MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
BOARD OF DIRECTORS

	Organization (in alpha order)	Delegate	Role
VOTING MEMBERS	Backbone Youth Action Board*	Vacant	
	City of Independence	Shannon Corr	City Councilor
	City of Keizer	Soraida Cross	City Councilor
	City of Monmouth	Christopher Lopez	City Councilor
	City of Salem	Julie Hoy	Mayor
	City of Salem	Shane Matthews	City Councilor
	CoC Collaborative Committee*	David Zepeda	Subject Matter Expert
	CoC Collaborative Committee*	Vacant	
	Confederated Tribes of Grand Ronde	Lisa Leno	Tribal Council Member
	Law Enforcement Assisted Diversion*	Renee Pfeffer	LEAD Navigator
	Marion County	Danielle Bethell	Commissioner
	PacificSource Community Solutions	Zaira Flores Marin	Director, Marion & Polk Counties CCO
	Polk County	Jeremy Gordon, *Chair*	Commissioner
	Salem Health	Leilani Slama	Chief Communications and Community Relations Officer
	Salem-Keizer School District 24J	Andrea Castañeda	Superintendent
	Union Gospel Mission	Dan Clem	Executive Director
	United Way of the Mid-Willamette Valley	Rhonda Wolf	CEO
	Willamette Health Council	Josie Silverman-Méndez	Deputy Director
EX OFFICIO (NON-VOTING) MEMBERS	CoC Collaborative Committee	Christine Sommer	Co-Chair
	CoC Collaborative Committee	Sarah White	Co-Chair
	Marion County Housing Authority	Jason Icenbice	Executive Director
	Mid-Willamette Valley Community Action Agency	Ashley Hamilton	Deputy Executive Director
	Polk County Veteran Services	Eric Enderle	Veteran Services Officer
	Salem Housing Authority	Nicole Utz	Housing Administrator
	West Valley Housing Authority	Christian Edelblute	Executive Director

** Representing individuals who are homeless or formerly homeless*

ORS 190 ENTITY BOARD OF DIRECTORS

Organization (in alpha order)	Delegate	Elected or Staff Role
City of Independence	Shannon Corr	City Councilor
City of Keizer	Soraida Cross	City Councilor
City of Monmouth	Christopher Lopez	City Councilor
City of Salem	Julie Hoy	Mayor
Confederated Tribes of Grand Ronde	Lisa Leno	Tribal Council Member
Marion County	Danielle Bethell	Commissioner
Polk County	Jeremy Gordon, *President*	Commissioner
Salem-Keizer School District 24J	Andrea Castañeda	Superintendent

AGENDA

Joint Meeting of:

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA) BOARD OF DIRECTORS; ORS 190 ENTITY BOARD OF DIRECTORS

Meeting Location(s):
May 8, 2025
Mid-Willamette Valley Council of Government
100 High St SE, Salem, OR 97301
And
Via teleconference (Zoom link on page 4)

1. (3:00) WELCOME — CHAIR GORDON

ALLIANCE CONSENT

2. (3:05) ALLIANCE BOARD CONSENT AGENDA — CHAIR GORDON

Approval of:

a. Agenda;
b. April 30th Joint Board of Director's and Collaborative Committee meeting minutes;
c. Accept the resignation of Sarah White (Sheltering Silverton) from the MWVHA Board of Directors, Collaborative Committee (Co-chair), Point-in-Time Workgroup and the Health & Safety Committee;
d. Accept the resignation of Skye Hibbard-Swanson (Pacific Source) and Michael Keuler (Marion County Health & Human Services) from the Health and Safety Committee;
e. Accept the resignation of Charlotte Standley and Mayra Gutierrez from the Youth Action Board (Backbone);
f. Appoint Logan Garcia (MWVCAA) and Christine McCollum (Pacific Source) to the Health and Safety Committee; and
g. Accept Appointment of Windra Woods as President of the Youth Action Board (Backbone).

Any consent item may be considered as a separate action item at the request of any board member

ORS 190 CONSENT

3. (3:10) ORS 190 ENTITY BOARD CONSENT AGENDA — CHAIR GORDON

Approval of minor corrections to the following contracts:

a. MWVCAA , SB 5511/EO, Family Shelter (pages 05-07) ; and
b. Center for Hope and Safety, SB 5511/EO, Mosaic Shelter (pages 08-10)

Any consent item may be considered as a separate action item at the request of any board member

PUBLIC COMMENT

4. (3:15) PUBLIC COMMENT — CHAIR GORDON

Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity Board of Directors. Comments will be limited to three minutes.

ALLIANCE BUSINESS/ACTIONS

5. (3:20) EMPLOYEE HANDBOOK — MISTY SORTE

Sorte will address the need to update the MWVHA Employee Handbook with up-to-date benefit offerings, staff policies on working from home and establish internal hiring practices.

ACTION: Approve amendments to the Employee Handbook (Click here) and Remote Work Addendum (page 11).

6. (3:25) APPOINT RFP WORKGROUP FROM H&S COMMITTEE — MISTY SORTE

Misty will briefly describe the Health and Safety Committee's recommendation to develop a workgroup tasked with developing a scope of work for a Request for Proposal (RFP) to procure a consultant to help address the disconnect between health and homelessness by identifying actionable solutions.

ACTION: Approve the following appointments to the Health and Safety's RFP Workgroup:

a. Denyc Boles', Salem Health - Health;
b. Josie Silverman-Mendéz, Willamette Health Council - Health;
c. Lynelle Wilcox, SafeSleep - Housing;
d. Christina Bertschi, Marion County - Health;
e. Misty Sorte, Executive Director; and
f. Cassie Bay, Staff - Lived Experience.

Staff Recommendation: Approve RFP workgroup appointments.

7. (3:30) HUD CONTRACT — MISTY SORTE

Misty will share highlights on the HUD contract and explain how it is going to affect operations (pages 12-22).

ORS 190 BUSINESS/ACTIONS

8. (3:35) MISTY SORTE CONTRACT — CHAIR GORDON

Open discussion to discuss next steps for interim executive director contract.

ALLIANCE-ORS 190 UPDATES

9. (3:45)DIRECTOR'S REPORT — SORTE

Sorte will provide staffing and consultant updates.

Staff Report on (pages 23–29); and

P&L by Class Report (Click here)

10. (5:00)ADJOURNMENT — CHAIR GORDON

Supplemental information:

• 2025 Board and Executive Meeting Schedule (page 30)

• Contractor timesheets and invoices (pages 31–36)

Virtual Meeting Information:

Zoom Link: https://wesd.zoom.us/j/95458332303?pwd=bk7d9HC6q2aIWtydTch084DrC5nsPX.1
Meeting ID: 954 5833 2303
Passcode: 673610

One tap mobile
+16694449171,,95458332303#,,,,*673610# US
+16699006833,,95458332303#,,,,*673610# US (San Jose)

Staff Contacts:
General questions or difficulties connecting:
Cassie Bay – 503.540.1627, cassandra.bay@mwvhomelessalliance.org

Board member inquiries:
Misty Sorte – 503.540.1620, misty.sorte@mwvhomelessalliance.org

The Mid-Willamette Valley Homeless Alliance is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact MWVHA at (503) 540-1627 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1

Amendment to

Senate Bill 5511: Sustaining Efforts of
Executive Order 23-02 Oregon's Emergency Homelessness Response
CONTRACT

This Amendment ("Amendment") to Senate Bill 5511: Sustaining Efforts of Executive Order 23-02 Oregon's Emergency Homeless Response (Grant "Agreement"), as amended from time to time, 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 Center for Hope and Safety ("SUBGRANTEE"), with funding provided through Oregon Housing and Community Services for Emergency Shelter.

RECITALS

ORS 190 ENTITY and SUBGRANTEE desire to correct the amount in Exhibit B, Budget to align with the approved program expenditures allowable SUBGRANTEE administrative costs.

AMENDMENT

A. 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 deleted language indicated by strikethrough:

SIGNATURE OF AUTHORIZED REPRESENTATIVES

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance:

Authorized Signature:_____ Date:_____

Print Name: Jeremy Gordon Title: President

Address: 100 High Street SE, Suite 200, Salem, OR 97301

Phone: (503) 588-6177 Email: gordon.jeremy@co.polk.or.us

SUBGRANTEE:

Authorized Signature:_____ Date:_____

Print Name: Ashley Carson Title: Executive Director

Address: 605 Center Street NE, Sale

Phone: 503-378-1572 Email: ashley@hopeandsafety.org

Designation of SUBGRANTEE's Grant Manager:

Name: Sara Brennan Title: Program Manager

Phone: 503-378-1572 Email: sara@hopeandsafety.org

EXHIBIT B
BUDGET

Budget Component	Category	Activity	CHS - Mosaic Shelter
Street Outreach	Essential Services	Engagement	
Street Outreach	Essential Services	Housing-Focused Case Management	
Street Outreach	Essential Services	Transportation	
Street Outreach	Essential Services	Cell Phones or Tablets	
Street Outreach	Training	Training	
Emergency Shelter	Essential Services	Housing-Focused Case Management*	188,936
Emergency Shelter	Essential Services	Life Skills Training	
Emergency Shelter	Essential Services	Transportation	
Emergency Shelter	Operations	Maintenance	
Emergency Shelter	Operations	Rent	
Emergency Shelter	Operations	Security	
Emergency Shelter	Operations	Fuel	
Emergency Shelter	Operations	Equipment	48,455
Emergency Shelter	Operations	Insurance	24,000
Emergency Shelter	Operations	Utilities	52,971
Emergency Shelter	Operations	Supplies	9,500
Emergency Shelter	Operations	Volunteer Incentives	
Emergency Shelter	Operations	Training	
			323,852
			323,852
			~~38,100~~ 38,005
			361,952

Amendment 2 to
Senate Bill 5511: Sustaining Efforts of
Executive Order 23-02 Oregon's Emergency Homelessness Response
CONTRACT

This Amendment ("Amendment") to Senate Bill 5511: Sustaining Efforts of Executive Order 23-02 Oregon's Emergency Homeless Response (Grant "Agreement"), as amended from time to time, 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 **Mid-Willamette Valley Community Action Agency** ("SUBGRANTEE"), with funding provided through Oregon Housing and Community Services for **Emergency Shelter**.

RECITALS

ORS 190 ENTITY and SUBGRANTEE desire to correct the amount in Exhibit B, Budget to align with the approved program expenditures allowable SUBGRANTEE administrative costs.

AMENDMENT 2

A. 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~~:

.

SIGNATURE OF AUTHORIZED REPRESENTATIVES

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance:

Authorized Signature:_____ Date:_____

Print Name: Jeremy Gordon Title: President

Mid-Willamette Valley Community Action Agency:

Authorized Signature:_____ Date:_____

Print Name: Jimmy Jones Title: Executive Director

EXHIBIT B
BUDGET

Budget Component	Category	Activity	AA - Shelter Renovation and Op	Additional Funds	Revised Budget
Emergency Shelter	Essential Services	Housing-Focused Case Management	$ 34,495.00		$ 34,495.00
Emergency Shelter	Essential Services	Child Care	$ 34,495.00		$ 34,495.00
Emergency Shelter	Essential Services	Education Services	$ 22,997.00		$ 22,997.00
Emergency Shelter	Essential Services	Employment Assistance and Training	$ 22,997.00		$ 22,997.00
Emergency Shelter	Essential Services	Outpatient Health Services	$ 34,495.00		$ 34,495.00
Emergency Shelter	Essential Services	Life Skills Training	$ 11,498.00		$ 11,498.00
Emergency Shelter	Essential Services	Mental Health Services	$ 34,495.00		$ 34,495.00
Emergency Shelter	Essential Services	Substance Abuse Treatment Services	$ 34,495.00		$ 34,495.00
Emergency Shelter	Essential Services	Transportation	$ 9,449.00		$ 9,449.00
Emergency Shelter	Operations	Maintenance	$ 33,898.00		$ 33,898.00
Emergency Shelter	Operations	Security	$ 160,634.00		$ 160,634.00
Emergency Shelter	Operations	Equipment	$ 10,000.00		$ 10,000.00
Emergency Shelter	Operations	Utilities	$ 25,000.00		$ 25,000.00
Emergency Shelter	Operations	Supplies	$ 17,500.00		$ 17,500.00
Emergency Shelter	Operations	Major Rehabilitation	$ 300,000.00	$ 417,429.00	$ 717,429.00
		Emergency Shelter Subtotal	$ 786,448.00	$ 417,429.00	$ 1,203,877.00
		Direct Costs	$ 786,448.00	$ 417,429.00	$ 1,203,877.00
Administration	General Management, Administration & Coordination	Management, Administration & Coordination	$ 78,645.00	$ 41,743.00	$ 120,388.00
		Total Costs	$ 865,093.00	$ 459,172.00	~~$ 1,324,265.00~~
					$ 1,323,311.00

(signature page follows)

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
REMOTE WORK AGREEMENT ADDENDUM

This Remote Work Agreement Addendum outlines expectations, in addition to the expectations described in the Mid-Willamette Valley Homeless Alliance Employee Handbook, for employees working remotely as part of their employment with Mid-Willamette Valley Homeless Alliance. This agreement must be reviewed and signed by the employee and the Executive Director.

REMOTE WORK EXPECTATIONS

_____Employees approved for remote work must adhere to the following expectations:

_____Employees are permitted to work remotely up to two (2) days per week.

_____Employees must work in the office at least three (3) days per week.

_____Employees may adjust their in -office and remote days from week to week with advance notice to their manager

_____If an employee needs to work from home due to illness or a personal matter, they must substitute that day with a regularly scheduled remote workday, unless utilizing accrued leave.

_____Any remote workdays beyond the two-day allowance per week require the use of personal leave (vacation or sick leave).

_____Employees must be accessible and responsive during business hours, regardless of work location.

_____Employees must continue to maintain productivity, meet deadlines and participate in meetings as required.

SIGNATURES

Employee and employer signatures below indicate understanding and agreement to the terms outlined above.

_____ _____

Employee Signature Executive Director Signature

Date: _____ Date _____

Failure to comply with the terms of this agreement may result in disciplinary action, up to and including revocation of remote work privileges or termination of employment.

Grant Number/FAIN: OR0232L0E042307
Recipient Name: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
Tax ID No.: 85-2966836
Unique Entity Identifier (UEI) Number: L211BKMUBBW3

CONTINUUM OF CARE PROGRAM (Assistance Listing# 14.267)
GRANT AGREEMENT

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and ORS 190 Entity, Mid-Willamette Valley Homeless Alliance (the "Recipient").

This Agreement, the Recipient's use of funds provided under this Agreement (the "Grant" or "Grant Funds"), and the Recipient's operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2023 (Pub. L. 117-328, approved December, 29, 2022);

2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act");

3. the Continuum of Care Program rule at 24 CFR part 578 (the "Rule"), as amended from time to time;

4. the Notice of Funding Opportunity for FY 2023 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program (NOFO), except for references in the NOFO to Executive Orders that have since been repealed;

5. all current Executive Orders; and

6. the Recipient's application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application").

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

(Check one)

☐ The Recipient is a Unified Funding Agency (UFA).

☐ The Recipient is the sole recipient designated by the applicable Continuum of Care.

☒ The Recipient is not the only recipient designated by the applicable Continuum of Care.

If the Recipient is a UFA or sole recipient these provisions apply:

HUD's total funding obligation for this grant is **$** _____ allocated as follows:

Period of Performance	**Budget Period**
(start date)- (end date)	(start date)- (end date)
a. Continuum of Care Planning Activities	$_____
b. UFA Costs	$_____
c. Acquisition	$_____
d. Rehabilitation	$_____
e. New construction	$_____
f. Leasing	$_____
g. Rental assistance	$_____
h. Supportive services	$_____
i. Operating costs	$_____
j. Homeless Management Information System	$_____
k. Administrative costs	$_____
l. Relocation costs	$_____
m. VAWA Costs	$_____
n. Rural Costs	$_____
o. HPC homelessness prevention activities:	
Housing relocation and stabilization services	$_____
Short-term and medium-term rental assistance	$_____

The Grant Funds an individual project will receive are as shown in the Application on the final approved Summary Budget for the project. Grant funds are provided for the projects and in the amounts listed below to be used during the budget period stated above.

UFA Renewal projects:

Project No. (# for each project)	**Amount** (insert total $)

UFA New Projects:

Project No. (# for each project)	**Amount** (insert total $)

UFA Cost Project:

Project No.	**Amount**

Any default by Recipient under this Agreement shall constitute a default by Recipient under any other grant agreement executed in accordance with 24 CFR 578.23(b)(2) or (3) by HUD and the Recipient for awards selected in the same fiscal year Continuum of Care program competition.

If the Recipient is not the only Recipient designated by the applicable Continuum of Care, these provisions apply:

HUD's total funding obligation authorized by this grant agreement is $36,309.00, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

(Copy entire table as many times as necessary to have a separate table for each project)

Grant No. (FAIN)	**Grant Term**	**Performance Period**	**Budget Period**	**Total Amount**
OR0232L0E042307	12	07-01-2024–06-30-2025	07-01-2024–06-30-2025	$ 36,309.00
allocated between budget line items as follows:				
a. Continuum of Care Planning Activities				$_____
b. Acquisition				$_____

c. Rehabilitation	$_____
d. New construction	$_____
e. Leasing	$_____
f. Rental assistance	$_____
g. Supportive services	$ 35,809.00
h. Operating costs	$_____
i. Homeless Management Information System	$_____
j. Administrative costs	$ 500.00
k. Relocation costs	$_____
l. VAWA Costs	$_____
m. Rural Costs	$_____
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	$_____
Short-term and medium-term rental assistance	$_____

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Recipient:

(1) shall not use grant funds to promote "gender ideology," as defined in E.O. 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;

(2) agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;

(3) certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;

(4) shall not use any Grant Funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and

(5) Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.

The recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Center for Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation.

Subject to the exceptions provided by PRWORA, the recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model.

As stated in Section III.A.2 of the NOFO, Faith-based organizations may be recipients or subrecipients for funds under this agreement on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final

operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices), as may be amended from time to time. The Recipient's indirect cost rate information is as provided in Addendum #1 to this Agreement. The Recipient must immediately notify HUD upon any change in the Recipient's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in *e-snaps*. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Recipient must comply with the applicable requirements in 2 CFR part 200, as may be amended from time to time.

Build America, Buy America Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

HUD may terminate all or a portion of the Grant in accordance with the Act, the Rule, and 2 CFR 200.340. The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development

BY: MARK MITCHELL Digitally signed by MARK MITCHELL Date: 2025.04.09 12:05:59 -07'00'

(Signature)

Mark Mitchell, CPD Director - Portland

(Typed Name and Title)

04/09/2025

(Date/Federal Award Date)

RECIPIENT

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
(Name of Organization)

BY: _____

(Signature of Authorized Official)

_____

(Typed Name and Title of Authorized Official)

_____

(Date)

Indirect Cost Information for Award Applicant/Recipient

1. Federal Program/Assistance Listing Program Title:
CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267

2. Legal Name of Applicant/Recipient:

3. Indirect Cost Rate Information for the Applicant/Recipient:
Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.

☐ The Applicant/Recipient will not charge indirect costs using an indirect cost rate.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, has been approved by the cognizant agency for indirect costs.

Agency/department/major function	Indirect cost rate	Type of Direct Cost Base	Type of Rate
	%		
	%		
	%		

4. Submission Type (check only one):
☐ Initial submission ☐ Update

5. Effective date(s):

6. Certification of Authorized Representative for the Applicant/Recipient:
**Under penalty of perjury, I certify on behalf of the Applicant/Recipient that
(1) all information provided on this form is true, complete, and accurate, and
(2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and
(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form.

Signature: _____
Date: _____
Name: _____
Title: _____

****Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

Public Reporting Burden Statement: This collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

OMB Number. 2501-0044
Expiration Date: 2/28/2027

Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

Number	Item	Instructions
1	Federal Program/ Assistance Listing Program Title	Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.
2	Legal Name of Applicant/ Recipient	Enter the legal name of the entity that will serve as the recipient of the award from HUD.
3	Indirect Cost Rate Information for the Applicant/ Recipient	Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients. The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional"). If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table. If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied. If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.
4	Submission Type	Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.
5	Effective date(s)	Enter the date(s) for which the information on this form applies.
6	Certification of Authorized Representative for the Applicant/ Recipient	An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)

MOVING TO END AND PREVENT HOMELESSNESS

STAFF REPORT

April 2025

Executive Director,Misty Sorte	**Page**	**02**
Admin. & Comm., Cassie Bay	**Page**	**04**
HHS Liaison, Emily Mewbourn	**Page**	**05**
HMIS Data Analyst, David Peak	**Page**	**06**

Director's Report

Misty Sorte
Interim Director

Contracts update:

- Contracts ending: Calvin, Dickerson, Bradshaw, Lozier, Sorte (ends June 30)
- LTRA Landlord Engagement and Education Update
- CSO Academy
- MWVHA will be included in the 2025-2030 Marion County Climate and Health Adaptation Plan: By June 30, 2030, the Mid-Willamette Valley Homeless Alliance will create a "hub" that all housing providers could use to announce new programs, resources, and/or request collaboration from partners.
- YHDP monitoring with MWVCAA SSO/CE grant

Budget/Finance update:

- Current Budget update
- New grant monitoring software with training and help desk capabilities
- OHCS fiscal monitoring update

Other updates:

ORS 190 Entity Mid-Willamette Valley Homeless Alliance
Profit and Loss by Class
July 1, 2024 - May 4, 2025

	76000	173411	11,260,019.00	14696	151,876	14,386,607.00	5,308,457.14	2034071.71	1,000,000	
	City of Salem	General Fund	Total HB 5019 C of C	HUD CoC HMIS Grant	HUD CoC Planning Grant	Total Senate Bill 5511	Total Senate Bill 5511-OHCS Long Term Rent Assistance Grant (LTRA)	Total State of Emergency Due to Homelessness OR-504 (HB5019 COFC Y25)	Total WHC Health, Housing&Homeless Srvcs Init.	TOTAL
Income										
Interest Income			0.00			0.00	0.00	0.00	0.00	0.00
4475 Bank Interest		8,535.00	0.00			0.00	0.00	0.00	0.00	8,535.00
Total Interest Income	$ 0.00	$ 8,535.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 8,535.00
Other Revenue		0.00	53,345.48			0.00	0.00	0.00	0.00	53,345.48
Revenue			0.00			0.00	0.00	0.00	0.00	0.00
4100 Federal			0.00	14,696.00	17,382.20	0.00	0.00	0.00	0.00	32,078.20
4200 Local		38.00	0.00			0.00	0.00	0.00	500,000.00	509,590.29
4201 Govt Contributions		164,800.00	0.00			0.00	0.00	0.00	0.00	164,800.00
Total 4200 Local	$ 0.00	$ 164,838.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 500,000.00	$ 674,390.29
4300 State			0.00			7,207,316.58	1,601,998.09	1,114,027.83	0.00	10,375,982.14
Total Revenue	$ 0.00	$ 164,838.00	$ 0.00	$ 14,696.00	$ 17,382.20	$ 7,207,316.58	$ 1,601,998.09	$ 1,114,027.83	$ 500,000.00	$ 11,082,450.63
Uncategorized Income		38.45	0.00			0.00	0.00	0.00	0.00	38.45
Total Income	$ 0.00	$ 173,411.45	$ 53,345.48	$ 14,696.00	$ 17,382.20	$ 7,207,316.58	$ 1,601,998.09	$ 1,114,027.83	$ 500,000.00	$ 11,144,369.56
Gross Profit	$ 0.00	$ 173,411.45	$ 53,345.48	$ 14,696.00	$ 17,382.20	$ 7,207,316.58	$ 1,601,998.09	$ 1,114,027.83	$ 500,000.00	$ 11,144,369.56
Expenses										
Total 5100 Payroll Expenses	$ 0.00	$ 93.75	$ 0.00	$ 0.00	$ 0.00	$ 247,727.98	$ 0.00	$ 70,731.02	$ 0.00	$ 318,552.71
Total Professional Services	$ 0.00	$ 43.75	$ 0.00	$ 6,500.00	$ 7,485.23	$ 79,816.11	$ 38,056.98	$ 107,302.04	$ 0.00	$ 239,204.11
Total 5201 Legal & Professional Fees	$ 35,729.76	$ 29,324.55	$ 0.00	$ 6,500.00	$ 14,951.33	$ 127,827.00	$ 38,256.98	$ 134,424.59	$ 4,130.90	$ 400,558.81
Total 5200 Material & Services	$ 35,729.76	$ 29,324.55	$ 0.00	$ 6,500.00	$ 14,951.33	$ 127,827.00	$ 38,256.98	$ 134,424.59	$ 4,130.90	$ 400,558.81
5300 Materials & Supplies			0.00			0.00	0.00	0.00	0.00	0.00
Total 5300 Materials & Supplies	$ 0.00	$ 2,264.37	$ 0.00	$ 0.00	$ 2,830.87	$ 7,495,214.02	$ 1,563,741.11	$ 763,015.53	$ 595.11	$ 10,280,146.22
Reimbursements			0.00	140.38		0.00	0.00	2.95	0.00	0.00
Total Expenses	$ 35,729.76	$ 31,682.67	$ 0.00	$ 6,640.38	$ 17,782.20	$ 7,870,769.00	$ 1,601,998.09	$ 968,174.09	$ 4,726.01	$ 10,999,257.74
Net Operating Income	-$ 35,729.76	$ 141,728.78	$ 53,345.48	$ 8,055.62	-$ 400.00	-$ 663,452.42	$ 0.00	$ 145,853.74	$ 495,273.99	$ 145,111.82
Other Expenses										
Other Miscellaneous Expenditure			0.00			0.00	0.00	0.00	0.00	112.64
Total Other Expenses	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 112.64
Net Other Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	-$ 112.64
Net Income	-$ 35,729.76	$ 141,728.78	$ 53,345.48	$ 8,055.62	-$ 400.00	-$ 663,452.42	$ 0.00	$ 145,853.74	$ 495,273.99	$ 144,999.18
	$ 40,270.24	$ 141,728.33	$ 11,260,019.00	$ 8,055.62	$ 134,093.80	$ 6,515,838.00	$ 3,706,459.05	$ 1,065,897.62		

Cassie Bay
Administration & Communications Specialist

Administrative & Meeting Support

- Provided comprehensive meeting support across 9+ committee meetings, including agenda prep, public meeting compliance, notice posting, quorum tracking, meeting minutes and logistics coordination.

Policy, Procedure & Compliance Work

- Attended OPML training, documented legal questions, and drafted updates to the Employee Handbook, including remote work policy.

Technology & Website Updates

- Developed user-friendly web tools (calendar and Coordinated Entry widgets), launched Budget Committee landing page, and a few changes to website navigation.

Operations & Contracts

- Managed contract updates and insurance requirements for collaborative meetings, including vendor coordination and event documentation.

Distribution & Communication

- Managed committee communications, updated distribution lists, coordinated volunteer recognition and organized outreach to Alliance partners and PIT volunteers.

Scheduling & Logistics

- Coordinated meeting logistics, including room reservations, calendar alignment, and scheduling across committees.

Strategic Planning & Analysis

- Assigned to the GAPS analysis team focusing on lived experience integration and attended NHSDC Spring Conference focused on data and service coordination.

Emily Mewbourn
Health and Homeless Systems Liaison

RFP Development & Environmental Scan

- Drafted RFP for the environmental scan to help identify gaps across our local health, housing, and homelessness systems.
- Moving the RFP process forward with the Health & Safety Committee. Since the board hasn't officially appointed the committee, I've been careful to stay within OPML. Avoiding group decisions or any consensus-building.
- To accommodate that, I am holding one-on-one meetings to compile member feedback and ensure their input shapes the scope.

Committee Support & Coordination

- Provided support to the Health & Safety Committee with planning, meeting prep, and follow-up on key items between meetings.

HRSN Strategy & Planning

- Facilitated conversations with PacificSource and other partners about the HRSN (Health-Related Social Needs) benefit and what roles MWVHA might consider applying for.
- Shared some initial thoughts with leadership on what it would mean for MWVHA to act as a convener or provider under HRSN, highlighting what makes sense based on our current workload and funding.
- Confirmed that taking on a hub role is not an option since PacificSource will no longer pursue these roles.

Cross-Sector Collaboration

- Reviewed an ER discharge planning flowchart shared by Salem Health. Currently looking for bottlenecks and gaps as they relate to sheltering.
- Continue to support Marion County's Climate Health Adaptation planning and explore how MWVHA's work (like shelter and service mapping) may overlap or contribute to shared goals.
- Reached out to tribal partners to ensure their voices are included in system planning, especially around the CHA/CHIP work.

Policy & Advocacy

Seeking clarification on how I can support or track legislation relevant to our work, especially as advocacy opportunities arise.

David Peak
HMIS Data Analyst

Successful submission of SPM

- Worked with agencies for Data Cleanup
- Run Data Quality Reports via Eva, Created and sent instructional guide for Data Quality Framework reports to agencies
- Submitted to HDX prior to deadline

PIT/HIC

- Attend Meetings
- Regional Breakouts
- Data Entry and Extrapolation
- Working with agencies for Data Cleanup and deduplication

OHCS and Quad Squad

- Data Sharing discussions
- Partnerships with other CoCs
- Statewide Data Governance Committee

Presented LSA System Performance report to Board

In the month of April, I continued working with OHCS including continuing the Quad Squad meetings. These meetings consist of leads from several regional CoCs. We are currently in discussions to open visibility between CoCs to better be able to track clients through systems since many clients are transient between counties and CoCs. This will eventually help with less duplicate entries into HMIS of both services and client profiles.

I was also asked to join the Statewide Data Governance Committee. This is a committee to find how data will be collected and shared between CoCs as well as working alongside OHCS to create policies regarding data and HUD Compliance and synchronicity.

This month also saw the conclusion of the 2024 System Performance Measures (SPMs) The report was successfully submitted prior to the deadline. In working with agencies to perform data cleanup for the SPMs, the need for further training on data completion standards is needed in many of the programs, especially in Street Outreach programs. This information will be part of the upcoming Data Monitoring planning. Each agency was sent an EVA report. Eva is a tool that allows a Hashed CSV file to be run and flag any errors that may be found, without giving any personal identifiable information. Agencies were also sent a walkthrough for Data Quality Framework reports through HMIS that I created for the purpose of Data Cleanup. This is a step by step guide for anyone who has not run this particular report previously.

PIT/HIC has been a shared effort between Marianne Bradshaw, Abby Burgess from Institute for Community Alliances (ICA), and the MWVHA HMIS team. Abby and I have compiled data as well as extrapolation via tools and worked with agencies for further data cleanup. This has been an ongoing effort to deduplicate and validate information to ensure the most accurate

report possible. Information has been broken down by region and demographic information such as age group, veteran status, and household type. HUD has not announced when the HDX will be available for submission, but the report will be uploaded when that is available.

Lastly, I had the experience of giving my first informational briefing to the Board of Directors meeting regarding the System Performance Measures through the Longitudinal Systems Analysis (LSA) report. I was excited for the opportunity to present, and look forward to having more chances to do so.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)

2025 MEETING SCHEDULE

Executive Committee Meetings

Virtual on Zoom

Tuesdays, Noon-1:00 p.m.

- December 31
- ~~February 4~~ Wednesday, February 5
- March 4
- April 1

- April 29
- June 3
- July 1
- August 5
- September 2
- September 30
- November 4
- December 2

Joint Boards of Directors Meetings (Homeless Alliance & ORS 190 Entity)

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

2nd Thursdays, 3:00-5:00 p.m.

- January 9
- ~~February 13~~ Feb 19 (Zoom only)
- March 13
- April 10
- April TBD – Joint meeting with Collaborative Committee
- May 8
- June 12
- July 10
- August 14
- September 11
- October 9
- November 13
- December 11

For additional information, contact:
Cassie Bay
503.540.1627
staff@mwvhomelessalliance.org

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

	State Reports & Meetings	Budget Monitoring & BCRs	Oregon Rehousing Initiative (ORI)	Long Term Rental Assistance	SB 5511 shelter, outreach, and unit access	HB 5019 shelter, outreach, RRH	State Funding Total	Data gathering, updates, and responding to requests	HMIS	HUD reports	Data & Reporting Total	YHDP Project Monitoring	CoC/ESG Project Monitoring	Project Monitoring Total	Strategic Planning	General (meetings, communica-tions, etc.)	Support to Staff (ED, CE, HMIS, EO invoices)	TOTAL
1-Apr	3.0			1.5			4.5				0.0			0.0		1.0	1.0	**6.5**
2-Apr				1.0			1.0				0.0			0.0			3.0	**4.0**
3-Apr						0.5	0.5				0.0			0.0			2.0	**2.5**
4-Apr							0.0				0.0			0.0		0.5	2.0	**2.5**
5-Apr		1.5					1.5				0.0			0.0			5.0	**6.5**
6-Apr	0.5		0.5	0.5	0.5		2.0				0.0			0.0			7.0	**9.0**
7-Apr	2.5						2.5				0.0	4.0		4.0			1.0	**7.5**
8-Apr							0.0				0.0	2.0		2.0		1.0	4.0	**7.0**
9-Apr							0.0				0.0	3.0		3.0			1.5	**4.5**
10-Apr	1.0						1.0				0.0			0.0		2.0	3.0	**6.0**
11-Apr				1.0			1.0				0.0			0.0				**1.0**
12-Apr							0.0				0.0	2.0		2.0			3.0	**5.0**
13-Apr							0.0				0.0			0.0			2.5	**2.5**
14-Apr				2.0			2.0				0.0	4.0		4.0				**6.0**
15-Apr							0.0				0.0	4.0		4.0			1.5	**5.5**
16-Apr							0.0				0.0	3.0		3.0			4.0	**7.0**
17-Apr		3.0		1.0			4.0				0.0			0.0			1.5	**5.5**
18-Apr	1.0	1.0		0.5			2.5				0.0			0.0			0.5	**3.0**
20-Apr							0.0				0.0	3.0		3.0				**3.0**
21-Apr							0.0				0.0	4.0		4.0				**4.0**
24-Apr							0.0				0.0	1.0		1.0				**1.0**
25-Apr							0.0				0.0			0.0			2.0	**2.0**
28-Apr							0.0				0.0			0.0			1.5	**1.5**
April Total	**8.0**	**5.5**	**0.5**	**7.5**	**0.5**	**0.5**	**22.5**				**0.0**	**30.0**		**30.0**		**4.5**	**46.0**	**103.0**

Beginning of month - Contract Balance of Hours 310.5

End of month - Contract Balance of Hours 207.5

Dates	Hours	Rate	Subtotal	Miles	Rate	Subtotal	Materials	Total
4/1/25-4/30/25	103.0	$150	$15,450.00	0	$0.670	$0.00	$15.99	$15,465.99

Jan Calvin, Consultant Invoice Submitted 5/1/25 To: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

SODEXO, INC & AFFILIATES

BILL TO: MWVHA
100 High St SE
Suite 200
Salem,OR,97301
ATTN: Elaine Lozier

INVOICE

SERVICES RENDERED TO: WILLAMETTE ESD
c/o 3625 Fairview Ind. Dr SE
Salem, OR 97302

MAKE CHECKS PAYABLE TO:
SODEXO, INC & AFFILIATES
c/o 3625 Fairview Ind. Dr SE
Salem, OR 97302

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER
Net15	100050009	65296001	05/05/2025	152715

DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
Mid-Willamette Valley Homeless Alliance Meeting - 04/30/2025				
Coffee, Gourmet, 28 c. Airpot.		$29.99		$29.99
Tea, Herbals		$12.00		$12.00
Function Sheet 2150 Total: $41.99				
	INVOICE TOTAL	$41.99	$0.00	$41.99

TERMS: PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE UNLESS OTHERWISE SPECIFIED BY CONTRACT OR IN WRITING.
A SERVICE CHARGE MAY BE ASSESSED ON ANY PAST DUE AMOUNT. ANNUAL PERCENTAGE RATE NOT TO EXCEED STATUTORY LIMITATIONS.

INVOICE

Dickinson Consultants
1520 St Helens St NW
Salem, OR 97304-2093

Joy@DickinsonConsultants.com
+1 (650) 201-1985
www.dickinsonconsultants.com

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

Invoice details
Invoice no.: 2766
Terms: Due on receipt
Invoice date: 04/30/2025
Due date: 04/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Consulting**	April 2025: Strategic Plan implementation provided at a flat rate of $2,400 per month per contract. This month: 4/8 - presented strategic plan and fleshed out data tracking with staff team 4/9 - met with Misty and David to prepare for board meeting 4/10 - presented strategic plan at board meeting 4/14 - meeting with Misty to discuss board feedback to plan and discuss next steps 4/25 Edited the strategic plan and tracking sheet per board feedback 4/25 - Met with Ashleigh Duda to discuss CE and the strategic plan	1	$2,400.00	$2,400.00

Total **$2,400.00**

Ways to pay

BANK

Dickinson Consultants accepts ACH payments or mailed checks to
1520 St. Helens St. NW, Salem, OR 97304

Note to customer

Payment is due upon receipt.
Thank you for your business!
www.DickinsonConsultants.com

Marianne Bradshaw Consulting

INVOICE

From
Marianne Bradshaw
1325 Jackson Valley Ln SE
Salem OR 97306
mpbradshaw503@gmail.com

To
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
c/o Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, Oregon 97301
Attention: Misty Sorte, Executive Director
misty.sorte@mwvhomelessalliance.org

Date May 3, 2025

For Bradshaw Consulting Services to the Homeless Alliance, April 2025

Activities and Services

Data Processing: Post-Count Data Clean Up, Deduplication

- Partner with the data team (Abby Burgess, David Peak, Nathanial Perez) on data processing
- Adjust unsheltered data as needed in light of sheltered data being refined.
- Finalize the Unsheltered dataset on 4/17/25 (Hooray! At last!)

Data Analysis

- Research CountingUs analytical tools and learn how to use them (including meeting with Simtech)
- Run reports in Command Center for total CoC, Marion County, Polk County, and each of the 6 jurisdictions.
- Analyze responses in aggregate and by jurisdiction for questions not included in the HUD report (where did you sleep? First time homeless? How long have you been homeless this time)?

Prepare Summary and Presentations

- Write up "Methodology Summary."
- Compile list of suggestions for next year
- Support Rural Polk County on the development of a one-page visualization of the 2025 PIT Count in rural Polk
- Partner with data team to be able to share unsheltered and sheltered data together
- Partner with data team to create powerpoint deck to share trends and toplines as well as a "deeper dive into the unsheltered data" with the PIT Work Group. Then update and refine the deck for the CoC Board and Collaborative Committee.
- Compile PIT Summary Report (one-pager) of topline data we expect to report to HUD (once the portal is open)

Share Results of Unsheltered PIT Count

- Present to PIT Work Group on 4/18
- Present to CoC Board and Collaborative Committee on 4/30
- Share CountingUs reports by jurisdiction with each jurisdictional lead

Communicate with CoC staff and partners

- Meetings with CoC Staff, Data Team, PIT Work Group leadership
- Attend YYA (4/11)
- Correspondence and research to support these efforts

Invoice	Amount
Consulting Hours – 80 hours for month of April at contract rate of $85 per hour	$6,800.00
Total	**$6,800.00**

Make checks payable to: Marianne Bradshaw Consulting LLC

Mail to: 1325 Jackson Valley Ln SE, Salem, OR 97306

Thank you!

Mid-Willamette Valley Council of Governments
MWVHA
Activity: April 2025

Customer	Activity Date	Employee	Product/Service	Memo/Description	Rate	Duration	Amount	Class
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/01/2025	Kyle T. Robertson	Accountant	MWVCAA invoice approval, QBO contract setup for Jan Calvin, respond to various emails, draft new language to add to subgrantee financial reports, adjust PO balances for $300K MWVCAA movement from HB5019 to SB5511 LTRA, bill entry.	110.00	3.25	357.50	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/02/2025	Kyle T. Robertson	Accountant	Respond to subgrantee inquiries, document reconcilation of $172,371.80 CATP prepayment	110.00	1.25	137.50	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/03/2025	Kyle T. Robertson	Accountant	OPUS, respond to various emails, prepare subgrantee status report and P&L for the board packet	110.00	3.25	357.50	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/04/2025	Kyle T. Robertson	Accountant	Respond to various emails, subgrantee invoice approval, reformat subgrantee approval report for Jan,	110.00	1.25	137.50	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/07/2025	Kyle T. Robertson	Accountant	Gather OHCS sampling documentation, respond to various emails.	110.00	1	110.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/08/2025	Kyle T. Robertson	Accountant	Subgrantee invoice approval.	110.00	1.75	192.50	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/09/2025	Kyle T. Robertson	Accountant	Subgrantee invoice approval, respond to variouos emails, begin drafting process document for booking payroll, bill entry	110.00	1.5	165.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/10/2025	Kyle T. Robertson	Accountant	Print checks, OPUS, subgrantee invoice approval, respond to various emails, finish drafting payroll expense process document	110.00	3	330.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/11/2025	Kyle T. Robertson	Accountant	Subgrantee invoice approval, draft process documents.	110.00	2	220.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/01/2025	Theresa Whisenhunt	Accountant	Purchase orders and invoicing	110.00	1.5	165.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/02/2025	Theresa Whisenhunt	Accountant	Contract work, purchase order adjustments/creation	110.00	2	220.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/03/2025	Theresa Whisenhunt	Accountant	Invoicing OPUS draws	110.00	0.5	55.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/08/2025	Theresa Whisenhunt	Accountant	Invoicing/Vendor updates	110.00	1	110.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/10/2025	Theresa Whisenhunt	Accountant	Invoicing, cross training	110.00	2	220.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/11/2025	Theresa Whisenhunt	Accountant	Updates and invoicing	110.00	1	110.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/14/2025	Theresa Whisenhunt	Accountant	Estimate / Purchase Order work. Reports on Admin/Sub-Grantee drawdowns. Budget work.	110.00	4.5	495.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/15/2025	Theresa Whisenhunt	Accountant	Budget work. Meet with Misty	110.00	1.5	165.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/16/2025	Theresa Whisenhunt	Accountant	Reports and contract work	110.00	1	110.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/17/2025	Theresa Whisenhunt	Accountant	Reports	110.00	1	110.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/18/2025	Theresa Whisenhunt	Accountant	Subgrantee bills, cut checks, P&L reports, OPUS draw.	110.00	7	770.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/22/2025	Theresa Whisenhunt	Accountant	Bill entry	110.00	1	110.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/23/2025	Theresa Whisenhunt	Accountant	Finish bill entry, cut checks, complete backup. OPUS reports and class clean-up. Work on budget document.	110.00	7	770.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/24/2025	Theresa Whisenhunt	Accountant	Clean up misclassed OR504. Invoice last week OPUS draws. Run P&L for this week OPUS. Draft/format budget document.	110.00	5	550.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/28/2025	Theresa Whisenhunt	Accountant	Budget document. Backbone checks.	110.00	6	660.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/29/2025	Theresa Whisenhunt	Accountant	Budget document, reports.	110.00	4	440.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/30/2025	Theresa Whisenhunt	Accountant	Reports for board members. Bill entry, checks. Budget work	110.00	5	550.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/04/2025	Linda Hansen	Admin Services Coordinator	Emails with Misty, pick up table and chairs for MWVHA from MC surplus.	110.00	0.5	55.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/07/2025	Renea Oravetz	Administrative Specialist	Scheduling YYA SUB Committee meetings through the remainder of the year.	100.00	0.25	25.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/21/2025	Renea Oravetz	Administrative Specialist	Budget	100.00	0.5	50.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/22/2025	Renea Oravetz	Administrative Specialist	Budget to Statesman	100.00	0.25	25.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/24/2025	Renea Oravetz	Administrative Specialist	Putting gift bags together for Landlords	100.00	1.25	125.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/25/2025	Renea Oravetz	Administrative Specialist	totes for landlords	100.00	1	100.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/09/2025	Amber L. Mathiesen	Department Director	Approve bills	170.00	0.5	85.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/11/2025	Amber L. Mathiesen	Department Director		170.00	1	170.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/14/2025	Amber L. Mathiesen	Department Director	Budget meeting/work session with Misty	170.00	3	510.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/16/2025	Amber L. Mathiesen	Department Director	Budget Work with Misty	170.00	3	510.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/17/2025	Amber L. Mathiesen	Department Director	Budget	170.00	1	170.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/18/2025	Amber L. Mathiesen	Department Director	Paying bills, OPUS, and Budget	170.00	3	510.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/21/2025	Amber L. Mathiesen	Department Director		170.00	2	340.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/22/2025	Amber L. Mathiesen	Department Director		170.00	1	170.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/23/2025	Amber L. Mathiesen	Department Director	Bills, Budget, Special Board Meeting	170.00	3	510.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/25/2025	Amber L. Mathiesen	Department Director	Reporting/budget	170.00	3	510.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/28/2025	Amber L. Mathiesen	Department Director	Budget work, reports, research	170.00	3	510.00	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/29/2025	Amber L. Mathiesen	Department Director	Meeting with Jeremy, Danielle, Misty, re: budget - .75 hrs, work on the budget. 4 hrs	170.00	4.75	807.50	ORS 190 - Homeless Alliance
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/30/2025	Amber L. Mathiesen	Department Director	Budget work	170.00	3	510.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/01/2025	Laura Conroy	Project Manager 2	EMail with Misty re Workforce grant	140.00	0.5	70.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/04/2025	Laura Conroy	Project Manager 2	Check-in with Misty	140.00	1	140.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/09/2025	Laura Conroy	Project Manager 2	Emails with Misty re workforce grant, format and share notes from 4/4 and agenda for 4/11, submit workforce grant	140.00	0.5	70.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/11/2025	Laura Conroy	Project Manager 2	Meet with McRae and Misty	140.00	1	140.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/15/2025	Laura Conroy	Project Manager 2	Training call with Misty and Jan, review emails and grant applications	140.00	3	420.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/18/2025	Laura Conroy	Project Manager 2	Check-In with Misty. Meet with Emily.	140.00	2	280.00	NA
ORS 190 Entity Mid-Willamette Valley Homeless Alliance	04/30/2025	Laura Conroy	Project Manager 2	Call with Emily and Pacific Source	140.00	1	140.00	NA
Total for ORS 190 Entity Mid-Willamette Valley Homeless Alliance	ORS 190 Entity Mid-Willamette Valley Homeless Alliance					**113.25**	**$ 14,570.00**	

Mid-Willamette Valley Council of Governments
100 High St SE|Ste 200
Salem, OR 97301-3636
+15035401603
amathiesen@mwvcog.org

INVOICE

BILL TO
ORS 190 Entity Mid-Willamette Valley Homeless Alliance
100 HIGH STREET SE, SUITE 200
SALEM, OR - OREGON 97301-3607

INVOICE #	DATE	TERMS	DUE DATE
3846	04/30/2025	Real 45 days	06/14/2025

PROJECT MANAGER
Mathiesen, Amber

	DESCRIPTION	QTY	RATE	AMOUNT
Accountant	[April 01 - April 30] - Kyle T Robertson	69:15	110.00	7,617.50
Project Manager 2	[April 01 - April 30] - Laura Conroy	9:00	140.00	1,260.00
Admin Services Coordinator	[April 04] - Linda Hansen	0:30	110.00	55.00
Administrative Specialist	[April 07 - April 25] - Renea Oravetz	3:15	100.00	325.00
Department Director	[April 09 - April 30] - Amber L Mathiesen	31:15	170.00	5,312.50
Copies - B&W	April Copy Charges - B&W	1,177	0.30	353.10
Copies - Color	April Copy Charges - Color	654	0.90	588.60
Postage	April Postage Charges	10	0.69	6.90

BALANCE DUE **$15,518.60**