



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

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."