



Homelessness and Affordable Housing Funds 2017 Request for Proposals Application Form

****Fields outlined in red are required****

PROJECT INFORMATION

Project Title: Senior Support and Advocacy Program (SSAP)

Project Site Name(s): HopeSource

Project Site Address(s): 700 East Mountain View Avenue, Suite 501, Ellensburg, WA 98926

Which fund source is this proposal for? (select one, see Section 1 of the RFP for details)

- Affordable Housing Funds
 Homeless and Housing Assistance Funds

Total Project Costs (including other funding and resources): \$133,968.00

Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds): \$125,507.00

Time Frame for Utilization of Requested Funds: January 21, 2018- December 31, 2023

City, Town or Unincorporated Area to be served: Kittitas County

APPLICANT INFORMATION

Name of Applicant Organization: HopeSource

Mailing Address: 700 East Mountain View Avenue, Suite 501

City, State, Zip: Ellensburg, Washington 98926

Phone: 509-925-1448

Fax: 509-925-1204

Email Address: skgrindle@hopesource.us

Website: www.hopesource.us

Federal Tax Identification Number: 91-0814544

Type of Organization:

- Government
- Non-Profit
- For-Profit
- Local housing authority
- Tribe

PROJECT CONTACTS

Name of Organization Director: Susan Grindle

Phone: 509-925-1448 ext. 222

Email: skgrindle@hopesource.us

Project Contact Name: Mark Hollandsworth

Title: Transportation/SSVF/Housing Manager

Phone: 509-925-1448

Email Address: mhollandsworth@hopesource.us


Fiscal Contact Name: Ariam Mehtsentu

Phone: 509-312-0844

Email Address: amehtsentu@hopesource.us

AUTHORIZATION

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.



Signature of Authorized Representative



Date

PROPOSAL DETAILS

1. **Applicant Profile and Qualifications:** Tell us about your organization including the purpose of your work, your goals, any history, and experience working in homeless and/or affordable housing services, experience managing public funds, and anything else that describes the organization's qualifications. (250 words max.)

The purpose of HopeSource is to protect those who cannot protect themselves and to encourage those who can. Our goals are to serve clients based on the CASTLE (Courage, Authenticity, Service, Truth, Love and Effectiveness) values of the organization, to end homelessness in our community and support people in building self-sufficient lives. HopeSource has a 50 year history as a private, non-profit community action agency operating in a rural environment, making a difference through programs that stabilize households in crisis including housing, nutrition, energy assistance, home weatherization, transportation, rental assistance, and youth recreation assistance. HopeSource has served as the Continuum of Care lead for Kittitas County, operated the Coordinated Entry system for Kittitas County, conducted the annual Point In Time count, completed the Community Needs Assessment, operated the only homeless shelter in the county, built 26 units of new affordable housing in Cle Elum, kept 167 units of affordable housing units from going market rate, operated Polaris housing in Cle Elum, and provided a Pathway to Permanence model in Ellensburg. HopeSource case managers are trained in trauma-informed care, motivational interviewing, WSCAP family development, home health worker, mental health first aid, and family stability planning. HopeSource oversees administration of 38 federal, state and local contracts including; Consolidated Homeless Grant, Housing and Essential Needs, Supportive Services for Veteran Families, McKinney-Ventor, HUD, Rural Development, Housing Trust Fund, Housing Finance Commission, and private funding from the ROE Foundation, Mercer Creek Church, the Shoemaker Foundation, and the Suncadia Associate Fund.

- 2. Project Description Summary:** Provide a brief summary the project being proposed and a general description of how it will address homelessness or affordable housing in Kittitas County. Be sure and indicate whether the proposal is intended to provide direct client services or construction, maintenance, or improvement of housing facilities. (250 words max.)

The Senior Support & Advocacy Program (SSAP) formerly Senior Rent Assistance, Addresses homelessness for seniors who are homeless or at risk of homelessness and who are over the age of 65 and stabilizes them in safe housing. The advocate case manager administers a thorough assessment of need and connects seniors to food, energy assistance, public transportation, mental and physical health, socialization, and to Hope University coaching in budgeting, saving money when you shop, credit and debt, energy conservation, healthy eating and exercise. This supports vulnerable seniors in moving as far toward self-sufficiency as is possible given their age and situation.

HopeSource is requesting funding for direct service rental assistance of \$125,507 initially with an escalator of 5% per year through 2023. These funds will immediately remove the wait list. SSAP has historically ensured that 24 vulnerable seniors annually are prevented from remaining or returning to homelessness. Data indicate that 70 additional seniors could require assistance or become homeless in the next three to five years.

3. **County Priorities:** Indicate which of the following priorities are being addressed by the proposed project. (Select all that apply and give a brief 100 word description for each selected.)

Increase capacity and sustainability for homeless sheltering.

The 759 units of subsidized housing in the county are full and have wait lists, identified in the Ten Year Plan as exceeding two years. The Ten Year plan further identified subsidized senior housing as being at the top of the list of needs to be addressed. The increased assessment, advocacy and case management hours will greatly reduce the need for formal shelter units by preparing and moving seniors on fixed incomes into market units, units based solely on income, or permanent subsidized housing and out of the SSAP unit.

Connect shelter clients to services to reduce homelessness.

Increase site-based rental vouchers for people who are homeless with wrap-around case management through current partnerships.

A number of new senior clients who are literally or at risk of homelessness, because of lack of units in the community, are placed at our senior partner site, Briarwood, in either subsidized or non-subsidized units. Briarwood is the premier housing for able bodied seniors on fixed incomes combined with SSAP wrap around case management. HopeSource utilizes Briarwood's common area for senior education on life skills and information on community resources. The Polaris project in Upper County also accommodates homeless seniors with rent and wrap around case management.

New affordable housing development.

Increased access to rental vouchers.

The SSAP traditionally has provided 24 vouchers to literally or immediately homeless seniors, and with this proposal would add to a scarce resource for seniors. The increase in rent assistance funding would clear the current wait list of seniors who are homeless or at risk of homelessness. It would not alleviate the full need as there are an additional 70 seniors identified as potentially eligible for subsidized rent and who are at risk, with any small disruption in their situation, of becoming homeless over the next five years.

Promotion of private landlord usage of Section 8 rental vouchers.

Programs which increase access to affordable home ownership.

4. **Partnerships:** List your key community partnerships for the proposed project and what their role will be. (250 words max.)

The Housing Authority is a recipient of VASH for veterans and Section 8 housing vouchers for qualified households. Central Washington Healthcare provides mental health supportive housing for individuals coming out of therapeutic treatment. WorkSource employment specialists coordinate with HopeSource to provide employment search and preparation resources if the client is able to work. DSHS - SNAP and temporary financial benefits provide needed security as clients construct their safety net. The Social Security SOAR program assists in moving from disability to ability. The Department of Licensing provides resolution of licensing issues. The Ministerial Association offers spiritual counseling and can assist with small essential needs. Central Transit, HopeSource Dial-A-Ride, and The Apple Line provide transportation services for the community to mitigate the expense of traveling in the county and connecting with family outside the county. RSVP provides guidance on insurance questions. Aging and Long Term Care and People for People provide aging in place and support for seniors. Kittitas County Commissioners provide funding for homeless and at risk seniors over the age of 65. Central Washington Disability Resources and Elmview provide training and disability support. FISH offers food and social support. Free Clinic Dental & Vision provide access to medical treatment. Goodwill and the Methodist Clothing Bank provide basic clothing and household needs. Hospice is available for seniors who face end of life issues. Senior Centers in Ellensburg and Cle Elum give access to activities and socialization opportunities. Social Security Administration administers the basic income support of most seniors.

5. **Gaps and Duplication in Services:** Describe how your proposed project fills a gap in homeless and/or affordable housing services in Kittitas County. Include a description of how the project is or isn't a duplication of current services. (250 words max.)

The Ten Year Plan analysis identifies the extreme need for additional case management services for the homeless. Seniors are hesitant to independently seek out resources and often are unable to understand or interpret how to use resources. Full utilization of community resources can lower the senior's expenses and allow them to move from SSAP into permanent subsidized housing environments, opening up the path for those on the waiting list, which can exceed two years' time.

There are no other programs in Kittitas County that stabilize homeless seniors over the age of 65 with housing and wrap around case management. The only emergency shelter in the county is reserved for homeless families with children. No motel has exceptions that allow for homeless individual placement without payment. To qualify for the few units at Comprehensive Mental Health you have to be a mental health client. For ASPEN's minimal units you must be a victim of domestic violence. Elmview does have some units but the criteria does not address homelessness. Local churches do not have access to organized homeless rooms in parishioner's houses. Housing Authority does not provide for homeless units or case management services. ALTC advocates for seniors but has no housing subsidy or a focus on homeless individuals. Some providers deal with senior specific concerns such as insurance and Medicaid/Medicare, but not housing. SSAP is unique and the only program that helps seniors to move from homelessness to stably housed and the only option for subsidized housing.

6. Sustainability: Describe your ability, experience, and resources to implement and sustain the project during the term of the project. (250 words max.)

The SSAP program is not sustainable without Kittitas County funds. The county has consistently and rightly said that it is vital to ensure that no senior (65 or older) in Kittitas County suffers from housing insecurity, that they maintain their integrity and sense of honor in time of significant need, and that our community protects and cares for its valued senior members.

HopeSource continues to seek sustainable funding sources for this invaluable program such as the ROE Foundation grant for seniors, and is in discussion with foundations and other State and Federal grants. Funding specifically for homeless seniors is scarce at every level of government and in every community. HopeSource utilizes other grant sources such as the Consolidated Homeless Grant to backfill the county funding, and sponsors annual fund-raisers to augment government and foundation grants.

HopeSource Senior Advocates are trained in family dynamics, home health worker certification, care coordination, mental first aid, SOARs benefits training, de-escalation and trauma informed care. Advocates have a combined 38 years of experience working with vulnerable populations and seniors. HopeSource has worked with ALTC and Medicaid for over ten years serving seniors.

HopeSource financial controls include adherence to Fiscal Policies supported by OMB Circular requirements and accounting practices. HopeSource pays attention to every opportunity to decrease costs so that funding goes directly to serving vulnerable households.

7. **Goals & Objectives:** Use the Goals and Objectives Form below to fill in the following table with your project's goals, measures, strategies, and objectives. See the examples below for guidance and use as many forms as necessary.

Example #1:

GOAL: Increase number of people enrolled in health insurance by 25% by December 31, 2017.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of new enrollees in health insurance	Internal tracking sheet
Strategy #1 (What will you do to achieve your goal?)	Create promotional materials to distribute to local partners advertising health insurance enrollment assistance.
Measurable Objectives:	<ul style="list-style-type: none"> Promote the service with at least 5 community partners each quarter through December 2017. Distribute at least 100 flyers around the community by December 2017.
Strategy #2 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance at local community events.
Measurable Objectives:	<ul style="list-style-type: none"> Attend at least 2 community events per quarter in both Upper Kittitas County and Lower Kittitas County through December 2017.
Strategy #3 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance appointments in the office.
Measurable Objectives:	<ul style="list-style-type: none"> Schedule at least 40 hours per month of open walk-in assistance through December 2017. Ensure staff availability for at least 25 scheduled appointments each month through December 2017.

Example #2:

GOAL: Increase the number of trail systems available to the general public within the City of Ellensburg from 5 to 7 by December 2019.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of trail systems open to the public and clearly labeled	Trails report
Strategy #1 (What will you do to achieve your goal?)	Establish public-private partnerships for funding trail construction and maintenance.
Measurable Objectives:	<ul style="list-style-type: none"> Create tailored presentation about project by March 2017. Meet with at least 2 potential partners each quarter through June 2018. Establish at least 2 primary public-private partnerships for trails by December 2018.
Strategy #2 (What will you do to achieve your goal?)	Identify sites for new trail systems.
Measurable Objectives:	<ul style="list-style-type: none"> Conduct site visits with partners of potential new sites by March 2018. Identify pros and cons of potential new sites by June 2018. Solidify 2 new trail sites by December 2018.
Strategy #3 (What will you do to achieve your goal?)	Build new trail systems.
Measurable Objectives:	<ul style="list-style-type: none"> Create plans for construction of new trail systems by March 2019. Two new trail systems will be built by December 2019.


GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL:	
Enhanced outreach to vulnerable seniors who are homeless or at risk of imminent homelessness because of high cognitive, physical and financial barriers in Upper and Lower Kittitas County.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of responses to materials	call tracking
Number of connections	internal tracking sheet
Strategy #1: (What will you do to achieve your goal?)	Provide focused educational materials at locations throughout the community
Measurable Objectives:	<ul style="list-style-type: none"> - Compile initial outreach documents - Format materials with community partners - Distribute materials to senior centers, food sites, convenience stores, clinics, and Medicaid service providers.
Strategy #2: (What will you do to achieve your goal?)	Research potential SSAP qualified seniors
Measurable Objectives:	<ul style="list-style-type: none"> - search energy assistance database - make contact with known (in system) qualifying seniors
Strategy #3: (What will you do to achieve your goal?)	Community partner outreach and education
Measurable Objectives:	<ul style="list-style-type: none"> - Interview current and potential partners who serve seniors - Offer education on the needs of this specific population and the services offered by SSAP - Conduct partner training
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Ensure seniors fully utilize all community resources to decrease their living cost and move them closer to independence, preparing them for Goal 3	
	
Measures (How will you know you are making progress toward your goal?)	Data Source
Assessments	Internal assessment tracking
Number and type of resource per senior	Resource tracking sheet
Strategy #1: (What will you do to achieve your goal?)	Conduct comprehensive whole-person assessment to identify senior's barriers
Measurable Objectives:	<ul style="list-style-type: none"> - Identify the assessment to be used - Complete assessment with each senior admitted to SSAP
Strategy #2: (What will you do to achieve your goal?)	Connect Seniors and community resources
Measurable Objectives:	<ul style="list-style-type: none"> - Personally connect seniors to resources and ensure a warm hand-off to resources as vulnerable seniors suffer from low self-confidence - Assist seniors in moving through complex benefit and resource systems - Keep up to date resource use list
Strategy #3: (What will you do to achieve your goal?)	Sustain effective resource utilization
Measurable Objectives:	<ul style="list-style-type: none"> - Employ 2-3 month follow-up period - Schedule weekly check-ins with seniors to ensure resources are being utilized
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL:	
Whenever possible move seniors from SSAP into Permanent Subsidized Housing which is based solely on income (not permanent supportive housing which requires continuing case management) +	
Measures (How will you know you are making progress toward your goal?)	Data Source
Utilization of community resources	resource tracking sheet
successful moves	move tracking
Strategy #1: (What will you do to achieve your goal?)	Evaluate seniors for match with criteria of subsidized units available in county including financial, physical, and emotional needs
Measurable Objectives:	<ul style="list-style-type: none"> - Compile list of seniors who meet requirements to-date - Compile list of seniors who meet basic requirements, but need connection to community resources in order to successfully complete a move
Strategy #2: (What will you do to achieve your goal?)	Prepare senior to meet criteria of available units
Measurable Objectives:	<ul style="list-style-type: none"> - Connect senior to community resources - Provide coaching and education
Strategy #3: (What will you do to achieve your goal?)	Plan resources necessary to complete senior move to new units
Measurable Objectives:	<ul style="list-style-type: none"> - Create resource plan with individual seniors - assess seniors ability to meet the criteria of the available units
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

BUDGET NARRATIVE

- 1. Funding Utilization:** Describe how the funds will be used to support the proposed project. For example, will the funds be used for staff time, supplies, consultants, contractors, construction costs, direct customer services, etc.? (250 words max.)

Funds will be utilized to provide direct services to low income seniors over the age of sixty five with permanent housing support and supportive services to assist in managing their daily lives. Some funds will be used to partially support case managers activity in provides assessment, stability planning, referrals to needed supports and one on one educational support in life skills. A portion of the funds will be utilized for program support for case management staff and overall program administration. Program Administration will equal 9% with 75% dedicated to direct services, 13% to staff activity and 3% to operational costs. Staff activity and program operations will be supported with funding leveraged from other non-county funding sources.

HopeSource is requesting an initial award of \$125,507 for a five year grant period, January 1, 2108 through December 31, 2023 with an annual increase of 5%. Total request equals \$693, 504.30.

2. **Other Support:** Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both guaranteed support and support that may still be uncertain. (250 words max.)

Funding for staff activity and program operation for this program will be augmented through the use of funds from various federal, state and private grants. CHG funds are currently and could be continually used for addressing senior homelessness and stabilization. One of our private partners, Crestview has a cash allotment paid to us for case management of their qualifying senior tenants. HopeSource also has community donated funds to be used to augment senior stability and case management from the Upper County Fund and Mercer Creek Church.

- 3. Sustainability:** Describe how this project would or wouldn't be sustained if these Homelessness Prevention and Affordable Housing funds were not available either currently or in the future. (250 words max.)

The SSAP would be sustained sporadically with private funds such as the ROE Foundation, serving vulnerable seniors only and when there were funds available. It is a constant search to find grants and foundations that provide funding for homeless seniors and they have been very few and very far between.

4. **Partial Funding:** If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds? (250 words max.)

If the SSAP were to only receive partial funding it would mean reducing the number of homeless seniors that could be served, those who have no alternative resources or options, and suffering as a community for those who cannot be served and have to live in their cars or other unsuitable structures.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248514008
Oct. 07, 2008 LTR 4168C ED
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BODC: TE

HOPE SOURCE
601 W 5TH AVE
ELLENSBURG WA 98926

016972

Employer Identification Number: 91-0814544
Person to Contact: MRS. LUTES
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your request of Sep. 29, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in MARCH, 1967, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Kititas County
Homeless and Affordable Housing Funds
Budget Template

Please fill in only gray shaded areas.

Applicant Name: **HopeSource - Senior Support & Advocacy Program**

Funding Start Date: **January 1, 2018**

Funding End Date: **December 31, 2022**

Project Start Date: **January 1, 2018**

Project End Date: **December 31, 2022**

Number of Funding Years: **1**

Year	Year 1
Year 1 (5% Inc.)	\$ 125,506.80
Year 2 (5% Inc.)	\$ 131,782.14
Year 3 (5% Inc.)	\$ 138,371.25
Year 4 (5% Inc.)	\$ 145,289.81
Year 5 (5% Inc.)	\$ 152,554.30
Total	\$ 693,504.30

Total County Request w/o 5% Increase: **\$125,506.80**

Total from Other Sources: **\$8,461.20**

Total Project Budget: **\$133,968.00**

ANNUAL PROJECT BUDGET

TOTAL

Details/Description/Justification

Non-Administrative Staff Class	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Salaries and Wages	\$ 13,104.00	\$ 5,616.00	\$ 18,720.00	Senior Services Advocate: .35 FTE @ \$18/hr. x 2088 + 1 in Kind 1.5 FTE @ \$18/hr. x 2088
Benefits	\$ 2,882.88	\$ 1,235.52	\$ 4,118.40	FLCA, PITA, Employees Health, L&L Medical Benefits @ 22% - 1 in Kind
Non-Administrative Staff Cost Totals	\$ 15,986.88	\$ 6,851.52	\$ 22,838.40	
Direct Client Services	\$ 93,840.00	\$ -	\$ 93,840.00	14 Senior Households @ \$230/mo. x 12
Senior Attendance	\$ -	\$ -	\$ -	
Home/Medical costs	\$ -	\$ -	\$ -	
More in-kind	\$ -	\$ -	\$ -	
Utilities costs	\$ -	\$ -	\$ -	
Supplies/Personal care	\$ -	\$ -	\$ -	
Shelter supplies	\$ -	\$ -	\$ -	
Transportation assistance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Direct Client Services Totals	\$ 93,840.00	\$ -	\$ 93,840.00	

Direct Operational Costs	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Office space rental	\$ 2,877.00	\$ 1,313.00	\$ 4,190.00	Space pool allocation = \$385/mo. x 12 mo. x .35 = .15 in Kind
Utilities	\$ 235.20	\$ 100.80	\$ 336.00	Utility pool allocation = \$56/mo. x 12 mo. x .35 = .15 in Kind
Supplies	\$ 75.60	\$ 32.40	\$ 108.00	Office supplies allocation = \$18/mo. x 12 x .35 = .15 in Kind
Equipment	\$ 5,460.00	\$ 2,430.00	\$ 7,890.00	Equipment pool allocation = \$117/mo. x 12 mo. x .35 = .15 in Kind
Telephone	\$ 236.80	\$ 97.20	\$ 334.00	Cell phone: \$54 x 12 x .35 = .15 in Kind
Internet	\$ 151.20	\$ 64.80	\$ 216.00	IT/Communication pool allocation = \$36/mo. x 12 mo. x .35 = .15 in Kind
Training	\$ 96.25	\$ 41.25	\$ 137.50	\$75 x .35 = .15 in Kind
Travel	\$ 624.00	\$ 16.83	\$ 640.83	Technical & Support Training + 15 in Kind
Insurance	\$ 39.27	\$ -	\$ 39.27	12 x 4 x \$2 x 2.25 = 108 in Kind
Other	\$ -	\$ -	\$ -	Insurance Pool allocation = \$9.35 x 12 x .35 = .15 in Kind
Operational Cost Totals	\$ 4,379.92	\$ 1,609.68	\$ 5,989.60	
Construction Costs	\$ -	\$ -	\$ -	
New Building	\$ -	\$ -	\$ -	
Building Improvements/Maintenance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Construction Cost Totals	\$ -	\$ -	\$ -	
TOTAL NON-ADMINISTRATIVE COSTS	\$ 114,206.80	\$ 8,461.20	\$ 122,668.00	

Administrative Costs (not to exceed 15% of the total non-administrative budget)

Administrative Staff Salary and wages	\$ 6,100.00	\$ -	\$ 6,100.00	Administrative Staff Salary and wages: .5%
Administrative Staff Benefits	\$ 1,620.00	\$ -	\$ 1,620.00	Administration Staff Benefits: .5%
Office Supplies & Equipment	\$ 882.00	\$ -	\$ 882.00	Administrative Supplies and equipment: .5%
Insurance	\$ 190.00	\$ -	\$ 190.00	General Insurance coverage: .5%
Professional Fee	\$ 1,400.00	\$ -	\$ 1,400.00	General IT Support and AHA expenses: .5%
Rent Expenses	\$ -	\$ -	\$ -	
Membership fees and dues	\$ 400.00	\$ -	\$ 400.00	General Administration office space pool: .5%
Rent	\$ -	\$ -	\$ -	
Depreciation	\$ 190.00	\$ -	\$ 190.00	General Repair and Maintenance: .5%
Maintenance and repairs	\$ 550.00	\$ -	\$ 550.00	Other Administration expenses: .5%
Other	\$ -	\$ -	\$ -	
TOTAL ADMINISTRATIVE COSTS	\$ 11,300.00	\$ -	\$ 11,300.00	

ANNUAL TOTALS \$ 125,506.80 \$ 8,461.20 \$ 133,968.00