PROPOSED STARTUP BUDGET WITH SUPPORTING DOCUMENTATION

Bower Park Bridge Facility								
Proposed Start Up Funds Budget								
	YH22-0055 Attachment B							
SEE ASSUMPTIONS/COMMENTS COLUMN								
Offeror Name:	**Copa Health, Inc.**							
Program Revenue								
						4/1/2022 - 9/30/2023		
Total Revenue							300,000.00	
AHCCCS Start up Funds						300,000.00		
Other: (Please Describe)								
Other: (Please Describe)						-		
Start Up Expenses								
OPERATING		(approximately 5,300 square feet)				EXPENSES YEAR 1		**Assumptions/Comments**
Total				**See Yr 1 Ramp Up Tab**			$38,870	
Utilities Turn On				Rows 58, 59		$1,858		Equal to 1/12th of annual budget
Insurance				Rows 60, 79		$3,500		
Supplies				Row 51		$3,542		Stock supplies in preperation for licensing and opening
other: (Please Describe)	Electricity/Water during construction			Rows 58,59		$11,151		Electricity/water turned on during construction
other: (Please Describe)	Telephone/internet			Row 63		$1,500		
other: (Please Describe)	Technology			Row 73		$793		
other: (Please Describe)	Hiring			Row 81		$16,526		
PROGRAM								
Total Program Expense							$616,455	
Program Staffing	Staffing Before Day 1 of Operations			Row 40		$89,646		Staff hiring 1 month in advance of opening
Program Staff ERE				Row 42		$20,311		Using actual ERE factors from Copa and CASS
Equipment				Row 55		$417		
Furniture	Beds, chairs, tables, applicances, food serving related, cameras,			Furniture/Ect Tab		$398,082		See Furniture and Eqt tab
other: (Please Describe)	Project Manager from 4/1/22 to 9/30/23					$108,000		Full-time Project Manager
other: (Please Describe)								
other: (Please Describe)								
Total Start up Expenses							$655,325	Pre-Opening expenses of $149,244 (detail attached) plus Project Manager of $108k and FFE at $398k (detail attached)
Profit (if eligible) - not to exceed 5% of AHCCCS Award							$32,766	
Total Overhead Costs (not to exceed 15% of AHCCCS Award)							$98,299	
Total Annual Operating Expenses							$786,391	

ASH Bridge Housing & Clinic Budget

Detail of Pre-Operating Startup Expenses

Summary	Amount
Revenue	$890,107
Expense	$2,469,347
Shortfall	($1,579,239)

Avg Census Served Per Day	35										
		Minimum Member To Staff Ratio	Total FTE's Required	BHT FTE's	Daily Hours	BHT FTE's	BHT Rate	Annual Expense	X cost	Billings	Pre-Opening Cost
Salaries-BHT's											
	6am-2pm	10	3.5	1.5	12	2.11	$23	$102,200	1.5	$183,960	
	2pm-10pm	10	3.5	1.5	12	2.11	$23	$102,200	1.5	$183,960	
	10pm-6am	25	1	0	0	0.00	$23	$0	0	$0	
Subtotal BHT's				3	24	4.21		$204,400		$367,920	$17,033
Salaries-Shelter											
				Shelter FTE's	Daily Hours	Shelter FTE's	Shelter Rate	Annual Expense			
Shelter Support Staff	6am-2pm			2	16	2.81	$19	$112,308			
	2pm-10pm			2	16	2.81	$19	$112,308			
	10pm-6am			2	16	2.81	$19	$112,308			
Custodian				1				$40,000			
Shelter Manager				1				$60,000			
Director of Programs				0.1				$8,752			
Subtotal Shelter Staff				8.1	48	8.42		$445,675			$37,140
Clinic Staff						FTE's	Rate	Annual Expense	X cost	Billings	
NP's						0.25	72.12	$37,500	1	$45,000	
PCP						0.25	72.12	$37,500	1	$45,000	
RN						0.25	36.06	$18,750	1	$22,500	
Program Director-BHP						1.00		$75,000	0.5	$45,000	
Reception Admin						1	15.00	$31,200	0	$0	
Counselor						1.52	30.00	$94,957	2	$227,896	
Benefit Specialist						1.00	16.00	$33,280	1	$39,936	
Hope Permanent Supportive Housing Program BHT Peers						1.52	17	$53,809	1.5	$96,856	
QM Specialist						1	21.00	$43,680	0	$0	
Grand Total FTE's and Wages						12.01		$425,675		$522,187	$35,473
											$89,646
Benefits @ 22%								$243,734			$20,311
					Total Compensation & ERE			$1,319,484		**$890,107**	**$109,957**
Additional Incremental Expenses:											
Custodial Supplies								$16,500			
Program Supplies								$17,000			
Hygiene Supplies								$5,000			
Office Supplies								$4,000			
Total Program Supplies								$42,500			$3,542

								Annual Expense				Pre-Opening Cost
Equipment Maint Repair												
Equipment & Furniture Rental								$5,000				
Total Equipment								$5,000				$417
Rent								$150,000				
Electricity								$15,051				$8,780
Utilities Other								$7,251				$4,229
Insurance Property								$6,000				$500
Laundry								$25,550				
Food								$223,563				
Telephone, internet, cell phones								$18,000				$1,500
Janitorial								$45,000				
Repairs Maintenance								$25,000				
Total Occupancy								$515,414				
Mileage Reimburement								$7,800				
Technology (EMR monthly)+Monitoring								$6,400				
Payroll System								$3,121				
Total Technology								$9,521				$793
Legal fees								$5,000				
Security								$306,600				
Total Outside Professional								$311,600				
Insurance Liability								$36,000				$3,000
Dues Subscriptions								$450				
Fees (hiring costs, other)								$49,577				$16,526
Miscellaneous								$2,000				
Total Other								$88,027				$39,287
	Total Direct (first month, so staffed for 35 people)							**$2,299,347**	**Non-Wage Direct Startup Month -1**			**$149,244**
Clinical Supervision and Agency Admin @ 15% of $2 million of AHCCCS Funding Over Two Years								$170,000				
	Total Annual Costs							**$2,469,347**				

Initial Furniture and Equipment-Shelter Portion

	Vendor	Quanity	Cost Per	Total	ASSUMPTIONS/COMMENTS
Bedroom Furniture (per bedroom)					
Beds, mattresses and linens	CASS Vendor	70	$ 400.00	$ 28,000.00	Based on CASS recent experience
Common Areas, Other					
Washer	Lowe's	4	$ 1,439.00	$ 5,756.00	To Assist members washing clothes
Dryer	Lowe's	4	$ 1,079.00	$ 4,316.00	To Assist members washing clothes
TV	Walmart	1	$ 498.00	$ 498.00	
Couch	Mor Furniture for Less	8	$ 1,695.00	$ 13,560.00	
Coffee table	Mor Furniture for Less	4	$ 299.99	$ 1,199.96	
End Tables	Mor Furniture for Less	16	$ 299.00	$ 4,784.00	
Chairs	Mor Furniture for Less	30	$ 399.99	$ 11,999.70	
Wall hangings/clocks, etc.	Mor Furniture for Less	3	$ 99.00	$ 297.00	
TV Mount	Mor Furniture for Less	1	$ 495.00	$ 495.00	
Kitchen Supplies					
Refrigerator	Lowe's	2	$ 1,199.00	$ 2,398.00	
Freezer	Lowe's	2	$ 359.00	$ 718.00	
Commercial Microwave	Webstaurant Store	1	$ 1,134.00	$ 1,134.00	
Serving Utensils	Webstaurant Store	1	$ 899.00	$ 899.00	
Equipment to Reheat	Contractor Estimate	1	$ 150,000.00	$ 150,000.00	Based on Contractor estimate
IT Related					
Security Cameras		6	$ 1,250.00	$ 7,500.00	
EE Equipment					
2 file cabinets	Office Depot	2	$ 219.99	$ 439.98	
Patio Furniture:					
Table and Chairs	Walmart	3	$ 679.97	$ 2,039.91	
Health and Wellness Equipment:					
Nortic Track VR21 Exercise Bike	Amazon	1	$ 999.00	$ 999.00	
Workout Bench	Amazon	1	$ 169.45	$ 169.45	
Other additional exercise equipment				$ 500.00	
Shared Computer Room					
Desktop Computers with monitors, keyboard, mouse		4	$ 750.00	$ 3,000.00	
Desktop Printer		1	$ 250.00	$ 250.00	

Initial Furniture and Equipment-Shelter Portion

	Vendor	Quanity	Cost Per	Total	ASSUMPTIONS/COMMENTS
Desks	Officefurniture.com	4	$ 549.00	$ 2,196.00	
Chairs	Officefurniture.com	4	$ 198.00	$ 792.00	
Additional Computers for staff		3	$ 750.00	$ 2,250.00	
Additional Printers for staff		3	$ 250.00	$ 750.00	
				$ 246,941.00	

Initial Furniture and Equipment-Clinic Portion

IT Related					
EMR licenses (based on new FTE's)		25	$ 3,750.00	$ 92,956.73	One-time fee for incremental licences
2 Exam Room Order					
Exam room equipment: chairs, tables and related equipment (actual quote from previous clinic buildout)	McKesson	2	$ 20,431.00	$ 40,862.00	
Mini Refrigerator	Walmart	1	$ 350.00	$ 350.00	
There would be additional smaller things as well (e.g. band-aids, cotton balls, coban, swabs, 2x2s, alcohol pads, blood vials, needles, syringes, sharps containers, urine cups, urine dip sticks, glucose strips, glucometer, stethoscope, tongue depressors, lancets, suture kits, lubricant, specula, etc) but those are ordered once a PCP has been hired as each PCP typically has a preference regarding such materials.				$ 500.00	
2 Conference Rooms:					
Conference room table (for 10)	Officefurniture.com	2	$ 1,810.00	$ 3,620.00	
Conference room chairs	Officefurniture.com	20	$ 198.00	$ 3,960.00	
Large Monitor			$ 300.00	$ 300.00	
Offices: Offices for Counselors/BHP/BHMP's					
Desk		6	$ 549.00	$ 3,294.00	
Chairs		18	$ 198.00	$ 3,564.00	
Cabinet		6	$ 289.00	$ 1,734.00	
				$ 151,140.73	
Upfront Cost for Shelter and Clinic				**$ 398,081.73**	

OPERATING BUDGET WITH SUPPORTING DOCUMENTATION

Bower Park Bridge Facility

Five Year Proposed Operating Budget

YH22-0055 ATTACMENT B

SEE ASSUMPTIONS BELOW

Offeror Name: Copa Health, Inc. Date: 01/05/22

Program Revenue

ASSUMPTION: PER RFP, 1ST DAY OF OPERATIONS IS 10/1/23

	YEAR 1 (Begin @ End of Construction) 10/1/2022 - 9/30/2023	YEAR 2 10/1/2023 - 9/30/2024	YEAR 3 10/1/2024-9/30/2025	YEAR 4 - Not a full year 10/1/2025 - 3/31/2026
Total Revenue	-	2,914,060	2,914,060	1,457,030
AHCCCS Operation Contribution*		850,000	850,000	425,000
Medicaid/Service Reimbursement	-	2,064,060	2,064,060	1,032,030
Other Government Grant(s)	-	-	-	-
Grants (Foundations/Private Sector)	-	-	-	-
Gifts/Contributions	-	-	-	-
Other: (Please Describe)			-	-
Other: (Please Describe)	-	-	-	-

Annual Operating Costs

OPERATING (approximately 5,300 square feet)	EXPENSES YEAR 1	EXPENSES YEAR 2	EXPENSES YEAR 3	EXPENSES YEAR 4
Total Operating *(lump sum)*	-	827,649	827,649	413,824
Facility Rent to ASH	-	150,000	150,000	75,000
Water & Sewer		3,625	3,625	1,813
Trash Removal	-	3,625	3,625	1,813
Cable & Internet		18,000	18,000	9,000
Gas & Electric		15,051	15,051	7,526
Insurance		42,000	42,000	21,000
Other: (Please Describe)	-	-	-	-
Other: (Please Describe) Janitorial (covid cleaning), Food, Laundry, mileage, E.H.R. licenses, payroll fees, legal, hiring, misc,	-	595,347	595,347	297,673
PROGRAM				
Total Program Expense	-	2,076,437	2,076,437	1,038,218
Program Staffing	-	1,697,198	1,697,198	848,599
Program Staff ERE	-	374,239	374,239	187,119
Equipment	-	5,000	5,000	2,500
MAINTENANCE				
Total Maintenance *(lump sum)*	-	374,100	374,100	187,050
Repairs	-	23,500	23,500	11,750
Supplies	-	349,100	349,100	174,550
Pest Control	-	1,500	1,500	750
Total Operating Expenses	-	3,278,185	3,278,185	1,639,093
Profit (if eligible) - not to exceed 5% of AHCCCS Award	-	42,500	42,500	21,250
Total Overhead Costs (not to exceed 15% of AHCCCS Award)	-	127,500	127,500	63,750
Total Annual Operating Expenses	**-**	**3,448,185**	**3,448,185**	**1,724,093**

Assumptions:

Note 1: Consistent with page 5, Section 3 of the RFP and page 6, Section 5.1.2 of the RFP, it is assumed that startup is 4/1/22 to 9/30/23, thus there is no operations budget for 10/1/22 to 9/30/23 (listed as "Year 1" above).

Note 2: Consistent with the note below in yellow, we intend for the clinic revenues to support Bridge Facility operations, so clinic operations and Bridge operations are combined.

Note 3: Copa and CASS will work with AHCCCS to obtain gap funding immediately after winning the RFP award

Note 4: Staffing pattern includes a 1 staff to 10 members, but at least 3 staff assigned each shift, which may include security personnel or Shelter Manager.

Note 5: Medicaid billings are estimated based on Copa's experience of the ratio of billings-to-wages for BHT's, Counselors, Peers, Case Managers and other billable staff.

Note 6: A Security Officer at $35/hour will be present 24/7/365.

Note 7: Meals will be brought in by an outside company. Cost is based on CASS current experience; however, further RFP's will be sought to reduce this cost.

Instructions: Complete the following budget pro forma for the Bridge Facility only. The first two years begin with completion of construction and beginning of program operation and services. For revenue, please include any other anticipated revenue by fund source. For expenses, please give best estimates of Bridge Facility expenses. Please use projected square footage if necessary to estimate facility operating costs. Do not include Licensed Clinic operational costs. Licensed Clinic revenues may be included under Medicaid/Service Reimbursement if Licensed Clinic revenue would be used to support Bridge Facility operations.

*Start up funds are shown on second tab

ASH Bridge Housing & Clinic Budget

Annual Operating Budget

									Summary	Amount				
								Revenue-Medicaid		$2,064,060				
Avg Census Served Per Day	**70**							Expense		$3,448,185				
								Shortfall before AHCCCS Grant		($1,384,125)				
		Minimum												
		Member	**Total**									**Bridge Shelter vs Clinc Expenses**		
		To Staff	**FTE's**	**BHT**	**Daily**	**BHT**	**BHT**				**Bridge Shelter**	**Clinic**	**Combined**	**Assumptions/Comments**
Salaries-BHT's Billing Thru OTC		**Ratio**	**Required**	**FTE's**	**Hours**	**FTE's**	**Rate**	**Expense**	**X cost**	**Billings**				
	6am-2pm	10	7	5	40	7.02	$23	$340,667	1.5	$613,200				
	2pm-10pm	10	7	5	40	7.02	$23	$340,667	1.5	$613,200				
	10pm-6am	25	3	0	0	0.00	$23	$0	0	$0				
Subtotal BHT's				10	80	14.04		$681,333		$1,226,400		$681,333	$681,333	
Salaries-Shelter														
				Shelter	**Daily**	**Shelter**	**Shelter**							
				FTE's	**Hours**	**FTE's**	**Rate**	**Expense**						
	6am-2pm			2	16	2.81	$19	$112,308						
Shelter Support Staff	2pm-10pm			2	16	2.81	$19	$112,308						
	10pm-6am			2	16	2.81	$19	$112,308						
Custodian				1				$40,000						
Shelter Manager				1				$60,000						
Director of Programs				0.1				$8,752						
Subtotal Shelter Staff				8.1	48	8.42		$445,675			$445,675		$445,675	
Clinic Staff						**FTE's**	**Rate**	**Expense**	**X cost**	**Billings**				
NP's						0.25	72.12	$37,500	1	$45,000				
PCP						0.25	72.12	$37,500	1	$45,000				
RN						0.25	36.06	$18,750	1	$22,500				
Program Director-BHP						1		$75,000	0.5	$45,000				
Reception Admin						1	15.00	$31,200	0	$0				
Counselor						3	30.00	$187,200	2	$449,280				
Benefit Specialist						1	16.00	$33,280	1	$39,936				
Hope Permanent Supportive Housing Program BHT Peers						3.00	17	$106,080	1.5	$190,944				
QM Specialist						1	21.00	$43,680	0	$0				
Grand Total FTE's and Wages						24.79		$570,190		$837,660		$570,190	$570,190	
Benefits @ 22%								$374,239			$111,419	$262,820	$374,239	
					Total Compensation & ERE			$2,071,437		**$2,064,060**	$557,093	$1,514,343	$2,071,437	
Additional Incremental Expenses:														
Custodial Supplies								$16,500			$15,000	$1,500	$16,500	
Program Supplies								$17,000			$15,000	$2,000	$17,000	
Hygiene Supplies								$5,000			$5,000	$0	$5,000	
Office Supplies								$4,000			$2,000	$2,000	$4,000	
Total Program Supplies								$42,500			$37,000	$5,500	$42,500	
Equipment Maint Repair														
Equipment & Furniture Rental								$5,000			$3,750	$1,250	$5,000	
Total Equipment								$5,000			$3,750	$1,250	$5,000	
Rent								$150,000			$112,500	$37,500	$150,000	Per RFP FAQ's
Electricity								$15,051			$11,288	$3,763	$15,051	
Utilities Other								$7,251			$5,438	$1,813	$7,251	
Insurance Property								$6,000			$4,500	$1,500	$6,000	
Laundry								$25,550			$25,550	$0	$25,550	$70 per day for linens
Food								$447,125			$447,125	$0	$447,125	2.5 meals per day times $7
Telephone, internet, cell phones								$18,000			$3,000	$15,000	$18,000	
Janitorial								$45,000			$42,000	$3,000	$45,000	Covid protocols for cleanliness
Repairs Maintenance (pest control, landscaping, general damage)								$25,000			$18,750	$6,250	$25,000	
Total Occupancy								$738,977			$670,151	$68,825	$738,977	

	Expense	Bridge Shelter	Clinic	Combined	Assumptions/Comments
Mileage Reimburement	$7,800	$2,600	$5,200	$7,800	
Technology (EMR monthly)+Monitoring	$6,400	$1,000	$5,400	$6,400	
Payroll System	$6,445	$1,733	$4,712	$6,445	
Total Technology	$12,845	$2,733	$10,112	$12,845	
Legal fees	$5,000	$3,500	$1,500	$5,000	
Security	$306,600	$306,600	$0	$306,600	7/24/365 at $35/hour
Total Outside Professional	$311,600	$310,100	$1,500	$311,600	
Insurance Liability	$36,000	$27,500	$8,500	$36,000	
Dues Subscriptions	$450	$225	$225	$450	
Fees (hiring costs, other, training)	$49,577	$25,000	$24,577	$49,577	
Miscellaneous	$2,000	$1,000	$1,000	$2,000	
Total Other	$88,027	$53,725	$34,302	$88,027	
Total Direct	**$3,278,185**	**$1,637,153**	**$1,641,032**	**$3,278,185**	
Overhead and profit @ 20% of AHCCCS funding Totalling $850k	$170,000			$170,000	
Total Annual Costs	**$3,448,185**	**$1,637,153**	**$1,641,032**	**$3,448,185**	