AGENDA
JOINT MEETING OF THE MID-WILLAMETTE VALLEY HOMELESS ALLIANCE AND ORS 190 ENTITY BOARD OF DIRECTORS

Thursday, May 9, 2024
3:00 P.M.-5:00 P.M.

Mid-Willamette Valley Council of Governments Conference Room B 100 High Street SE, Suite 200, Salem, Oregon
See next page for virtual meeting connection

A. (3:00) WELCOME ..... **Chair Gordon**

B. (3:05) ALLIANCE BOARD CONSENT AGENDA ..... **Chair Gordon**
Action: Items include approval of: (1) agenda; and (2) 04-11-2024 joint board meeting minutes *(*pages 3-11). Any consent item may be considered as a separate action item at the request of any board member. ***Staff recommendation:*** *Approve the consent agenda.*

C. (3:05) ORS 190 BOARD CONSENT AGENDA ..... **Chair Gordon**
Action: Items include approval of: (1) amended supplemental budget schedule (page 12); and (2) appointment of X *(pending names)* to staff interview panel *(pages pending*). Any consent item may be considered as a separate action item at the request of any board member. ***Staff recommendation:*** *Approve the consent agenda.*

D. (3:10) ORS 190 ENTITY BOARD BUSINESS ..... **Chair Gordon**
Action: Consider contract amendment with Jan Calvin for staff transition, annual HUD Notice of Funding Opportunity (NOFO) preparation, and support for state funded programs (pages 13-16). ***Staff recommendation:*** *Approve as presented.*

RECESS JOINT BOARD MEETING

E. (3:20) BUDGET COMMITTEE MEETING ..... **See Budget Committee agenda**

RECONVENE JOINT BOARD MEETING

F. (4:25) GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES ..... **Vincent/Calvin**
Update/Discussion: Standing agenda item to discuss recent information about the Governor's initiative. Updates will include information about Church at the Park's Polk County Monmouth shelter project (pages 17-19), and the Oregon Rehousing Initiative.
Alliance Action: consider approval of the Review and Recommendation Committee's proposed Rehousing Services awardees and funding amounts as the Alliance Intent to Award list *(materials pending R&R meeting on 5/7)*.

G. (4:45) PUBLIC COMMENT ..... **Chair Gordon**
Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity boards of directors.

H. (4:50) JURISDICTION/ORGANIZATION UPDATES ..... **All**

Discussion: Opportunity to share good news, hot topics, recent events, and any identified needs or resources.

I. (4:55) OTHER BUSINESS ..... **All**

J. (5:00) ADJOURNMENT ..... **Chair Gordon**

Supplemental information:
- Long Term Rent Assistance program updates and memorandum (pages 20-23)
- Alliance Workplan (pages 24-26)
- Budget Report (pages 27-31)
- 2024 Board and Executive Meeting Schedule (page 32)
- Contractor timesheets and invoices *pending invoice from Carla Munns* (pages 33-35)

Zoom Link: https://wesd.zoom.us/j/92702637244?pwd=aHp6UTlQaFl1TktVam9CU3lubUsrZz09

Meeting ID: 927 0263 7244
Passcode: 773509 One tap mobile +12532158782,,85158591210#,,,,*773509#

Contact Jan Calvin at 503.551.4352, or the MWVCOG central line at 503.540.6200 if you are experiencing difficulties in connecting to the meeting.

Staff Contacts: Elaine Lozier – 503.540.1620, elaine.lozier@mwvhomelessalliance.org, Jan Calvin – 503.551.4352, calvin.jan@yahoo.com

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MINUTES OF April 11, 2024

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)
BOARD OF DIRECTORS AND ORS 190 ENTITY BOARD OF DIRECTORS JOINT MEETING
Hybrid meeting: MWVCOG Conference Room 100 High St SE, Salem, OR 97301 and via Zoom

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Commissioner Jeremy Gordon, Polk County
Councilor Virginia Stapleton for Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Councilor Laura Reid for Mayor Cathy Clark, City of Keizer
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Councilor Kathy Martin-Willis, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Tricia Frizzell for Leilani Slama, Salem Health
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Christy Perry, former Superintendent representing the Salem-Keizer School District
Dan Clem, Executive Director, Union Gospel Mission
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Josie Silverman-Méndez, Deputy Director, Willamette Health Council
Zaira Flores Marin, PacificSource Community Solutions
Nicole Utz, Housing Administrator, Salem Housing Authority
Ashley Hamilton for Jimmy Jones, Mid-Willamette Valley Community Action Agency (MWVCAA)
Amber Brady for David Zepeda
Christine Sommer, MCHA, Co-Chair, CoC Collaborative Committee
Sarah White, Co-Chair, CoC Collaborative Committee

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem
David Zepeda, Subject Matter Expert
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Jason Icenbice, Executive Director, Marion County Housing Authority (MCHA)
Christian Edelblute, Executive Director, West Valley Housing Authority
Jimmy Jones, Executive Director, MWVCAA

ORS 190 ENTITY BOARD
MEMBERS PRESENT
PRESIDENT: Commissioner Jeremy Gordon, Polk County
Councilor Virginia Stapleton for Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer
Councilor Laura Reid for Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Councilor Kathy Martin-Willis, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Christy Perry, former Superintendent representing the Salem-Keizer School District

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem

STAFF AND GUESTS PRESENT
Adam Mennig, Director, Academic Development, Chemeketa Community College
Carol Christ Dallas
Cheryl
Chris Barber
DJ Vincent, CATP
Elaine Lozier, MWVHA Executive Director
Elliott Lapinel, Performance and Evaluation Committee
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share
Jan Calvin, MWVHA Consultant
Jody Russell
Judy Smith, Home Share OR
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Lynelle
Michael Livingston, Performance and Evaluation Committee
Rachel McKee
Sarah Owens
Sherry Bullard

WELCOME
Chair Gordon called the joint meeting to order at 3:06 p.m. The presence of a quorum for the MWVHA and ORS 190 Board was noted. A debrief on the staff retreat/work session took place.

ALLIANCE BOARD CONSENT AGENDA
Chair Gordon stated that he would like to pull an item from Agenda section E. He was pausing his recommendation to remove Michael Livingston and Elliott Lapinel from the Performance & Evaluation Committee.
MOTION: By Stapleton, **SECONDED** by Lopez, to **APPROVE THE JOINT BOARD AGENDA, AS AMENDED.**
Discussion: None.
Motion carried.

IN FAVOR: Gordon, Stapleton, Reid, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Stapleton, **SECONDED** by Lopez, to **APPROVE 2 & 3 ON THE CONSENT AGENDA, AS PRESENTED.**
(2) 03-14-2024 joint board meeting minutes
(3) accept Backbone's recommendation to appoint Samantha N. to Backbone (CoC's Youth Action Board)
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez.
OPPOSED: None. **ABSTAINED:** Flores Marin.

ORS 190 ENTITY BOARD CONSENT AGENDA
MOTION: By Councilor Lopez, **SECONDED** by Councilor Martin-Willis, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**
(1) REDW LLC's Statement of Work and Master Services Agreement for annual audit services
(2) Public Facing Public Records Policy
(3) Internal Public Records Policy
(4) Appoint Elaine Lozier as budget officer
(5) Appoint the 2024-25 Budget Committee members
(6) Adopt the 2023-24 Supplemental Budget Schedule
(7) Adopt the 2024-25 Budget Schedule
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Perry.
OPPOSED: None. **ABSTAINED:** None.

PUBLIC COMMENT
Ashley Hamilton, MWVCAA, said that she felt that there was a need for greater transparency with the Request for Qualifications (RFQ) process. The Review & Recommendations (R&R) Committee changed the process and exceeded established parameters

HMIS, COORDINATED ENTRY AND PERFORMANCE AND EVALUATION COMMITTEE
Lozier gave updates on the HMIS licensing requests. The goal setting by the Board showed clearly that there are many data needs. Her recommendation is to hire staff to handle data related requests but doesn't recommend HMIS licenses for anyone other than staff. Currently, only Calvin is able to access HMIS for data requests. Reports for HUD and other agencies require someone to have access. Silverman-Méndez said that the role of the Performance and Evaluation (P & E) Committee is not to do data analytics rather to use data to form direction and decisions. Calvin stated that the Alliance doesn't own the data in HMIS. We have access through our vendor contract but need a better agreement with the State. Lozier stated that staff hiring is the best

solution for the committee to get access to the data. Coordinated Entry concerns and considerations were outlined by Lozier. There is a big disparity between funding versus costs to run coordinated entry. She also mentioned that Ami Maceira-McSparin and Aryn Walker resigned from the P & E Committee and expressed that she was sorry to see them leave.
MOTION: By Wolf, **SECONDED** by Councilor Stapleton, to **ACCEPT THE RESIGNATIONS OF MACEIRA-MCSPARIN AND WALKER.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Councilor Lopez, **SECONDED** by Councilor Stapleton, to **TABLE THIS CONVERSATION AND DECISION ON HMIS, COORDINATED ENTRY AND THE P & E COMMITTEE UNTIL JULY.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

<u>ORS 190 ENTITY BOARD BUSINESS</u>
Lozier shared that Xenium was selected for human resources work because they have done work for ORS 190 entities previously and are local. The recommendation was made to add COBRA to the options.
MOTION: By Councilor Lopez, **SECONDED** by Councilor Stapleton, to **APPROVE THE CONTRACT WITH XENIUM HR FOR HUMAN RESOURCE, PAYROLL, AND EMPLOYEE BENEFIT SERVICES AND MANAGEMENT, AMENDED TO ADD COBRA.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Clark, Leno, Lopez, Martin-Willis, Perry.
OPPOSED: None. ABSTAINED: None

Lozier said that the contract with Institute for Community Alliances (ICA) for HMIS technical assistance and consultant services would cost $24,700 and would be used until the Alliance has staff to do this job. It will be included in the Supplemental Budget as Materials and Services. Senate Bill 5511 will provide $14 million and requires a Supplemental Budget. Five percent of the money may be used for administrative support.
MOTION: By Councilor Lopez, **SECONDED** by Mayor Clark, to **APPROVE THE ICA CONTRACT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Clark, Leno, Lopez, Martin-Willis, Perry.
OPPOSED: None. ABSTAINED: None

GOVERNOR'S EMERGENCY DECLARATION AND MULTI AGENCY COORDINATION (MAC) GROUP UPDATES

Church at the Park (CATP) Monmouth Property

DJ Vincent, CATP, shared that he has been talking with City of Monmouth staff about their proposal for a shelter for 20-25 adults. Staff recommended postponing the decision for a month to see how the process unfolds.

MOTION: By Councilor Lopez, **SECONDED** by Councilor Stapleton, to **FOLLOW THE STAFF RECOMMENDATION TO ALLOW THE CITY OF MONMOUTH PROCESS TO UNFOLD.**

Discussion: Councilor Lopez shared that the City of Monmouth has several things on its plate which would slow the process. It was stated that no one else has a project ready to go, but that Lozier and Calvin would identify other options for the funds, if need be. Vincent said that he would have the location and details available for the May board meeting. Gordon called the vote.

Motion carried.

IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin .

OPPOSED: None. **ABSTAINED:** None.

CATP Dallas Project

The timeline for the CATP Dallas project was shared.

MOTION: By Perry, **SECONDED** by Clem, to **APPROVE THE CATP SCOPE OF WORK CHANGE FOR THE SITE IN DALLAS.**

Discussion: None.

Motion carried.

IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin .

OPPOSED: None. **ABSTAINED:** Bethell.

Review & Recommendation (R & R) Committee: Authorized to Recommend a Change in Approach for the Long-Term Rent Assistance Program (LTRA) Administrator Section Process?

A conversation about potential conflicts of interest took place. Councilor Lopez expressed interest in discussing process and what the scope of the committee is, since it didn't just rank and review. Councilors Lopez & Stapleton noted conflicts, as did Commissioner Gordon. Mayor Clark chaired this section of the meeting. It was a new concept to have an Administrator and just seven weeks were given to complete the community plan. The RFQ was released before details were finalized and roles were identified. The R & R Committee shed light on gaps in the process. Councilor Lopez shared concerns with the process. Calvin explained the rationale behind the committee not choosing either organization that applied and outlined the LTRA program and presented an adjusted timeline.

MOTION: By Perry, **SECONDED** by Councilor Martin-Willis, to **APPROVE THE ADJUSTED TIMELINE AS PRESENTED.**

Discussion: None.

Motion carried.

IN FAVOR: Gordon, Clark, Leno, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** Councilor Lopez and Councilor Stapleton. Gordon was compelled to vote to maintain quorum.

Oregon Rehousing Initiative (ORI) Timeline, Request for Proposal (RFP) Process and Scoring Tools
Calvin shared the timeline and mentioned that this RFP is for new projects only and only for rehousing.
MOTION: By Mayor Clark, **SECONDED** by Councilor Stapleton, to **APPROVE THE ORI TIMELINE, RFP PROCESS AND SCORING TOOLS ALONG WITH THE APPOINTMENT OF TJ PUTNAM, ARI, MILROY, NANCY PINE, ELLEN KEITHLEY, DAVID CRITES, ONI MARCHBANKS, SAM DOMPIER, ROSETTA WANGERIN, AND SAMANTHA SUMMERS, TO THE ORI R & R COMMITTEE AND DESIGNATE THE EXECUTIVE COMMITTEE TO SERVE AS THE APPEALS COMMITTEE FOR THE ORI RFP PROCESS.**
Discussion: It was commented that the two-week turnaround is hard for providers, but it was also mentioned that Salem Housing Association is close to running out of funds and has stopped taking referrals. After some conversation, it was decided to amend the timeline slightly to allow for more time, with the release of the RFP coming on April 12 and moving the date for submission to May 6, which would move the appeal committee to the morning of May 9.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin **OPPOSED:** None. **ABSTAINED:** None.

STAFFING UPDATES AND PROPOSALS
It was noted that the ORS 190 no longer had a quorum and the decision was made to hold a Special ORS 190 Entity Meeting to consider this topic.

JURISDICTIONAL/ORGANIZATION UPDATES
None

OTHER BUSINESS
None

Zoom chat conversation from April 11 meeting.

Jan Calvin, OR-504, Mid-Willamette Valley Homeless Alliance
59:36
JC
There is a process for requesting data
Jeremy Gordon
01:05:49
JG
thanks, Jan

Jan Calvin, OR-504, Mid-Willamette Valley Homeless Alliance
01:07:00
JC
file:///C:/Users/calvi/OneDrive/Documents/CoC%20-%20Alliance/HMIS/Data%20Security/Homeless-System-Response-HMIS-Security-Basics.pdf
Judy Smith
01:25:44
JS
Thank you for all your work! I need to proceed to another commitment. HomeShare Oregon has made a job offer for our Area Program Manager for Marion-Polk Counties. Hoping to introduce her to you once she is onboarded. Judy Smith
ashley.hamilton
01:26:07
A
Also want to advocate for CE funding at the state level. They require CE for housing placements, but don't directly invest in the system.
Christy Perry
02:59:29
CP
I only have 10 more minutes.
Elaine Lozier
03:00:37
EL
Okay, thanks for hanging in there with us!
Christy Perry
03:11:54
CP
Wow impressive amount of people.
ashley.hamilton
03:12:23
A
Two week turn around is difficult for providers.
Christy Perry
03:14:15
CP
What if we scheduled another May mtg for this one item
ashley.hamilton
03:16:30
A
I appreciate the conversation around adjusting the timeline. This will help smaller orgs & CSO to be able turn around an RFP.
Nicole Utz, SHA
03:17:45
NU
Yes, thank you on the additional time. April is a big training and conference month for our industry.
ashley.hamilton
03:18:04

A
Yes that is good.
Cathy Clark, Keizer Mayor
03:21:12
CC
I have LOC on April 24-26.
ashley.hamilton
03:21:12
A
I have to go as well. Thank you very much for your time today. I appreciated listening in.

Public Comments from Ashley Hamilton
April 11, 2024
Mid-Willamette Valley Homeless Alliance (MWVHA)
100 High Street SE., Suite 200
Salem, OR 97301

Dear MWVHA Board Members,
Mid-Willamette Valley Community Action Agency wishes not to challenge the Long-Term Rental Assistance R&R committee recommendation regarding the local Program Administrator. But rather to shed light on crucial concerns that have surfaced throughout the RFQ process. It is my sincere hope that through this dialogue, we can fortify our CoC and uphold the principles of collaboration and integrity.

Firstly, I'd like to bring attention to the need for greater transparency throughout the RFP process. As a recap, the LTRA Community Planning work groups commenced on February 16th, with meetings accessible to the network, fostering an open platform for local program design. Over time, attendance increased, drawing representatives from various providers and sectors. Within these gatherings, the role of the LTRA Program Administrator was delineated. However, this framework was swiftly dismantled by the R&R committee. These sudden alterations, which were made behind closed doors, undermine the collaborative efforts of the community.
Furthermore, during the March 14th meeting, the Alliance board approved the process for identifying the LTRA administrator, granting authorization to the R&R committee to act on their behalf within an outlined scope. However, the final recommendation put forth by the R&R committee exceeded these established parameters. Both instances of deviation establish an unsettling precedent for future endeavors.

Furthermore, it's crucial to acknowledge the role and capacity of the CoC, particularly as we endeavor to refine our Coordinated Entry and HMIS strategies. The proposed functions of the LTRA Program Administrator by OHCS extend beyond the traditional scope of the CoC, involving tasks such as inspections, eligibility determinations, and income certifications. Presently, it's understood that the CoC will assume certain aspects of the LTRA Program

Administrator role, then collaborate and sub-contract with specific partners for functions beyond its usual scope and expertise.
However, this design faces two significant challenges that will need to be explored as the LTRA Program is administered. Firstly, the plan relies on providers being willing to undertake operational tasks, and potential liability, with limited influence on the system. Secondly, it could create a fragmented system for clients if not deployed effectively. Resulting in multiple provider interactions for different needs. Even a single transition between providers can pose a significant barrier within the system and potentially lead to adverse outcomes for households.

Finally, the selection process for the LTRA Program Administrator required a substantial time commitment from both candidates. From engaging in the intensive 6-week community planning workgroup to navigating the RFQ process. Significant staff hours were devoted to assessing internalcapacities, fine-tuning program designs, and completing the application. This dedication even extended
to staff sacrificing their Easter holiday weekend. Thus, receiving a recommendation from the R&R committee that failed to acknowledge these efforts was profoundly disheartening. Such oversight only serves to breed a sense of mistrust in future competitive processes.
In closing, while Community Action does not seek an appeal, we implore a constructive conversation at the board level to enhance our regional RFQ and NOFO practices. Having been involved in the statewide workgroup for LTRA design, Community Action remains deeply committed to its success. As a result, we look at this situation as an opportunity to critically examine this process, as a mechanism to foster continued partnership and the future success of LTRA in our community.

Thank you for your attention and consideration.
Sincerely,
Ashley Hamilton Chief
Program Officer
Mid-Willamette Valley Community Action Agency
E: Ashley.Hamilton@mwvcaa.org

ADJOURNMENT
Hearing no further business, Chair Gordon adjourned the meeting at 6:17 p.m.

_____ _____
Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

Attested:

_____ _____
Elaine Lozier, MWVHA Executive Director Date

FY 2024-25 Budget Schedule

Date	Action	Who
4/11/24	Draft budget	Amber/Elaine
4/11/24	Final Budget Review	Elaine
5/22/24	Notice of Budget Hearing emailed to Statesman Journal	Amber
6/3/24	***Budget printed***	***Amber***
6/3/24	***Notice of Budget Hearing published in Statesman Journal***	***Statesman Journal***
6/13/24	***Budget hearing and adoption***	***Board of Directors***

To: ORS 190 Entity Board of Directors

From: Elaine Lozier, Executive Director

Date: May 2, 2024

Subject: Recommendation for Amendment to Personal Services Contract with Jan Calvin

Introduction

This memo recommends the amendment of the personal services contract currently in place with Jan Calvin.

Background

In December 2023, the ORS 190 Entity contracted with Jan Calvin for work in three primary domains: required reporting, grant writing, and support for work began through the Governor's Emergency Order. As state revenue sources and expectations have grown dramatically, these services have been essential to the Alliance's ability to quickly distribute funds, coordinate service providers, and to meet state requirements and expectations. The proposed 2024-25 budget incorporates a variety of staff positions needed to maintain the Alliance's core functions and respond to opportunities for capacity building. This contract amendment will allow a smooth transition to staff, without disrupting critical CoC functions.

Details of Amendment

A marked copy of the amended contract highlighting the proposed changes is attached. The proposed amendment addresses the following:

- Changes in scope of work to incorporate support for staff transition and the annual Notice of Funding Opportunity (NOFO).
- Increase of hourly rate from $100 to $150. The adjustment of the service fee rate is due to the technical nature of the scope of work, increased workload due to state funding and requirements, and necessity to ensure a smooth and complete transition to staff.
- Increase of hours to allow for execution of altered scope of work and contract extension.
- Extension of the contract term through November 2024.

Recommendation

Based on our critical need to maintain our CoC status (NOFO, required reporting, etc.) and onboard staff appropriately, I recommend the Board approve the amendment to the personal services contract with Jan Calvin.

Action Item

Staff requests Board approval for the amended contract attached to this memo.

Conclusion

Amending the contract will ensure continued collaboration with Jan Calvin and allow us to continue meeting essential CoC requirements and to ensure successful onboarding of new employees. Staff is available to answer any questions regarding the proposed amendment.

Thank you for your time and consideration.

Sincerely,

Attachments

- Amended Personal Services Contract with Jan Calvin

Continuum of Care Consulting
Jan Calvin
CONTRACT

Amendment #1

This Amendment #1 ("Amendment") to Continuum of Care Consulting (Grant "Agreement"), is by and between ORS 190 Entity, Mid- Willamette Valley Homeless Alliance ("ORS 190 ENTITY"), an Intergovernmental Entity established pursuant to ORS 190.010, and **Jan Calvin** ("CONTRACTOR"), to assist the ORS 190 Entity and the Mid-Willamette Valley Homeless Alliance ("Alliance") in fulfilling the Alliance's objectives as directed by the ORS 190 Entity and Alliance boards of directors in completing projects now underway and to transition tasks to staff.

RECITALS

ORS 190 ENTITY and CONTRACTOR desire to amend the Agreement,

1. Section 1.2, CONTRACTOR'S OBLIGATIONS-Scope of Work, to change to incorporate support for the transition of duties to employed staff/contracted service organizations, and to add support for HUD's annual Notice of Funding Opportunity (NOFO) process;
2. Section 2.1, ORS 190 ENTITY's OBLIGATION, to change to an increased hourly rate of $150 after the initial 602 hours, and the contract total to increase for a total of $230,300; and
3. Section 6, TERM AND TERMINATION, to extend contract through November 30, 2024.

AMENDMENT

The Agreement is hereby amended as follows, effective upon signatures by all parties and approvals as required by law. New language indicated by **bold and underline** and deleted language indicated by ~~strikethrough~~:

Section 1.2 CONTRACTOR'S OBLIGATIONS, Scope of Work

1.2.1 Continuum of Care

~~g. Coordinating, writing, and preparing an application for the Youth Homelessness System Improvement grant, in close concert the Executive Director. Activities include creating a timeline, process and framework; convening a design team to guide application development; one-on-one meetings with key partners; collaboration with Backbone (the CoC's Youth Action Board), the Youth and Young Adults Subcommittee of the Collaborative Committee, and other applicable committees, subcommittees, or workgroups; and preparing materials for Alliance board meetings as requested;~~

m. In coordination with staff, completing the CoC application in response to the federal Notice of Funding Opportunity (NOFO) for CoC Program funding.

1.2.4 Transition Support, as requested by the Executive Director

a. Document processes, procedures, and tasks associated with current scope of work, including the following:

i. Gathering and updating data to generate reports necessary for HUD and State-required reporting;

ii. Preparing and submitting HUD and State required reports (LSA, SPM, HIC, PIT, etc.);

iii. Responding to data requests from organizations represented on the Alliance board;

iv. Current duties related to the Governor's Emergency Order 23-02, Senate Bill 5511, and Senate Bill 5506; and

v. Preparation and submitting the federal NOFO for CoC Program funding.

b. Participate in knowledge-sharing sessions with designated staff;

c. Prepare training materials, if applicable to supplement the knowledge transfer process;

d. Finalize all ongoing projects and ensure proper documentation is in place;

e. Connect new staff members with relevant stakeholders and project team members;

f. Provide access to necessary resources and tools for project continuation;

g. Be available during the initial onboarding period of the new staff to answer questions; and

h. Review new staff work and provide constructive feedback, as requested.

Section 2.1 ORS 190 ENTITY'S OBLIGATION

2.1 The ORS 190 Entity shall pay Contractor on a time and materials basis. In addition to the flat rate reimbursement for time spent to deliver services under this contract, Contractor shall be reimbursed for actual expenses for materials to include copies, research costs, and mileage at the IRS approved rate. Contractor shall be paid for services at a rate of $100 per hour **up to $60,200 (602 hours), and $150 per hour thereafter (1,134 hours).** The total contract cost shall not exceed ~~$60,200.00~~**$230,300 (1,736 hours)**, exclusive of reimbursement for actual expenses, during the term of this Agreement.

Section 6.1 TERM AND TERMINATION, Term

6.1.1 This Agreement shall be effective January 1, 2024 and shall continue in full force and effect until ~~June~~**November** 30, 2024, unless sooner terminated as provided in Subsection 6.2.

ORS 190 ENTITY, MWVHA **JAN CALVIN**

By: _____ **By: _____**

Jeremy Gordon, President **Jan Calvin**

Date: _____ **Date: _____**

CHURCH @ THE PARK
a table of love and acceptance
2111 FRONT ST NE STE 1-103 | SALEM, OREGON 97301

Church at the Park Polk County Shelter Update

I. **Purpose**: The purpose of this update is to keep the Mid-Willamette Valley Homeless Alliance and ORS190 Board of Directors informed of the timeline and evolution of Church at the Park's (C@P) plan to provide shelter for families and vulnerable adults in rural Polk County.

II. **Evolution of the Polk County Shelter Plan**: Since May of 2023, C@P has conducted over 10 town hall style meetings and attended frequent community partner meetings, including Service Integration Team meetings, to build relationships and serve people experiencing homelessness in Rural Polk County with our outreach team. Our goal from the beginning has been to partner with all entities to wrap around care and provide shelter for people experiencing homelessness in rural Polk County. Throughout the process of building partnerships and listening carefully to feedback from Polk County residents, including Polk County residents who are unsheltered, we have sought to be responsive to the needs of Polk County by evolving our shelter design and plan. Feedback received and resulting changes to the original plan include:

- C@P has heard the feedback of Polk County residents regarding their concerns with the originally proposed 40 bed shelter for adults and has been open to exploring two smaller shelters for the same budget.

- Additionally, C@P has heard the feedback regarding the originally proposed target population of adults ages 18+ and proposed a revision, which was approved, to prioritize families and vulnerable adults experiencing homelessness. Polk County site(s) are now being designed for families and/or vulnerable adults.

III. **Overall Timeline of Polk County Project**:

- **5/23 - 7/23**: C@P worked alongside the City of Monmouth and Christ's Church Methodist and Presbyterian United to explore the idea of opening a shelter on their property. Christ's Church ultimately decided not to proceed with the project.
- **7/23**: C@P explored alternative locations in Polk County for a possible shelter
- **8/10/23:** C@P's pre-application meeting with the City of Dallas
- **9/21/23:** C@P closed on 1876 Holman Ave
- **9/21 - 1/9:** Completed site surveys, worked with architect and civil engineer team to produce stamped drawings that addressed all matters discussed in our pre-application meeting.
- **10/23**: C@P launched our Polk County Outreach team with two FTE outreach case managers
- **01/09/24:** C@P submitted HB3995 application to the City of Dallas
- **2/14/24:** C@P received response from the City of Dallas with significant financial and time barriers to proceeding with the original plan
- **02/29/24:** C@P meeting with MWVHA and OHCS to understand allowable uses of the funding & possible next steps

- **3/12/24:** C@P toured potential Monmouth Site
- **3/14/24**: C@P presented update to the MWVHA / ORS 190 Board of response from the City of Dallas and plans to proceed with sheltering in Rural Polk County
- **3/19/24**: C@P met City of Monmouth staff on-site at the proposed location to understand the possibility of operating a shelter on the property
- **3/20/24**: C@P brought CBTWO architect out to the property to review firewalls and understand what needs to be done in order to get in compliance for sheltering up to 25 individuals in Monmouth
- **Week of 3/25/24**: Architect team began creating proposed plans
- **Week of 4/1/24**: C@P is meeting with the City of Monmouth to understand relevant codes and processes for approval to operate a shelter in that location

IV. **Polk County Outreach Update:** C@P has had a dedicated Outreach presence in Polk County since October of 2023. *In March of 2024, the Outreach team made contact with **41 unique individuals** experiencing homelessness in rural Polk County*.

V. **Dallas Shelter Update**:

- C@P will convert the house on Holman St to create 6 bedrooms and 4 bathrooms to accommodate 6 households with children. These households will range from 2-5 people and serve a maximum of 30 people at one time.
- Architectural drawings have been checked against existing codes and put out for contractor bid.
- C@P is in the process of soliciting 3 bids for general contractor work.
- Timeline:
    - March 2024 - CBTWO Architects began design development
    - April / May 2024 -
        - C@P solicit three bids for general contracting work
        - Architect will submit drawings to the City of Dallas to obtain building permits.
    - June/July/August 2024 - Renovation on existing house & structures
    - Mid - September 2024 - C@P open the shelter for families

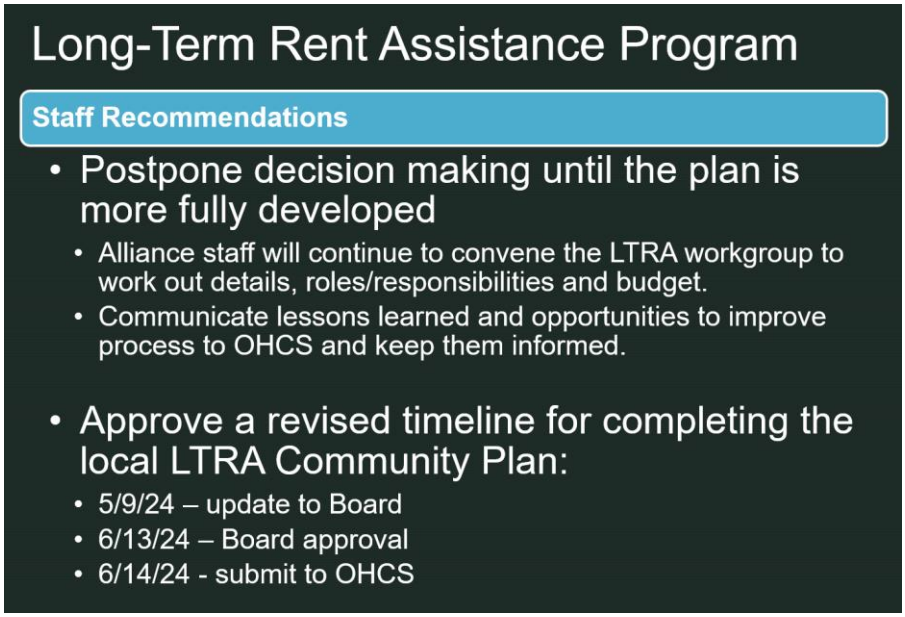
VI. **Monmouth Shelter Update**:

- A property in Monmouth has been offered to C@P to provide emergency shelter for 14 vulnerable adults.
- Application processes are currently being discussed with the City of Monmouth staff. Meetings were held with 12 representatives from Western Oregon University to discuss safety, partnership, parking and communication with the campus. Meetings have also been held between the neighbors, property owner and C@P staff to discuss our program and safety plans.
- Estimated Timeline:
    - April - Signed LOI on property securing a lease for the building. C@P will complete Pre-application meeting with the City of Monmouth
    - May 2024 - C@P, CBTWO Architects, and General contractor finalize drawings and plan to submit to the City of Monmouth
    - June/July - City of Monmouth approval process. *(It is unknown what the City of Monmouth's process for approval under HB3395 will be at this time, so the window for approval is an estimate)*
    - August/September - Complete renovations to meet code requirements
    - October - Open for individuals

VII. **Conclusion**: In the last year C@P has worked diligently to understand how best to respond to rural homelessness, learning from local partners, community members, and people experiencing homelessness in rural Polk County to adapt our plan to be responsive to the real need. Though it has been a longer journey than originally planned, we believe we are making significant progress toward providing safe, sanitary, and supported shelter to rural Polk county residents.

Long-Term Rent Assistance (LTRA) Program Community Plan
Board Update for May 9, 2024

At the April 11, 2024 meeting, the board approved the following staff recommendations:



Since that time, the following activities have taken place:

4/17 Met with Salem Housing Authority to discuss process and prepare next steps.
4/19 Met with Community Action Agency to discuss process and prepare next steps.
4/20 Drafted framework for a project implementation chart; sent to Workgroup.
4/23 Workgroup provided content for the project implementation chart.
4/25 Met with Oregon Housing and Community Services staff.

- Provided a process update on identification of a program administrator.
- Shared the intent of creating a collaborative model, designed by the Workgroup and approved by the Board in June.
- Confirmed that the timing for the first household to shift to LTRA would be no sooner than October, so the timeline would not adversely affect any household.
- Learned that the primary role of the program administrator is not to manage all activities included in the Community Plan; the primary role is to manage the housing vouchers and payments to landlords, and there can be only one entity to handle this function.
- Agreed to provide OHCS with a draft budget and the latest draft plan by 5/10/24.

4/30 Workgroup continued to work on the project implementation chart (attached).
4/30 Met with Salem Housing Authority and with Community Action Agency in preparation for a meeting to discuss the voucher process, client pathway, and support services. Meeting tentatively scheduled for 5/6 or 5/7.

Client Services	*Client services are defined as activities that directly involve the client, are client-centered, and delivered through progressive engagement.*			
Project / Goal	***Description / Activities***	***Approach, Outcomes and Measures***	***Partners***	***Partner Roles***
Administer LTRA Vouchers				
Provide client housing	Landlord/unit identification, housing habitablity assessment, leasing/rental agreement, landlord payments			
Provide client support services	Client identification and eligibility, case management, including working with the household to establish or update an individualized housing and supportive service plan, ongoing monitoring, and evaluating household stability.	Primary to each plan will be facilitating access to existing services, such as verification or enrollment in Oregon Health Plan, ensuring connection with a primary care provider, access to clinics, detox, recovery services, Oregon Law Center, community corrections coordination, and other mainstream services, as well as staff trained in SOAR to assist with accessing SSI/SSDI		Service provider
			CoC	Service contracts and funding

		Q1			Q2			Q3			Q4			
Tasks	***June***	***July***	***Aug***	***Sept***	***Oct***	***Nov***	***Dec***	***Jan***	***Feb***	***March***	***April***	***May***	***June***	
Landlord contracts				x	x	x	x	x	x	x	x	x	x	
Landlord payments					x	x	x	x	x	x	x	x	x	
Reports					Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Annual report
Habitability assessments					Annual, rolling	Annual, rolling	Annual, rolling	Annual, rolling	Annual, rolling	Annual, rolling	Annual, rolling	Annual, rolling	Annual, rolling	
Client Services	Identify # of EO HHs moving to LTRA in Q1; request advance			Identify # of EO HHs moving to LTRA in Q2; request advance	Q1 recon-ciliation and metrics		Identify # of EO HHs moving to LTRA in Q3; request advance	Q2 recon-ciliation and metrics		Identify # of EO HHs moving to LTRA in Q4; request advance	Q3 recon-ciliation and metrics			Q4 recon-ciliation and metrics
Reports	File progress report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Monthly report	Annual report
Contracts	Contracts signed. Q1 payments.			Q2 payments	Q1 recon-ciliation and metrics		Q3 payments	Q2 recon-ciliation and metrics		Q4 payments	Q3 recon-ciliation and metrics			Q4 recon-ciliation and metrics

Assessment & Planning	*Assessment and planning is defined as activities that monitor the fidelity of implementation, document progress, and develop shared understanding of opportunities for improvement that lead to revisions in program design and future implementation.*			
Project / Goal	***Description / Activities***	***Approach, Outcomes and Measures***	***Partners***	***Partner Roles***
Assess implementation and revise/design model of the local LTRA Program beyond June 2025.	Monitor client outcomes.	The number of households who successfully maintain their housing placement for 12 months; and the percentage of total program participants who 1) reside in permanent housing at time of their exit from the Program, 2) maintain or increase household income and benefits from all sources, and 3) do not re-enter into homelessness or	MWVCAA	Client services
			CoC	Data Reports
	Monitor changes in racial and ethnic disparities.	Analyze six data points to assess improvements in racial and ethnic disparities. 1) referrals for CE assessments, 2) completed CE assessments, 3) referrals to housing services, 4) enrollment in housing services, 5) housing move-in dates, and 6) housing retention.	CoC	Coordinate
				Data Reports
			"Equity Team"	Data analysis and planning
	Monitor activities and document lessons learned.	Track timeline of activities; hold quarterly debrief and learning sessions.	CoC	Coordinate and document
			LTRA Workgroup	Review progress and identify lessons learned
	Plan for the future, pending available funding.	Track availability of funding. Revise/design model for future LTRA Program.	CoC	Coordinate
			LTRA Workgroup	

Tasks	***June***	***July***	***Aug***	***Sept***	***Oct***	***Nov***	***Dec***	***Jan***	***Feb***	***March***	***April***	***May***	***June***	
												Prelim. report		Annual report
					FFY 23-24 Data									
						Review data, compare								
			Quarterly Mtg.			Quarterly Mtg.			Quarterly Mtg.			Quarterly Mtg.		
							Mid-year review; start plans for 2025-27	OHSC Update	Draft 2025-27 Plan	Refine 2025-27 Plan	Finalize 2025-27 Plan			

Capacity Building	*Capacity building is defined as activities that assist organizations to develop networks to undertake joint activities and coordinate their services to achieve common goals and provide better service to participants experiencing housing instability. Capacity Building must be used to increase the ability of a Grantee or local system to deliver OHCS funds for housing and supportive services.*			
Project / Goal	***Description / Activities***	***Approach, Outcomes and Measures***	***Partners***	***Partner Roles***
Engage culturally specific organizations to serve disproportionately represented populations.	Work with culturally specific organizations, healthcare, education, and others to develop a cadre of skilled interpreters and translators, with knowledge of the housing services system.	Identify scope of work, languages, settings where this service is needed. Inventory who is doing this type of work. Talk with Bridges, IRCO, OHA, OHCS. Explore which organizations are interested in doing the work. Determine funding processes. Create system and document procedures.	CoC	Coordinate
			MIC	Participate
			Salem Refugees for All - Afgan	(invite)
			Mano a Mano	
	Provide training and technical assistance to smaller, rural, and/or culturally specific organizations to gain knowledge, skills, and capacity to participate in the planning and delivery of homeless services.	Training, technical assistance, and resources for any culturally specific organization interested in planning and delivering homeless services. Support dedicated staff time funded to do this work. Ensure geographic reach, and engagement of those who are disproportionately affected by homelessness.	CoC	Coordinate
			MIC, Capaces, Mano a Mano, Fortaleza Atravez Barrera, Ground to Crown, and others	Help design the program/ activities
Integrate housing and healthcare.	Seek the assistance of state agencies to extend care to persons who need assistance performing activities of daily living while in transitional shelter programs, hastening their stability and success when they move to permanent housing.	Determine starting point (e.g., PSH, transitional shelter). Identify which agencies have interest in developing capacity to integrate additional services. Ensure understanding of context in which services would be delivered, e.g., congregate shelter.	CoC	Coordinate
			NorthWest Sr. & Disability Services	(invite)
			PacificSource	(invite)
			PSH/PH providers - SHA, CHS, others	
			Shelter providers - CAA, SafeSleep	
	Employ "healthcare navigators" to work in homeless services, increase the number of homeless service providers trained as Community Health Workers, and develop the capacity of homeless service providers themselves to navigate the world of OHP and OHA.	Identify organizations already doing this work. Identify organizations interested in doing this work. Consider other training, as well. Determine the role of the CoC Health & Safety Committee (as a possible place for this to "live").	CoC	Coordinate
			Capaces, MIC, CATP	Participate
			CCS	(invite)
			PacificSource	(invite)
			Salem Health, Willamette Health Council	(invite)
			OHA	(invite)

Tasks	***June***	***July***	***Aug***	***Sept***	***Oct***	***Nov***	***Dec***	***Jan***	***Feb***	***March***	***April***	***May***	***June***
Identify language needs and settings	■	■											
Gather info on how others do this work			■	■									
Identify local orgs. Interested in the work				■	■	■							
Develop criteria, training, testing plan						■	■						
Create system and procedures							■	■	■				
Launch, monitor, and modify, as needed									■	?	?	?	■
Blend w/CE work to reach diverst			■	■	■	■	■	■	■	■	■	■	■
Design a cohort program		■	■	■									
Engage specialists to provide services				■	■								
Invite orgs. to apply to participate in cohort					■	■	■						
Kickoff event for cohort								■					
Implement individual and cohort activities									■	■	■	■	■
Initial conversations with SHA, CAA, NW Senior & Disability Services, ODHS,			■	■									
Explore potential settings and partners					■	■							
Determine pathways forward							■	■					
Identify actions for implementation									■	■	■		
Implementation												■	■
Identify orgs already doing this work	■	■											
Identify current partnerships w/ OHA and OHP	■	■											
Identify orgs interested in doing this work; invite to a			■	■									
Prepare providers and presenters for participation in "showcase" event			■	■	■								
Host "showcase" event to share current work and highlight					■								
					■								
Follow up on connections made and support new						■	■						
Follow up on progress and any needs going forward								■	■				

Capacity Building	*Capacity building is defined as activities that assist organizations to develop networks to undertake joint activities and coordinate their services to achieve common goals and provide better service to participants experiencing housing instability. Capacity Building must be used to increase the ability of a Grantee or local system to deliver OHCS funds for housing and supportive services.*			
Project / Goal	***Description / Activities***	***Approach, Outcomes and Measures***	***Partners***	***Partner Roles***
Successfully partner with current and/or prospective landlords. (Landlord Partnership Plan)	Provide opportunities for landlords to participate in workshops, peer learning, and networking events, allowing them to share experiences, exchange tips, and learn in a supportive environment.		CoC	Coordinate
			Agencies' Landlord Specialists	(invite)

Tasks	***June***	***July***	***Aug***	***Sept***	***Oct***	***Nov***	***Dec***	***Jan***	***Feb***	***March***	***April***	***May***	***June***
CoC fills landlord liaison position													
Convene agencies' landlord specialist; share and update "landlord engagement and support plan"													
Engage landlords; gather perspectives, identify needs													
Compile landlord resources													
Launch CoC's landlord website													
Host quarterly landlord events													

Draft 4/30/24

Calvin Work Plan

	SB 5506 - ORI	SB 5511 - LTRA	SB 5511 - ES / SO	SB 5019 - ES / RRH	Data & Reporting	ORS 190 Entity	Alliance

April	• ORI RFP and Scoring Tools
	• ORI R&R Process
		• LTRA Community Plan
		• LTRA Program Administrator RFQ
		• LTRA Program Administrator R&R Process
			• Quarterly EO Implementation Mtg.
			• Data Reports
			• OEM Report
			• Reimbursements
			• Budget for Contract
			  ○ Polk FCO-Outreach
				• Quarterly EO Implementation Mtg. Data Reports
				• OEM Report
				• Contract amendments
				• Reimbursements
				• Site Visit Tools
				• Close-outs
				  ○ CCS
				  ○ CATP-YA
				  ○ Sheltering Silverton
					• HIC
					• PIT
							• LTRA Community Plan
							• LTRA Program Administrator
							• ORI Timeline, RFP Process, and Scoring Tools
							• ORI R&R Committee members
							• ORI Appeals Committee

May	• ORI R&R Process
	• ORI Subcontracts
	• New provider orientation
		• LTRA Community Plan
		  ○ Roles
		  ○ Budget
		  ○ Implementation Timeline
			• Data Reports
			• OEM Report
			• Reimbursement
			• Insurance updates
			• Budget for Contract
			  ○ CATP-CCS-ES
				• Data Reports
				• OEM Report
				• Reimbursements
				• Insurance updates
				• Contract amendments
				• Site Visits
					• HIC
					• PIT
						• ORI Subcontractor Awards
						• CATP-Polk 5019 Shelter Changes
							• LTRA Plan - Update
							• ORI Subcontractor Awards
							• CATP-Polk 5019 Shelter Changes

June	• Data Reports
	• Task projections
		• LTRA Community Plan – Contracts & Implementation
		• LTRA Program Reporting Set-up
			• Data Reports
			• OEM Report
			• Reimbursements
			• Task projections
			• Budget for Contract
			  ○ CATP-Polk-ES
				• Data Reports
				• OEM Report
				• Reimbursements
				• Site Visits
				• Close-outs
				  ○ SHA
				  ○ United Way
					• Task Projections	• OHCS ORI Contract
						• ORI Subcontractor Contract Template
						• OHCS HB 5019 Contract Amendment
						• HB 5019 Subcontract Amendments (mirroring OHCS changes)
						• HB 5019 Subcontract Amendments – adjusting budgets
						• SB 5511 Subcontract Funding Allocation Amendments (tent.)
						• LTRA Subcontractor Template
							• LTRA Plan – Final
							• Data Reports
							  ○ LSA
							  ○ SPMs
							  ○ HIC
							  ○ PIT

Last updated: 4/30/24

Updated 5/2/2024

Mid-Willamette Valley Homeless Alliance – Work Plan (for 5/9/24 Board meeting) *MWVHA calendar*

Month	Staff	Collaborative Committee	Coordinated Entry	HMIS	Performance & Evaluation	YYA & Backbone	ORS 190 Entity	Alliance Board
Apr	Strategic planning, data manual, HMIS and CE transitions, SB 5511, LTRA and SPA, Coordinated Entry (CE) assessment site onboarding/training; WHC investment proposal; Staffing; 2024-2025 Budget preparation	4/17-Committee charter conversation; Strategic Planning Survey Results	4/9 – HUD TA, Board recommendations re: CE decision points (e.g., quality assurance needs), CE assessment cohort update, preparation for CE community info session(s), Chair nominations	4/9 – HUD TA, Data quality, Chair nominations	4/2 – HMIS access, ESG monitoring update, Committee recruitment	YYA 4/12 – Polk County School-based Mental Health presentation; Voices of Youth Count; Backbone feedback; Summer events Backbone – Board seat discussion, Revisit purpose and priorities; Preparing for YHDP renewals; Strategic planning	4/11 – Contract with ICA for HMIS services; Contract with Xenium HR for HR services (see Calvin's workplan for further items)	4/11 Staffing update/ proposals; HMIS and CE updates; budget committee preparation
May	Strategic planning, HMIS and CE transitions, SB 5511, LTRA and SPA, Coordinated Entry (CE) assessment site onboarding/training; WHC investment proposal; Staffing; 2024-2025 Budget preparation	5/15 – strategic planning; charter conversations; Alliance presentation/Q&A	5/14 - HUD TA, Board recommendations re: CE decision points (e.g., quality assurance needs), CE assessment cohort update, preparation for CE community info session(s); CoC staffing	5/14 - HUD TA; Data quality; CoC staffing	5/7 – ESG monitoring update, HMIS access	YYA 5/10 - Pending co-chair meeting with staff Backbone – Board seat discussion, Revisit purpose and priorities; Preparing for YHDP renewals; Strategic planning	5/9 – See Calvin's workplan for items	5/9 – EO updates; budget committee meeting

June	Strategic planning, HMIS and CE transitions, SB 5511, LTRA and SPA, Coordinated Entry (CE) assessment site onboarding/training; WHC investment proposal; Staffing	5/15 – strategic planning; charter conversations; service provider presentation	5/14 - HUD TA, Board recommendations re: CE decision points (e.g., quality assurance needs), CE assessment cohort update, preparation for CE community info session(s); CoC staffing	5/14 - HUD TA; Data quality; CoC staffing	6/11 – pending	Backbone – Board seat discussion, Revisit purpose and priorities; Preparing for YHDP renewals; Strategic planning	6/13 - See Calvin's workplan for items	6/13 LTRA plan finalized; Staffing; 2024-25 budget hearing; Supplemental budget hearing

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - May 2, 2024

	HUD PLANNING GRANT	YHDP - YOUTH HOMELESSNESS DEMONSTRATION PROJECT OR0336Y0E042000	TOTAL
Income			
Federal - Direct Funds		70,828.59	$70,828.59
Revenue			$0.00
Federal		29,780.33	$29,780.33
Total Revenue		**29,780.33**	**$29,780.33**
Total Income	**$0.00**	**$100,608.92**	**$100,608.92**
GROSS PROFIT	**$0.00**	**$100,608.92**	**$100,608.92**
Expenses			
Material & Services			$0.00
Legal & Professional Fees			$0.00
Consultant Services	37,149.00	55,017.97	$92,166.97
Professional Services			$0.00
Other Professional Services		10,845.50	$10,845.50
Total Professional Services		**10,845.50**	**$10,845.50**
Special Project Hours		25.00	$25.00
Total Legal & Professional Fees	**37,149.00**	**65,888.47**	**$103,037.47**
Total Material & Services	**37,149.00**	**65,888.47**	**$103,037.47**
Meals & Entertainment		172.45	$172.45
Reimbursable Expenses		1,271.94	$1,271.94
Total Expenses	**$37,149.00**	**$67,332.86**	**$104,481.86**
NET OPERATING INCOME	**$ -37,149.00**	**$33,276.06**	**$ -3,872.94**
NET INCOME	**$ -37,149.00**	**$33,276.06**	**$ -3,872.94**

Note
Federal Revenue Sources

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - May 2, 2024

	HB 5019 C OF C	ADMIN	SUB GRANTEE ADMIN	TOTAL ADMIN	DATA COLLECTION	EMERGENCY SHELTER	OUTREACH	RAPID REHOUSING	TOTAL HB 5019 C OF C	TOTAL
Income	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
GROSS PROFIT	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Expenses										
Grant Services										$0.00
Conversion						290,805.35			290,805.35	$290,805.35
Essential Services			1,237.68	1,237.68		48,784.66	120,764.00	304,820.01	475,606.35	$475,606.35
General Management, admin, coordination		75,316.98	81,100.53	156,417.51					156,417.51	$156,417.51
Sub Grantee Administration			125,876.91	125,876.91					125,876.91	$125,876.91
Total General Management, admin, coordination		**75,316.98**	**206,977.44**	**282,294.42**					**282,294.42**	**$282,294.42**
Leasing & Temp Structures						30,000.00			30,000.00	$30,000.00
Major Rehabilitation						250,983.10			250,983.10	$250,983.10
Operations						270,748.60			270,748.60	$270,748.60
Other						24,924.13			24,924.13	$24,924.13
Relocation and Stabilization -Services								69,427.77	69,427.77	$69,427.77
Relocation and stabilization-Financial Assistance								247,828.90	247,828.90	$247,828.90
Renovation						510,090.40			510,090.40	$510,090.40
Rental Assistance								190,738.32	190,738.32	$190,738.32
Staffing, Salaries for Operating HMIS					8,179.00				8,179.00	$8,179.00
Training						3,964.76			3,964.76	$3,964.76
Total Grant Services		**75,316.98**	**208,215.12**	**283,532.10**	**8,179.00**	**1,430,301.00**	**120,764.00**	**812,815.00**	**2,655,591.10**	**$2,655,591.10**
Material & Services										$0.00
Legal & Professional Fees										$0.00
Audit Services		200.00		200.00					200.00	$200.00
Consultant Services		10,628.00		10,628.00					10,628.00	$10,628.00
Professional Services										$0.00
Other Professional Services		265.75		265.75					265.75	$265.75
Total Professional Services		**265.75**		**265.75**					**265.75**	**$265.75**
Special Project Hours		1,745.50		1,745.50					1,745.50	$1,745.50
Total Legal & Professional Fees		**12,839.25**		**12,839.25**					**12,839.25**	**$12,839.25**
Total Material & Services		**12,839.25**		**12,839.25**					**12,839.25**	**$12,839.25**
Materials & Supplies										$0.00
Computer Support, Supplies & Upgrades		205.99		205.99					205.99	$205.99
Total Materials & Supplies		**205.99**		**205.99**					**205.99**	**$205.99**
Payroll Expenses										$0.00
Fringe Benefits		3,679.80		3,679.80					3,679.80	$3,679.80
Taxes		4,366.13		4,366.13					4,366.13	$4,366.13
Wages		44,267.08		44,267.08					44,267.08	$44,267.08
Total Payroll Expenses		**52,313.01**		**52,313.01**					**52,313.01**	**$52,313.01**
Total Expenses	**$0.00**	**$140,675.23**	**$208,215.12**	**$348,890.35**	**$8,179.00**	**$1,430,301.00**	**$120,764.00**	**$812,815.00**	**$2,720,949.35**	**$2,720,949.35**
NET OPERATING INCOME	**$0.00**	**$ -140,675.23**	**$ -208,215.12**	**$ -348,890.35**	**$ -8,179.00**	**$ -1,430,301.00**	**$ -120,764.00**	**$ -812,815.00**	**$ -2,720,949.35**	**$ -2,720,949.35**
NET INCOME	**$0.00**	**$ -140,675.23**	**$ -208,215.12**	**$ -348,890.35**	**$ -8,179.00**	**$ -1,430,301.00**	**$ -120,764.00**	**$ -812,815.00**	**$ -2,720,949.35**	**$ -2,720,949.35**

Note
HB 5019-Initial advance payment from OHCS for the Governor's Emergency Order.

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - May 2, 2024

	STATE OF EMERGENCY DUE TO HOMELESSNESS OR-504	ADMIN	SUB GRANTEE ADMIN	TOTAL ADMIN	DATA COLLECTION	EMERGENCY SHELTER	OUTREACH	RAPID REHOUSING	TOTAL STATE OF EMERGENCY DUE TO HOMELESSNESS OR-504	TOTAL
Income	**$0.00**	**$395,999.34**	**$39,379.15**	**$435,378.49**	**$4,358.10**	**$3,054,731.84**	**$210,784.11**	**$658,796.82**	**$4,364,049.36**	**$4,364,049.36**
GROSS PROFIT	**$0.00**	**$395,999.34**	**$39,379.15**	**$435,378.49**	**$4,358.10**	**$3,054,731.84**	**$210,784.11**	**$658,796.82**	**$4,364,049.36**	**$4,364,049.36**
Expenses										
Grant Services										$0.00
Aquisitions						308,029.14			308,029.14	$308,029.14
Conversion						356,849.16			356,849.16	$356,849.16
Emergency Shelter						18,627.53			18,627.53	$18,627.53
Essential Services						70,730.64	233,922.75	199,169.99	503,823.38	$503,823.38
General Management, admin, coordination		18,320.79	234,001.09	252,321.88					252,321.88	$252,321.88
Sub Grantee Administration			100,466.64	100,466.64					100,466.64	$100,466.64
Total General Management, admin, coordination		**18,320.79**	**334,467.73**	**352,788.52**					**352,788.52**	**$352,788.52**
Leasing & Temp Structures						2,531.00			2,531.00	$2,531.00
Operations						844,441.93			844,441.93	$844,441.93
Other						31,254.58		49,666.81	80,921.39	$80,921.39
Relocation and Stabilization - Services								157,514.30	157,514.30	$157,514.30
Relocation and stabilization-Financial Assistance						40,454.47		164,100.03	204,554.50	$204,554.50
Renovation			10,075.99	10,075.99		1,626,519.61			1,636,595.60	$1,636,595.60
Rental Assistance								346,138.46	346,138.46	$346,138.46
Staffing, Salaries for Operating HMIS					4,358.10				4,358.10	$4,358.10
Training						6,678.64			6,678.64	$6,678.64
Total Grant Services		**18,320.79**	**344,543.72**	**362,864.51**	**4,358.10**	**3,306,116.70**	**233,922.75**	**916,589.59**	**4,823,851.65**	**$4,823,851.65**
Material & Services										$0.00
Legal & Professional Fees										$0.00
COG Administrative Services		165.00		165.00					165.00	$165.00
Consultant Services		50,368.97		50,368.97					50,368.97	$50,368.97
Total Legal & Professional Fees		**50,533.97**		**50,533.97**					**50,533.97**	**$50,533.97**
Total Material & Services		**50,533.97**		**50,533.97**					**50,533.97**	**$50,533.97**
Materials & Supplies										$0.00
Communications		100.00		100.00					100.00	$100.00
Dues and Subscriptions		105.00		105.00					105.00	$105.00
Insurance		3,285.07		3,285.07					3,285.07	$3,285.07
Mileage		63.41		63.41					63.41	$63.41
Travel Training & Meetings		125.25		125.25					125.25	$125.25
Total Materials & Supplies		**3,678.73**		**3,678.73**					**3,678.73**	**$3,678.73**
Payroll Expenses										$0.00
Fringe Benefits		-1,810.40		-1,810.40					-1,810.40	$ -1,810.40
Taxes		4,940.29		4,940.29					4,940.29	$4,940.29
Wages		52,083.40		52,083.40					52,083.40	$52,083.40
Total Payroll Expenses		**55,213.29**		**55,213.29**					**55,213.29**	**$55,213.29**
Reimbursements		2,303.88		2,303.88					2,303.88	$2,303.88
Uncategorized Expense		384.55		384.55					384.55	$384.55
Total Expenses	**$0.00**	**$130,435.21**	**$344,543.72**	**$474,978.93**	**$4,358.10**	**$3,306,116.70**	**$233,922.75**	**$916,589.59**	**$4,935,966.07**	**$4,935,966.07**
NET OPERATING INCOME	**$0.00**	**$265,564.13**	**$ -305,164.57**	**$ -39,600.44**	**$0.00**	**$ -251,384.86**	**$ -23,138.64**	**$ -257,792.77**	**$ -571,916.71**	**$ -571,916.71**
NET INCOME	**$0.00**	**$265,564.13**	**$ -305,164.57**	**$ -39,600.44**	**$0.00**	**$ -251,384.86**	**$ -23,138.64**	**$ -257,792.77**	**$ -571,916.71**	**$ -571,916.71**

Note
State of Emergency Due to Homelessness OR 504=Remaining funding after initial advance payment for the Governor's Emergency Order.
Payments from OHCS are received on a reimbursement basis, thus why this shows as negative net income

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - May 2, 2024

	SENATE BILL 5511	ADMIN	SUB GRANTEE ADMIN	TOTAL ADMIN	EMERGENCY SHELTER	OUTREACH	TOTAL SENATE BILL 5511	TOTAL
Income								
Revenue								$0.00
State		29,024.38		29,024.38	575,790.88	14,193.21	619,008.47	$619,008.47
Total Revenue		**29,024.38**		**29,024.38**	**575,790.88**	**14,193.21**	**619,008.47**	**$619,008.47**
Total Income	**$0.00**	**$29,024.38**	**$0.00**	**$29,024.38**	**$575,790.88**	**$14,193.21**	**$619,008.47**	**$619,008.47**
GROSS PROFIT	**$0.00**	**$29,024.38**	**$0.00**	**$29,024.38**	**$575,790.88**	**$14,193.21**	**$619,008.47**	**$619,008.47**
Expenses								
Grant Services								$0.00
Essential Services					27,300.81		27,300.81	$27,300.81
General Management, admin, coordination			7,550.24	7,550.24			7,550.24	$7,550.24
Sub Grantee Administration			15,826.56	15,826.56	22,938.17		38,764.73	$38,764.73
Total General Management, admin, coordination			**23,376.80**	**23,376.80**	**22,938.17**		**46,314.97**	**$46,314.97**
Operations					472,538.41		472,538.41	$472,538.41
Other					8,811.63		8,811.63	$8,811.63
Total Grant Services			**23,376.80**	**23,376.80**	**531,589.02**		**554,965.82**	**$554,965.82**
Total Expenses	**$0.00**	**$0.00**	**$23,376.80**	**$23,376.80**	**$531,589.02**	**$0.00**	**$554,965.82**	**$554,965.82**
NET OPERATING INCOME	**$0.00**	**$29,024.38**	**$ -23,376.80**	**$5,647.58**	**$44,201.86**	**$14,193.21**	**$64,042.65**	**$64,042.65**
NET INCOME	**$0.00**	**$29,024.38**	**$ -23,376.80**	**$5,647.58**	**$44,201.86**	**$14,193.21**	**$64,042.65**	**$64,042.65**

Note
Senate Bill 5511=Funds to sustain the work begun through the Governor's Emergency Order.

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - May 2, 2024

	2023-24 GOVERNMENT CONTRIBUTION	GENERAL FUND	TOTAL
Income			
Interest Income		24,404.99	$24,404.99
Local		5,500.00	$5,500.00
Other Revenue		0.00	$0.00
Revenue	164,800.00		$164,800.00
Total Income	**$164,800.00**	**$29,904.99**	**$194,704.99**
GROSS PROFIT	**$164,800.00**	**$29,904.99**	**$194,704.99**
Expenses			
Grant Services		680.00	$680.00
Material & Services		30,821.74	$30,821.74
Materials & Supplies		7,100.93	$7,100.93
QuickBooks Payments Fees		110.00	$110.00
Total Expenses	**$0.00**	**$38,712.67**	**$38,712.67**
NET OPERATING INCOME	**$164,800.00**	**$ -8,807.68**	**$155,992.32**
Other Expenses			
Other Miscellaneous Expenditure		265.14	$265.14
Total Other Expenses	**$0.00**	**$265.14**	**$265.14**
NET OTHER INCOME	**$0.00**	**$ -265.14**	**$ -265.14**
NET INCOME	**$164,800.00**	**$ -9,072.82**	**$155,727.18**

Note
Local Revenue Sources
2023-24 Government Contribution=all membership dues (not only government)

Mid-Willamette Valley Homeless Alliance
Board of Directors & Executive Committee
2024 Meeting Schedule

Board of Directors Meetings

Hybrid on Zoom/Mid-Willamette Valley Council of Governments*

Thursdays, 3:00-5:00 p.m.

- January 11
- February 8
- March 14
- Board Retreat: April 5
- April 11
- May 9
- June 13– Joint meeting with Collaborative Committee
- July 11
- August 1 (one week in advance)
- September 19 (delayed meeting due to NOFO deadline)
- October 10
- November 14
- December 12

Executive Committee Meetings

Virtual on Zoom

Tuesdays, Noon-1:00 p.m.

- January 2
- January 30
- February 27
- April 2
- April 30
- June 4
- July 2
- July 23 (one week in advance)
- September 10 (delayed meeting due to NOFO deadline)
- October 1
- November 5
- December 3

For additional information, contact:
Elaine Lozier
503.540.1620
elaine.lozier@mwvhomelessalliance.org

*Mid-Willamette Valley Council of Governments Address: 100 High St SE, Salem

Date	Shelter Ops/ OHCS	**SB 5506 (ORI)** Oregon Rehousing Initiative	**SB 5511 (LTRA)** Long Term Rental Assistance	**SB 5511** shelter, outreach, and unit access	**HB 5019** EO 23-02 shelter, outreach, RRH	**YHSI**, Youth Homelessness System Improvement grant	**YYA**, Youth and Young Adults Subcommittee	**Data gathering** and updating, and responding to requests	**HMIS**	**HUD reporting** and data entry in the federal databases	General Communications, Board, ED, HUD Regional, website, etc.	**TOTAL**
4/1/24		1.0			2.0					1.0		**4.0**
4/2/24		3.0	1.0					1.0			1.0	**6.0**
4/3/24				2.0							2.0	**4.0**
4/4/24			3.5		1.5							**5.0**
4/5/24			0.5								7.0	**7.5**
4/7/24		2.0										**2.0**
4/8/24		1.5	2.0		1.0						1.0	**5.5**
4/9/24				0.5				1.5			2.0	**4.0**
4/10/24		1.0	1.0							2.0	2.0	**6.0**
4/11/24				2.0	2.0						1.0	**5.0**
4/12/24		1.0	1.0		3.0				1.0			**6.0**
4/15/24		2.0	2.0							1.5		**5.5**
4/16/24		1.0		1.0						1.0		**3.0**
4/17/24		2.0	2.0		0.5				1.5			**6.0**
4/18/24		2.0		1.5	0.5			1.0				**5.0**
4/19/24		1.0	3.0		1.0							**5.0**
4/21/24				1.0						2.0		**3.0**
4/22/24		1.0			2.0					1.0	2.0	**6.0**
4/23/24			2.5						1.0	2.0		**5.5**
4/24/24					2.0				1.0	1.5		**4.5**
4/25/24		1.5	1.0								0.5	**3.0**
4/26/24	1.0	1.0			2.0				0.5	0.5		**5.0**
4/29/24		2.0									1.0	**3.0**
4/30/24		2.0	2.0		0.5						2.0	**6.5**
	1.0	**25.0**	**21.5**	**8.0**	**18.0**			**3.5**	**5.0**	**12.5**	**21.5**	**116.0**

Dates	Hours	Rate	Subtotal	Miles	Rate	Subtotal	Materials	Total
4/3/24-4/5/24						lodging +	$553.82	
						Zoom	$15.99	
4/1/24-4/30/24	116.0	$100	$11,600.00	384	$0.645	$247.68	$569.81	$12,417.49

Jan Calvin, Consultant Invoice Submitted 5/1/24 To: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

QUICKSILVER

Quicksilver Credit Card | Visa Signature ending in 2328
Mar 16, 2024 - Apr 14, 2024 | 30 days in Billing Cycle

Transactions (Continued)

Post Date	Description	Amount
Mar 25	HILTON ADVPURCH8002367113MEMPHISTN	$501.82

TAPESTRY COLLECTION by Hilton

Tapestry Collection by Hilton - Holman Riverfront Park
Hotel Salem
195 Commercial St SE, Salem 97301 US
9719005560
holman.hotel@hilton.com

Date Range: Apr 03, 2024 - Apr 05, 2024
Tax ID :

Guest Folio

Confirmation Number - 3501849948

Primary Guest		**ADDN GUESTS**	**Hilton Honors**
Guest Name	Calvin, Jan		Member
Address	998 Plaza Ave		2078086853
City, State, Zip Code	Ashland OR 97520		
Country	US		

Stay Details		**Company Details**		**Other Details**	
Check In Date	Apr 03, 2024	Name		Bill Number	
Check Out Date	Apr 05, 2024	Tax ID		Tax Exemption	NO
Room	K1RRC - 416	PO Number		Tax Exempt Date	
Source	OTHER	Account Name	HILTON ADVANCE PURCHASE	**Travel Agent**	
Guests	2/0			IATA	
		Account Number	HAP	Name	

Date	Type	Description	Amount
Apr 03, 2024	Charge	PARKING MANUAL	$10.00
Apr 04, 2024	Charge	RESTAURANT DINNER - POS #40528149	$35.00
Apr 04, 2024	Charge	RESTAURANT TIPS - POS #40528149	$7.00

Summary

Type	Amount
PARKING MANUAL	$10.00
RESTAURANT DINNER	$35.00
RESTAURANT TIPS	$7.00
Folio Balance	**$52.00**

Dickinson Consultants
15103 SW Parkplace Lane
Tigard, OR 97224 US
+1 6502011985
Joy@DickinsonConsultants.com

INVOICE

BILL TO
Mid Willamette Valley
Homeless Alliance
100 High St. SE, Ste. 200
Salem, OR 97301

INVOICE # 2450
DATE 04/30/2024
DUE DATE 04/30/2024
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Consulting April 2024: Strategic planning consulting services provided at a flat rate of $3,000 per month per contract signed on 1/8/2024. This month Board Retreat held April 5th and draft strategic plan provided April 23rd.	1	3,000.00	3,000.00

Dickinson Consultants accepts ACH payments or mailed checks to 15103 SW Parkplace Lane, Tigard, OR 97224
Payment is due upon receipt.
Thank you for your business!
www.DickinsonConsultants.com

BALANCE DUE **$3,000.00**