurance	16.00%	\$15,740	2,518
Employer Matching Contribution to Employees Retirement Fund	2.80%	\$15,740	441
Federal Social Security Tax - Employer Portion	6.20%	\$15,740	976
Medicare Tax - Employer Portion	1.45%	\$15,740	228
Life and Disability Insurance	3.55%	\$15,740	559
Subtotal Fringe Benefits Cost			4,722
h. TOTAL DIRECT Costs			TOTAL DIRECT Costs 20,462
i. Indirect Costs –	HUD-Approved Indirect Cost Rate	Estimated Annual Cost	
List indirect cost rate, if approved by HUD	10.0%	2,046	

4. Application of Funding Sources to Specific Expense Items:			
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
12,740	3,000	-	15,740
12,740	3,000	-	15,740
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
2,518	-	-	2,518
441	-	-	441
976	-	-	976
228	-	-	228
559	-	-	559
4,722	-	-	4,722
29,698	4,003	-	33,701
Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
2,970	400	-	3,370

j. GRAND TOTAL ALL Costs	GRAND TOTAL ALL Costs	22,508
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32,668	4,403	-	37,071
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k. Sub-Contracts/Sub-Grantee Agreements – If you plan to contract out for a Service Coordinator or for Quality Assurance, list specific contracts, describe the scope of services and the related costs.

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l. MFSC Grant	\$ Amount	Percent of Total Estimated Costs
MFSC-180000	56,000	256.6%
Offset from 2017	1,750	
Subtotal MFSC Grant Funds	57,750	
m. Residual Receipts	\$ Amount	Percent of Total Estimated Costs
FY 2017	1,403	6.2%
Subtotal Residual Receipts	1,403	
n. Rental Assistance	\$ Amount	Percent of Total Estimated Costs
	-	0.0%
Subtotal Rental Assistance	-	
o. Debt Service Savings	\$ Amount	Percent of Total Estimated Costs
	-	0.0%
Subtotal Debt Service Savings	-	
p. Other Sources (e.g. Gifts, Fundraising & Philanthropy)	\$ Amount	Percent of Total Estimated Costs
Brockton United Way	3,000	13.3%
Subtotal Other Sources	3,000	
q. TOTAL ALL Sources	GRAND	276.1%
	62,153	