

Hyattsville Household Emergency Relief (HER) Program Administration: Request for Contract Renewal

To the attention of Patrick Paschall,
American Rescue Plan Program Manager for the City of Hyattsville

Per prior discussions, attached please find accounting outlaying the projected administrative expenses likely to be incurred by Hyattsville CDC from 3/5/2023 – 4/15/2023, operating the Hyattsville Household Emergency Relief (HER) Program. During this period it would be expected that the bulk of our activity would be the administration of applications that would be funded by the additional \$2.5 million of ARPA funds allocated by the Council for the Hyattsville Her Program.

In concurrence with the memo American Rescue Plan Program Manager sent regarding increasing the number of applicant approvals to between 30 or 40 per week we are working in house on strategies to do just that. In the period between 2/11/2023 - 2/24/2023 we approved 61 applications due to the strategic use of a new staff member and are developing improved protocols to decrease the review turn around period further.

Stuart Eisenberg,
Hyattsville CDC
3/3/2023

HER ADMIN

	2	2	2	2	
Actual	1/2 period	pay period	pay period	1/2 period	
Expense Items	3/4-3/10 (50% * full period)	3/11-3/24	3/25-4/7	4/8-4/15 (50% * full period)	Total line item expenses
salary 1-(\$60,629/yr)*(100%)	\$ 1,267	\$ 2,534	\$ 2,534	\$ 1,267	\$ 7,600.81
salary 2-(\$60,733/yr)*(100%)	\$ 1,378	\$ 2,756	\$ 2,756	\$ 1,378	\$ 8,267.58
salary 3-(\$95K/yr)*(80%)	\$ 1,578	\$ 3,156	\$ 3,156	\$ 1,578	\$ 9,467.64
salary 4-(\$56K/yr)*(100%)	\$ 1,159	\$ 2,319	\$ 2,319	\$ 1,159	\$ 6,955.86
additional bookkeeping expenses					
accounting & audit expenses					
printing & office expense					
general conditions	\$ 422	\$ 845	\$ 845	\$ 422	\$ 2,533.60
total column expense	\$ 5,804	\$ 11,609	\$ 11,608	\$ 5,804	\$ 34,825.49
as of 3/4/2023: 728 apps rcd	<i>project 738 apps rcd</i>	<i>project 758 apps rcd</i>	<i>project 775 apps rcd</i>	<i>project 800 apps rcd</i>	
as of 3/4/2023: 231 benefits awarded	<i>project 275 benefits awarded</i>	<i>project 355 benefits awarded</i>	<i>project 440 benefits awarded</i>	<i>project 485 benefits awarded</i>	

Please note that we are projecting a large increase in the number of applications approved in this period