

Hyattsville Household Emergency Relief (HER) Program Administration Allocation Increase Request Memo

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 actual administrative expenses incurred by Hyattsville CDC through 3/4/2023, operating the Hyattsville Household Emergency Relief (HER) Program. Our costs exceeded our proposal projections to spend the \$1,000,000 originally allocated by Council during the contract period by ~25%.

Our proposal projected a \$91,000 expenditure. Our costs during the contract period exceeded this amount by \$23,173.23. Along with this memo comes the request for approval of thirteen additional 3rd review-ready applications: thereby encumbering the entire original \$1 million relief allocation. Once in receipt of the pending \$288,750 fund release requested on 2/23/2023, now projected by staff to occur on 3/10/2023, we will be able to produce the remaining payments due to awarded recipients of the first phase of the Hyattsville Her Program benefits. We are hereafter moving along in the administration of applicants to be funded by the additional \$2.5 million of ARPA funds allocated by the Council for the Hyattsville Her Program, until otherwise directed by City staff.

Please note that the accounting report which follows depicts the most recent 13 out of the entire 22 weeks administering the program, but computes the totality of administrative program expenses. A pending monthly report will cover the state of the under-budget Outreach arm of the HER Program.

Stuart Eisenberg,
Hyattsville CDC
3/3/2023

HER ADMIN

| | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 35 |
|-------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------------------|--------------------------|
| Actual | | | | | | | | |
| Expense Items | 12/03-12/16 | 12/17-12/30 | 12/31-1/13 | 1/14-1/27 | 1/28-2/10 | 2/11-2/24 | 2/25-3/4 (50% * full period) | Total line item expenses |
| salary 1-(\$60,629/yr)*(100%) | \$ 4,663 | \$ 2,510 | \$ 2,534 | \$ 2,534 | \$ 2,534 | \$ 2,534 | \$ 1,267 | \$ 32,845.54 |
| salary 2-(\$60,733/yr)*(100%) | \$ 2,677 | \$ 2,731 | \$ 2,756 | \$ 2,756 | \$ 2,756 | \$ 2,756 | \$ 1,378 | \$ 29,621.58 |
| salary 3-(\$95K/yr)*(80%) | \$ 3,077 | \$ 3,147 | \$ 3,176 | \$ 3,176 | \$ 3,156 | \$ 3,156 | \$ 1,578 | \$ 38,164.98 |
| salary 4-(\$56K/yr)*(100%) | | | | | | \$ 2,319 | \$ 1,159 | \$ 3,477.93 |
| additional bookkeeping | | | | | | | | |
| accounting & audit | | | | | | | | \$ - |
| printing & office expense | | | | | | | | \$ - |
| general conditions | \$ 1,042 | \$ 839 | \$ 847 | \$ 847 | \$ 845 | \$ 845 | \$ 422 | \$ 10,063.21 |
| total column expense | \$ 11,458 | \$ 9,227 | \$ 9,312 | \$ 9,312 | \$ 9,290 | \$ 11,609 | \$ 5,804 | \$ 114,173.23 |

| | | | | | |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 431 apps rcd | 475 apps rcd | 591 apps rcd | 651 apps rcd | 690 apps rcd | 715 apps rcd |
| 75 benefits awarded | 102 benefits awarded | 129 benefits awarded | 146 benefits awarded | 165 benefits awarded | 226 benefits awarded |

| | | | |
|---------------|--|----------------------|-----------------|
| HER Admin 1 = | | HER contract funding | \$ 91,000.00 |
| HER Admin 2 = | | expense to date | \$ (114,173.23) |
| HER Admin 3 = | | contract balance | \$ (23,173.23) |
| HER Admin 4 = | | | |