



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # 2-3 DATE 4/3/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/3/14
Agenda Item #: R.3
Est. Start Time: 10:00 am
Date Submitted: 3/13/14

Agenda Title: BUDGET MODIFICATION: DCHS14-18 - Increasing the Department of County Human Services Community Services Division Federal/State fund appropriation by \$122,498.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: Next Available **Time Needed:** 5 minutes
Department: County Human Services **Division:** Community Services
Contact(s): Mary Li
Phone: 503-988-7497 **Ext.** 87497 **I/O Address:** 167/240
Presenter Name(s) & Title(s): Mary Li, Manager Sr.- Community Services Division

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-18 which increases Community Services Division FY 2014 budget by \$122,498 to fund additional support services for homeless families in Multnomah County.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The State of Oregon Housing and Community Services (OHCS) has increased the Community Services FY2014 Emergency Housing Assistance (EHA) award by \$122,498. This additional funding will provide increased services to homeless families in Multnomah County.

Program Offer #25111A - Homeless Families' Shelter & Emergency Services - will increase by \$108,860. This additional funding will allow 75 additional families to receive Shelter and Housing Placement services this winter.

Program Offer #25133A - Housing Stabilization for Vulnerable Populations - will increase by \$17,569 and two additional families at risk of homelessness will receive supportive services to prevent becoming homeless.

Program Offer #25136 - Homeless Youth System will be reduced by \$3,931 in Indirect expenses to bring the budgets in line with the FY14 indirect cost allocation plan.

3. Explain the fiscal impact (current year and ongoing)

Approval of this budget modification will increase the total Community Services Division budget for FY 2014 by \$122,498. This new funding supports an increase in contracted services of \$113,768 and \$16,218 to cover currently budgeted grant eligible personnel. This staff funding change will allow the increase in the following program budgets: temporary staff \$5,000, Travel & Training \$6,618 and Dues & Subscriptions \$4,600.

Budgeted indirect amounts are adjusted to reflect the FY14 indirect cost allocation percentages. After correcting the calculation of these rates, the service reimbursement to the general fund will decrease by \$3,691 and the Director's Office professional services budget will decrease by \$3,797.

Ongoing service levels provided will be determined by the amount of the annual award each fiscal year.

4. Explain any legal and/or policy issues involved.

NA

5. Explain any citizen and/or other government participation that has or will take place.

NA

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

Community Services Federal/State appropriation for FY 2014 will increase by \$122,498. This funding is from the State and does not have a CFDA Number.

- **What budgets are increased/decreased?**

The Community Services Division FY 2014 budgets for the following program offers are adjusted as follows:

Program Offer #25111A - Homeless Families' Shelter & Emergency Services will increase by \$108,860, \$104,143 in contracted services, \$2,210 in Central and \$2,507 in Department Indirect expenses.

Program Offer 25133A - Housing Stabilization for Vulnerable Populations, will increase by \$17,569, \$9,625 in contracted services. The personnel budget amount will not change as the increased award for personnel currently funded with county general fund will offset an increase in the county general fund budget to cover program expenses in Temporary Staffing \$5,000, Travel & Training \$6,618, and Dues & Subscriptions \$4,600. There is reduction of \$3,998 Central and \$4,276 Department Indirect expenses due to the recalculation of indirect rates.

Program Offer 25136A - Homeless Youth System will decrease by \$3,931, \$1,903 in Central and \$2,028 in Department indirect expenses.

After correcting indirect computations, the service reimbursement from the Federal/State fund to the risk management fund will decrease by \$3,691 and the reduction in the department indirect revenue will decrease the Director's Office professional services budget by \$3,797.

- **What do the changes accomplish?**

This funding allows Multnomah county to provide services to 77 additional homeless/at risk of becoming homeless families this fiscal year.

- **Do any personnel actions result from this budget modification? Explain.**

Yes, the increased grant award funds an existing 0.16 FTE Program Specialist for 07/01/2013 – 06/30/2014.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

Yes, indirect charges are recovered.

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

This is additional funding being added to a current award by OHCS. Notice of Grant awards are received annually. The level of services provided will be determined by the amount of the award each fiscal year.

- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

The award period is from July 2013 to June 2014.

There are no cash match or in kind match requirements.

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Susan Myers /s/ **Date:** 3/13/2014

Budget Analyst: Jennifer Unruh /s/ **Date:** 3/7/14

Department HR: Heather M. Garrett, Interim HR Manager /s/ **Date:** 3/7/14

Countywide HR: N/A **Date:** _____

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."

Budget Modification: DCHS14-18

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6021	65075	SCPCHHHS.CGF	Program Specialist	706780	(0.16)	(9,938)	(3,634)	(2,646)	(16,218)
24480	6021	65075	SCPCHHHS.EHA.AD	Program Specialist	706780	0.03	1,869	856	265	2,990
24480	6021	65075	SCPCHHHS.EHA.DRF.AD	Program Specialist	706780	0.13	8,069	2,778	2,381	13,228
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 7/1/13

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6021	65075	SCPCHHHS.CGF	Program Specialist	706780	(0.16)	(9,938)	(3,634)	(2,646)	(16,218)
24480	6021	65075	SCPCHHHS.EHA.AD	Program Specialist	706780	0.03	1,869	856	265	2,990
24480	6021	65075	SCPCHHHS.EHA.DRF.AD	Program Specialist	706780	0.13	8,069	2,778	2,381	13,228
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

DCHS14-18

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	22-10	24480	25111	40			SCPCHFSS.EHA	50180	(268,085)	(211,193)	56,892	IG-OP-Direct State
2	22-10	24480	25111	40			SCPCHFSS.EHA	60160	268,085	211,193	(56,892)	Pass Thru
3												
4	22-10	24480	25111	40			SCPCHFSS.EHA.AD	50180	(12,145)	(9,567)	2,578	IG-OP-Direct State
5	22-10	24480	25111	40			SCPCHFSS.EHA.AD	60350	5,830	4,562	(1,268)	Central Indirect
6	22-10	24480	25111	40			SCPCHFSS.EHA.AD	60355	6,315	5,005	(1,310)	Department Indirect
7												
8	22-10	24480	25111	40			SCPCHFSS.EHA.DRF	50180	0	(161,035)	(161,035)	IG-OP-Direct State
9	22-10	24480	25111	40			SCPCHFSS.EHA.DRF	60160	0	161,035	161,035	Pass Thru
10												
11	22-10	24480	25111	40			SCPCHFSS.EHA.DRF.AD	50180	0	(7,295)	(7,295)	IG-OP-Direct State
12	22-10	24480	25111	40			SCPCHFSS.EHA.DRF.AD	60350	0	3,478	3,478	Central Indirect
13	22-10	24480	25111	40			SCPCHFSS.EHA.DRF.AD	60355	0	3,817	3,817	Department Indirect
14												
15	22-10	24480	25133	40			SCPCHHHS.EHA	50180	(49,125)	0	49,125	IG-OP-Direct State
16	22-10	24480	25133	40			SCPCHHHS.EHA	60160	49,125	0	(49,125)	Pass Thru
17												
18	22-10	24480	25133	40			SCPCHHHS.EHA.HSP.M	50180	(86,752)	(96,377)	(9,625)	IG-OP-Direct State
19	22-10	24480	25133	40			SCPCHHHS.EHA.HSP.M	60160	86,752	96,377	9,625	Pass Thru
20												
21	22-10	24480	25133	40			SCPCHHHS.EHA.AD	50180	(41,744)	(33,635)	8,109	IG-OP-Direct State
22	22-10	24480	25133	40			SCPCHHHS.EHA.AD	60000	15,211	17,080	1,869	Permanent
23	22-10	24480	25133	40			SCPCHHHS.EHA.AD	60130	5,304	6,160	856	Salary Related
24	22-10	24480	25133	40			SCPCHHHS.EHA.AD	60140	4,495	4,760	265	Insurance
25	22-10	24480	25133	40			SCPCHHHS.EHA.AD	60350	8,032	2,687	(5,345)	Central Indirect
26	22-10	24480	25133	40			SCPCHHHS.EHA.AD	60355	8,702	2,948	(5,754)	Department Indirect
27												
28												
29												
											0	Total - Page 1
											0	GRAND TOTAL

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
30	22-10	24480	25133	40			SCPCHHHS.EHA.DRF	50180	0	(49,125)	(49,125)	IG-OP-Direct State
31	22-10	24480	25133	40			SCPCHHHS.EHA.DRF	60160	0	49,125	49,125	Pass Thru
32												
33	22-10	24480	25133	40			SCPCHHHS.EHA.DRF.AD	50180	0	(16,053)	(16,053)	IG-OP-Direct State
34	22-10	24480	25133	40			SCPCHHHS.EHA.DRF.AD	60000	0	8,069	8,069	Permanent
35	22-10	24480	25133	40			SCPCHHHS.EHA.DRF.AD	60130	0	2,778	2,778	Salary Related
36	22-10	24480	25133	40			SCPCHHHS.EHA.DRF.AD	60140	0	2,381	2,381	Insurance
37	22-10	24480	25133	40			SCPCHHHS.EHA.DRF.AD	60350	0	1,347	1,347	Central Indirect
38	22-10	24480	25133	40			SCPCHHHS.EHA.DRF.AD	60355	0	1,478	1,478	Department Indirect
39												
40	22-10	1000	25133	40			SCPCHHHS.CGF	60000	189,062	179,124	(9,938)	Permanent
41	22-10	1000	25133	40			SCPCHHHS.CGF	60100	0	5,000	5,000	Temporary
42	22-10	1000	25133	40			SCPCHHHS.CGF	60130	65,926	62,292	(3,634)	Salary Related
43	22-10	1000	25133	40			SCPCHHHS.CGF	60140	50,374	47,728	(2,646)	Insurance
44	22-10	1000	25133	40			SCPCHHHS.CGF	60260	1,248	7,866	6,618	Travel & Training
45	22-10	1000	25133	40			SCPCHHHS.CGF	60340	2,250	6,850	4,600	Dues & Subscriptions
46												
47												
48	22-10	24480	25136	40			SCPCHHHY.EHA.AD	50180	(10,111)	(6,180)	3,931	IG-OP-Direct State
49	22-10	24480	25136	40			SCPCHHHY.EHA.AD	60350	4,850	2,947	(1,903)	Central Indirect
50	22-10	24480	25136	40			SCPCHHHY.EHA.AD	60355	5,261	3,233	(2,028)	Department Indirect
51												
52	19	1000		0020		9500001000		50310		3,691	3,691	Svs Reim F/S to General
53	19	1000		0020		9500001000		60470		(3,691)	(3,691)	Contingency
54												
55	26-10	1000	25000A	0040			CHSDO.IND1000	50370	(525,306)	(521,509)	3,797	Department Indirect Revenue
56	26-10	1000	25000A	0040			CHSDO.IND1000	60170	110,563	106,766	(3,797)	Professional Services
57												
58												
											0	Total - Page 2
											0	GRAND TOTAL