ORS 190 ENTITY,

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

2024-25 BUDGET

Adopted by the ORS 190 Entity Board of Directors on June 13, 2024

Approved by the Budget Committee on May 23, 2024

MID-WILLAMETTE VALLEY
HOMELESS ALLIANCE
MOVING TO END AND
PREVENT HOMELESSNESS

June 13, 2024

Administrative Offices: 100 High Street SE, Suite 200, Salem, OR 97301 MWVHomelessAlliance.org

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ORS 190 Entity, Mid-Willamette Valley Homeless Alliance Budget Committee Membership

Position	ORS 190 Board Members	Title	Agency	Terms End
1	Danielle Bethell	Commissioner	Marion County	6/30/2025
2	Cathy Clark	Mayor	City of Keizer	6/30/2025
3	Kathy Martin-Willis	City Councilor	City of Independence	6/30/2025
4	Jeremy Gordon	Commissioner	Polk County	6/30/2025
5	Chris Hoy	Mayor	City of Salem	6/30/2028
6	Lisa Leno	Tribal Council Member	Confederated Tribes of Grand Ronde	6/30/2028
7	Christopher Lopez	City Councilor	City of Monmouth	6/30/2028
8	Christy Perry	Former Superintendent	Salem-Keizer School District	6/30/2028
Position	**Citizen Members**	**Title**	**Agency**	**Terms End**
1	Dan Clem	Exec Director	Union Gospel Mission	6/30/2025
2	Ian Dixon-McDonald	Vice President of Programs	Marion-Polk Food Share	6/30/2025
3	Eric Enderle	Veteran Services Officer	Polk County	6/30/2025
4	Adam Mennig	Director, Academic Development & Workforce Programs	Chemeketa Community College	6/30/2025
5	Renee Pfeffer	Navigator	Law Enforcement Assisted Diversion	6/30/2028
6	Leilani Slama	Chief Communications Officer & Community Relations Officer	Salem Health	6/30/2028
7	Ari Milroy	Treasurer	Backbone/Youth Action Board	6/30/2028
8	Rhonda Wolf	CEO	United Way of the Mid-Willamette Valley	6/30/2028

FY 2024-25 Budget Schedule

Date	Action	Who
3/21/24	Draft budget	Amber/Elaine
4/11/24	***Budget Schedule Adopted***	***Board of Directors***
4/11/24	***Budget Committee Appointed***	***Board of Directors***
4/12/24	Draft Budget Message to Amber	Elaine
4/19/24	Notice of Budget Committee meeting emailed to Statesman Journal	Amber
4/24/24	Final Budget Review	Elaine
4/24/24	***Budget printed***	***Amber***
4/30/24	***Notice of Budget Committee meeting published in Statesman Journal***	***Statesman Journal***
5/9/24	***Budget Committee reviews budget***	***Budget Committee***
5/22/24	Notice of Budget Hearing emailed to Statesman Journal	Amber
6/4/24	***Notice of Budget Hearing published in Statesman Journal***	***Statesman Journal***
6/13/24	***Budget hearing and adoption.***	***Board of Directors***
6/30/24	***Budget submitted to Oregon Dept of Revenue***	***Amber***

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance Budget Committee Agenda

May 9, 2024
3:00 PM
(or immediately after completion of MWVHA/ORS 190 Entity board action)

1. **OPEN BUDGET COMMITTEE MEETING** ..... **Board President Jeremy Gordon**
2. **ELECT CHAIR AND VICE CHAIR/SECRETARY** ..... **Board President Jeremy Gordon**
3. **ADOPT PROCEDURAL RULES** ..... **Budget Officer Elaine Lozier**
4. **BUDGET MESSAGE** ..... **Budget Officer Elaine Lozier**
5. **OPPORTUNITY FOR PUBLIC TESTIMONY** ..... **Budget Committee Chair**
6. **PRESENTATION OF 2024-25 BUDGET** ..... **Budget Officer Elaine Lozier**
7. **BUDGET COMMITTEE DELIBERATIONS** ..... **Budget Committee Chair**
8. **MOTION TO APPROVE THE 2023-24 BUDGET AND REFER THE BUDGET TO THE ORS 190 ENTITY BOARD OF DIRECTORS FOR ADOPTION** ..... **Budget Committee Chair**
9. **ADJOURN** ..... **Budget Committee Chair**

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance Budget Committee Agenda

May 23, 2024
4:00 PM
Mid-Willamette Valley Council of Governments Conference Room B 100 High Street SE, Suite 200, Salem, Oregon
See below for virtual meeting connection

1. **RE-OPEN CONTINUED BUDGET COMMITTEE MEETING** ..... **Budget Committee Chair**

2. **OPPPORTUNITY FOR PUBLIC COMMENT** ..... **Budget Committee Chair**

3. **PRESENTATION OF 2024-25 BUDGET MATERIALS** ..... **Budget Officer Elaine Lozier**

4. **BUDGET COMMITTEE DELIBERATIONS**..... **Budget Committee Chair**

5. **MOTION TO APPROVE THE 2023-24 BUDGET AND REFER THE BUDGET TO THE ORS 190 ENTITY BOARD OF DIRECTORS FOR ADOPTION** ..... **Budget Committee Chair**

6. **ADJOURN** ..... **Budget Committee Chair**

Zoom Link: https://wesd.zoom.us/j/95744504371?pwd=aGxQUFVnWkxuUURNdzc1QXBXdHNtQT09
Meeting ID: 957 4450 4371
Passcode: +17193594580,,95744504371#,,,,*363274#
Contact the MWVCOG central line at 503.540.6200 if you are experiencing difficulties in connecting to the meeting.

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance Budget Committee Meeting Procedural Rules

SECTION 1
Governing Law

Section 1. Local Budget Law: The organization and authority of the Budget Committee of the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, a "council of governments" as defined in ORS 294.900, shall be established as required under Oregon Local Budget Law – ORS Chapter 294.

Section 2. Public Body: The Budget Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public meetings and records.

SECTION 2
Membership

Section 1. Committee Membership: The Budget Committee shall consist of the eight members of the ORS 190 Entity governing body and eight citizen members, representing associated services. The ORS 190 Entity governing body shall appoint each of the eight citizen members to the Budget Committee.

Section 2. Alternates: Committee members may designate an Alternate for the Budget Committee meeting who can attend in the committee member's place. Prior to the Budget Committee meeting, absent members must communicate in writing to CoC staff confirming the Alternate's attendance and granting authority for the Alternate to vote.

Section 3. Terms of Office: Terms for the appointed members of the Budget Committee shall be three years and shall begin on July 1 and end on June 30.

Section 4. Responsibilities: Budget Committee members shall regularly attend committee meetings and any meetings of subcommittees to which they are appointed and shall fulfill other duties as requested by the chair.

Section 5. Termination of Membership: The ORS 190 Entity Board may remove any Budget Committee member when it determines it is in the interest of the board to do so. Member terminations require a 2/3 vote of the voting membership. Reasons for removal include conduct that is contrary to the Board's code of conduct or noncompliance with conflict of interest or other board policies.

SECTION 3
Officers

The following officers shall be elected from the Budget Committee membership at the outset of the committee meeting convened to consider the proposed budget for the ensuing year:

Chair: The chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The chair may not initiate a motion, but may second, and shall vote on each issue after the question is called.

Vice Chair/Secretary: The vice chair/secretary shall carry out the responsibilities of the chair in the absence of the chair.

SECTION 4
Subcommittees

Section 1. Creation of Subcommittees: The Budget Committee shall have the power to create subcommittees with such responsibilities as the committee directs.

Section 2. Naming of Subcommittees: The chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the committee concerning the work of the subcommittee.

SECTION 5
Quorum

Section 1. Quorum: Nine members of the Budget Committee must be present to conduct business.

Section 2. Voting: Each Budget Committee member shall have one vote. Nine affirmative votes are required to adopt motions and approve the budget.

SECTION 6
Public Comment

Section 1. Public Comment Period: The Budget Committee will provide opportunities for the public to testify on the proposed budget. The opportunity for public testimony will occur during the Budget Committee meeting after the budget message is received and must be held prior to the committee's approval of the budget.

Section 2. Public Testimony Rules: When the Budget Committee meets in person, a sign-up sheet will be made available at the entrance to the meeting. Members of the public will be asked to address the committee in the order they signed up. When the Budget Committee meets virtually, members of the public may contact staff by email in advance of the meeting to sign up to testify. In general, the committee does not set time limits for public testimony. However, the committee may set such time limits when it deems it necessary for the efficient management of the meeting. Members of the public may send comments or testimony by email or general delivery which will be included in the committee record when received prior to the commencement of the Budget Committee meeting.

SECTION 7
Agenda & Staffing

Section 1. Staffing: The ORS 190 Entity will assign staff to record Budget Committee proceedings.

Section 2. Agenda: The chair, with the assistance of the budget officer or designee, shall prepare the agenda of items requiring committee attention, and shall add items of business as may be requested by committee members.

Section 3. Minutes: Minutes shall reflect the Budget Committee members present and the names of members not present. Minutes shall also record all motions and subsequent actions, including the number of "yes" votes on each issue. In addition, any conflicts of interest shall be noted. Staff shall maintain meeting minutes and other committee documents.

SECTION 8
Parliamentary Procedure

All remarks shall be directed to the Budget Committee chair and shall be courteous. The following rules of order shall govern the conduct of the meeting.

• Obtaining the floor: Each member should address the chair and await recognition from the chair. Once recognized, the member shall be allowed to speak without interruption as long as the discussion remains germane to the issue before the committee.

• Making a motion: All proposals seeking action shall be presented through means of a motion. Before a motion may be discussed, amended, or receive a call for vote, it must be seconded. The chair may not make a motion but may second a motion if no other committee member provides a second.

• Amending a motion: Only the member making the original motion may amend a motion. An amendment must also be seconded before it may be discussed or receive a call for vote. Only one amendment shall be allowed on the floor at any one time and must be taken up for vote before another amendment may be considered.

• Voting: After a proposal has been moved, seconded, and discussed, a vote shall be taken, as requested by the chair, with each member responding vocally in favor, in opposition, or as abstained.

• Motion to refer: A proposal may be referred by motion to a sub-committee or specific individual for further analysis or review, if the Budget Committee deems that further information is required.

• Appeal from a decision of the chair: Should a member disagree with a decision of the chair, the member may appeal a decision of the chair to the Budget Committee membership.

SECTION 9
Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined in federal regulation, pursuant to 24 CFR part 578.95, or Oregon law, pursuant to ORS Chapter 244.

SECTION 10
Amendments

These meeting procedures may be amended by the Budget Committee upon its own motion. The committee may recommend changes at any meeting by a majority vote of the membership, provided that the recommended amendment has been submitted in writing to the committee members no later than two days before the meeting.

Adopted, April 14, 2022

ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Budget Message

Updated May 31, 2024

April 24, 2024

Members of the Budget Committee:

The approved 2024-25 budget is intended to maximize our resources to accomplish our shared focus: to support the goals of the Mid-Willamette Valley Homeless Alliance, the Marion-Polk region's Continuum of Care, to end and prevent homelessness. Daily, we see the significant housing-related needs of fellow community members, co-workers, friends, and family members. Reasons for displacement vary from one person to the next, and similarly, support looks different for each individual.

Board member, David Zepeda, and alternate, Amber Brady, recently shared the following insights:

> "When observing the barriers that exist for individuals, in which, keep them from obtaining housing, it looks like a wide array of struggle to sort through. This alone can be very taxing on service providers servicing on the frontline that are interacting, assessing, outreaching and problem solving in order to house a person. Now imagine what the individual who's actually experiencing those barriers must feel about the outlook of their life. That in itself qualifies as displacement when there is no direction, no reason and no purpose. It's quite overwhelming to address when basic survival needs have become priority for that person."

Our funding supports a variety of programs, organizational models, and steps along the housing continuum of care. This is the fourth budget committee meeting since the ORS 190 Entity was formed in August 2020. Since that time, the Alliance's budget has grown rapidly and diversified. Our first approved budget totaled $365,574. The recommended 2024-25 budget totals $26,621,333, allowing us to serve more community members experiencing displacement than ever before.

Our region's needs are vast and complex. Without a doubt, this year will bring many difficult decisions, while also bringing much opportunity and promise.

Respectfully,

Elaine Lozier

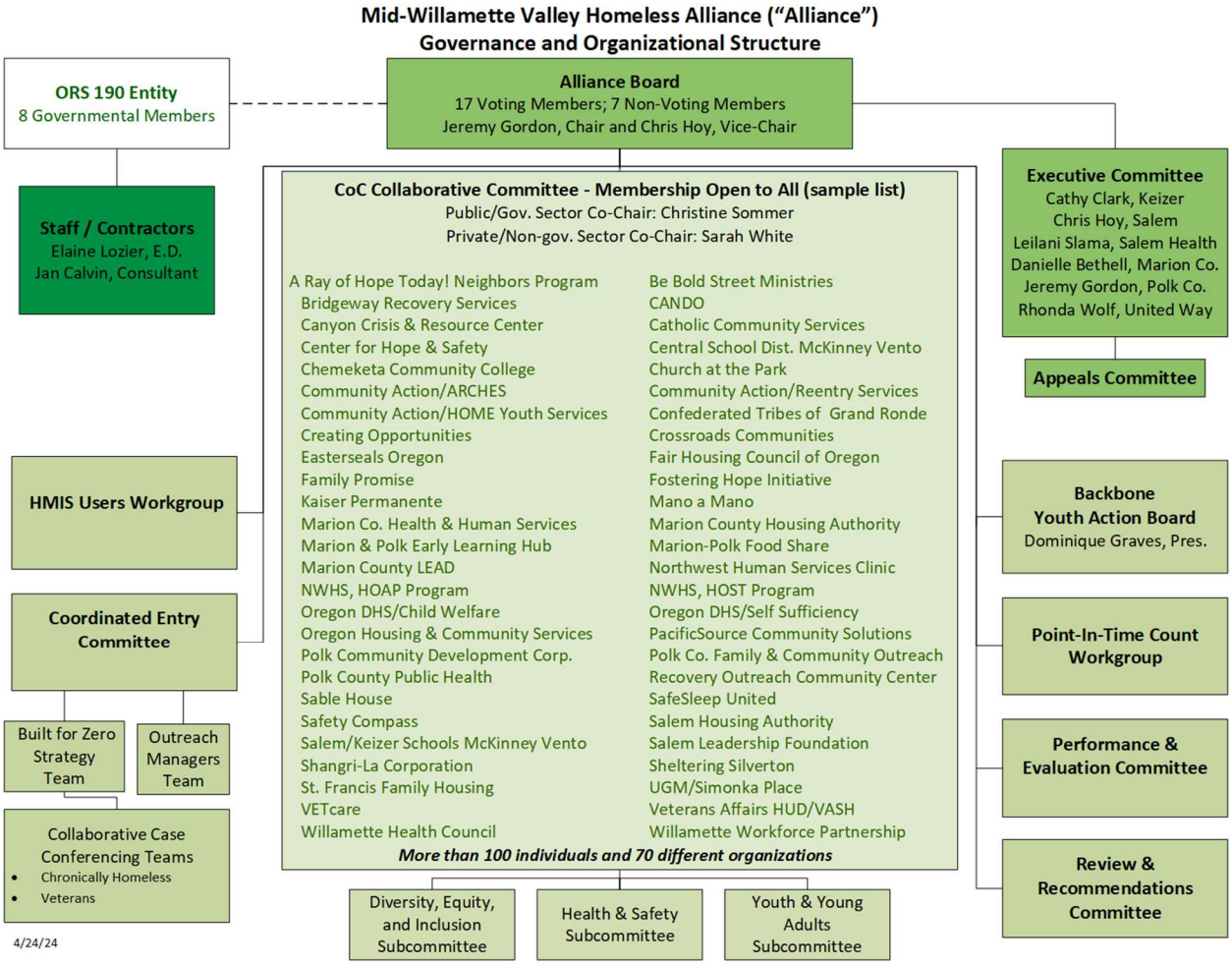
Elaine Lozier
Executive Director

Brief History

This organization's history began as an idea in 2016 by former Salem Mayor Anna Peterson to create a task force on homelessness. Keizer, Marion County, and Polk County quickly joined the effort. After the task force yearlong review, culminating in a strategic plan, three of the four participating jurisdictions approached the Mid-Willamette Valley Council of Governments (MWVCOG) to request its help. Monmouth and Independence joined the three jurisdictions.

MWVCOG hired a full-time staff person, who reported to that single steering committee and produced several research projects. After a year of preparation, when the "Initiative" became the "Alliance" in late 2019, three more governmental jurisdictions and three nonprofit organizations were added. Today, 14 organizations and one subject matter expert combine in an "Alliance" to support the work, supported by an eight-member legal entity, the ORS 190 Entity, created in August 2020 through an intergovernmental agreement.

Organizational Chart



2023-24 Budget

Local Revenue Sources

Board Member Contributions. The foundation of our organization's sustainable revenues has been the board members' contributions. The Alliance's governance charter states that organizations holding voting seats on the board each will provide a contribution to support Alliance activities. Contributions were initially made under the Development Council structure, prior to Alliance formation. The ORS 190 Entity board is authorized through its bylaws to set its government member contribution levels annually and to enter into separate agreements with non- governmental members. The approved budget retains the 2023-24 contribution levels and includes an additional $10,000 contribution from Willamette Health Council, who was seated in November of 2023. Table 1 summarizes past board member contributions with the approved amounts for 2024-25.

2024-25 Contributions					
Mid-Willamette Valley Homeless Alliance	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**RECOMMENDED 2024-25**
JURISDICTION					
Marion County	$ 40,000	$ 40,000	$ 44,000	$ 44,000	$ 44,000
City of Keizer	$ 10,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Polk County	$ 6,000	$ 6,000	$ 8,000	$ 8,000	$ 8,000
City of Independence	$ 5,000	$ 5,000	$ 5,500	$ 5,500	$ 5,500
City of Monmouth	$ 6,000	$ 6,000	$ 6,600	$ 8,500	$ 8,500
City of Salem	$ 40,000	$ 40,000	$ 44,000	$ 44,000	$ 44,000
SPECIAL DISTRICTS					
Salem-Keizer School District	$ 5,000	$ 5,000	$ 5,500	$ 5,500	$ 5,500
Ronde	$ 3,000	$ 3,000	$ 3,300	$ 3,300	$ 3,300
PARTNER ORGANIZATIONS					
PacificSource	$ -	$ 5,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
Salem Health	$ 5,000.00	$ 5,000.00	$ 5,500.00	$ 5,500.00	$ 5,500.00
Union Gospel Mission of Salem	$ 100.00	$ 100.00	$ 500.00	$ 500.00	$ 500.00
Willamette Health Council				$ 10,000.00	$ 10,000.00
United Way of the Mid-Willamette Valley	$ 1,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
TOTALS	**$ 121,100**	**$ 135,100**	**$ 152,900**	**$ 164,800**	**$ 164,800**

Table 1. ORS 190 Entity/Alliance member contributions

One Percent Provider Assessment. In September 2021, the ORS 190 Entity board approved the concept of assessing one percent of grant awards from recipients of Continuum of Care Program funds, and the Alliance formally amended its charter to do so in April 2022. Assessment funds for the 2024-2025 fiscal year are estimated at $32,836.

Health, Housing, and Homeless Service Integration. In November 2023, the Willamette Health Council (WHC) allocated a $1,000,000 investment to the Alliance to develop our capacity to convene health, housing, and homeless services partners in order to strengthen cross-sector collaboration, coordination, and service integration, leading to better health and related outcomes for the populations served. The WHC anticipates a significant portion of these funds being distributed downstream to community partners (health, housing, and homeless services sectors) to create integrated care models for people experiencing housing insecurity and/or homelessness. The approved budget consists of $112,050 for personnel costs, $3,989 for supplies, $7,000 for indirect costs, $5,000 for communications, and $15,000 for training, travel, and meetings, allowing $756,961 for future distribution to community partners.

State Revenue Sources

Governor's Emergency Declaration. The Governor's Executive Order (EO) 23-02 significantly increased the Alliance budget in the 2023-24 fiscal year. Moving into the 2024-25 fiscal year, an estimated $2,933,070 will carry forward. The recommended budget includes $525,865 for personnel costs, $21,000 for indirect costs, and $2,078,359 for already awarded providers to deliver direct services. An additional $201,912 is available for meeting emerging provider needs.

Senate Bill 5511. To sustain the services established through the Governor's Executive Order, OHCS allocated $19,695,064 to our region through Senate Bill 5511 (SB 5511) for emergency shelter, outreach, unit access, and long-term rent assistance. During the 2023-24 fiscal year, the Alliance allocated $12,001,580 for emergency shelter and outreach services to subgrantees previously awarded through the EO 23-02 process. An estimated $18,568,719 will carry forward to the 2024-25 fiscal year. The approved budget retains $721,009 for Alliance administration and technical assistance. Remaining funds will be distributed for unit access (landlord engagement and mitigation funds, data collection and HMIS, coordinated entry planning and delivery, technical assistance, and system development), long-term rent assistance, and emerging provider needs.

Oregon Rehousing Initiative. In 2023, the Legislature approved HB 5506, resulting in $2,034,071 for additional Rapid Rehousing efforts in our region. This Special Purpose Appropriate or SPA is intended to become an ongoing part of the OHCS budget. The approved budget recommends the Alliance retain five percent ($101,704) for administration and distribute the remaining $1,932,368 to providers through a competitive Request for Proposal process.

Federal Revenue Sources

HUD Planning Grant. The budget includes revenues from the HUD Continuum of Care program

planning grant that is awarded annually as part of the larger Notice of Funding Opportunity (NOFO). The planning grant for FFY 2022, budgeted in 2023-24, was $37,149. The FFY 2023 planning grant budgeted for 2024-25 significantly increased to $151,876.

HUD HMIS Grant. In the split from the Rural Oregon Continuum of Care (ROCC), the Alliance received $14,696 of a larger allocation to support Homeless Management Information System (HMIS) coordination and license costs. Oregon Housing and Community Services (OHCS), which received this grant under the ROCC and continued to apply annually for HUD funding. OHCS then passes the grant funds back to the Alliance. In 2023, HUD's HMIS contract was transferred to the ORS 190 Entity, who assumed the role of HMIS Lead. HUD's HMIS grant allocation remains at $14,696, leaving HMIS operations severely underfunded.

Coordinated Entry (CE) Grant. In 2020, the ORS 190 Entity entered a Memorandum of Understanding (MOU) with Mid-Willamette Valley Community Action Agency (MWVCAA) to run the day-to-day operations of the CE system. MWVCAA shouldered 92% of the costs related to this work, with 8% ($36,309) provided through HUD's CE grant. In late 2023, MWVCAA notified the Alliance they would transition out of this role in 2024 due to lack of undesignated funding to operate CE. The Alliance will assume the responsibility of operating the CE system for the region. This year, HUD's CE contract will be transferred from MWVCAA to the ORS 190 Entity. The federal fiscal year (FFY) 2023 CE grant totals $36,309 and is budgeted for 2024-25. This small designation continues to leave CE operations also severely underfunded.

Youth Homelessness System Improvement. In February 2024, the Alliance applied for HUD's Youth Homelessness System Improvement (YHSI) grant. The grant consists of four components, Planning and Partnerships, Data, Coordinated Entry, and Equity with a grant period of 30 months, expected to begin July 1, 2024. While we applied for all components, they may be awarded separately. If awarded some or all elements, we would receive up to $397,037 for Planning and Partnerships, $295,895 for Data, $178,580 for Coordinated Entry, and $198,825 for Equity efforts. We anticipate an announcement from HUD regarding awards by the end of June 2024. If awarded, these funds would have a profound impact on improving multiple elements of systems impacting youth experiencing displacement and homelessness. Notably, these funds would provide much needed, ongoing support and development for Backbone, our Youth Action Board, covering personnel costs for a full time Youth Program Coordinator and a part time Youth Navigator, stipends, trainings, and meeting costs. If not awarded, we will need to find an alternative way to cover costs for Backbone's critical involvement in the Alliance.

Organization Name	Project or Award Name	FY 2023 Amount Awarded
Center for Hope & Safety	CHS DV RRH - DV Bonus Renewal 1	$176,459
Center for Hope & Safety	CHS DV RRH - DV Bonus Renewal 2	$101,604
Center for Hope & Safety	CHS DV RRH Housing & Services Project (FY23)	$467,206
Mid-Willamette Valley Community Action Agency	Mid-Willamette Valley Community Action Agency-FY23 Renewal RRH	$202,056
Mid-Willamette Valley Community Action Agency	Mid-Willamette Valley Community Action Agency-FY23-RRH (Expansion)	$208,814
Shangri-La Corporation	Shangri-La PSH Assistance PH	$393,233
		$1,549,372
Church at the Park	C@P Young Adult SSO	$226,000
Mid-Willamette Valley Community Action Agency	Mid-Willamette Valley Community Action Agency-FY23-YHDP CE	$242,217
Mid-Willamette Valley Community Action Agency	Mid-Willamette Valley Community Action Agency-FY23-YHDP SSO	$152,228
Mid-Willamette Valley Community Action Agency	Mid-Willamette Valley Community Action Agency-FY23-YHDP TH-RRH	$1,113,809
		$1,734,254
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance	CoC 504 Planning Grant FY 2023	$151,876
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance	HMIS Support	$14,696
Mid-Willamette Valley Community Action Agency	Mid-Willamette Valley Community Action Agency-FY23-CE	$36,309
		$202,881
GREEN = CoC Program Funds	**Totals**	**$3,486,507**
YELLOW = YHDP Funds		
BLUE = Planning and Infrastructure Funds		

Table 2. CoC funds awarded by HUD to the Alliance for expenditure during the 2024-25 fiscal year

Other Revenue Sources

Balance Forward. The 2023-24 ending balance, estimated at $21,686,745, will become the 2024-25 beginning balance consisting of the following revenues: (1) $69,700 from the City of Salem for DEI and PIT count related work; (2) $29,579 in unexpended funds from 1% provider assessments; (3) an estimated $2,933,070 from the Governor's Emergency Order; (4) an estimated $18,568,719 from Senate Bill 5511; and (5) an estimated $85,677 in board member contributions.

Other Grants. In line with last year's budget, the approved 2024-25 budget includes an estimated $500,000 in additional grants, which may be received and expended during the upcoming fiscal year.

Revenue Sustainability

"Sustainable" or ongoing revenue sources include:

- Board member contributions;
- HUD annual CoC planning grant;
- HUD HMIS grant;
- HUD Coordinated Entry grant; and
- One percent assessment from Continuum of Care program and YHDP grant award recipients.

One-time or shorter-term revenue sources include:

- Willamette Health Council grant for health, housing, and homeless services integration;
- Five percent administrative percentage from the Governor's Emergency Declaration funds;
- Five percent administrative percentage from Senate Bill 5511 funds;
- Five percent administrative percentage from Oregon Rehousing Initiative;
- Other short-term grants; and
- Carry forward (contingency) funds from the 2023-24 fiscal year.

Discontinued funding:

The Youth Homelessness Demonstration Program (YHDP) Planning Grant awarded to the Alliance by HUD, concludes June 30, 2024. The work accomplished through this grant would not have been possible without the dedication and guidance of Backbone, our Youth Action Board. Backbone is critical to ensuring services are delivered in a manner that is responsive to youth needs. As this grant concludes, and we incorporate our YHDP funded projects into the annual CoC competition this fall, other funding is needed to sustain support for Backbone. If awarded the Youth Homelessness System Improvement (YHSI) grant, support for Backbone would not only be sustained, but also bolstered. Without the YHSI grant, we will either need to utilize unrestricted funding, or seek other funding opportunities to retain Backbone.

	FY 2021-22 Actuals	FY 2022-23 Actuals	FY 2023-24 Budget	FY 2024-25 Proposed Budget	FY 2024-25 Approved Budget
⊟1 Revenue					
⊞1 Beginning Fund Balance	114,531	274,764	242,657	16,378,288	21,686,745
⊞2 Federal	123,848	158,430	123,149	1,273,218	202,881
⊞3 State	84,585	40,835	10,424,715	7,342,528	2,034,071
⊞4 Local	180,100	131,900	154,800	197,636	197,636
⊞5 Other	234,200	194,438	229,578	1,500,000	1,500,000
1 Revenue Total	**737,264**	**800,367**	**11,174,899**	**26,691,670**	**25,621,333**

Table 3. revenue summary without detail. For further detail, please refer to table 8

2024-25 Budget Expenditures

Personnel Services. Due to budget limitations and uncertainties, the ORS 190 Entity retained solely contracted consultants from 2020-2023, compensated by flat-rate contracts. In June of 2023, ORS 190 Entity hired an Executive Director to direct the Alliance work. With the rapid growth of available funding, and vast community needs, the Executive Director recommends hiring several other full time staff during fiscal year 2024-25.

Largely due to new state revenue sources, and the added tasks of managing day-to-day operations of HMIS and CE, the Alliance's workload has increased significantly, adding to the already existing need for further capacity. The approved budget seeks to balance workload and opportunity, while building an infrastructure where essential functions are not reliant on these resources.

To fulfill our essential duties as a Continuum of Care, we must ensure the following tasks are accomplished:

- Managing HUD's annual Notice of Funding Opportunity (NOFO) process, including the CoC's consolidated application, planning grant, HMIS and CE grant;
- Operating the HMIS and CE systems;
- Generating and submitting required reports;
- Conducting Point in Time (PIT) counts; and
- Supporting other required functions conducted through committees (e.g., the Collaborative Committee).

The recommended budget figures incorporate the top of the proposed salary ranges, other personnel expenses, and fringe. The total for this category is $935,590.

Classification	Number of FTE	Budgeted Salary
Executive Director	1.00	$ 125,000
Health Liaision	1.00	$ 83,000
Administrative Specialist	0.50	$ 62,000
Program Performance and Support Manager	1.00	$ 83,000
Community Engagement Coordinator	1.00	$ 83,000
Grant and Contract Manager	1.00	$ 100,000
HMIS Specialist	1.00	$ 70,000
HMIS Analyst	1.00	$ 70,000
Coordinated Entry Program Manager	1.00	$ 83,000
Total	**8.5**	**$ 759,000**

Table 4. FY 2024-25 personnel budget summary

Classification	Budgeted FTE for FY 2023-24	Budgeted FTE following supplemental for FY 2023-24	Budgeted FTE for FY 2024-25	Difference
Executive Director	1.00	1.00	1.00	0.00
Health Liaison	0.00	0.00	1.00	1.00
Administration and Communications Specialist	0.00	0.00	0.50	0.50
Program Performance and Support Manager	0.00	0.00	1.00	1.00
Community Engagement Coordinator	0.00	0.00	1.00	1.00
Grant and Contract Manager	0.00	0.00	1.00	1.00
HMIS Specialist	0.00	1.00	1.00	0.00
HMIS Analyst	0.00	1.00	1.00	0.00
Coordinated Entry Program Supervisor	0.00	1.00	1.00	0.00
Total	**1.00**	**4.00**	**8.50**	**4.50**

Table 5. FY 2024-25 changes in personnel levels

Materials and Services (M&S). This category includes indirect charges for personnel costs and contracted services. Other expenses in this category include legal notices required by local budget law ($3,000), audit costs ($17,250), liability and insurance coverage ($16,000), office supplies ($37,450), and dues and subscriptions ($4,851). Expenses are calculated based on historical costs, analysis of similar services locally and nation-wide, and quotes for audit, insurance, and office rental.

The approved budget includes funds to continue six contracted services: (1) HR and benefit management through Xenium HR ($25,000); (2) Legal services ($40,000); (3) Direct charges by the Mid-Willamette Valley Council of Governments for accounting services, IT support, and other administrative support estimated at $60,000; (4) Management of essential CoC functions, support for administration of state funding, and contractor to staff transitions ($200,000); (5) HMIS transition support ($14,696); and (6) ongoing strategic planning consultation ($25,000).

The approved budget also includes seven additional services recommended by the Executive Director, each to be considered individually by the proper governing bodies: (1) Coordinated Entry improvement and transition support ($76,309); (2) PIT Count methodology development ($29,070); (3) Counting Us app for PIT Count ($7,000); (4) Communications plan development ($7,500); (5) Mapping of the current state of interactions between the healthcare, housing, and homeless services system; identify gaps and opportunities coordination ($100,000); (6) Technical assistance for SB 5511 administration ($60,014); and (7) Services to improve diversity, equity, and inclusion practices within the Alliance, including translation and interpretation services ($75,000). Additionally, the budget allows for $250,000 for contract services if additional grants are received.

The total for this category is $ 1,326,041.

Special Payments (Grants). The budget includes dedicated funding to distribute to partner organizations:

- $756,961 from the Willamette Health Council to support health, housing, and homeless services sectors to create integrated care models for people experiencing housing insecurity and/or homelessness.
- $2,280,270 in unexpended funds from HB 5019.
- $12,759,500 in unexpended funds from SB 5511.
- $5,118,823 remaining from SB 5511 for long-term rent assistance.
- $1,911,105 from OHCS' Oregon Rehousing Initiative for additional Rapid Rehousing services.

The total for this category is $22,826,660.

Contingencies. The balance of the approved expenditures budget is included in the Contingencies line item of $533,042, reflecting a combination of the estimated reserve funds from board member contributions, one percent provider assessments, and future grant funds to be attained.

	FY 2021-22 Actuals	FY 2022-23 Actuals	FY 2023-24 Budget	FY 2024-25 Proposed Budget	FY 2024-25 Approved Budget
2 Expenses					
6 Personnel Services	-		179,016	1,928,446	935,590
7 Materials and Services	450,842	604,416	10,828,058	1,900,424	1,326,041
8 Captital Outlay				-	-
10 Debt Service				-	-
11 Transfers				-	-
12 Contingency			167,825	283,042	533,042
9 Special Payments(Grants)				22,579,759	22,826,660

Table 6. expenditures summary without detail. For further detail, please refer to Table 9.

Significant Issues Facing the Alliance in 2024-25

Capacity for Rapid Growth. The most pressing issue facing this organization in the upcoming year is continued rapid growth. As OHCS dramatically increased their utilization of CoCs to manage functions such as contract management, data reporting, program monitoring and fiscal management, the necessity to build capacity is acute. During the 2024-25 fiscal year, we expect that OHCS will continue to utilize CoCs to provide similar services. Additionally, stepping into new HMIS and CE related roles increases the need for organizational capacity to fulfill basic CoC responsibilities. In fiscal year 2023-24, the Alliance met data reporting, program monitoring, and fiscal management expectations through an Executive Director, a staff contractor, and a contract with MWVCOG for administration and fiscal management services. Our capacity to manage the workload associated with our recent growth hampers our ability to focus on other essential and desired tasks. Given the requirements of maintaining a CoC, our local need for data access and analysis, and desire to transition away from a staff contractor model, the approved budget allows for significant growth of personnel services with transition support.

Long-Term Sustainability. Much of the growth we have experienced is due to state funding, and thus, highly dependent on legislative action. Currently, there seems to be legislative appetite for continuing services created during the Governor's Emergency Order, however, we cannot assume these will be sustained ongoing. As we look to appropriately meet contractual requirements, while ensuring we do not become too dependent on unstable funding sources, we must carefully build a core infrastructure that is not reliant on these funds to fulfill our essential duties. Sustaining HMIS and CE operations is critical to fulfilling our obligations, yet the funding we receive through HUD is severely deficient. We must either find a way to increase our allocation from HUD, or find alternative, sustainable funding sources. Currently, we have the rare opportunity to utilize administrative funds from various OHCS contracts to fund necessary HMIS and CE positions. The positions approved in this budget are the very minimum necessary to perform the required work.

Supporting Linguistically and Culturally Specific Needs. Geographically, our region is large with many different communities within it, none of which are immune to housing-related challenges. While our resources for housing-related needs are limited in general, they are even further inadequate for those whose primary language is not English, those with low literacy levels, and those disproportionally impacted by displacement. There is substantial work needed to improve the availability of housing and homeless services resources in plain language, and which are linguistically and culturally responsive. The approved budget incorporates funding for interpretation and peer-reviewed translation services. Additional work is needed to support culturally specific organizations seeking to provide housing and/or homeless services.

Conclusion. After the Budget Committee reviews and approves the budget, the ORS 190 Entity Board of Directors will adopt the final budget and resolution at its June 13 meeting, at which time the board will conduct a budget hearing.

Budget Tables

	FY 2021-22 Actuals	FY 2022-23 Actuals	FY 2023-24 Budget	FY 2024-25 Proposed Budget	FY 2024-25 Approved Budget
1 Revenue					
1 Beginning Fund Balance	114,531	274,764	242,657	16,378,288	21,686,745
2 Federal	123,848	158,430	123,149	1,273,218	202,881
3 State	84,585	40,835	10,424,715	7,342,528	2,034,071
4 Local					
Center for Hope and Safety	-			7,453	7,453
Church at the Park				2,260	2,260
Grand Ronde	3,000	3,300	3,300	3,300	3,300
Independence	5,000	5,500	5,500	5,500	5,500
Keizer	15,000	15,000	15,000	15,000	15,000
Marion County	40,000	44,000	44,000	44,000	44,000
Mid-Willamette Valley Community Action Agency				19,191	19,191
Monmouth	6,000	6,600	8,500	8,500	8,500
Mountain West	50,000				
PacificSource	5,000		10,000	10,000	10,000
Polk County	6,000	8,000	8,000	8,000	8,000
Salem	40,000	44,000	44,000	44,000	44,000
Salem Health			5,500	5,500	5,500
Salem/Keizer School District	5,000	5,500	5,500	5,500	5,500
Shangri-La				3,932	3,932
Union Gospel Mission	100		500	500	500
United Way	5,000		5,000	5,000	5,000
Willamette Health Council				10,000	10,000
4 Local Total	**180,100**	**131,900**	**154,800**	**197,636**	**197,636**
5 Other					
City of Salem	150,000			-	-
Marion County	75,200				
Misc Grants	9,000		200,000	1,000,000	1,000,000
Other		194,438	29,578	500,000	500,000
5 Other Total	**234,200**	**194,438**	**229,578**	**1,500,000**	**1,500,000**
1 Revenue Total	**737,264**	**800,367**	**11,174,899**	**26,691,670**	**25,621,333**

Table 7. Revenue summary with detail.

	FY 2021-22 Actuals	FY 2022-23 Actuals	FY 2023-24 Budget	FY 2024-25 Proposed Budget	FY 2024-25 Approved Budget
2 Expenses					
6 Personnel Services					
Fringe	-		41,743	432,189	270,025
Wages	-		137,273	1,496,257	665,565
6 Personnel Services Total	**-**		**179,016**	**1,928,446**	**935,590**
7 Materials and Services					
Audit	8,000	8,800	14,000	17,250	17,250
CoC Insurance	3,162	5,559	12,000	16,000	16,000
Communications	42,249			20,000	20,000
Computer Support and Supplies	140	36,933	940	26,213	12,989
Consultant Services	366,234	465,490	515,332	1,497,659	1,116,666
Dues and Subscriptions				4,851	4,366
Grants				-	-
Legal Fees	7,125	31,387	15,000	40,000	40,000
Legal Notices	2,136	4,342	3,000	3,000	3,000
Lobbyist Services				-	-
Office supplies		11,209	22,800	37,450	16,920
Other	681	23,747	10,089,518	2,047	-
Special Project Hours				-	-
Training, Travel & Meetings	18,597	14,450	5,000	41,200	20,700
Youth Stipends			83,656	42,500	-
Other indirect (rent, tech support)	2,519	2,498	66,812	152,254	58,150
7 Materials and Services Total	**450,842**	**604,416**	**10,828,058**	**1,900,424**	**1,326,041**
8 Captital Outlay				-	-
10 Debt Service				-	-
11 Transfers				-	-
12 Contingency					
Contingency			167,825	283,042	533,042
12 Contingency Total			**167,825**	**283,042**	**533,042**
9 Special Payments(Grants)				22,579,759	22,826,660
2 Expenses Total	**450,842**	**604,416**	**11,174,899**	**26,691,670**	**25,621,333**

Table 8. Expenditure summary with detail.

Total FTE: 8.50

Budget Committee Background Materials

Local Budget Law Requirements

Oregon Department of Revenue, Local Budgeting Manual:
Most local governments and other municipal corporations in Oregon are subject to Local Budget Law and must prepare and adopt a budget according to that law. There are a few exceptions. The following districts are totally or partially exempt from Local Budget Law requirements (ORS 294.316):

14. Intergovernmental entities or councils of governments formed under the provisions of ORS 190.010,
unless they levy property tax. **These organizations are subject to separate budget requirements found in ORS 294.900 to 294.930.** Those that impose a property tax during the ensuing year or biennium are subject to Local Budget Law, ORS 294.305 to 294.565.

Oregon Revised Statutes

294.900 "Council of governments" defined. As used in ORS 294.900 to 294.930, "council of governments" means an entity organized by units of local government under an intergovernmental agreement under ORS 190.003 to 190.130, which does not act under the direction and control of any single member government and does provide services directly to individuals. [1987 c.666 §1]
Note: 294.900 to 294.930 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 294 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

294.905 Budget committee; membership; term; vacancies; officers; meetings to be public. (1) A council of governments shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body of the council of governments and an equal number of representatives of the services provided by the council of governments. If there are fewer representatives of the services than the number of members of the governing body of the council, the governing body and the representatives willing to serve shall be the budget committee. If there are no representatives willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee shall not be officers, agents or employees of the council of governments or providers of the services.

(5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be staggered so that one-third or approximately one-third of the terms of the appointive members end each year.

(6) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the council of governments shall fill the vacancy by appointment for the unexpired term.

(7) The budget committee, at its first meeting after its appointment, shall elect a chairperson and a secretary from among its members.

(8) Meetings of the budget committee shall comply with the requirements of ORS 192.610 to 192.690. [1987 c.666 §2]

294.915 Notice of budget committee meeting; public availability of documents. (1) Not less than eight days and not more than 14 days prior to the meeting of the budget committee of the council of governments, notice of the meeting shall be published in a newspaper of general circulation within each county represented by the council of governments. The notice shall contain the purpose, time and place of the meeting and the place where the budget document is available. The notice shall also state that the meeting is a public meeting where deliberations of the budget committee will take place and that any person may discuss proposed programs with the budget committee at that time.

(2) The governing body shall either provide the means of duplicating the budget or part thereof, in those situations where the budget document or portion thereof may be quickly reproduced, or shall provide copies of the budget document or part thereof so that a copy of the budget document or part thereof may be readily obtained by any individual interested in the affairs of the council of governments. [1987 c.666 §4]

294.920 Hearing on budget document. (1) Each council of governments shall hold a public hearing on the budget document as approved by the budget committee.

(2) Not less than eight days and not more than 14 days prior to the meeting held as required by subsection (1) of this section, notice of the meeting shall be published in a newspaper of general circulation within each county represented by the council of governments. The notice shall contain the time and place of the meeting and the place where the budget document, as approved by the budget committee, is available. The notice shall also state that the meeting is a public meeting where any person may appear for or against any item in the budget document. [1987 c.666 §5]

ORS 190 Entity By-Laws (approved 8-12-2021)

VIII. BOARD OF DIRECTORS

H. Board Administrator. The Board will appoint a Board Administrator annually by majority vote and may remove an appointed Board Administrator by majority vote at an annual or special board meeting. The Board Administrator is responsible for meeting preparation, including locating, reserving, and preparing the meeting space; compiling background materials and reports; taking attendance at meetings; and providing facilitation, as needed. The Board Administrator will publish meeting notices, prepare meeting minutes, maintain ORS 190 Entity records, and perform other duties as determined by the Board. The Board Administrator may serve as the ORS 190 Entity Budget Officer, unless otherwise approved by a majority of the Board. As Budget Officer, the Board Administrator will prepare the annual ORS 190 Entity budget and assure compliance with local budget law.

BEFORE THE BOARD OF DIRECTORS

FOR THE ORS 190 ENTITY, MID-WILLAMETTE HOMELESS ALLIANCE

In the matter of making appropriations
For Fiscal Year 2024-25

RESOLUTION 2024-02

WHEREAS, it is necessary for the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, hereinafter called the ORS 190 Entity, to adopt a revenue and expenditure Budget for fiscal year 2024-25; and

WHEREAS, the ORS 190 Entity Budget Committee met on May 9, 2024 and continued its meeting on May 23, 2024 to review and receive public comment on the proposed FY 2024-25 Budget and recommended approval to the Board of Directors; and

WHEREAS, at a budget hearing conducted on June 13, 2024 the ORS 190 Entity Board of Directors approved the Budget submitted by the Budget Committee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the ORS 190 Entity:

THAT the ORS 190 Entity Board of Directors hereby adopts the attached Budget for fiscal year 2024-25; and

THAT the following amounts are hereby appropriated for the purposes specified for the fiscal year beginning July 1, 2024:

Personnel Services	$ 935,590.00
Materials & Services	$ 1,326,041.00
Capital Outlay	$ 0.00
Debt Service	$ 0.00
Special Payments	$ 22,826,660.00
Transfers Out	$ 0.00
Contingency	$ 533,042.00
TOTAL	$ 25,621,333.00

THAT the Executive Director is authorized to execute said Budget and shall file a true copy of the Budget with the Oregon Department of Revenue.

ADOPTED by the Board of Directors of the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance at Salem, Oregon this 13th day of June, 2024.

Jeremy Gordon
Jeremy Gordon (Jun 21, 2024 12:41 PDT)

ATTEST

Jeremy Gordon, President
ORS 190 Entity

Elaine Lozier
Elaine Lozier (Jun 21, 2024 12:32 PDT)

Elaine Lozier
Executive Director