MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
BOARD OF DIRECTORS

	Organization (in alpha order)	Delegate	Role
VOTING MEMBERS	Backbone Youth Action Board (YAB)*	River Woods	YAB Chair
	City of Independence	Kathy Martin-Willis	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*	**Vacant**	Subject Matter Expert
	CoC Collaborative Committee*	Toni Maries	Subject Matter Expert
	Confederated Tribes of Grand Ronde	Lisa Leno	Tribal Council Member
	Law Enforcement Assisted Diversion*	Mareis Dickerson	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	Tricia Frizell	Director, Community Outreach
	Salem-Keizer School District 24J	Andrea Castañeda	Superintendent
	Union Gospel Mission	**Vacant**	**Vacant**
	Northwest Human Services	Kim Leathley	Chief Executive Officer
	Willamette Health Council	Josie Silverman-Méndez	Deputy Director
EX OFFICIO (NON-VOTING) MEMBERS	CoC Collaborative Committee	Christine Sommer	Co-Chair
	CoC Collaborative Committee	Brenda Newey	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	**Vacant**	**Vacant**
	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	Kathy Martin-Willis	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

Last update – May 7, 2025

AGENDA

Joint Meeting of:

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

Meeting Location(s):
May 14, 2026
3:00 pm to 5:00 pm
Via teleconference (Zoom)

1. (3:00) WELCOME — CHAIR GORDON

Chair Gordon will open the meeting and confirm that Oregon Public Meeting Law requirements were met with Alliance staff.

CONSENT AGENDA

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

Approve the following:

a. 2026.05.14_MWVHA-ORS190_BOD_Agenda (**Pages 2-5**);
b. 2026.04.09_MWVHA-ORS190_BOD_meeting_minutes (**Pages 6-15**);
c. Accept appointment of Jill Tucker (St Francis Family Housing) and Chris Barber (Curandi) to the Coordinated Entry Committee;
d. Approve charter amendment for Youth Action Board (**Pages 16-20**); and
e. Approve Emily Mewbourn as additional check signer.

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

2. (3:10) ORS 190 ENTITY CONSENT AGENDA

a. Approve contract for FY25-26 Audit with RedW (**Pages 21-30**); and
b. Approve Fidelity Funding Account Agreement (**Pages 31-41**)

PUBLIC COMMENT

3. (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.

ORS 190 BUSINESS/ACTIONS

4. (3:20) FY 25-26 SUPPLEMENTAL BUDGET — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will present the FY 25-26 supplemental budget and will seek approval from the ORS190 Entity.

ORS190 ACTION: Approve FY25-26 ORS190,MWVHA Supplemental Budget. (**Pages 42-43**)

5. (3:30) REALLOCATED LTRA FUNDS — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will present proposed contract amendments for Center for Hope & Safety and Mid-Willamette Valley Community Action Agency to allocate Long-Term Rental Assistance (LTRA) funds.

ORS 190 ACTION: Approve MWVCAA (**Pages 44-53**) and CHS (**Pages 54-59**) contract amendments.

6. (3:40) ICA SERVICES PROPOSAL — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will propose a contract with Institute for Community Alliances (ICA)to provide HMIS technical assistance and system administrator training for the Alliance to enhance the capacity of the HMIS Lead Agency. The anticipated term of services is approximately eleven (11) months from June 1, 2026, through April 30, 2027.

ORS 190 ACTION: Approve contract. (**Pages 60-63**)

7. (3:50) HR PROPOSAL — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will present a human resources proposal related to organizational staffing and operational needs for Board consideration.

ORS 190 ACTION: Approve contract. (**Pages 64-72**)

ALLIANCE BUSINESS/ACTIONS

8. (4:00) FINANCIAL POLICIES FOR BUDGET — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will present proposed financial policy updates for FY 26-27 Budget.

ALLIANCE ACTION: Approve proposed policies. (**Pages 73-87**)

9. (4:10) MEMBERSHIP DUES — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will present a proposal to increase membership dues and provide an overview of the intended use and impact of additional revenue.

ALLIANCE ACTION: Approve proposal to increase membership dues. (**Pages 88-89**)

ALLIANCE-ORS 190 UPDATES

10. (4:20) HUD – NOFO PREPARATION — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will provide an update on anticipated HUD Notice of Funding Opportunity (NOFO) activities and preparations underway to support the upcoming competition process. (**Pages 90-91**)

ALLIANCE ACTION: Approve members of committee and plan for NOFO work session.

11. (4:30) FEDERAL REPORTING OVERVIEW — DAVID PEAK

David Peak, MWVHA Data Analyst, will continue presentation of the System Performance Measures submitted to HUD and provide additional context on system-level performance outcomes. He will also present an overview of the 2026 Point-in-Time (PIT) Count and Housing Inventory Count (HIC), including regional data trends and reporting highlights.

12. (4:40)DIRECTOR'S REPORT — E.D. MISTY BOLGER

Misty Bolger, Executive Director, will provide organizational updates to the Board, including staffing updates, planning for the upcoming Youth Resource Fair, and coordination efforts related to the annual joint meeting with the Collaborative Committee.

13. (4:50) OTHER BUSINESS/UPDATES — ALL

14. (5:00)ADJOURNMENT — CHAIR GORDON

Supplemental information:

- Staff Updates (**pages 92-97**)
- 2026 Board and Executive Meeting Schedule (**page 98**)
- Reports/invoices (**pages 99-104**)

Virtual Meeting Information:

https://wesd.zoom.us/j/95458332303?pwd=bk7d9HC6q2aIWtydTcho84DrC5nsPX.1

Meeting ID: 954 5833 2303
Passcode: 673610

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

Staff Contacts:

Board member inquiries:
Misty Bolger – 503.540.1620, misty.bolger@mwvhomelessalliance.org

General questions or difficulties connecting:
Cassie Bay – 503.540.1627, cassandra.bay@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

Joint Meeting Minutes of:

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

Meeting Location(s):
April 9, 2026
Marion County Commissioner's Office
555 Court St NE, Salem, OR 97301
And
Via teleconference (Zoom)

MWVHA BOARD

MEMBERS PRESENT

Chair, Polk County, Commissioner, Jeremy Gordon
Vice Chair, Marion County, Commissioner, Danielle Bethell
City of Independence, City Councilor, Kathy Martin-Willis
City of Keizer, City Councilor, Soraida Cross
City of Monmouth, City Councilor, Christopher Lopez
City of Salem, Mayor, Julie Hoy
Law Enforcement Assisted Diversion, LEAD Navigator, Mareis Dickerson
Marion County Housing Authority, Alt. Christine Sommer
Mid-Willamette Valley Community Action Agency, Alt. Shelaswau Crier
Northwest Human Services, Chief Executive Officer, Kim Leathley
PacificSource, Director, Marion & Polk Counties CCO, Zaira Flores Marin
Salem Health, Director, Community Outreach, Tricia Frizzell
Salem Housing Authority, Housing Administrator, Nicole Utz
Salem-Keizer School District 24J, Superintendent, Andrea Castañeda
Willamette Health Council, Alt. Trisha Kumar

MEMBERS ABSENT

City of Salem, City Councilor, Shane Matthews
CoC Collaborative Committee, Co-Chair, Brenda Newey
CoC Collaborative Committee, Subject Matter Expert, Toni Maries
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
Polk County Veteran Services, Veteran Services Officer, Eric Enderle
West Valley Housing Authority, Executive Director, Christian Edelblute
Youth Action Board, President, River Woods

ORS 190 ENTITY BOARD

MEMBERS PRESENT

Chair, Polk County, Commissioner, Jeremy Gordon

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Vice Chair, Marion County, Commissioner, Danielle Bethell
City of Independence, City Councilor, Kathy Martin-Willis
City of Keizer, City Councilor, Soraida Cross
City of Monmouth, City Councilor, Christopher Lopez
City of Salem, Mayor, Julie Hoy
Salem-Keizer School District 24J, Superintendent, Andrea Castañeda

MEMBERS ABSENT

Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno

STAFF AND GUESTS PRESENT

Church at the Park, DJ Vincent
City of Keizer, Mayor, Cathy Clark
Curandi, Chris Barber
Elle Group Consulting, Arielle Goranson
League of Women Voters, Cheryl Gribskov
MWVCAA, Sara Webb
MWVHA, Cassie Bay
MWVHA, David Peak
MWVHA, Emily Mewbourn
MWVHA, Misty Bolger

WECOME

Chair Jeremy Gordon called the Joint Meeting of the MWVHA Board of Directors and the ORS 190 Entity to order at 3:00 p.m. and confirmed that Oregon Public Meeting Law notice requirements had been met.

ALLIANCE BOARD CONSENT AGENDA

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

a. Agenda;
b. 2026.02.03 Joint MWVHA-ORS190 Entity & Executive Committee Meeting Minutes; (**Pages 06 - 11**)
c. 2026.02.12 Joint MWVHA – ORS 190 Entity Meeting Minutes; (**Pages 12 - 22**)
d. 2026.02.25 Special Joint MWVHA – ORS 190 Entity Meeting Minutes; (**Pages 23 - 25**)
e. 2026.03.03 Special Joint MWVHA-ORS 190 Entity Meeting Minutes; (**Pages 26 - 30**)
f. Accept resignation from Ah'ana Rabb from Youth Action Board (Backbone) and Christina McCollum (Pacific Source) from the Health & Safety Committee;
g. Appoint Krista Lovaas (WVP Health Authority) as co-chair for the Health & Safety Committee;
h. Appoint Kellee Borsberry (Northwest Human Services) to the Health & Safety Committee; and
i. Approve Cyber Security Policy (**Click here**)

MOTION MADE BY **CROSS** | SECONDED BY **BETHELL** TO:

Approve Alliance Consent Agenda.

DISCUSSION

None

VOTE

In Favor: Gordon, Bethell, Martin-Willis, Cross, Lopez, Hoy, Dickerson, Sommer, Crier, Leathley, Flores Marin, Frizzell, Utz, Castañeda & Kumar
Opposed: None
Abstentions: None

PUBLIC COMMENT

None

COMMUNITY PROJECT UPDATES

CHURCH AT THE PARK

DJ Vincent from Church at the Park presented an overview of the organization's 2025 outreach, shelter, workforce development, and supportive housing initiatives. The presentation included updates on outreach and safe parking efforts, emergency shelter programs, supportive housing developments, shelter outcome data, Village of Hope expansion, family shelter facility upgrades, restructuring of the young adult shelter program, workforce training initiatives, and planned 2026 projects.

MWVCAA

Sara Webb from Mid-Willamette Valley Community Action Agency provided an update on the reopening of David's House youth shelter in Monmouth following facility renovations and safety upgrades. Updates included building repairs, electrical improvements, new furnishings, creation of behavioral health and management spaces, landscaping, and general modernization of the facility. Sara shared that the shelter reopened last month and is gradually increasing occupancy to support a stable environment for youth and staff, with plans to return to full 10-bed capacity within several weeks. She also discussed the shelter's referral model, which includes both DHS crisis placements and Continuum of Care-funded placements, and highlighted efforts to transition youth into permanent housing opportunities, including Carson Commons and scattered-site housing resources. Committee members acknowledged the partnership with the City of Monmouth and the positive community response to the program.

ENVIRONMENTAL SCAN UPDATE

Arielle Goranson with Elle Group Consulting provided an update on the Environmental Scan and Integration Mapping Project currently underway for the Alliance. Arielle shared that the project is focused on evaluating how systems across Marion and Polk counties interact and identifying strengths, gaps, and barriers within the homeless response system. The work includes stakeholder interviews, community surveys, and focus groups involving providers,

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individuals with lived experience, landlords, youth-serving organizations, healthcare partners, and other community stakeholders. Arielle noted that the project is intended to support a more coordinated, trauma-informed, and equity-centered regional response by identifying opportunities for stronger collaboration and improved referral pathways. Committee members were encouraged to continue participating in interviews and focus groups and to help share the survey throughout the community to ensure broad representation and meaningful feedback.

ALLIANCE BUSINESS

PERFORMANCE & EVALUATION COMMITTEE

MWVHA Executive Director, Misty Bolger, presented proposed updates related to re-establishing the Performance and Evaluation (P&E) Committee, including discussion regarding committee structure, recruitment criteria, and charter revisions. Board members discussed the distinction between the P&E Committee and the separate Review and Ranking Committee, agreeing that the two functions should remain independent. Concerns were raised regarding the proposed expertise requirements for committee membership, with members noting that the qualifications outlined may be difficult to fully achieve and should be viewed as aspirational recruitment goals rather than strict requirements. Additional discussion focused on the importance of including individuals with experience in scoring methodologies, system evaluation, and lived experience. Board members also expressed concern about allowing proxies to serve on the committee, citing the need for consistency and continuity in the committee's work, and generally supported removing proxy participation from the charter language. Further discussion included simplifying voting thresholds from a two-thirds vote to a majority vote.

MOTION MADE BY **BETHELL** | SECONDED BY **LOPEZ** TO:

Approve moving forward with recruitment and vetting of potential committee members, with committee appointments to be brought back to the Board for approval in May, and to authorize Misty Bolger to move forward with proposed charter revisions for future Board review.

DISCUSSION

None

VOTE

In Favor: Gordon, Bethell, Martin-Willis, Cross, Lopez, Hoy, Dickerson, Sommer, Crier, Leathley, Flores Marin, Frizzell, Utz, Castañeda & Kumar
Opposed: None
Abstentions: None

MWVHA POLICY ADOPTIONS

MWVHA Executive Director, Misty Bolger, presented four policies for Board consideration, including the Cost Allocation Policy, Credit Card Policy, Cybersecurity Policy, and Hiring

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Policy. Brief discussion occurred regarding the purpose of the policies and the need to continue formalizing organizational procedures and internal controls as the Alliance grows. Board members expressed support for establishing clear financial, operational, and cybersecurity standards.

MOTION MADE BY **BETHELL** | SECONDED BY **CROSS** TO:

Adopt the Cost Allocation, Credit Card, Cybersecurity and Hiring policies as presented.

DISCUSSION

None

VOTE

In Favor: Gordon, Bethell, Martin-Willis, Cross, Lopez, Hoy, Dickerson, Sommer, Crier, Leathley, Flores Marin, Frizzell, Utz, Castañeda & Kumar
Opposed: None
Abstentions: None

SYSTEM PERFORMANCE MEASURE PRESENTATION

MWVHA Data Analyst, David Peak, provided an overview of the Continuum of Care System Performance Measures (SPMs), reviewing current data trends and discussing how the measures are used to evaluate the effectiveness of the regional homeless response system. The presentation included discussion on metrics related to length of time homeless, returns to homelessness, income growth, employment, and successful exits to permanent housing. David emphasized the importance of accurate and timely data entry, coordination between providers, and continued system-wide collaboration to improve overall outcomes. Board members discussed the challenges of interpreting performance data without broader context and suggested future presentations include clearer trend comparisons, explanations of external factors impacting performance, and visual tools that make the information easier to understand for both Board members and the public. Additional discussion included the need to distinguish between system-wide barriers versus provider-specific performance issues, concerns about capacity limitations affecting outcomes, and the importance of using the data as a tool for improvement rather than punishment. Due to time limitations, the presentation concluded after review of Measure 7, with the remaining measures to be presented at the next Board meeting.

ORS 190 BUSINESS/ACTIONS

HR & RETIREMENT BENEFIT UPDATE

Chair Gordon introduced the HR and Retirement Benefits Update by noting the Board's ongoing efforts to strengthen organizational foundations and improve operational processes. Misty Bolger then provided an update regarding retirement benefits for Alliance staff, sharing that a review of organizational practices identified employee offer letters that included a promised 3% employer retirement contribution match that had not been implemented. Due to the Alliance's status as an ORS 190 entity, identifying a compatible retirement provider had been challenging. Staff have since enrolled in OregonSaves while continuing to explore long-term retirement and HR service options. Misty presented a proposal to provide compensation

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equal to 6% of current salary for eligible staff to address missed employer contributions over the past two fiscal years. Board discussion included organizational liability, the proposed corrective approach, and terminology used to describe the payment. Misty noted legal counsel reviewed and supported the recommendation and shared that staff are continuing discussions with an HR agency that could provide payroll, benefits, and HR administration services.

MOTION MADE BY **LOPEZ** | SECONDED BY **CROSS** TO:

Approve compensation to staff for lack of retirement plan upon hire.

DISCUSSION

None

VOTE

In favor: Lopez, Cross, Gordon, Hoy, Bethell, Martin-Willis & Cross
Opposed: None
Abstentions: None

APPROVAL TO HIRE

Misty Bolger requested Board approval to move forward with hiring additional staff positions to support growing operational and programmatic needs within the Alliance. She discussed current workload demands, organizational capacity challenges, and the need to strengthen administrative and system coordination functions. Board discussion included funding considerations, staffing priorities, and long-term organizational sustainability.

MOTION MADE BY **HOY** | SECONDED BY **LOPEZ** TO:

Approve hiring plan and modified job description.

DISCUSSION

None

VOTE

In favor: Lopez, Cross, Gordon, Hoy, Bethell, Martin-Willis & Cross
Opposed: None
Abstentions: None

FY 26-27 BUDGET ITEMS

Misty Bolger presented the proposed FY 2026–27 budget calendar and recommended Budget Committee membership for Board approval. She explained the proposed timeline for the budget process, upcoming budget meeting schedule, and the role of the Budget Committee in reviewing and recommending the annual budget. Discussion included committee composition, community participation, and ensuring the budget process aligns with statutory requirements and organizational timelines.

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MOTION MADE BY **LOPEZ** | SECONDED BY **BETHELL** TO:

Appoint Executive Director, Misty Bolger, as Budget Officer.

DISCUSSION

None

VOTE

In favor: Lopez, Cross, Gordon, Hoy, Bethell, Martin-Willis & Cross
Opposed: None
Abstentions: None

MOTION MADE BY **BETHELL** | SECONDED BY **HOY** TO:

Approve FY 26-27 Budget Calendar

DISCUSSION

None

VOTE

In favor: Lopez, Cross, Gordon, Hoy, Bethell, Martin-Willis & Cross
Opposed: None
Abstentions: None

MOTION MADE BY **LOPEZ** | SECONDED BY **BETHELL** TO:

Appoint FY 26-27 Budget Committee.

DISCUSSION

None

VOTE

In favor: Lopez, Cross, Gordon, Hoy, Bethell, Martin-Willis & Cross
Opposed: None
Abstentions: None

FLEX SPENDING ACCOUNT

Misty Bolger provided a brief update regarding the possibility of offering a Flexible Spending Account (FSA) benefit for Alliance staff. She shared that staff are exploring available options as part of broader efforts to improve employee benefits and HR infrastructure. Discussion included potential administrative considerations and how an FSA could support employee healthcare and dependent care expenses.

MOTION MADE BY **HOY** | SECONDED BY **MARTIN-WILLIS** TO:

Approve contract with BBP Benefits of America.

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DISCUSSION

None

VOTE

In favor: Lopez, Cross, Gordon, Hoy, Bethell, Martin-Willis & Cross
Opposed: None
Abstentions: None

ALLIANCE-ORS 190 UPDATES

DIRECTOR'S REPORT

Misty Bolger provided an Executive Director's Report with updates on current organizational activities, funding coordination, and regional partnerships. She shared ongoing work related to Coordinated Entry system improvements, collaboration with providers and state partners, and continued efforts to strengthen organizational operations and infrastructure. Misty also highlighted recent community engagement activities, staffing support needs, and upcoming meetings and initiatives involving Alliance committees and partner organizations.

ZOOM CHAT MESSAGES

00:41:53	Danielle Bethell:	can someone let Mayor Hoy in please
00:59:45	Shelaswau Crier (she/her):	Can you share the survey links here?
00:59:55	Arielle Goranson:	General Survey: https://docs.google.com/forms/d/e/1FAIpQLSdk4KfAtBi6xH1z3qloRKJFR9fOpx9WZ34wvqFBMFiIOaWa6Q/viewform
01:00:11	Trisha Kumar:	We haven't sent it to the collaborative yet, but if you wanted to send it to Kat here: marion-polkchc@co.marion.or.us then I'm sure she would share it out!
01:00:19	Arielle Goranson:	Reacted to "We haven't sent it t..." with 👍🏻
01:00:26	Arielle Goranson:	Lived Experience Survey: https://docs.google.com/forms/d/e/1FAIpQLSdpUpMP3xQxxzu-4f3_ECjsjDGC1lAitVWMSbeK8WskESrSeA/viewform
01:00:40	Trisha Kumar:	Replying to "We haven't sent it t..."
		you can CC me, if you like: tkumar@willamettehealthcouncil.org
01:01:06	Trisha Kumar:	Reacted to "General Survey: http..." with ❤️‍🩹
01:01:07	Arielle Goranson:	Reacted to "you can CC me, if yo..." with 👍🏻
01:01:09	Trisha Kumar:	Reacted to "Lived Experience Sur..." with ❤️‍🩹

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01:01:26 Kim Leathley, NWHS: @Arielle Goranson, my belief is that Stephen Goins from NWHS sent you our research (data, surveys, interviews) from our strategic planning session. Let me know if we still need to get it to you.

01:01:28 Nicole Utz, SHA: Look forward to the results of the survey.

01:01:45 Shelaswau Crier (she/her): Shelaswau.crier@mwvcaa.org

01:01:52 Arielle Goranson: Reacted to "@Arielle Goranson, m..." with 👍🏻

01:02:01 Shelaswau Crier (she/her): Reacted to "Look forward to the ..." with 👍🏾

01:05:51 Arielle Goranson: Reacted to "Shelaswau.crier@mwvc..." with 👍🏻

01:05:54 Arielle Goranson: Reacted to "Look forward to the ..." with 👍🏻

01:19:01 Tricia Frizzell:I agree with the stance of not allowing proxy for this vital committee.

01:19:17 Trisha Kumar:Reacted to "I agree with the sta..." with 👍🏾

01:33:00 Jeremy Gordon (he/him): Reacted to "@Arielle Goranson, my belief is that Stephen Goins from NWHS sent you our research (data, surveys, interviews) from our strategic planning session. Let me know if we still need to get it to you." with 👍🏻

01:33:05 Jeremy Gordon (he/him): Reacted to "Look forward to the results of the survey." with 👍🏻

01:33:10 Jeremy Gordon (he/him): Reacted to "I agree with the stance of not allowing proxy for this vital committee." with 👍🏾

01:38:55 Trisha Kumar:Did we receive these slides in the meeting materials?

01:39:08 Trisha Kumar:I can't find them. Or will we receive them as f/u?

01:39:16 Misty: No, but we will send these after the meeting.

01:39:23 Trisha Kumar:perfect, ty!

01:40:15 Nicole Utz, SHA: Reacted to "perfect, ty!" with 👍

01:40:17 Jeremy Gordon (he/him): 50% of unsheltered folks in our last PIT count were considered 1st time homeless

01:42:50 Christopher Lopez (he/him): I'd love to receive these slides, please!

01:42:57 Kim Leathley, NWHS: Reacted to "I'd love to receive ..." with 👍

01:43:06 Tricia Frizzell:Reacted to "I'd love to receive ..." with 👍🏾

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01:46:24	Kim Leathley, NWHS: Reacted to "50% of unsheltered f..." with 🤯
01:52:44	Shelaswau Crier (she/her): Reacted to "I'd love to receive ..." with 👍🏽
02:03:53	Tricia Frizzell:one term to consider is "a limited duration position"
02:03:59	Christopher Lopez (he/him): Reacted to "one term to consider..." with 👍🏽
02:04:06	Kim Leathley, NWHS: Reacted to "one term to consider..." with 👍
02:04:31	Andrea Castañeda: I am optimistic that you will find someone for this role. I think we are hitting the market at a good time.
02:05:21	Shelaswau Crier (she/her): Reacted to "one term to consider..." with 👍🏽
02:05:51	Misty: Reacted to "I am optimistic that..." with 💔
02:06:04	Misty: Reacted to "one term to consider..." with 👍

ADJOURNMENT

Chair Gordon adjourned the board meeting at 4:54 p.m.

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Backbone
CHARTER

A. PURPOSE

Backbone serves as the Youth Action Board of the Mid-Willamette Valley Homeless Alliance (Alliance), the Continuum of Care in the Marion County and Polk County region.

The purpose of Backbone is to:

- Partner with the Alliance and its committees to support coordination, planning, and improvement of services that prevent and address youth and young adult homelessness.
- Ensure youth and young adults with lived experience are meaningfully involved in system and program design, implementation, and evaluation.
- Advise the Alliance Board on policies, programs, and practices that impact youth experiencing or at risk of homelessness.
- Conduct outreach and connect with youth and young adults experiencing housing instability to help identify barriers and link youth to services and resources.
- Promote education and community awareness about the causes, realities, and solutions to youth and young adult homelessness.
- Monitor and communicate the impact of housing and homeless services for youth and young adults in the region.

Backbone members will accomplish this work by:

- Developing and implementing an annual Backbone workplan with measurable goals aligned with the Alliance Strategic Plan and youth priorities, and regularly reviewing progress on those goals.
- Evaluating the Backbone charter, purpose, and workplan annually and recommending updates to the Alliance Board when needed.
- Participating in Backbone, Youth and Young Adult (YYA), and Alliance Board meetings to share youth perspectives and provide recommendations on programs, policies, and services.
- Conducting outreach and engagement with youth experiencing homelessness or housing instability to gather feedback, identify barriers, and connect youth to resources and services.
- Promoting youth leadership, representation, and lived experience by recruiting and supporting youth members and ensuring youth voices remain central to decision-

making.
- Supporting partnerships, education, and funding opportunities that expand youth engagement, community awareness, and services for youth and young adults.

B. MEMBERSHIP

MEMBERSHIP. Backbone is comprised of voting YYA members, ages 11-to-24 years. Members shall have lived experienced with any form of homelessness or housing instability, including residing in emergency shelters, couch surfing, transitional living, runaway, or human trafficking. Members shall, to the best of the community's ability, be reflective of the population of YYA experiencing homelessness. Backbone shall consist of no less than five (5) and no more than twenty (20) members. Members shall primarily reside in the Marion County and Polk County region.

In special circumstances, Backbone members may request a leave of absence in writing by themselves or by a caseworker on their behalf. During the leave of absence, the members will not be counted for quorum or voting purposes. Upon resolution of the special circumstances, the Backbone member may resume full voting status.

APPOINTMENT. The Alliance Board appoints members to Backbone based on recommendations from Backbone. Backbone shall use a Alliance board-approved application form and review process to screen and recommend prospective applicants.

STAFF SUPPORT. Alliance staff shall support Backbone, ensuring notes are taken at all meetings, legal notice is provided, and that CoC policies and processes are followed. Staff shall maintain a list of Backbone membership and their ages. ~~respective ages/birthdays of members.~~ Staff shall post the names of members to the Alliance webpage per the Governance Charter, Article II.E.1. Staff shall arrange for translation services, upon request.

COMPENSATION. Members' personal and basic needs are assessed and met regularly through personalized resource navigation and shared partnerships in the system. Incentives for engagement may include meals/food, gift cards, transportation support, swag, and raffle prizes. Meals will be provided at meetings. Backbone members will be compensated for their time spent attending meetings via monetary stipends, to the extent resources are available.

TERMS. Backbone members shall serve two-year terms of membership. Members are encouraged to seek reappointment if the member is still within the approved age range and continues to be engaged.

OFFICERS. Backbone shall nominate a President to the Alliance board for official appointment. The Backbone President shall facilitate Backbone meetings and participate in leadership and planning meetings. The President shall serve one-year terms and may be reappointed annually by the Alliance Board. Backbone shall appoint other officers as needed, such as Vice President and Secretary.

OFFICER ROLES.
The President will fulfill the following duties:

a) Facilitate meetings and ensure conversations directly meet Backbone's purpose;
b) Lead others by their example of respect, dignity, and kindness;
c) Ensure members are empowered to share their stories, advice and feedback;
d) Work with staff to prepare agendas (Alliance staff);
e) Help establish and track annual priorities and workplan;
f) Ensure follow through on committee tasks;
g) Communicate and liaise between Backbone and the Alliance Board; and
h) Help recruit and onboard new members.

The Vice-President will support the President in accomplishing their duties and will be responsible for their duties if the President is unable to fulfill them for any reason.

The Secretary will work with Backbone leadership and staff to:

a) Assist Alliance staff and Backbone President in the creation of agendas
b) Keep track of attendance at meetings and report to Alliance staff; and
c) Review meeting minutes to ensure accuracy before distribution.

All officer positions will:

a) Meet one week prior to regularly scheduled Backbone meetings with Alliance staff to plan and prepare meeting agenda; and
b) Support president in accomplishing their duties such as attending Alliance Board Meetings.

VOTING. Backbone decisions shall operate on a consensus basis. However, members may request a majority vote on specific issues. Recommendations to the Alliance Board will be made by majority of votes. Each member shall have one vote on each matter submitted to a vote of Backbone members. A majority is defined as 50% plus one of the appointed, voting membership. Members on leave of absence status will be considered nonvoting until full membership status is resumed. Members with a potential or actual conflict of interest must declare the conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum or approved by Alliance staff and Backbone President to participate.

RESIGNATION. Resignations by Backbone members shall be submitted in writing, by the Backbone member or a caseworker on behalf of the member, to Alliance staff or Backbone President, who will forward the resignation notice to the Alliance Board for the next regularly scheduled board meeting.

TERMINATION. The Alliance Board may remove any member when it determines it is in the interest of the Alliance to do so. Three unexcused absences in one year by a Backbone members shall make that member eligible for termination.

C. MEETINGS

MEETINGS. Meetings shall occur at least monthly. Backbone may decide to meet more frequently at the call of the President and Staff. Backbone is a public body subject to the public

meetings and records laws as stated in ORS Chapter 192. All meetings are open to the public. The meeting agenda will be distributed to members and through public notice at least 24-hours prior to a meeting. Accommodations will be made, compliant with the Americans with Disabilities Act, as requested.

QUORUM. A majority, defined as 50% plus one, of the appointed, voting Backbone membership will constitute a quorum for the transaction of all business at meetings. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone or similar contemporaneous means may be counted towards achieving a quorum. Members on leave of absence status will not be counted towards a quorum.

D. CONFLICT OF INTEREST AND CODE OF CONDUCT

Backbone members, staff support, and Backbone advisors shall adhere to Alliance Conflict of Interest and Code of Conduct standards as described in the Governance Charter Article III, sections A and B:

CONFLICT OF INTEREST GENERAL PROVISIONS. A conflict of interest is a situation in which Backbone members or one of their family members have a personal or financial interest that compromises or could compromise the Backbone members' independence of judgment in exercising their responsibilities to the Alliance. It is the position of this Alliance that conflicts of interest shall not compromise the Alliance's work and that even the appearance of a conflict shall be avoided in all circumstances.

CODE OF CONDUCT GENERAL PROVISIONS. Backbone members are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

ADHERENCE TO CONFLICT OF INTEREST POLICY. Backbone members are expected to adhere to the Alliance's Conflict of Interest Policy, as described in Article III of the Governance Charter and in a separate policy document, which requires the member to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

ANNUAL DECLARATION. Backbone members are to annually receive a copy of the Conflict of Interest Policy. Backbone members are to annually receive a copy of the Code of Conduct and acknowledge receipt.

F. CHARTER AMENDMENTS

PROCESS. This charter may be amended at any Alliance Board meeting by a majority vote of the appointed, voting board membership. Copies of proposed amendments will be available for

review at least one week prior to the board meeting at which the proposed amendments are considered. The Alliance Board will seek review and recommendation by Backbone of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, Alliance staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.

FREQUENCY OF REVIEW. Backbone will review this charter annually and submit any recommended revisions to the Alliance Board.

Revised August 12, 2024
Revised November 7, 2022
Revised March 10, 2026 – Add officer roles and detailed purose

April 15, 2026

Mid-Willamette Valley Homeless Alliance
Board of Directors
100 High Street SE, Ste 200
Salem, OR 97301

Client ID:93067.001

Statement of Work - Audit & Assurance

Dear Misty,

We are pleased to confirm our acceptance and our understanding of this engagement by means of this Statement of Work ("SOW") and the related Master Services Agreement ("MSA") between REDW LLC and ORS 190 Entity, Mid-Willamette Valley Homeless Alliance (the ORS 190 Entity).

The following represents our understanding of the services we will provide the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance.

You have requested that we audit the financial statements of the governmental activities and major fund of the ORS 190 Entity, as of June 30,2026 and for the year then ended and the related notes to the financial statements, which collectively comprise the ORS 190 Entity's basic financial statements as listed in the table of contents.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America require that supplementary information, such as management's discussion and analysis and budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Budgetary comparison information

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and the Minimum Standards for Audits of Oregon Municipal Corporations. As part of an audit of financial statements in accordance with GAAS and the Minimum Standards for Audits of Oregon Municipal Corporations, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of ORS 190 Entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about ORS 190 Entity's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and the Minimum Standards for Audits of Oregon Municipal Corporations.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of ORS 190 Entity's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;

2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and

3. To provide us with:

    a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements including the disclosures, such as records, documentation, and other matters;

    b. Additional information that we may request from management for the purpose of the audit;

    c. Unrestricted access to persons within the ORS 190 Entity and others from whom we determine it necessary to obtain audit evidence;

    d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and

    e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.

4. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;

5. For identifying and ensuring that the ORS 190 Entity complies with the laws and regulations applicable to its activities;

6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;

7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;

8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

9. For informing us of any known or suspected fraud affecting ORS 190 Entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials;

10. For the accuracy and completeness of all information provided;

11. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and

12. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the ORS 190 Entity's basic financial statements. Our report will be addressed to the governing body of the ORS 190 Entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We also will issue a written report on compliance with the Minimum Standards for Audits of Oregon Municipal Corporations upon completion of our audit.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing, and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion to meet the needs of the ORS 190 Entity.

Teresa Rawlins, CPA is the engagement principal for the audit services specified in this letter. The engagement principal's responsibilities include supervising REDW LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the services described in this SOW will be $20,120. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

While we anticipate much of the audit can be performed remotely, if travel is required or requested by the ORS 190 Entity, travel time will be billed additionally at one-half of our standard hourly rates and out-of-pocket costs such as airfare, rental car/gas, mileage, per diem, lodging, postage, etc. will be billed additionally at actual cost. Travel will be mutually agreed to prior to incurring travel costs.

Our invoices for these fees will be due as work progresses as follows:

Installment	Invoice Due Date	Fees
Installment #1	Upon execution of this SOW	$ 4,000
Installment #2	August 31, 2065	$ 12,000
Installment #3	September 30, 2026	$ 4,120
	Total	**$ 20,120**

Outstanding account balances may be charged a late fee at the rate of 1 ½ % per month.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

If any extended audit services are requested by the ORS 190 Entity, or if such services are required to complete the audit (for example, if accounting records are not reconciled or otherwise not ready for audit), they would be billed additionally at our standard hourly rates, depending upon the degree of responsibility involved and the experience level of the personnel assigned. In that case, we will discuss the situation with you before proceeding.

The following specific situations will result in additional charges:

- **Urgency:** Rush delivery to meet a deadline (if the ORS 190 Entity provides requested information after agreed dates)

- **Rescheduling:** Fieldwork schedule changes with less than two weeks' notice

- **Extra Revisions:** Revised trial balances or numerous journal entries provided after fieldwork begins.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the board the following significant findings from the audit:

1. Our view about the qualitative aspects of the ORS 190 Entity's significant accounting practices;

2. Significant difficulties, if any, encountered during the audit;

3. Uncorrected misstatements, other than those we believe are trivial, if any;

4. Disagreements with management, if any;

5. Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;

6. Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;

7. Representations we requested from management;

8. Management's consultations with other accountants, if any; and

9. Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of REDW LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of REDW LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Special Terms & Conditions

By signing this agreement, you are committing and confirming that you are authorized by your company to execute this Statement of Work ("SOW") to purchase the services listed. Your commitment to purchase becomes binding upon acceptance by REDW LLC ("REDW") and is not subject to the issuance of any further confirmations or to other events.

REDW Standard Terms and Conditions apply and are governed by our Master Services Agreement ("MSA") and by signing this SOW you are also agreeing to the Terms and Conditions contained in the MSA. Our MSA may be viewed at: Master Service Agreement - Online (redw.com)

https://web.redw.com/hubfs/MSA%20Documents/REDW_Master_Services_Agreement_GENERAL.pdf

REDW can change the terms of this Agreement by posting updates online or giving notice. Changes take effect right away. If the Client does not agree with the changes, they may end the Agreement. Using REDW's services after changes means the Client accepts the new terms

We appreciate the opportunity to be of service to the ORS 190 Entity and believe this SOW accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this SOW, please sign in the space.

IN WITNESS WHEREOF, REDW and Client have executed this SOW through their duly authorized representatives as of the dates stated below.

REDW:

Teresa Rawlins, CPA
Principal

Client: Mid-Willamette Valley Homeless Alliance

Signature	Date
Name and title	

Funding Account Agreement

General Information

This agreement between me and Fidelity Brokerage Services LLC, ("FBS") and National Financial Services LLC ("NFS") (collectively "Fidelity" or "you") sets forth the terms and conditions governing the Fidelity Funding Account.

1. Nature of Services Provided

Upon acceptance of my application, I understand you will maintain a limited purpose account for me and, as my broker, transfer money according to my instructions. The Funding Account will be used to electronically receive funds debited from my bank account and electronically transmit them through the Funding Account to each participant's Fidelity SIMPLE IRA account pursuant to my instructions. The Funding Account is not meant to draw interest, and is not meant for holding or transacting in securities. All decisions relating to my investment or trading activity, if any, shall be made by me or my duly authorized representative and I accept full responsibility for such decisions. To help the government fight the funding of terrorism and money laundering activities, to verify my identity, Federal law requires that Fidelity obtain my name, date of birth, address, and a government-issued identification number before opening my account. In certain circumstances, Fidelity may obtain and verify this information with respect to any person(s) authorized to effect transactions in an account. For certain entities, such as trusts, estates, corporations, partnerships, or other organizations, identifying documentation is also required. My account may be restricted and/or closed if Fidelity cannot verify this information. Fidelity will not be responsible for any losses or damages (including but not limited to lost opportunity) resulting from any failure to provide this information, or from any restriction placed upon, or closing of, my account. Any information I provide to Fidelity may be shared with third parties for the purpose of validating my identity and may be shared for other purposes in accordance with Fidelity's Privacy Policy. Any information I give to Fidelity may be subject to verification, and I authorize Fidelity to obtain a credit report about me at any time. Upon written request, I will be provided the name and address of the credit reporting agency used. You may also monitor or tape record conversations with me in order to verify data about any transfers I request, and I consent to such recording. I also understand that my account is carried by NFS, an affiliate of FBS. I understand that Fidelity will not be responsible for the accuracy, completeness, or use of any information received by me from third party data services and that Fidelity does not make any warranty concerning such information.

2. Applicable Rules and Regulations

All transfers through Fidelity are subject to all applicable federal or state laws, rules and regulations.

3. Electronic Funds Transfer ("EFT")

EFT is a service that enables me to electronically transfer money between my bank account and my Fidelity account. EFTs are processed through the Automated Clearing House ("ACH"). My bank must be an ACH member for me to use this service, and at least one common name must match exactly on both my bank and Fidelity accounts. The minimum EFT transaction is $10 and the maximum is $100,000. EFTs are normally completed within three business days, and credits to my account are subject to a four-day collection process.

I hereby constitute and appoint Fidelity Service Company, Inc. ("FSC") and FBS my true and lawful attorney to surrender for redemption any and all shares held in my accounts with full power of substitution in the premises. FSC and FBS are hereby authorized and directed to accept and act upon any directions for redemptions of shares held in my account. I understand and agree that FSC and FBS will not be liable for any loss, expense, or costs arising out of any request for redemption. FSC and FBS reserve the right to cease to act as agents to the above appointments upon 30 days' written notice to the address of record listed on my application. I further certify and agree that the above certifications, authorizations, and appointments in this document will continue until FSC and FBS receive actual written notice of any change thereof.

4. Liability for Costs of Collection

I am liable for payment upon demand of any obligation owed in any of my accounts or any deficiencies following a whole or partial liquidation, and I agree to satisfy any such demand or obligation. I agree to reimburse FBS and NFS for all reasonable costs and expenses incurred in the collection of any such obligations in any of my accounts, including, but not limited to, attorney's fees.

5. Extraordinary Events

FBS is not liable for any losses caused directly or indirectly by government restrictions, exchange or market rulings, suspension of trading or other conditions beyond its control, including, but not limited to, extreme market volatility or trading volumes.

6. Receipt of Communications

Communications by mail, electronic means, messenger, telegraph, or otherwise sent to or by me at the U.S. postal or electronic mail address of record listed on the application, or any other address I may give FBS, are presumed to be delivered to and received by me whether actually received or not. I understand that I should promptly and carefully review the confirmations and periodic statements and notify you of any errors. As a Fidelity Funding Account owner, I will receive a statement of all transfers quarterly; and monthly for months in which there is activity in my account. Information contained on confirmations and account statements is conclusive unless I object in writing within five and 10 days, respectively, after transmitted to me.

7. Modification

No provision of the Agreement can be amended or waived except in writing, signed by an authorized representative of FBS. If any provision of the agreement becomes inconsistent with any present or future law or regulation of any entity having regulatory jurisdiction over it, that provision will be superseded or amended to conform with such law or regulation, but the remainder of this Agreement remains in force and effect.

This agreement and its enforcement shall be governed by the laws of the Commonwealth of Massachusetts; shall cover individually and collectively all accounts that I may open or reopen with Fidelity; and shall inure to the benefit of Fidelity's successors and assigns, whether by merger, consolidation, or otherwise. Fidelity may transfer my account to its successors and assigns, and this agreement shall be binding upon my heirs, executors, administrators, successors, and assigns.

8. Termination of Account

My account may be terminated by me or Fidelity at any time. This agreement will remain in effect until its termination by me is acknowledged in writing by an authorized representative of FBS. You may terminate this Agreement upon written notice to me mailed to my last address given to you. FBS reserves the right to charge a service fee or close any account which fails to maintain minimum activity or balance requirements, and further reserves the right to close an account or remit credit balances due to insufficient investment-related activity.

Termination will result in the cancellation of all features or privileges. I understand that I remain responsible for transactions initiated or authorized by me whether arising before or after termination.

9. Resolving Disputes - Arbitration

This agreement contains a pre-dispute arbitration clause. Under this clause, which you agree to when you sign your account application, you and Fidelity agree as follows:

(a) All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
(b) Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
(c) The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
(d) The arbitrators do not have to explain the reason(s) for their award unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
(e) The panel of arbitrators may include a minority of arbitrators who were or are affiliated with the securities industry.
(f) The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
(g) The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

All controversies that may arise between me and you concerning any subject matter, issue, or circumstance whatsoever (including, but not limited to, controversies concerning any account, order, or transaction, or the continuation, performance, interpretation, or breach of this or any other agreement between me and you, whether entered into or arising before, on, or after the date this account is opened) shall be determined by arbitration in accordance with the rules then prevailing of the Financial Industry Regulatory Authority (FINRA) or any United States securities self-regulatory organization or United States securities exchange of which the person, entity, or entities against whom the claim is made is a member, as I may designate. If you commence arbitration through a United States self-regulatory organization or United States securities exchange and the rules of that organization or exchange fail to be applied for any reason, then you shall commence arbitration with any other United States securities self-regulatory organization or United States securities exchange of which the person, entity, or entities against whom the claim is made is a member. If I do not notify you in writing of my designation within five (5) days after such failure or after I receive from you a written demand for arbitration, then I authorize you to make such designation on my behalf. The commencement of arbitration through a particular self-regulatory organization or securities exchange is not integral to the underlying agreement to arbitrate. I understand that judgment upon any arbitration award may be entered in any court of competent jurisdiction.

No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action; or who is a member of a putative class action who has not opted out of the class with respect to any claims encompassed by the putative class action until: (i) the class certification is denied; or (ii) the class is decertified; or (iii) the customer is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein.

408534.5.0

Fidelity Brokerage Services LLC, Member NYSE, SIPC
900 Salem Street, Smithfield, RI 02917

SMP-FUNDCA-0814
1.814690.104

Fidelity SIMPLE IRA—Company Profile

Use this form to provide information about your company to Fidelity. To establish a new Fidelity SIMPLE IRA Plan, you will need to complete and return this Company Profile form and the Adoption Agreement to Fidelity. **Please note:** If your company is incorporated, you will also need to complete and return the *Fidelity SIMPLE IRA—Corporate Resolution* form to Fidelity. Type on screen or fill in using CAPITAL letters and black ink.

Helpful to Know

- This form should be completed by an officer or owner of your company, who has the authority to transact business with Fidelity on behalf of your company's SIMPLE IRA Plan. Fidelity will designate this person as the Primary Authorized Individual for your company's SIMPLE IRA Plan.
- The Primary Authorized Individual can also designate Additional Authorized Individuals in Section 3.
- You will want to keep a copy of all documents and completed forms for your records.
- The Fidelity SIMPLE IRA Plan offers various options and features to assist your company in administering your plan, such as:
  - Fidelity Plan Manager: Our website is designed to allow your company to manage your plan transactions, including contribution processing or certain maintenance tasks.
  - Electronic Funding Service: This service is available for companies that will be processing their Plan contributions internally. It is accessed via Fidelity Plan Manager and allows you to directly debit your company's bank account to electronically transmit funds to your Fidelity SIMPLE IRA Plan.
  - To establish or learn more about these features and options, please refer to Section 5 of this form, and "Important Information About Your Fidelity SIMPLE IRA Plan" at the end of this form.

Important to Note: You and each of your Eligible Employees must open a SIMPLE IRA account. To open an account with Fidelity, visit *Fidelity.com/simpleiraapplication*.

1. Company Information

Enter full entity name as evidenced by the relevant formation document (e.g., partnership agreement, articles of incorporation).

Adopting Company Name	Company Tax ID Number
Primary Authorized Individual	
Primary Phone	

Note: If your company is incorporated, the *Fidelity SIMPLE IRA—Corporate Resolution* form is required to be completed and returned to Fidelity along with this form and the Adoption Agreement. Sole proprietorships or unincorporated partnerships do NOT need to complete the *Fidelity SIMPLE IRA—Corporate Resolution*.

Company Permanent Address

This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.

Address		
City	**State**	**ZIP Code**

Mailing Address

☐ Same as permanent address ▷ *Default if no other information indicated below.*

Address		
City	**State**	**ZIP Code**

Form continues on next page. ▶▶

2. Primary Authorized Individual *Federal law requires this information.*

As the Primary Authorized Individual, you will have the authority to transact all business with Fidelity on behalf of your company's plan. This could include, but is not limited to, requesting plan maintenance; accessing Plan Manager to view, monitor, or submit any Plan contributions; and/or adding, updating, or removing Additional Authorized Individuals for your Plan.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

First Name	Middle Name	Last Name

Social Security or Taxpayer ID Number	Required	Date of Birth *MM DD YYYY*
	☐ SSN ☐ ITIN	

Mobile phone number and email are required for account security, transactional alerts, and delivery of other communications.

Mobile Phone	Secondary Phone

Email*

*You consent to Fidelity's use of your email and/or mobile number to message, call, or text you regarding account-related documents and communications. Message and data rates apply; frequency may vary. For help with texts, reply HELP. To opt out of texts, reply STOP. You may also update your contact information at any time through your profile on *Fidelity.com*.

Residential Address *This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.*

Address		
City	**State**	**ZIP Code**

Associations

As a person associated with a member firm, you are obligated to receive consent from that firm. Fidelity has existing consent agreements with many firms for their employees to maintain accounts with Fidelity and to deliver transactional data. If your firm is not one of them, Fidelity will attempt to contact your firm's compliance office.

If you are employed by or associated with a broker-dealer, stock exchange, exchange member firm, the Financial Industry Regulatory Authority (FINRA), a municipal securities dealer, or other financial institution, or are the spouse or an immediate family member residing in the same household of someone who meets the aforementioned employment criteria, provide the company's name and address below. Information (including duplicate copies of confirmations and statements for this account, and any accounts you choose to have on a consolidated statement) will be sent to the associated person's employer for purposes of compliance review.

Company Name			
Company Address			
City	**State/Province**	**ZIP/Postal Code**	**Country**

Affiliations

If you, your spouse, or any of your relatives (including parents, in-laws, and/or dependents, etc.), living in your home (at the same address), is a member of the board of directors, a 10% shareholder, or a policy-making officer of a publicly traded company (an "Affiliate"), you must provide the information below. If there are more than two Affiliates, make a copy of this section.

Affiliate's Company Name	Trading Symbol or CUSIP
Affiliate's Company Name	**Trading Symbol or CUSIP**

Form continues on next page.

3. Add Additional Authorized Individual(s) *Optional*

To add Additional Authorized Individuals to your plan, provide the requested information below. You can also update Additional Authorized Individuals online via Plan Manager. **Note:** Any person(s) named here will have the same level of authority and access to your plan as the Primary Authorized Individual above, **except** to add or remove Additional Authorized Individuals.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

Federal law requires you to provide this information.

First Name | Middle Name | Last Name

Residential Address *This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.*

City | State | ZIP Code

Social Security or Taxpayer ID Number | Required ☐ SSN ☐ ITIN | Date of Birth *MM DD YYYY*

Mobile phone number and email for all Plan Contacts are required for account security, transactional alerts, and delivery of other communications.

Mobile Phone | Secondary Phone

Email*

First Name | Middle Name | Last Name

Residential Address *This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.*

City | State | ZIP Code

Social Security or Taxpayer ID Number | Required ☐ SSN ☐ ITIN | Date of Birth *MM DD YYYY*

Mobile phone number and email for all Plan Contacts are required for account security, transactional alerts, and delivery of other communications.

Mobile Phone | Secondary Phone

Email*

First Name | Middle Name | Last Name

Residential Address *This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.*

City | State | ZIP Code

Social Security or Taxpayer ID Number | Required ☐ SSN ☐ ITIN | Date of Birth *MM DD YYYY*

Mobile phone number and email for all Plan Contacts are required for account security, transactional alerts, and delivery of other communications.

Mobile Phone | Secondary Phone

Email*

Form continues on next page. ▶▶

4. Contribution Processing *Required*

All Eligible Employees' Elective Deferrals, Employer Matching Contributions, and Nonelective Contributions must be sent electronically via the Automated Clearing House (ACH) network. Indicate below how your company's SIMPLE IRA Plan contributions will be processed.

Check one.

☐ **Internally**—If your SIMPLE IRA Plan contributions will be managed and processed internally, you will need to establish Fidelity's Electronic Funding Service by providing your company's bank information in Section 5.

☐ **Externally**—If your SIMPLE Plan contributions will be managed and processed via an external payroll service and you do not wish to establish the Electronic Funding Service, skip to Section 6. You will need to provide your payroll vendor with the information required to process your ACH transactions included in the *"Important Information About Your Fidelity SIMPLE IRA Plan"* at the end of this form.

5. Electronic Funding Service

To establish Fidelity's Electronic Funding Service, provide your company's bank information below. This service allows you to transfer your SIMPLE IRA Plan contributions to your employees' Fidelity SIMPLE IRA accounts via a direct debit from your company's bank account. Instructions are provided each payroll period by accessing the Fidelity Plan Manager site. **Note: This service may take 4–5 business days to become active after the processing of this form. Business days are Monday through Friday. Bank and New York Stock Exchange holidays are not included. Your bank must be a member of the Automated Clearing House (ACH) network.**

For additional information regarding Fidelity's Plan Manager site and Electronic Funding Service, see "Important Information About Your Fidelity SIMPLE IRA Plan" *at the end of this form.*

Check one.

☐ Checking

☐ NOW or Money Market Deposit Account

☐ Savings *Passbook savings accounts are not eligible.*

You must attach a voided check, deposit slip, or bank statement with the account number and all owner names preprinted on it.

Please call your bank to verify.

Bank Name	
Owner(s) Name(s) Exactly as on Bank Account	
Bank Routing Number *Nine digits, starts 0, 1, 2, 3, or 4.*	Bank Account Number

6. Primary Authorized Individual Signature and Date *Required*

In the section below, "Fidelity," "us," and "we" refer to Fidelity Brokerage Services LLC and National Financial Services LLC and their affiliates, and their employees, agents, representatives, shareholders, successors, and assigns as the context may require; "you" refers to the company and the Primary Authorized Individual indicated on this form.

By signing below, you:

- Authorize and request Fidelity to establish the funding account (the "Account") in your company's name for the purpose of transmitting contributions to your company's Fidelity SIMPLE IRA Plan to each participant's Fidelity SIMPLE IRA as directed by you or any Additional Authorized Individual(s). The sole purpose of the Account is to facilitate electronic funding of Fidelity SIMPLE IRA Plan contributions on behalf of Plan participants. You understand that this Account is not meant to draw interest or dividends, or to transact in or hold securities.
- Affirm that you are at least 18 years old and of full legal age to enter into this Agreement in your state of residence.
- Acknowledge that you received the Fidelity Funding Account Agreement; and you state that you have read it, you understand it, and you accept all the terms and conditions, as this agreement may be amended from time to time.
- Understand that the Funding Account Agreement and its enforcement shall be governed by the laws of the Commonwealth of Massachusetts. It shall cover individually and collectively all accounts that you may open or reopen with Fidelity. It shall inure to the benefit of Fidelity's successors and assigns, whether by merger, consolidation, or otherwise. Fidelity may transfer your account to its successors and assigns, and this Agreement shall be binding upon your heirs, executors, administrators, successors, and assigns.
- Authorize FMTC (or its agents or successors) to accept direction with respect to this Plan from the Primary Authorized Individual identified in Section 2 or any Additional Authorized Individual(s) identified in Section 3 above.
- Represent and warrant that if you have not completed the section titled Associations, you are not employed by nor associated with a broker-dealer, stock exchange, exchange member firm, FINRA, a municipal securities dealer, or any other financial institution, nor are you the spouse or immediate family member residing in the same household of such a person.
- Represent and warrant that if you have not completed the section titled Affiliations, none of you, your spouse, nor any of your relatives living in your home are a control person or affiliate of a public company under SEC Rule 144.
- Certify that you are an officer or owner of the adopting company who is authorized to transact business with Fidelity on behalf of your company's SIMPLE IRA Plan, and that all information you provided is correct to the best of your knowledge.
- Acknowledge that you will receive a monthly account statement from Fidelity, unless there are no transactions in a particular month. In any case, you will receive a statement quarterly.

Primary Authorized Individual Signature and Date continues on next page. ▶▶

- Certify that all information you provided is true, accurate, and complete.

If establishing the Fidelity Electronic Funding Service, you:

- Authorize Fidelity to initiate debit entries to your company's bank account indicated in Section 5. You further authorize and request the bank indicated in Section 5 to accept any such debit entries initiated by Fidelity to your company's bank account and to credit such amounts to the Account without any further authorization relating hereto. You authorize Fidelity to debit the Account and credit each participant's Fidelity SIMPLE IRA account in the amounts and contribution types for which you will provide contribution instructions from time to time.
- Ratify the instructions given pursuant to this authorization and agree to indemnify and hold Fidelity harmless from any loss, liability, cost, or expense that may arise from Fidelity acting on your instructions. You understand that if there are insufficient funds in the bank account listed in Section 5, Fidelity may cancel contributions, and that Fidelity is not responsible for the timing, amount, purpose, or propriety of any SIMPLE contributions. You further agree to hold Fidelity harmless if a cancellation results in a contribution not being deposited in time to meet the contribution's deadline. You hereby agree to indemnify and hold Fidelity harmless for any loss, liability, cost, or expense arising out of insufficient funds in the bank account provided.
- Understand that Fidelity may purge unused EFT instructions from your account on a periodic basis without notice to you.
- Understand that Fidelity may terminate the EFT instructions from your account at any time in its sole discretion.

If you are a U.S. person for tax purposes:

- Certify under penalties of perjury that you are a U.S. person (including a U.S. resident alien or other U.S. person as defined in the instructions to IRS Form W-9) and the Social Security or Taxpayer Identification Number provided is correct (or that you are waiting for a number to be issued to you).

- Certify under penalties of perjury that you are not subject to backup withholding because any of the following applies:
  - You are exempt from backup withholding.
  - You have not been notified by the Internal Revenue Service (IRS) that you are subject to backup withholding as a result of a failure to report all interest or dividends.
  - The IRS has notified you that you are no longer subject to backup withholding.

If you are not a U.S. person for tax purposes:

- Are submitting the applicable Form W-8 with this form to certify your foreign status and, if applicable, claim tax treaty benefits.

◀ *If the IRS has notified you that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return, CROSS OUT all text in brackets.*

To help the government fight financial crimes, federal regulation requires Fidelity to obtain your name, date of birth, address, and a government-issued ID number before opening your account, and to verify the information. In certain circumstances, Fidelity may obtain and verify comparable information for any person authorized to make transactions in an account. Also, federal regulation requires Fidelity to obtain and verify the beneficial owners and control persons of legal entity customers. Requiring the disclosure of key individuals who own or control a legal entity helps law enforcement investigate and prosecute crimes. Your account may be restricted or closed if Fidelity cannot obtain and verify this information. Fidelity will not be responsible for any losses or damages (including, but not limited to, lost opportunities) that may result if your account is restricted or closed.

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

You acknowledge that this account is governed by a predispute arbitration clause, which appears on the last page of the Fidelity Funding Account Agreement, and that you have read the predispute arbitration clause.

PRINT PRIMARY AUTHORIZED INDIVIDUAL NAME

PRIMARY AUTHORIZED INDIVIDUAL SIGNATURE **DATE** ***MM/DD/YYYY***

SIGN X X

Did you sign the form and include any necessary documents?
Send the ENTIRE form and the Adoption Agreement to Fidelity Investments.

Questions? Go to *Fidelity.com/simpleira* or call 800-343-3548.

Regular mail
Fidelity Investments
Attention: SIMPLE Service Team
PO Box 770001
Cincinnati, OH 45277-0038

Overnight mail
Fidelity Investments
Attention: SIMPLE Service Team
100 Crosby Parkway KC1D
Covington, KY 41015

On this form, "Fidelity" means Fidelity Brokerage Services LLC and its affiliates. Brokerage services are provided by Fidelity Brokerage Services LLC, Member NYSE, SIPC. 680971.10.0 (02/23)

Important Information about Your Fidelity SIMPLE IRA Plan

Keep this information for your records.

The Fidelity SIMPLE IRA offers various options and features to assist your company in administering your plan. Please review this document to learn more about the Fidelity Plan Manager site, and contribution processing.

For additional information on how to calculate plan contributions, including estimating employer contributions for your plan, see pages 2 and 3 of this document.

Fidelity Plan Manager

The Fidelity Plan Manager site is available to any company adopting our SIMPLE IRA Plan. This site is designed to allow your company to manage your overall plan and provides:

- An overview of your plan details
- Tracking of year-to-date contributions
- The ability to perform certain maintenance tasks on your plan
- Access to process your company's SIMPLE IRA contributions via our Electronic Funding Service

To register or learn more about the Plan Manager site, go to ***https://planmanager.fidelity.com***.

Electronic Funding Service

This service is available to companies that will be processing their SIMPLE IRA contributions internally. The benefits of using the Electronic Funding Service include:

- **Convenience:** You can access the service any time, via the Plan Manager site, to provide contribution instructions quickly and accurately.
- **Contribution Tracking and Verification:** You will receive immediate verification of your completed transactions, which you can print and save for your records. You can also track year-to-date contribution information for your employees to help guard against making inadvertent overcontributions to your plan.

Additional details on how the service works:

- This service is available free of charge through Fidelity, but you should contact your bank to confirm whether it charges a fee to process direct debits. This service cannot be established or updated over the phone.
- When you establish this service, your Fidelity Funding Account will act as the conduit between your bank account and your employees' Fidelity SIMPLE IRA accounts. Your bank must be a member of the Automated Clearing House (ACH) network.
- The Funding Account is a non-interest-bearing account that is not eligible for securities transactions. For additional details regarding the Funding Account, please review the Funding Account Agreement included in the SIMPLE IRA Plan Establishment kit or visit *Fidelity.com/simple-ira.*
- Based on your instructions each payroll period, the service uses the ACH network to transfer your SIMPLE contributions to your Funding Account via a direct debit from your company's bank account. Upon deposit to the Funding Account, Fidelity will automatically allocate the contributions among your employees' Fidelity SIMPLE IRA accounts.
- You can schedule your contributions in advance, but **Fidelity must receive your instructions at least two business days before your intended deposit date.** For example, to meet an October 15 tax-filing deadline for prior-year employer contributions, your contributions must be submitted by October 13, or potentially even sooner to account for any weekends or holidays.
- For your protection, *SIMPLE IRA contribution instructions cannot be accepted over the phone.*
- As National Financial Services LLC (NFS) is the clearinghouse Fidelity uses to process electronic transfers, "National Financial Services LLC" will be the name appearing on your company's bank statement.

If your company will not be establishing the Electronic Funding Service to process your plan contributions internally, please see the Contribution Processing section for information on using an external payroll vendor.

Contribution Processing

All SIMPLE IRA Plan contributions must be deposited electronically from your company's bank account. Your company has the choice of establishing the Electronic Funding Service, as discussed above, or using an external payroll service to manage and monitor the funding process on your behalf.

In order for your vendor to process your ACH transactions, you will need to provide them with the ACH instructions found in the Sample Contribution Table on the next page, and the following information:

- A separate ACH transaction will need to be sent for each employee contribution and each corresponding employer contribution—for each contribution year. For example, if your employee makes a salary reduction contribution to his or her SIMPLE IRA and your company matches that contribution, your payroll vendor will need to initiate two separate ACH transactions—one for the employee's contribution and another for your company's matching contribution.

Calculating Your Plan Contributions

Once you adopt a Fidelity SIMPLE IRA, you'll need to keep track of the SIMPLE IRA contributions for each of your plan participants.

Whether your company will be using the Electronic Funding Service or a payroll vendor to fund your plan, sample calculations are provided below to show how the applicable Matching or Nonelective Employer Contribution would be determined based on three hypothetical employee contributions. You may want to set up a worksheet on your computer using spreadsheet software, based on the following guidelines:

1. **Employee's Name.** List the name of each employee who is eligible to participate in your SIMPLE IRA Plan. Remember to include yourself as a participant.
2. **Employee's SIMPLE IRA Account Number.** List each eligible employee's nine-digit SIMPLE IRA Account Number. (Once we receive your employees' SIMPLE IRA applications, Fidelity will send you these assigned numbers. You will need to use these numbers each time you forward a contribution to Fidelity.)
3. **Pretax Compensation.** List your employees' compensation for the payroll period—before any taxes are withheld.
4. **Employee's Contribution Percentage.** Indicate the percentage of each employee's pretax compensation he or she wants to defer to the SIMPLE IRA. (This amount must generally be expressed as a percentage of compensation.)
5. **Employee's Salary Reduction Contribution.** To calculate each employee's actual SIMPLE IRA contribution, multiply the employee's pretax compensation (column 3) by his or her contribution percentage (column 4). Employee contributions must be deposited as of the earliest date on which the contributions can reasonably be segregated from your general account, but no later than the 30th day following the last day of the month in which the contributions are withheld from the employees' compensation.

Please note: You or your payroll vendor will need to keep a running total of each employee's contributions for the year (column 5a). When you use Fidelity Plan Manager, year-to-date contribution information is available for any of your employees online, so that you can ensure that an employee does not contribute more than the maximum allowable. The SECURE 2.0 Act has changed the amounts a participant may defer into their SIMPLE IRA plan. Please see *Fidelity.com/simple-ira* for more information.

6. **Employer's Contribution.** For *Matching Contributions*, match each employee's contribution (column 5), up to 3% of compensation. In any two out of five years, you can reduce your company match to no lower than 1% of compensation. Employers with 26–100 employees can choose a 4% match allowing employees to defer 10% above the deferral limit. The 4% match is not available for employers with less than 26 employees.

   For Nonelective Contributions, multiply the employee's pretax compensation (column 3) by 2%. Please see *Fidelity.com/SIMPLESECURE* for additional information about contribution limits.

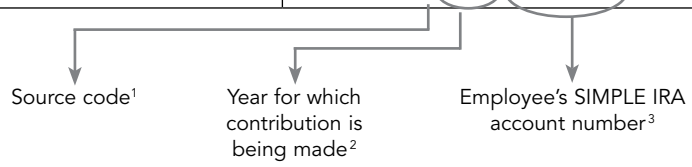
   Employer matching contributions and nonelective contributions must be made by your company's tax-filing deadline, including extensions, for the taxable year for which the contributions are made. Due to the SECURE 2.0 Act, employers may also offer an additional nonelective contribution to each employee of the plan in a uniform manner, provided that the contribution may not exceed the lesser of up to 10% of compensation or $5,000 (indexed).

Hypothetical Examples

1. Eligible Employee's Name	2. Employee's SIMPLE IRA Account Number	3. Pretax Compensation This Payroll Period	4. Employee's Contribution Percentage	5. Employee Contribution This Payroll Period	5a. Employee's Contributions Year to Date[4]	6. Employer's Contribution[5]		6a. Employer's Contributions Year to Date[4]
						Matching Contribution Match column 5, up to 3% of compensation	Nonelective Contribution Multiply column 3 by 2%	
Jane Anderson	101234567	$2,250.00	3%	$67.50	$202.50	$67.50	$45.00	$135.00
John James	101345678	$2,120.83	0%	$0.00	$0.00	$0.00	$42.42	$127.26
Richard Jones	101567890	$6,250.00	5%	$312.50	$937.50	$187.50	$125.00	$375.00

Sample Contribution Table

1. Eligible Employee's Name	2. Transit/Routing Number for Fidelity's Bank (UMB Bank, N.A.)	3. Destination Information at UMB Bank, N.A.	4. Dollar Amount
Jane Anderson	101205681	395 **12024** 101234567	$67.50
John James	n/a	n/a	n/a
Richard Jones	101205681	395**1** **2024** 101567890	$312.50



[1]It is critical to use a source code digit of "1" for employee salary reduction contributions and of "2" for employer contributions.

[2]It is also critical to indicate the year for which the contribution is being made and to update the year designations annually.

[3]Fidelity will send you confirmation of account numbers for each participant. You will need to provide these to your bank or payroll vendor.

[4]Assumes three payroll periods, for illustrative purposes. Column 6a uses the Nonelective Contribution method.

[5]You can switch between these two options subject to certain restrictions. See Article IV of the Fidelity SIMPLE IRA Plan Agreement for details.

On this form, "Fidelity" means Fidelity Brokerage Services LLC and its affiliates. Brokerage services are provided by Fidelity Brokerage Services LLC, Member NYSE, SIPC. 693229.15.0 (11/25)

CHANGES TO YOUR SIMPLE IRA PLAN DUE TO SECURE ACT 2.0

With the passage of the SECURE Act 2.0 in 2022, there have been changes to your SIMPLE IRA Plan that may significantly affect how you administer your plan. These changes are not yet reflected in the plan document, adoption agreement, or any other participant-related materials, but they are in effect or will be on the date indicated below.

The two changes explained below are:

1. Changes to contribution limits and categories
2. Changes to catch-up contributions

Note: There are other changes that will affect your SIMPLE IRA Plan; please see the "Important Information Affecting the Fidelity SIMPLE IRA" document enclosed with the application.

1. Changes to Contribution Limits and Categories (in effect 2024)

Contribution Rules Prior to 2024

- Employers are required to choose between a mandatory matching contribution of up to 3% of compensation, or a nonelective contribution of 2% of compensation for all eligible employees.
- Employees were eligible to defer salary up to the allowable limit ($15,500 for 2023) and those age 50 or older were eligible for a catch-up amount ($3,500 for 2023).

Contribution Rules Beginning in 2024

- Employers must choose between a mandatory matching contribution of up to 3% of compensation, or a nonelective contribution of 2% of compensation for all eligible employees. However, employers with 26–100 employees may provide the higher deferral limits (described below) to employees only if they offer a 4% matching or 3% nonelective contribution.
- Employers may make an additional nonelective contribution to each employee of the plan in a uniform manner, provided that the contribution may not exceed the lesser of up to 10% of compensation or $5,000 (indexed).
- Employees may defer up to $16,000 for 2024 ($19,500 if age 50 or older); however, the annual deferral limit and the age 50 catch-up contribution amount for employees will increase by 10% of the 2024 limit for employers with no more than 25 employees. Employers with 26–100 employees may provide the higher deferral limits to employees only if they offer a 4% matching or 3% nonelective contribution.

2. Changes to Catch-up Contributions

Catch-up Contributions Prior to 2025

Prior to 2025, annual employee deferrals to SIMPLE IRAs had a limit ($16,000 for 2024) but individuals aged 50 or older are allowed to make an additional "catch-up" contribution ($3,500 for 2024) if eligible.

Catch-up Contributions Beginning in 2025

Because of the SECURE Act 2.0, there is an increase in the catch-up contribution limits for participants who have reached ages 60, 61, 62, or 63, but not later years. The new catch-up contribution limit increases to the greater of $5,000 or 150% of the regular age 50 catch-up contribution limit for SIMPLE IRA plans in 2025. Cost-of-living adjustments will begin in 2026.

We hope this information is helpful to the administration of your plan. Please see your tax advisor if you have any questions or concerns.

Contribution limits for years 2025 and 2026

Contribution Limits	2025	2026
SIMPLE employee deferral	$16,500	$17,000
SIMPLE employee age 50–59 and 64+ catch-up	$3,500	$4,000
SIMPLE employee age 60–63 catch-up	$5,250	$5,250
SIMPLE employee deferral (additional 10%)	$17,600	$18,100
SIMPLE employee age 50–59 and 64+ catch-up (additional 10%)	$3,850	$3,850
SIMPLE additional nonelective contribution	the lesser of up to 10% of compensation or $5,100	the lesser of up to 10% of compensation or $5,300

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

To: ORS 190 Entity, MWVHA Board of Directors

From: Misty Bolger, Executive Director

Date: 5/14/2026

Subject: Supplemental Budget

Introduction:

The FY25/26 budget was created prior to OHCS awards being announced and did not include funds for the Long Term Rental Assistance, Oregon Rehousing Initiative or the HUD Planning and HMIS grants that would become active late in the fiscal year. Now that the contracts have been signed the Alliance can move forward with a supplemental budget that reflects these new funds.

Details

The supplemental budget for the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, for the fiscal year 2025-26 increases the total budget by $11,260,419.51 from $3,146,935 to $14,220,294.51. A notice of the date and time of a public hearing on the proposed supplemental budget has been published in a local newspaper in accordance with the local budget law.

Additional expenditures for Materials and Services including special payments (grants) are included in the 26/27 FY grant contracts with Mid-Valley Community Action Agency, Center for Hope and Safety, Sable House, and Shangri-la. Additional expenditures for Personnel will allow the Alliance to hire two FTE, an Information and Systems Specialist that works with coordinated entry and HMIS and a Grants Manager who will oversee grant activities. Both positions will provide support and technical assistance to providers across our continuum of care.

Action Recommendation

Action Recommended: Vote to approve the FY2025/26 Supplemental Budget with additional funds from HUD and OHCS for LTRA and ORI contracts.

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

Appropriations	Reason for Change	Budget	Increase	Decrease	Revised Budget
Personnel Services *This increase will roll over into FY 26/27	Additional funds through HUD HMIS and Planning and OHCS ORI admin funds.	$507,218	$894,632.30		$1,401,850.30
Materials and Services including Special Payments (grants)* the increased amounts will roll over into FY 26/27	Additional funds through OHCS ORI and Senate Bill 5511 LTRA for rapid rehousing, emergency shelter and outreach efforts.	$2,452,657	$10,365,787.21		$12,818,444.21
Total Changed appropriations			$11,260,419.51		$14,220,294.51

The increase for personnel is comprised of the Alliance portion of the admin for LTRA and ORI grants: $295,000 and $178,530.30 totaling $473,530.30 and the HUD funds from HMIS and Planning contracts that were signed in October/November $166,732 and $254,370 equaling a total increase for personnel of $894,632.30.

The Special Payments increase comes from the ORI and LTRA contracts minus the Alliance Admin funds, these funds go directly to the subgrantee providers.

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

To: ORS 190 Entity, MWVHA Board of Directors

From: Misty Bolger, Executive Director

Date: 5/14/2026

Subject: Long Term Rental Assistance Funds Allocation

Introduction:

The most recent LTRA contract between OHCS contracted with MWHVA was for $6,732,408.16. After working with the subcontracted providers on budgets, there was $560,205.62 in unallocated funds. OHCS advised not to hold a request for proposals, instead to reserve funds in case the governor's priority areas changed. The unallocated funds have an effective date of July 1, 2025 to June 30, 2027.

Subgrantees with current contracts were provided with the opportunity to ask for additional funds, Community Action Agency asked for $500,000 to support continued work for the Polk Family Community Outreach. See attached budget request for more details.

Action Recommendation

Action Recommended: Approve the increased funding request for MWVCAA.

Attachments:

- Contract Amendment for MWVCAA
- Project Description/ budget

LTRA Funding

Total Award: $500,000.00

LTRA	$500,000.00
Description	**Amount**
1FTE Homeless Prevention Coordinator	$111,000.00
1 FTE Program Specialist	$95,000.00
1 FTE Front Desk Support	$90,000.00
Program Supervision	$20,000.00
Program Materials	$20,000.00
Direct Client Support	$114,000.00
Admin (10%)	$50,000.00
Total	**$500,000.00**

Personnel & Staffing ($296,000.00)

This category funds the core team responsible for day-to-day operations, system-wide coordination, and direct client engagement.

- **Homeless Prevention Coordinator (1 FTE): $111,000.00**
  - Leads systems-level coordination, including PATHS committee oversight and 5-year strategic plan tracking.
  - Facilitates case conferencing and partner meetings to reduce service duplication.
  - Coordinates the RentWell series and Older Adult Summits to address high-risk populations.
- **Program Specialist (1 FTE): $95,000.00**
  - Provides Coordinated Entry assessments and direct outreach to older adults.
  - Works one-on-one with clients to resolve barriers to housing readiness for Rapid Rehousing programs.
- **Front Desk Support (1 FTE): $90,000.00**
  - Provides essential bilingual navigation as the first point of contact for the Resource Center.
  - Ensures equitable access for the whole community to financial assistance.

Program Supervision ($20,000.00)

- **Operational Leadership:** This allocation supports management-level oversight focused on:
    - **Staff Support:** Providing the necessary guidance and resource allocation to ensure the frontline team can perform their duties effectively.
    - **Compliance & Safety:** Ensuring all program activities strictly adhere to grant requirements, data privacy standards, and workplace safety protocols.
    - **Best Practices:** Monitoring service delivery to ensure the program aligns with "Housing First" and other industry-standard models for homeless services.

Program Materials & Operations ($20,000.00)

- **Outreach & Logistics:** Includes staff mileage for field-based work and essential communication tools (cell phone/technology charges).
- **Education & Engagement:** Covers the RentWell curriculum materials (books, certificates, and background checks) and meals for the Landlord Luncheon series, which is a key strategy for relationship building and housing placement.

Direct Client Support ($114,000.00)

Flexible "barrier-busting" funds used to move individuals from homelessness into stable housing.

- **Housing Stability Costs:** Direct payments for rent, utilities, and security deposits.
- **Access Fees:** Coverage for application fees, vital document retrieval (IDs/Birth Certificates), and move-in fees (e.g., utility deposits, post office keys).

Administrative Costs ($50,000.00)

- **Indirect/Admin (10%):** Covers the organization’s shared overhead, including HR, fiscal management, and IT infrastructure necessary to support the program.

Grant Agreement
Long-Term Rent Assistance (LTRA) Subrecipient Grant Agreement
Agreement No. 2026-02-A1

This Agreement ("Agreement") is between the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("ORS 190 ENTITY")
and
Mid-Willamette Valley Community Action Agency("SUBRECIPIENT"), each individually a "Party", and collectively the "Parties".

Recitals:

ORS 190 ENTITY AND SUBGRANTEE desire to amend the Agreement,

5. Grant Disbursement Generally
6. Authorized Expenses and Payments
12. Consideration; Spending Expectations
Exhibit A: Scope of Work
Exhibit B: Budget

Amendment:

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

Agreement:

NOW THEREFORE, for good and sufficient consideration, including the terms and conditions herein, it is agreed by and between the Parties as follows:

5. Grant Disbursement Generally
The total maximum not-to-exceed amount payable to SUBRECIPIENT under this Agreement, which includes any allowable expenses, is ~~$868,500.36~~ **$1,368,500.36.** ORS 190 ENTITY will not disburse funds to SUBRECIPIENT in excess of the not-to-exceed amount and will not disburse grant funds until this Agreement has been signed by all parties. ORS 190 ENTITY will disburse the grant to SUBRECIPIENT as described below in Section 6 of this Agreement. Funding amounts specified in this Agreement do not constitute a guarantee that SUBRECIPIENT will receive any or all such funds.

6. Authorized Expenses and Payments
ORS 190 ENTITY agrees to pay SUBRECIPIENT, from available and authorized funds, the amount of actual expenses incurred by SUBRECIPIENT in performing the grant activities referenced in Exhibit A (Scope of Work), budgeted in Exhibit B (Budget), and allowable within the guidelines referenced in Exhibit D, but not to exceed the total amount of ~~$868,500.36~~ **$1,368,500.36.** following receipt of requests by SUBRECIPIENT for such reimbursement. Authorized Expenses will only be reimbursed if incurred during the period from October 1, 2025 until June 30, 2027 (the "Performance Period"). SUBRECIPIENT will submit requests for reimbursement under this Section monthly and in such form and manner as is satisfactory to or required by ORS 190 ENTITY. Funding amounts specified in this Agreement does not guarantee that SUBRECIPIENT will receive any or all such funds. Any and all disbursements of funds hereunder are subject to the terms and conditions of this Agreement, including (without limitation) that such funds are lawfully and fully appropriated, allocated, and available to ORS 190 ENTITY with authorizing limitation.

12. Consideration; Spending Expectations

a. Conditional Award; Administrative Costs. The ORS 190 ENTITY has agreed to make a conditional award of grant funds to SUBRECIPIENT in a not-to-exceed amount of ~~**$868,500.36**~~ **$1,368,500.36**.. (the "Grant"), subject to the terms and conditions of this Agreement. The ORS 190 ENTITY shall not distribute or reimburse Grant Funds in excess of the awarded amount. Any costs incurred by SUBRECIPIENT beyond the not-to-exceed amount set forth in this Agreement shall be the sole responsibility of SUBRECIPIENT. Allowable administrative costs shall not exceed fifteen percent (15%) of total program expenditures, unless a lower administrative cap is specified in Exhibit B (Budget) and approved in writing by the ORS 190 ENTITY.

b. Return of Unexpended Funds. Upon expiration or termination of this Agreement, SUBRECIPIENT shall return any unexpended Grant funds to the ORS 190 ENTITY within ten (10) calendar days, unless otherwise directed in writing by the ORS 190 ENTITY.

c. Use of Funds. Grant funds shall be used solely for activities described in Exhibit A (Scope of Work) and Exhibit B (Budget). Any proposed use of funds that differs from the approved Scope of Work or Budget must receive prior written approval from the ORS 190 ENTITY or its designee. Use of Grant funds for any purpose not approved in writing is prohibited.

d. Availability of Funds. Grant funds identified in this Agreement are subject to appropriation, allocation, and availability of funds from OHCS. The ORS 190 ENTITY's obligation to reimburse SUBRECIPIENT is contingent upon receipt of corresponding funds from OHCS under Grant No. 9242. Identification of funding amounts in this Agreement does not constitute a guarantee that the ORS 190 ENTITY will receive or disburse any or all such funds.

e. Requests for Reimbursement. SUBRECIPIENT shall submit monthly requests for reimbursement to the ORS 190 ENTITY in a format prescribed by the ORS 190 ENTITY. Requests for reimbursement shall be supported by appropriate documentation, including payroll records, time records, invoices, contracts, receipts, and other financial records sufficient to demonstrate that expenditures are allowable, reasonable, and allocable in accordance with generally accepted accounting principles and applicable state and federal requirements. Final requests for reimbursement are due no later than July 16th, 2027 by 12:00 PM and no requests for reimbursement will be accepted thereafter.

   The ORS 190 ENTITY may request additional documentation or clarification as reasonably necessary to evaluate a request for reimbursement. Failure to submit complete and accurate documentation may result in delayed or withheld payment.

f. Fiscal and Reporting Coordination. All requests for reimbursement and questions related to fiscal matters or HMIS and data reporting shall be directed to the ORS 190 ENTITY's Authorized Representative or designee. Requests for reimbursement or invoices will be rejected if not properly submitted. Delays in funding caused by incomplete documentation or improper submission is the sole responsibility of the SUBRECIPIENT. It is the responsibility of the SUBRECIPIENT to ensure payments are received. In the event a SUBRECIPIENT determines after the grant has closed (past July 30th, 2027) a payment has not been received, the ORS 190 ENTITY reserves the right to refuse payment, based on circumstances and availability of funds.

(signature page follows)

SIGNATURE OF AUTHORIZED REPRESENTATIVES

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance:

Authorized Signature:_____ Date:_____

Print Name: Jeremy Gordon_____ Title: President, ORS190 Entity

Address: PO BOX 4073, Salem, OR 97302

Phone: _____ Email: chair@mwvhomelessalliance.org

SUBRECIPIENT:

Authorized Signature:_____ Date:_____

Print Name: Jimmy Jones_____ Title: Executive Director

Address: 2475 Center St NE, Salem, OR 97301

Phone: _____ Email: jimmy.jones@mwvcaa.org

EXHIBIT A
Scope of Work

In addition to the scope of work described below, SUBRECIPIENT agrees that all activities performed under this Agreement are subject to the terms and conditions of this Agreement, **OHCS Grant No. 9242**, applicable OHCS LTRA Program Guidance (as amended), and the ORS 190 ENTITY's adopted policies and procedures governing subrecipients.

SUBRECIPIENT agrees that the scope of work required under this Agreement includes the following activities:

1. **Long-Term Rent Assistance (LTRA) Program Support Services**
   SUBRECIPIENT shall provide LTRA-funded supportive services to eligible households receiving Long-Term Rent Assistance within the ORS 190 ENTITY's region, in accordance with eligibility requirements established by OHCS and the ORS 190 ENTITY.

   It is anticipated that approximately 85 households will be served under this Agreement, subject to funding availability and client eligibility.

   In addition to direct LTRA supportive services, SUBRECIPIENT will conduct community outreach and housing engagement activities intended to increase access to housing resources and improve housing stability outcomes for households experiencing or at risk of homelessness.

   It is estimated that approximately 200 households will be served through outreach and housing engagement activities during the Performance Period.

   SUBRECIPIENT will also conduct landlord and property management engagement activities to support housing placement and retention efforts, including maintaining ongoing relationships with approximately 15–20 landlords and/or property management entities throughout the region.

   Activities under this Agreement may additionally include tenant education and housing readiness support, including provision of Rent Well classes or similar housing stability training programs. It is anticipated that a minimum of approximately 25 households will participate in Rent Well or comparable housing readiness training during the Performance Period.

   a) Client-Centered Supportive Services
      LTRA Supportive Services may include but are not limited to the following activities:

      i) Ensuring that all services are housing-focused, trauma informed, culturally responsive and client driven;
      ii) Providing housing stability case management tailored to the individual needs of each household, including development and implementation of a housing stability or service plan;
      iii) Assisting clients in accessing public benefits and income supports for which they may be eligible;
      iv) Supporting clients in achieving financial stability and increased self-sufficiency;
      v) Supporting client enrollment in health insurance coverage, connection to primary and behavioral health care, dental care, and other health-related services as appropriate;
      vi) Identifying and connecting clients to community-based resources and mainstream services; and
      vii) Supporting the development and maintenance of positive social supports and community connections.

   Activities under this Agreement may also include system coordination, housing navigation, landlord engagement, Coordinated Entry support, homelessness prevention activities, community

outreach, and resource center operations intended to support housing stability and equitable access to LTRA-funded services.

2. **Coordination with LTRA Housing Administration**
SUBRECIPIENT shall coordinate with the entity responsible for LTRA housing assistance administration as designated by the ORS 190 ENTITY to support effective program implementation. Coordination activities may include:

a) Engaging and supporting landlords, as appropriate to SUBRECIPIENT's role;
b) Supporting unit habitability inspections, lease compliance, or housing stabilization activities, as applicable; and
c) Verifying. Updating, and documenting client eligibility and continued participation in the LTRA program in coordination with the housing assistance administrator.

3. **Data Management and HMIS Participation**
SUBRECIPIENT shall comply with all applicable data collection, entry, and quality requirements, including:
a) Using the Continuum of Care's Homeless Management Information System (HMIS), or an HMIS-comparable system for victim service providers, to document client enrollment, services, and outcomes related to LTRA participation;
b) Entering required data in a timely manner and in accordance with the CoC's Data Quality Management Plan, HMIS policies, and applicable OHCS data standards;
c) Maintaining client confidentiality and data security in accordance with this Agreement and applicable law; and
d) Participating in CoC HMIS workgroups, trainings, or technical assistance activities as required by the ORS 190 ENTITY.

4. **Reporting Requirements**
SUBRECIPIENT shall provide complete, accurate, and timely reports to the ORS 190 ENTITY in the format and timeframe prescribed by the ORS 190 ENTITY. Reporting requirements include, but are not limited to:

a) Monthly and cumulative data reports on households and individuals receiving LTRA-funded services;
b) Monthly narrative reports describing program implementation progress, challenges, and emerging issues; and
c) Monthly and cumulative financial reports summarizing expenditures and identifying any fiscal concerns or anticipated budget variances.

Reporting
d) Providing monthly and cumulative data reports of households and individuals receiving LTRA Supportive Services
e) Providing monthly narrative reports describing progress and barriers related to implementation of the LTRA Program
f) Providing monthly and cumulative summary of budget expenditures, including identification of any fiscal issues or concerns

5. **Communication and Program Coordination**
SUBRECIPIENT shall maintain regular communication with the ORS 190 ENTITY to support effective program oversight and coordination, including:

a) Participating in at least quarterly meetings with the ORS 190 ENTITY to discuss program

implementation, performance, and compliance; and

b) Communicating promptly regarding any issues that may affect program performance, compliance, client eligibility, data quality, or use of Grant Funds.

6. **Compliance and Performance Expectations**

SUBRECIPIENT shall perform all activities in accordance with the performance expectations, policies, and procedures established by the ORS 190 ENTITY and OHCS, including requirements related to eligibility, allowable costs, data quality, reporting, monitoring, and corrective action.

Failure to perform activities in accordance with this Scope of Work may result in corrective action, withholding of funds, or other remedies available under this Agreement.

EXHIBIT B

Budget

MWVCAA Supportive Services	
Staffing Costs	$ 705,652.49
Supportive Services	$ 25,000.00
Direct	$ 730,652.49
Admin 15%	$ 105,847.87
Total	$ 836,500.36

Amended Budget

MWVCAA Supportive Services			
	Approved	**Change**	**New Budget**
Staffing Costs	$705,652.49	$296,000.00	$1,001,652.49
Supportive Services	$25,000.00	$ -	$25,000.00
Program Supervision	$0.00	$ 20,000.00	$20,000.00
Program Materials	$0.00	$ 20,000.00	$20,000.00
Direct Client Support	$0.00	$114,000.00	$114,000.00
Direct Total	$730,652.49	$450,000.00	$1,180,652.49
Admin 15% - 10%	$105,847.87	$ 50,000.00	$155,847.87
Total	**$868,500.36**	$500,000.00	**$1,368,500.36**

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

To: ORS 190 Entity, MWVHA Board of Directors

From: Misty Bolger, Executive Director

Date: 5/14/2026

Subject: Long Term Rental Assistance Advance Funds Allocation

Introduction:

At the end of FY24/25 just prior to the start of the 25/26 fiscal year, while contracts and amounts were being finalized, OHCS allowed grantees to draw down a portion of remaining unspent LTRA funds to continue work into the next biennium. The amount the Alliance was allotted was $1,512,571.82. These "advance funds" helped bridge the gap between contracts and originally extended the deadline from June 30, 2025-September 30, 2025. OHCS then awarded new contracts sperate from these funds with a contract expiration of June 30, 2027, and extended the performance period for the advance funds to June 30, 2026. Any unused funds from the Advance must be returned to OHCS.

The advance funds were in excess of the current contract amounts, leaving $507,351.27 funds unallocated. After reaching out to currently funded agencies to determine if additional funds could be used for allowable grant purposes (Center for Hope and Safety, Sable House, Shangri-la and Mid-Willamette Valley Communication Action Agency) we would like to increase the funding for CHS in the amount of $220,000 to allow for environmental improvements to allow for more confidential spaces for LTRA clients to seek case management and resources.

Action Recommendation

Action Recommended: Approve the increase in funding for Center for Hope and Safety.

Attachments:

- Contract Amendment for Center for Hope and Safety
- Project Description

STATE OF OREGON
HOUSING & COMMUNITY SERVICES DEPARTMENT
BUDGET CHANGE REQUEST

Agency Name:	Center for Hope & Safety	Phone Number & Extension:	503-378-1572		
Grant Name & Year	LTRA 25-27	Contract Dates: From		TO	

CATEGORY	APPROVED BUDGET	CHANGE + OR (-)	NEW BUDGET
ADMINISTRATION:			-
PROGRAM: (List line items when applicable)			-
1 Personnel	23,752.00	20,000.00	43,752.00
2 Services	8,700.00		8,700.00
3 Environment Improvements (Mosaic)		80,000.00	80,000.00
4 Environment Improvements (Advocacy Office)		132,000.00	132,000.00
5 Admin	3,326.20		3,326.20
6			-
7			-
8			-
9			-
GRAND TOTAL	35,778.20	232,000.00	267,778.20

EXECUTIVE DIRECTOR: [signature] 5-14-26	APPROVED BY:
DATE SIGNED	DATE SIGNED

E-Mail Budget Change Requests to MGA.Fiscal@oregon.gov

Amendment 2
Grant Agreement
Long-Term Rent Assistance (LTRA) State of Emergency Due to Homelessness

This Agreement ("Agreement") is between the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("ORS 190 ENTITY")
and
Center for Hope & Safety ("SUBSUBRECIPIENT"),
each individually a "Party", and collectively the "Parties".

Recitals:

ORS 190 ENTITY AND SUBGRANTEE desire to amend the Agreement,

3. Term; Extend the contract through June 30, 2026
5. Grant Disbursement Generally; Increase not-to-exceed amount
6. Authorized Expenses and Payments; Increase total amount
12. Consideration; Spending Expectations

Exhibit B. Budget; To align with the contract extension and spending expectations

Amendment:

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

3. Term

Unless terminated or extended, this Contract shall be in effect from date of signature through ~~September 30, 2025~~ **June 30, 2026** The expenditure period for Grant Funds under this Contract is August 1, 2024 through ~~September 30, 2025~~ **June 30, 2026** . Expiration or termination of this Agreement will not prejudice ORS 190 ENTITY's right to exercise remedies under this Agreement with respect to any breach that has occurred prior to expiration or termination.

5. Grant Disbursement Generally

The total maximum not-to-exceed amount payable to SUBSUBRECIPIENT under this Agreement, which includes any allowable expenses, is ~~$35,778.20~~ **$255,778.20.** ORS 190 ENTITY will not disburse funds to SUBSUBRECIPIENT in excess of the not-to-exceed amount and will not disburse grant funds until this Agreement has been signed by all parties. ORS 190 ENTITY will disburse the grant to SUBSUBRECIPIENT as described below in Section 6 of this Agreement. Funding amounts specified in this Agreement do not constitute a guarantee that SUBSUBRECIPIENT will receive any or all such funds.

6. Authorized Expenses and Payments

ORS 190 ENTITY agrees to pay SUBSUBRECIPIENT, from available and authorized funds, the amount of actual expenses incurred by SUBSUBRECIPIENT in performing the grant activities referenced in Exhibit A (Scope of Work), budgeted in Exhibit B (Budget), and allowable within the guidelines referenced in Exhibit D, but not to exceed the total amount of ~~$35,778.20~~ **$255,778.20.** following receipt of requests by SUBSUBRECIPIENT for such reimbursement. Authorized Expenses will only be reimbursed if incurred during the period from August 1, 2024 through ~~September 30, 2025~~ **June 30, 2026** (the "Performance Period"). SUBSUBRECIPIENT will submit requests for reimbursement under this Section monthly and in such form and manner as is satisfactory to or required by ORS 190 ENTITY. Funding amounts specified in this Agreement does not guarantee that SUBSUBRECIPIENT will receive any or all such funds. Any and all disbursements of funds hereunder are subject to the terms and conditions of this Agreement, including (without limitation) that such funds are lawfully and fully appropriated, allocated, and available to ORS 190 ENTITY with authorizing limitation.

12. Consideration; Spending Expectations

a. The ORS 190 ENTITY has agreed to make a conditional award of funds to SUBGRANTEE in the not-to-exceed amount ~~$35,778.20~~ **$255,778.20.** (the "Grant"). This Grant award provides that up to ten-point five percent (10.5%) of program expenditures may be used for allowable SUBGRANTEE administrative costs.

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: Chair@MWVHomelessAlliance.org

SUBGRANTEE:

Authorized Signature: _____ Date: _____

Print Name: Ashley Carson _____ Title: Executive Director _____

Address: 605 Center St NE _____

Phone: _____ Email: Ashley@hopeandsafety.org _____

EXHIBIT B
Budget

Category	Item	Cost
SSO	Staff	$ 11,152.00
SSO	Services	$ 5,100.00
	DIRECT TOTAL	**$ 16,252.00**
SSO	Administration (10%)	$ 1,645.20
	TOTAL	**$ 17,877.20**

Amended Budget

Expense	Detail	Budget
Support Services	**Staffing for Case Management**	**$12,600**
Support Services	**Flex support for 6 households**	**$3600**
Admin		$ 1,701.00
Total Project		$ 17,901.00
Total Amendment		**35,778.200**

Budget Amendment #3

Agency Name:	Center for Hope & Safety	Phone Number & Extension	503-378-1572		
Grant Name & Year	LTRA 25-27	Contract Dates: From		TO	
CATEGORY		APPROVED BUDGET	CHANGE + OR (-)	NEW BUDGET	
ADMINISTRATION:				-	
PROGRAM: (List line items when applicable)				-	
1	Personnel	23,752.00	20,000.00	43,752.00	
2	Services	8,700.00		8,700.00	
3	Environment Improvements (Mosaic)		80,000.00	80,000.00	
4	Environment Improvements (Advocacy Office)		120,000.00	120,000.00	
5	Admin	3,326.20		3,326.20	
6				-	
7				-	
8				-	
9				-	
	GRAND TOTAL	35,778.20	220,000.00	255,778.20	
EXECUTIVE DIRECTOR:	DATE SIGNED 5-1-26	APPROVED BY:	DATE SIGNED		

HMIS Technical Assistance and System Administrator Training
Preliminary Specifications Prepared for:

Mid-Willamette Valley Homeless Alliance

Provided to: Misty Bolger
Executive Director
Misty.Bolger@mwvhomelessalliance.org

April 30, 2026

BACKGROUND. In response to a request from Mid-Willamette Valley Homeless Alliance ("Alliance"), the Homeless Management Information System (HMIS) Lead Agency for the Salem/Marion, Polk Counties CoC, the Institute for Community Alliances (ICA) is pleased to submit a preliminary proposal for consideration to provide HMIS Technical Assistance and Consultant Services and HMIS Administrator Training. The purpose of such services is to conduct training and support Alliance HMIS staff. This information relates to previous discussions and a potential contract for ICA to provide such services.

SUMMARY. ICA will provide HMIS Technical Assistance and System Administrator Training for the Alliance to enhance the capacity of the HMIS Lead Agency. The anticipated term of services is approximately eleven (11) months from June 1, 2026, through April 30, 2027.

PROPOSED SCOPE OF WORK. Working closely with the Alliance, the proposed scope of work includes:

- HMIS Technical Assistance
- HMIS Administrator Training
- Business Objects Report Development Training

Refer to the attached Scope of Work for additional details including timeline and hours estimates.

ASSUMPTIONS AND ACKNOWLEDGEMENTS. The following assumptions and acknowledgements are based in part on information provided by MWV CoC, in part on ICA review and consideration of HMIS TA and System Administrator Training needs as identified through dialog with MWV CoC representatives, and in part on ICA estimates gathered through industry knowledge and experience.

- Community Services®, a database management solution provided through the software vendor WellSky is the HMIS database software utilized by the Alliance.
- The estimated project period is approximately seven months with a proposed start date of June 1, 2026.
- To ensure availability of ICA HMIS TA and System Administrator Training a Memorandum of Agreement must be executed on or before June 1, 2026. In the absence of an executed contract by this date, adjustments to the proposed timeline will be required.
- ICA has the capacity and expertise to provide technical assistance and consultant support as detailed in this proposal.
- ICA will require two System Admin II and Business Objects licenses to provide the HMIS TA and training.

PROPOSED COMPENSATION. Total compensation for the project is based on the proposed scope of work and deliverables, the anticipated project timeline, and the Assumptions and Acknowledgments stated above.

Base Project Fee $30,750
Activation fee in the amount of $6,750 is due upon execution of a Memorandum of Agreement on or before June 30, 2026 to ensure uninterrupted HMIS staffing and support.

Estimates are proprietary and confidential and are provided for use by the Alliance only.
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Payment Amount	Due Date
$6,750 Project Activation Fee	Upon execution of MOA
$24,000 Remaining balance payable in **six (6)** equal installments of **$4,000**.	The first of each month beginning **August 2026** and continuing through **January 2027**.

**Compensation fee is based on contracting for all proposed activities. Adjustments to Scope of Work may result in adjustments to Base Project Fee/rate structure. Payment terms, schedule and related details will be defined in the project Contract.*

IN CONCLUSION. Thank you for your consideration of this proposal. Questions or requests for additional information may be directed to:

Margaret Carden, Director of Community Impact
maggie.carden@icalliances.org

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PROPOSED SCOPE OF WORK
FOR MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
HMIS TECHNICAL ASSISTANCE AND HMIS ADMINISTRATOR TRAINING

DELIVERABLE	DESCRIPTION	HOURS	START DATE	END DATE
HMIS TECHNICAL ASSISTANCE AND CONSULTANT SERVICES				
HMIS TA and Lead Agency Support	Provide one-hour weekly sessions for technical assistance "office hours" to support coaching, modeling, and mentoring. Sessions will include: • Current system administration issues • Troubleshooting and review of complex Helpdesk tickets • Project management and planning support • Q&A training support for new system administrators • Review and assistance with additional issues as identified by the Alliance HMIS staff. ICA staff time includes additional email support and meeting prep/follow-up work time.	60	June 1, 2026	December 31, 2026
2027 PIT/HIC Planning and Submission Support	Support the 2027 Point-in-Time and Housing Inventory Counts. • ICA will participate in CoC planning meetings to ensure an accurate count. • Provide support with Counting Us app set-up and configuration for the CoC. • Support the PIT/HIC data collection, data cleaning and submission process in HDX.	40	September 1, 2026	April 30, 2027
HMIS ADMINISTRATOR TRAINING AND SUPPORT				

HMIS Lead Agency System Administrator Training	Includes dedicated training sessions for the following:
	• *System Administration*
	  ○ Provider/project creation and maintenance
	  ○ Bed/Unit inventory creation and maintenance
	  ○ Assessment creation and assignment
	  ○ Data Quality requirements/plan
	  ○ Understanding of requirements for CoC-wide federal reporting (LSA, SPM, PIT/HIC)
	• *Data Analysis*
	  ○ Guidance and training for existing WellSky HMIS reports
	• *Business Objects*
	  ○ Overview of report creation basics
		25	October 1, 2026	December 31, 2026

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SAP Business Objects Report Training and Development Workshop	Includes dedicated training and report development sessions for the following:
	• *Business Objects Training*
	  ○ Overview of report creation structure and fundamentals.
	• *Report Development Workshop*
	  ○ Technical assistance co-working development for Alliance staff supported by ICA. Development of reports to meet specific CoC and CE reporting needs.
		60	June 1, 2026	December 31, 2026

COORDINATED ENTRY SYSTEM SUPPORT				
Coordinated Entry TA and Staff Support	Technical assistance to support the development and design on the CE System.	20	October 1, 2026	December 31, 2026
	TOTAL ESTIMATED HOURS	**205**		

Estimates are proprietary and confidential and are provided for use by the Alliance only.
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Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

To: ORS 190 Entity, MWVHA Board of Directors

From: Misty Bolger, Executive Director

Date: 5/14/2026

Subject: Human Resources

INTRODUCTION:

The Alliance recently separated from Xenium, our provider for benefits, payroll, and HR services. After securing new providers for payroll and benefits, we have compared HR companies/firms and have determined the best fit is Breanna Stephens, HR Consulting.

DETAILS

After comparing multiple agencies and firms I have determined the best fit for our organization is Breanna Stephens Consulting. This is pay a as you go service but has a contract that meets the board's requirements. I am allocating 35 hours in the 26/27 budget for consultations and compliance checks at $150/hr for a total of $5,250.

ACTION ITEM/RECOMMENDATION

Action Recommended: Sign contract with Breanna Stephens

CONCLUSION

Attachments: Breanna Stephens pricing guide and service proposal and agreement

Breanna Stephens
Breanna Stephens, LLC
breanna@bstephenshr.com
(541) 619-2333

Mutual Agreement

Date: 5/8/2026

Client: Mid-Willamette Valley Homeless Alliance
Contact: Misty Bolger
Email: Misty.Bolger@mwvhomelessalliance.org
Phone:

This agreement outlines what services B. Stephens HR Consulting (BSHR). will provide client, Mid-Willamette Valley Homeless Alliance, as a part of HR retainer service.

BSHR will provide services including accurate and timely work related to Human Resource functions such as:

- Initial audit of all existing policies and procedures with a personalized recommendation of actions to ensure compliance.
- Support to maintain compliance with HR related employment laws and regulations
- Advice and consulting regarding employee issues, compensation reviews, communication drafts, program design, and risk management
- Providing HR reviewed templates for policy and procedure creation and program administration
- Services that are compliant within Federal, State and local laws for the locations in which Mid-Willamette Valley Homeless Alliance operates
- Providing recommendations for pre-built compliant trainings (such as harassment training)
- Providing support and advice on administration of OFLA/FMLA/Benefits Administration (if required or opted-into by client)
- Unlimited email/text support
- Phone/Zoom support consistent with limitations of subscription tier
- Full cycle Recruitment of new employees
- Product implementation (HRIS/ATS)

Tiered Retainer Pricing Information:

At B. Stephens HR Consulting, we recognize that no two businesses are the same. Instead of limiting support by employee count, our retainers are designed around the scope, pace, and depth of your HR needs — allowing every business, from a 3-person start-up to a 200-person operation, to receive the right level of partnership.

Indicate Selection with Initials:	Plan Name	Monthly Hours	Response Time	Best For	Hourly Rate
	Hourly Rate	**N/A**	**Within 24 business hours**	**One-time projects or occasional HR needs**	**$200/hr**
	HR Advisor	**1 hour**	**Within 48 business hours**	**Light-touch HR guidance**	**First hour $89, then $200/hr thereafter**
	Essential HR **⭐ Most Popular**	**4 hours**	**Within 24 business hours**	**Ongoing HR support**	**$150/hr**
	Priority HR	**8 hours**	**Priority response, same-day when feasible**	**Growing or busy teams**	**$150/hr**
	Executive HR	**12 hours**	**Highest priority response**	**Complex or leadership-driven needs**	**$150/hr**

Additional Pricing Information:

1. If you would like to opt out of the retainer option, services are billed at $200.00 per hour.
2. Assessment testing, advertising, background/education/employment, supplies and other verifications will be billed at the vendor rate. There is no markup on these services. (Examples of this: Posting jobs on Indeed, background/physical/drug screening fees by preferred vendor).

Terms:

1. **Agreement is a month-to-month basis unless terminated in accordance with the terms below.**
2. Services will be billed automatically on a biweekly basis, on the first and fifteenth of each month, with net fifteen (15) payment terms.
3. Retained hours do not roll over from month to month.
4. All time worked is tracked and billed in six (6) minute increments.
5. Hours worked in excess of the monthly retainer are billed at $150/hour or $200/hour, depending on the selected retainer tier.
6. Clients may upgrade their retainer plan at any time, with pricing adjustments effective upon confirmation of the upgrade.
7. Clients may downgrade their retainer plan with thirty (30) days' notice, with changes effective at the start of the next billing cycle.

8. Pricing is subject to change with at least thirty (30) days' written notice to the client.
9. Either party may terminate the Agreement by providing thirty (30) days' written notice.
10. Response times apply during normal business hours and reflect time to initial response, not full resolution. Complex matters may require additional time depending on scope and circumstances.
11. BSHR reserves the right to refuse or terminate the business relationship at any time, with a prorated refund of any unused portion of the current billing period, if applicable.
12. In the event of a dispute that does not result in a mutually acceptable resolution, both parties agree to participate in mediation prior to pursuing litigation or other formal legal action.

Privacy and Confidentiality:

1. BSHR and Mid-Willamette Valley Homeless Alliance agree to hold in strict confidence, and not disclose or use, any of the client's company or financial information unless express written and/or verbal permission is provided.
2. BSHR may, with Mid-Willamette Valley Homeless Alliance's written permission, utilize photos or other non-confidential information such as testimonials for marketing purposes.

Authorizations:
Signatures below indicate acceptance and approval of the services and terms listed within this scope of work agreement.

Mid-Willamette Valley Homeless Alliance _____

Date _____

Caleb Stephens

Breanna Stephens, LLC

2026-05-08

Date

Audit trail

Details

FILE NAME	Mid-Willamette Valley Homeless Alliance - HR Partner Mutual Agreement - 5/8/26, 1:58 PM
STATUS	Signed
STATUS TIMESTAMP	2026/05/08 18:59:16 UTC

Activity

SENT	caleb@bstephenshr.com **sent** a signature request to: • Caleb Stephens (caleb@bstephenshr.com)	2026/05/08 18:58:48 UTC
SIGNED	**Signed** by Caleb Stephens (caleb@bstephenshr.com)	2026/05/08 18:59:16 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/05/08 18:59:16 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.

B. STEPHENS HR CONSULTING

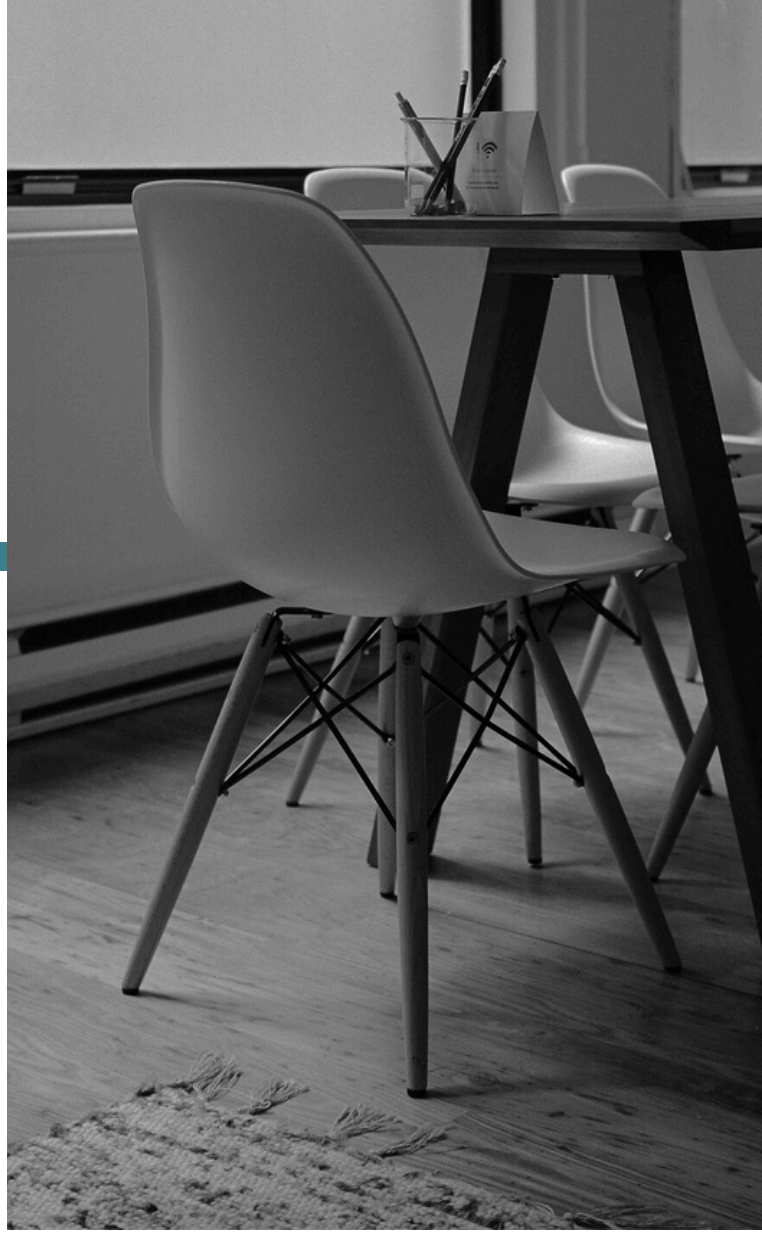
FRACTIONAL HR PARTNER

OVERVIEW

TAILORED
HR CONSULTING
SERVICES

PREPARED BY B. STEPHENS
HR CONSULTING

YOUR HR NEEDS



As your business grows, you may find yourself managing long days and a growing list of employee concerns. From managing Johnny's request for a raise to developing a performance improvement plan for Suzy, HR challenges can quickly consume your time. You recognize the need for HR support but aren't ready to commit to a full-time hire. That's where B. Stephens HR Consulting comes in. Our team is here to provide the HR expertise and solutions your business needs without the full-time commitment.

RECLAIM YOUR TIME

Position your company to reduce risk, maintain compliance, streamline administrative tasks, and attract and retain the right talent for your team. Breanna and her team of HR and administrative professionals conduct a comprehensive audit, assess your current state, and help you develop a clear plan to achieve your goals.

Consider your outsourced HR team as a strategic partner, supporting you across key areas like talent acquisition, employee relations, compensation and performance management, engagement and retention, total rewards, diversity, equity, inclusion, learning and development, risk management, U.S. employment law, and HR technology. Ready to get started?

(541) 619-2333 | BREANNA@BSTEPHENSHR.COM | WWW.BSTEPHENSHR.COM

SERVICE DETAILS

We tailor each solution to meet your unique needs. Our most popular package includes:

- Fractional HR Director and executive advisory services
- 1:1 Zoom Meetings: Scheduled as needed with your HR team to discuss projects and address issues.
- Staff Meeting Support: Your HR team attends staff meetings via phone or Zoom, available to answer questions, respond to concerns, and provide strategic guidance as required.
- Unlimited Communication: Reach out anytime via email or text for quick, responsive support from your HR team.

Clients have access to the BSHR Team for comprehensive HR support, including pay structure design and equity reviews, performance review implementation, new hire paperwork and onboarding, and recruitment assistance. We also provide HRIS and ATS setup and management, guidance on compliance with FMLA, OFLA, and sick leave laws, and support with disciplinary actions, employee coaching, and conflict resolution. Our services include termination guidance and documentation, job description development with FLSA classification review, and access to a robust library of forms, templates, and letters. Clients receive monthly compliance updates and alerts, along with virtual HR support for audits, investigations, or training. We also offer project-based services such as handbook development, compensation studies, and HRIS migrations, as well as assistance with return-to-work accommodations, attendance and time-off policy administration, and multi-state leave law management.

YOUR INVESTMENT

At B. Stephens HR Consulting, we recognize that no two businesses are the same. Instead of limiting support by employee count, our retainers are designed around the scope, pace, and depth of your HR needs — allowing every business, from a 3-person start-up to a 200-person operation, to receive the right level of partnership.

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Priority HR	8 hours	Priority response, same-day when feasible	Growing or busy teams	$150/hr
Executive HR	12 hours	Highest priority response	Complex or leadership-driven needs	$150/hr

**Terms and conditions apply. All retainers month-to-month with a 30-day cancellation notice. Hourly only consulting is at a rate of $200/hour. Each plan is fully customizable to fit your business priorities and compliance requirements. Response times apply during normal business hours and reflect time to initial response, not full resolution. Complex matters may require additional time depending on scope and circumstances.

Mid-Willamette Valley Homeless Alliance

Comprehensive Financial Management Policies

June 2026

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I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

MWVHA will maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conforms to Generally Accepted Accounting Principles (GAAP). Provide for, prepare and present regular reports that analyze and evaluate the agency's financial performance and economic condition.

1. Accounting Practices and Principles
   MWVHA will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to GAAP as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. MWVHA's monthly financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be adjusted to GAAP, and the annual financial reports and continuing disclosure statements will meet these standards.

2. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations. When staffing limitations require it, staff duties will be assigned to maximize a system of financial checks and balances.

3. Annual Audit
   a. Pursuant to state law, MWVHA will have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit will be performed by a certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, will be filed no later than six (6) months following the end of the fiscal year and will be presented to the Board in that same time frame. The audit firm will also provide a Single Audit of Federal and State grants, when necessary. The Executive Director will be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

4. Financial and Management Reporting
   a. Quarterly financial reports will be provided to the Board, the Executive Director and department heads. These reports will include department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within 45 working days of the end of each quarter.

   b. A goal of MWVHA is to eventually prepare a comprehensive annual financial report subjected to independent audit and prepared in a format that conforms to the standards of the Government Finance Officers Association *Certificate of Achievement for Excellence in Financial*

Reporting. The report shall be shared with the Executive Director, Board, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

II. REVENUE POLICY

1. MWVHA will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the agency's control, estimates will be conservative.

2. MWVHA should take advantage of every revenue generating opportunity authorized by Oregon Revised Statutes and the Oregon Constitution.

3. MWVHA shall pursue an aggressive policy of collecting delinquent accounts, including the use of collection agencies as authorized by the Board.

4. Charges for providing services will be sufficient to finance all operating, capital outlay and debt service expenses including operating contingency and reserve requirements. User fees and charges will be set at a level sufficient to recover the full cost of service whenever practical to minimize subsidization by the general membership. Rates will be adjusted as needed to account for major changes in consumption, capital improvements and cost increases. MWVHA will systematically review user fees and charges to consider the effects of additional service costs and inflation.

5. MWVHA will maintain a current schedule of fees which will be reviewed annually and adopted by resolution.

III. EXPENDITURE POLICY

Expenditures will be controlled through appropriate internal controls, procedures, and regular monitoring of monthly budget reports. Management must ensure expenditures comply with the legally adopted budget. Each department head will be responsible for the administration of their department program budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department program budget for compliance with spending limitations.

1. The Board of Directors will approve the budget by fund at the category or program level. Expenditures anticipated to be in excess of these levels require approval of a Board resolution (i.e. supplemental budget process).

2. MWVHA will follow the employee compensation practices that are consistent with MWVHA's adopted Personnel Handbook and approved collective bargaining agreements, if any.

3. The operation of MWVHA departments or divisions must have adequate funds to procure needed supplies to provide service.

4. MWVHA will maintain a purchasing ordinance for public procurements and improvements and set expenditure authorization levels for staff.

5. All expenditure invoices must be reviewed and approved by the executive Director, and/or the appropriate department head before being paid. Two signatures or electronic approvals are required on MWVHA checks.

6. MWVHA will make every effort to control expenditures to ensure services and programs provided to its members are cost effective and efficiency.

7. Items costing $5,000 or more, per item, will be budgeted and accounted as capital outlay and shall be tracked in MWVHA fixed assets records. Significant repair or maintenance that extends the useful life of existing assets will be included here provided the dollar threshold is met. The $5,000 limit will apply to individual items unless a group of items are intended to function together as a unified system.

8. Pass-Through Funds are subject to the Pass-Through Funding Policy.

IV. CAPITAL IMPROVEMENT POLICY

MWVHA will prepare a three-year Capital Purchase Plan (CPP) encompassing all MWVHA capital equipment annually with the budget. The CPP will be composed of purchases identified in MWVHA's adopted master plans. The three-year CPP will be incorporated into MWVHA's budget and long-range financial planning processes.

1. MWVHA will maintain its physical assets at a level adequate to protect MWVHA's capital investment and to minimize future operating maintenance and replacement costs. MWVHA recognizes that deferred maintenance increases future capital costs, thus placing a burden on the membership. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital equipment from current revenues when possible.

2. MWVHA will determine the least costly funding method for its capital assets and will obtain grants, contributions and low-cost state or federal loans whenever possible.

3. MWVHA will establish capital equipment reserves to provide for funding of vehicles and equipment. MWVHA will also establish major repairs and replacement reserves to provide for funding of major repairs and replacements.

4. MWVHA may utilize "pay-as-you-go" funding for capita purchases when current revenues and adequate fund balances are available or when acquiring debt would adversely affect MWVHA's credit rating or put MWVHA in violation of its debt limitation provision in the ORS 190 agreement.

5. MWVHA will consider the use of debt financing for capital projects under the following circumstances:
   a. When the purchase's useful life will exceed the terms of the financing.
   b. When resources are deemed sufficient and reliable to service the debt.
   c. When market conditions present favorable interest rates for MWVHA financing.
   d. When the acquisition of debt will not adversely affect MWVHA's credit rating, coverage ratios or violate the ORS 190 agreement.

6. Special funds dedicated for capital purchases will be segregated in the accounting system and used only for the intended capital purposes.

V. OPERATING BUDGET POLICY

MWVHA will prepare an annual budget with the participation of all departments. All budgetary procedures will conform to existing state and local regulations. Oregon Budget Law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund and 2) the total of all resources of the must equal the total of all expenditures and all requirements.

1. A Budget Committee will be appointed in conformance with state statutes. The Budget Committee's chief purpose is to review the Executive Director's proposed budget and recommend a budget and tax levy for the Board to adopt.
2. The budget will support MWVHA Board goals and priorities and the long-range needs of the membership.
3. MWVHA budget process will incorporate the proposed Capital Purchase Plan for the upcoming fiscal year.
4. Multi-year projections will be prepared in conjunction with the proposed budget to determine if adjustments in expenditures or revenues are needed.
5. MWVHA will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
6. MWVHA will allocate direct and administrative costs to each fund based upon the cost of providing these services.
7. MWVHA will take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues.
8. The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit only with approval of a plan to replenish the fund balance if it is brought down below policy level. (See Reserve Policy)
9. MWVHA will work towards the goal of preparing a budget document which complies with the standards necessary to obtain the *Award for Distinguished Budget Presentation* from the Government Finance Officers Association (GFOA). MWVHA will submit its budget for award consideration annually.

VI. LONG-RANGE FINANCIAL PLANNING POLICY

MWVHA will prepare a long-term financial plan to promote responsible planning for the use of its resources. The long-term financial plan will project revenues, expenditures and reserve balances for the next five years. The analysis will incorporate MWVHA's approved Capital Purchase Plan.

Long term projections of revenues and expenditures will be realistic, conservative, and based on best practices established by the Government Finance Officers Association.

VII. DEBT MANAGEMENT POLICY

1. Capital purchases financed through the acquisition of debt, will be financed for a period not to exceed the useful life of the purchase.
2. MWVHA will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements.
3. MWVHA will not use long-term debt to fund current operations, to balance the budget or to fund purchases projects that can be funded from current resources.
4. MWVHA will comply with all statutory debt limitations imposed by the Oregon Revised Statutes and the ORS 190 agreement.
5. MWVHA will obtain and maintain a good credit rating.

VIII. RESERVE AND CONTINGENCY POLICY

Reserves and contingencies are an important indicator of MWVHA's financial position and its ability to withstand adverse events. Maintaining reserves and contingencies are a prudent management practice. The following are examples of their use:

Operating Contingency – A budgetary account used to appropriate resources that can be used to address events or services needs that were unanticipated during budget development.

Capital Asset Reserve – A reserve established to accumulate resources that will be used to replace capital assets and to provide for major customer service enhancements, where procurement will be budgeted in a future year. MWVHA will maintain capital reserves sufficient to replace assets at the end of their useful lives.

Debt Service Reserve – A reserve established as a requirement of in a debt instrument.

MWVHA will maintain sufficient contingency and reserves in each fund to be able to:

1. Mitigate short-term volatility in revenue.
2. Absorb unanticipated operating needs that arise during the fiscal year but were not anticipated during the budget process.
3. Sustain MWVHA services in the event of an emergency.
4. Meet operating cash flow requirements before the collection of property taxes, grant proceeds and other operating revenues.
5. Meet major facility and equipment repair and maintain needs.
6. Meet future capital purchase needs to minimize future debt obligations and burden on future citizens.

MWVHA will maintain a contingency of no less than three months of total operating expenses for the General Fund, and no less than two months of total operating expenses for other operational activities. MWVHA will also establish capital asset reserves to provide for the replacement of certain fixed assets as determined by the Board.

The formula for calculating the reserve target is:

Personal Services plus Materials and Services, then subtract pass through payments, contingencies, reserves (designated and undesignated) and any carryovers. The result of this calculation will be divided by 4 to result in 3 months operating expenses.

If reserves, and contingencies decrease to levels below the levels established by this policy, MWVHA will develop a plan to restore reserves and contingencies to the required levels.

IX. INVESTMENTS

All MWVHA funds shall be invested to provide safety of principal and a sufficient level to meet cash flow needs. One hundred percent of all idle cash will be continuously invested in the Local Government Investment Pool maintained by the State Treasurer.

X. FIXED ASSET CAPITALIZATION POLICY

The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting, and safeguarding of MWVHA assets in compliance with generally accepted financial reporting requirements.

Asset Value

Capital assets are valued at their historical cost. In the absence of historical cost information, the asset's estimated historical cost will be assigned and used. Contributed capital is reported at fair market value or cost on the date the asset is contributed.

The historical cost of a capital asset includes the following:

- Cost of the asset
- Ancillary charges necessary to place the asset in its intended location (i.e. freight charges)
- Ancillary charges necessary to place the asset in its intended condition for use (i.e. installation and site preparation charges)
- Capitalized interest
- Any subsequent improvements that meet the qualifications listed below.

Capitalization Threshold

MWVHA will capitalize all individual assets with a threshold of $5,000 and has an estimated useful life of 3 years or more.

Grouped or Networked Assets

Individual assets that cost less than the capitalization threshold, but that operates as part of a network system will be capitalized in the aggregate, using the group method if the estimated average useful life of the individual asset is 3 years or more. A network is determined to be where individual components may be below the capitalization threshold but are interdependent and the overriding value to MWVHA is on the entire network and not the individual assets. Examples include: computers, software licenses, new office furniture, etc.

Depreciation Method

Capitalized assets are depreciated using the straight-line method in the Annual Financial Report. MWVHA maintains a depreciation schedule for the General Fund and all proprietary funds.

Estimated Useful Lives

The following guidelines are used in setting estimated useful lives for asset reporting:

Buildings & Improvements	25 – 40 years
Land Improvements	10 – 20 years
Machinery and Equipment	3 – 10 years
Vehicles	5 – 10 years
Utility Systems	25 – 40 years
Infrastructure	20 – 40 years

Improvements vs. Maintenance Costs

With respect to asset improvements, costs at or over the capitalization threshold will be capitalized if:

- The estimated life of the asset is extended by more than 25%, or
- The cost results in an increase in the capacity of the asset, or
- The efficiency of the asset is increased by more than 10%, or
- Significantly changes the character of the asset.

Improvements that do not meet these criteria would be expensed as repair and maintenance.

Assets Below Capitalization Policy

MWVHA will report assets which do not meet the capitalization threshold on an inventory list to maintain adequate control and safeguard MWVHA property. Periodic audits will be performed to verify that items listed on the inventory report are still located on MWVHA property for MWVHA's personnel use. Example: tools, small equipment, office equipment, etc. An annual inventory will be completed each year.

Pass-through Funding Policy

Overview

Managing federal pass-through grants can be an excellent way for a regional government to facilitate more funding for their region. The federal government allows grant recipients to act as pass-through entities to provide funding to other recipients. The pass-through entity receives federal funds which it "passes on" or "passes through it" to other recipients. These government programs require extensive record-keeping and data reporting, as well as enhanced security.

The Mid-Willamette Valley Homeless Alliance was formed as an ORS 190 Entity for the purpose of leveraging regional opportunities, and to provide service to our member governments. One of the services we provide is to serve as a pass-through agency for State Grants. The purpose of a pass-through grant is to carry out the work of a large federal program on smaller, local levels. Our members rely on the expertise of MWVHA to distribute funds to the right sub-recipients and to monitor the activities and spending of the grant funds.

The purpose of a Pass-through Funding Policy is to ensure MWVHA is meeting key compliance requirements. Such as

- Having specific state authorization prior to entering into any subaward under the award.
- Requiring sub awardee compliance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Requiring progress and financial reporting. Reporting subawards (over $30,000) as required by the Federal Funding Accountability and Transparency Act (FFATA).
- Collection of performance data from the sub awardee Monitoring sub awardees: take the appropriate actions to get the subrecipient back on track if problems arise.

Definitions:

Pass Through Entity - A non-federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (Title 2 CFR 200.74).

Subrecipient - A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program (Title 2 CFR 200.93).

Roles and Responsibilities

As a pass-through entity, MWVHA's role is to determine which local offices and organizations should receive federal assistance. These sub-recipients should work toward accomplishing the mission and goals of the larger governmental organizations allocating the funds. The federal office granting the funding may provide you with a list of standards or requirements that sub-recipients must fulfill to receive a pass-through grant.

Once pass-through grant is awarded, it's important to understand that both MWVHA and the sub-recipient need to adhere to the policies set by the government office funding the grant.

Pass Through Entity Requirements:

- Evaluate the risk posed by applicants before they receive an award.
- Consider such elements as:
    - Applicant's eligibility or the quality of its application;
    - Financial stability and quality of management system;
    - History of performance; and o Audit findings.
- Identify total funding amount to be provided to subrecipients
- Ensure payment to subrecipient is processed timely.
- Ensure subrecipients audits are complete, issue a management decision on audit findings within 6 months after receipt of the subrecipient's audit report, and ensure that subrecipients take the proper and timely actions on audit findings
- Closeout the subaward when all applicable administrative actions and all grant related work have been completed
- Require the subrecipient to submit all financial, performance, and other reports to the pass-through entity within a specified time after the end date of the subaward's period of performance.
- Closeouts should be completed in time to meet the federal agency's closeout timeline.

Please refer to the Pass-through Entity's Responsibilities Checklist.

Subrecipient Files & Documentation:

- Subrecipient Grant File: signed agreement, contract, MoU, correspondence between subrecipient and pass-through entity, signed award document, Progress Reports, Financial Reports.
- Pre-Award documentation: announcement, decision-making supporting documentation
- Financial documentation: including but not limited to: proof of payments, invoices, receipts, etc.
- Federal Funding Accountability and Transparency Act (FFATA) reports
    - For any subgrants issued awards in excess of $100,000, please ensure you have subrecipient's Lobbying Certification which can be found here: https://www.gsa.gov/forms-library/disclosure-lobbying-activities

This policy is subject to change to comply with reporting requirements.

Pass-through Entity's Responsibilities Checklist

Section	Uniform Requirements – 2 CFR Part 200	Completed (Y/N)
Subrecipient and Contractor Determination		
200.330	A determination has been made as to whether the entity receiving federal funds is a subrecipient or a contractor based on the definitions outlined inthe Uniform Requirements.	
200.331 (a)	The subrecipient has been informed of the subaward and their requirements to comply with the provisions outlined in the Uniform Requirements.	
Required Subaward Identification Information		
200.331 (a)(1)	Subrecipient name (must match registered name in DUNS)	
	Subrecipient's DUNS number	
	Federal Award Identification Number (FAIN)	
	Federal Award Date	
	Subaward period of performance start and end date	
	Amount of federal funds obligated by this action	
	Total amount of federal funds obligated to the subrecipient	
	Total amount of federal award	
	Federal award project description, as required to be responsive to theFederal Funding Accountability and Transparency Act (FFATA)	
	Name of federal awarding agency, pass-through entity, and contact information for awarding official	
	CFDA number and name	
	Whether or not the award is R&D	
	Indirect cost rate for the federal award	
Requirements for Pass-through Entities		
200.331 (a)(2)	The subaward includes all requirements imposed by the pass-through entityto ensure the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.	
200.331 (a)(3)	Any additional requirements imposed by the pass-through entity in order tomeet its responsibilities with the Federal awarding agency to include identifying any required financial and performance reports.	
200.331 (a)(4)	A current approved indirect cost rate between the subrecipient and the federal government. If no rate exist, either a rate negotiated between the pass-through entity and the subrecipient or a de minimis rate of 10%.	
200.331 (a)(5)	The subaward includes a requirement that the subrecipient allows the pass- through entity and auditor's access to their	

	records and financial statements.	
200.331 (a)(6)	The subaward includes the appropriate terms and conditions regarding thecloseout of the award.	
200.331 (b)	Assess the subrecipient's risk of non-compliance with federal statutes, regulations, and terms and conditions of the subaward (*see Subrecipient Monitoring Risk Factors Checklist*).	
200.331 (c)	Consider imposing specific subaward conditions on a subrecipient, if appropriate as described in § 200.207 (*Specific Conditions*).	
Subrecipient Monitoring Requirements		
200.331 (d)	Activities of the subrecipient are monitored as necessary to ensure the subaward is used for authorized purposes; is in compliance with Federalstatutes, regulations and the terms and conditions of the subaward and performance goals are met.	
Section	Uniform Requirements – 2 CFR Part 200	Completed (Y/N)
200.331 (d)(1) (2)&(3)	Monitoring of subrecipients must include: • Reviewing financial and programmatic reports, • Follow-up process to ensure subrecipient takes timely and appropriate action on all deficiencies detected through audits, on- site reviews, and other methods, and • Issue a management decision for all audit findings pertaining to the award.	
Subrecipient Monitoring Tools		
200.331 (e)	Based on the results of the risk assessment performed, consider other monitoring tools to ensure proper accountability and compliance withprogram requirements.	
200.331 (e)(1)	Provide subrecipients with training and technical assistance on program related matters.	
200.331 (e)(2)	Perform on-site reviews of the subrecipient's program operations.	
200.331 (e)(3)	Arrange for agreed upon procedures engagement as described in § 200.425 (*Audit Services*).	
Additional Monitoring Requirements		
200.331 (f)	Verify that every subrecipient is audited as required by Subpart F when it isexpected that Federal funds expended during the fiscal year either equaled or exceeded the $750,000 threshold set forth in § 200.501 (*AuditRequirements*).	
200.331 (g)	Make necessary adjustments to the pass-through entity's records based onthe results of a subrecipient's audit, on-site review, or other monitoring efforts.	
200.331 (h)	Consider taking enforcement action against non-compliance subrecipients as described in § 200.338 (*Remedies for Non-compliance*).	

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

To: ORS 190 Entity, MWVHA Board of Directors

From: Misty Bolger, Executive Director

Date: 5/14/2026

Subject: Membership Dues

Introduction/ details:

The Alliance is supported through membership contributions from our County and City partners. Membership dues have remained unchanged for the past two budget cycles. For FY 2026/27, I am requesting a 10% increase in membership dues. Along with the 1% assessment on HUD grant awards, these contributions represent the Alliance's only source of unrestricted funding.

These unrestricted funds are critical to supporting operational expenses that are not allowable under grant funding, including legal services, board and director liability insurance, and statutory requirements such as publishing budget notices. They also allow the Alliance to support important community activities that fall outside the limited scope of grant eligibility. For example, HUD funding cannot be used for meals. This past year, the Alliance co-sponsored a community grant writing training and provided meals for participants. In addition, Backbone youth members receive a small stipend and a meal during monthly meetings. Historically, these costs were supported through a partner agency's grant funding, but that grant has since ended. The Alliance is now utilizing general funds to ensure youth participants continue to receive this support.

Backbone outreach and engagement activities are another important example of work that is not eligible under HUD funding and does not qualify for most state grant resources. General funds are currently being used to help support these events. Additionally, the Alliance maintains a detailed cost allocation methodology to ensure expenses are distributed equitably across grants. When costs cannot appropriately be charged to a grant source, the general fund is used to cover those expenses.

As the Alliance continues to expand technical assistance and support to community providers, we anticipate increased reliance on unrestricted funds to address costs that are necessary to operations but not grant eligible. Finally, given the current uncertainty and volatility in the funding environment, it is fiscally prudent to strengthen the Alliance's unrestricted revenue base. Doing so will help reduce the risk of future funding cliffs and support organizational stability, particularly in light of the loss of two FTE positions during the current fiscal year.

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

Action Recommendation

Action Recommended: Approve 10% increase in membership dues for the Fy 26/27 budget.

Attachments:

Current and Recommended Membership Dues:

	current	5%	10%	15%
Salem	44,000.00	46,200.00	48,400	50600
Marion County	44,000.00	46,200.00	48,400	50600
Keizer	15,000.00	15,750.00	16,500	17250
Polk County	8,000.00	8,400.00	8,800	9200
Independence	5,500.00	5,775.00	6,050.00	6325
Monmouth	8,500.00	8,925.00	9,350.00	9775
Salem/Keizer School District	5,500.00	5,775.00	6,050	6325
Grand Ronde	3,300.00	3,465.00	3,630.00	3795
PacificSource	10,000.00	10,500.00	11,000.00	11500
Salem Health	5,500.00	5,775.00	6,050.00	6325
Willamette Health Council	10,000.00	10,500.00	11,000.00	11500

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

To: ORS 190 Entity, MWVHA Board of Directors

From: Misty Bolger, Executive Director

Date: 5/14/2026

Subject: Performance and Evaluation Committee and NOFO workgroup

INTRODUCTION

I am seeking approval to convene a NOFO work session or sessions comprised of individuals with NOFO expertise, and the impacts policy decisions have on providers and end users.

DETAILS

Under the charter for the Performance and Evaluation Committee, the committee is responsible for reviewing and recommending to the board the policies, timelines, and scoring tools used in the application review and ranking process for the Continuum of Care competition for funding. The scoring tools and draft timeline will be reviewed by the P&E Committee and recommended to the CoC Board for approval.

Due to the level of knowledge and commitment being requested of members, along with the anticipated NOFO release at the end of May and the resulting compressed timeline, it is not feasible to wait for the P&E Committee to convene before beginning work on NOFO-related tasks. Therefore, I am seeking approval to hold an open work session to assist with the development and review of local priorities, scoring tools, and the preparation of applications and other materials needed for the competition.

At the same time, I will continue building membership for the P&E Committee. I am also seeking board approval of the following members:

- Mareis Dickerson
- Marianne Bradshaw
- David Peak
- Chris Barber

Mid-Willamette Valley Homeless Alliance

Board Meeting Memo

ACTION ITEM/RECOMMENDATION

Action Recommended: Approve recruitment and vetting of potential committee members, the board will be presented committee members for approval in May.

- Approve recommended P and E committee members
- Approve convening of work sessions
- Approve continued recruitment of P and E Committee

Mid-Willamette Valley Homeless Alliance

Staff Updates

APRIL - MAY

Cassie Bay,
Administration & Communications Specialist

Emily Mewbourn,
Health and Homeless Systems Liaison

David Peak,
HMIS Data Analyst

Cassie Bay
Administration & Communications Specialist
MWVHA Staff Update – April 2026 through May 2026

Administrative & Organizational Support

Continued providing administrative and operational support to maintain day-to-day organizational functions. Supported internal coordination efforts, document management, scheduling, communication tracking, and follow-up activities. Assisted with preparation of organizational materials, meeting logistics, and ongoing infrastructure development to improve organizational consistency and efficiency.

Board & Committee Support

Provided administrative and compliance support for multiple MWVHA Board and committee meetings by preparing agendas, meeting packets, minutes, rosters, public notices, Zoom coordination, and supporting Oregon Public Meeting Law (ORS 192) compliance requirements. Continued maintaining digital documentation and records management for meeting materials and compliance tracking.

Supported:

- Joint Board of Director/ORS190 Meeting
- Finance & Executive Committee
- HMIS Users Workgroup
- Health and Safety Committee
- Youth Action Board (Backbone)
- Youth and Young Adult Subcommittee
- Coordinated Entry Committee
- Collaborative Committee

Coordinated Entry (CE) System Improvement

Continued working closely with HUD Technical Assistance (HUD TA), OHCS, providers, and internal staff to support ongoing Coordinated Entry system improvement efforts.

Key activities included:

- Participated in CE system improvement planning discussions with HUD TA
- Worked on Coordinated Entry workflow development and process clarification
- Supported development of proposed CE workflow charts and committee materials
- Assisted with CE participation and reporting discussions
- Worked on By-Name List (BNL) cleanup and system improvement planning
- Coordinated communication and meeting preparation related to CE operational improvements
- Continued collaboration with providers and stakeholders regarding CE expectations, participation, and data quality concerns

HMIS Support & Federal Reporting

Continued supporting HMIS operations, user management, provider support, and federal reporting coordination.

Activities included:

- Managed HMIS user support requests and account maintenance
- Created and updated new user accounts and coordinated access support
- Assisted providers with HMIS navigation, visibility, permissions, and troubleshooting
- Participated in HMIS meetings and regional coordination discussions
- Coordinated with OHCS regarding data reporting discrepancies and data quality concerns
- Continued support related to Point-in-Time Count (PIT) and Housing Inventory Count (HIC) reporting efforts
- Assisted with federal reporting coordination and data cleanup activities

Outreach, Collaboration & Community Engagement

Supported multiple outreach and community engagement efforts across the region.

Activities included:

- Assisted Backbone Youth Action Board and Youth & Young Adult Subcommittee outreach planning efforts
- Worked with community partners including REACH and Bridgeway to coordinate presentations and engagement for upcoming Collaborative Committee meetings
- Supported community communication and stakeholder engagement efforts through newsletters, outreach materials, and meeting coordination

Communications & Newsletter Development

Continued supporting organizational communication and outreach efforts through drafting, editing, coordinating, and distributing materials for internal and external stakeholders.
Activities included:

- Produced and coordinated the MWVHA newsletter
- Researched and compiled topics, updates, and regional information for newsletter inclusion
- Coordinated communication and outreach materials to support community engagement and information sharing
- Drafted and edited meeting materials, public notices, outreach communications, and stakeholder updates

Recruitment & Staffing Support

Assisted with recruitment and staffing-related support activities, including:

- Supporting recruitment coordination efforts
- Assisting with communication and scheduling related to open positions
- Supporting onboarding and administrative coordination activities as needed

Next Steps

- Continue supporting committee operations
- Continue Coordinated Entry system improvement work with HUD TA and providers
- Support ongoing HMIS user assistance and reporting coordination
- Continue outreach and planning support for youth engagement activities
- Prepare for transitioning/onboarding new admin staff.

Emily Mewbourn
Health & Homeless Systems Liaison Staff Update

Environmental Scan and Integration Mapping

- Continued coordination with Elle Group Consulting on the Environmental Scan and Integration Mapping project.
- Facilitated Health & Safety Committee discussion of preliminary recommendations related to coordination, case conferencing, referral pathways, and pilot concepts.

Health & Safety Committee Coordination

- Facilitated committee meetings, recruitment coordination, partner communications, and leadership transition activities.
- Coordinated presentations and updates related to behavioral health and HRSN implementation.

Partner Coordination and Community Engagement

- Continued collaboration with healthcare organizations, homeless service providers, and community partners regarding systems coordination efforts.
- Facilitated Tribal Engagement meeting coordination and participated in CHIP and CHAP related activities.

Regional Coordination and Systems Development

- Explored coordination platform options, including Unite Us, related to referral coordination, case conferencing, HMIS/CE, and partner collaboration.
- Continued development discussions related to regional case conferencing and coordination infrastructure models.
- Began initial planning discussions related to a potential Case Conferencing Academy framework.

Staff Update David Peak April 2026

HMIS Lead

- Managing new users alongside Cassie
- New user training
- Continuing to work with OHCS to adjust programs and troubleshoot HMIS issues including visibility and settings.
- Helping manage Helpdesk and Personal work email correspondence to assist agencies in operations
- Assist MWVCAA in updating projects
- Added and trained new users
- Built 2 new projects for Seed of Faith
- Providing ongoing TA for agencies within the CoC
- Met with Solterra to discuss onboarding to HMIS

Data Analysis and Reporting

- Creating reports for use in data checking
- Provided Data Corrections requested by OHCS
- Collect and submit VSP CAPER reports to OHCS from Sable House and Center for Hope and Safety
- Compiled and submitted PIT/HIC
- Compiled Vet BNL Data for MWVCAA
- Presented SPM information at Board meeting

Coordinated Entry

- Coordinated meetings with Homebase HUD TA
- Collaborated with OHCS for improvements to By Name List
- Worked with Veterans Administration on ensuring Veterans on OR 504 By Name List (BNL)
- Provided refresher training for Marion County LEAD
- CES/BNL Maintenance

Meetings

- Quad Squad (Vice Chair)
- HMIS Lead
- HMIS Check-In
- Weekly Staff meetings
- CE Committee

Staff Update David Peak April 2026

- Statewide Data Governance Committee
- Homebase HUD TA
- National Alliance to End Homelessness Webinar
- CoC Lead meetings

Mid-Willamette Valley Homeless Alliance

2026 Meeting Schedule

Finance & Executive Committee

Meetings Virtual on Zoom

Tuesdays, 12:00 p.m. to 1:00 p.m.

- December 30
- February 3
- March 3
- March 31
- May 5
- June 2
- June 30
- August 4
- September 1
- September 29
- November 3
- December 1

Joint Boards of Directors
MWVHA & ORS 190 Entity

Meetings Virtual on Zoom

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

- January 8
- February 12
- March 12
- April 9
- May 14
- June 11
- June 17 - Joint meeting with Collaborative Committee
- July 9
- August 13
- September 10
- October 8
- November 12
- December 10

For additional information, contact:
staff@mwvhomelessalliance.org

Mid-Willamette Valley Homeless Alliance

Financial Statements

ORS 190 Entity Mid-Willamette Valley Homeless Alli
For the period ended February 28, 2026

Prepared on
April 17, 2026

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Statement of Activities

February 2026

	TOTAL	
	Feb 2026	Jul 1 2025 - Feb 28 2026 (YTD)
Income		
4000 Revenue		
4100 Federal	-435.33	185,676.76
4202 Private Contributions	22,256.01	97,827.36
4300 State	113,915.97	2,548,446.20
4200 HUD COC 1%		37,038.12
4201 Local - Annual Membership Contirbutions		164,800.00
4400 Federal - Pass-Thru Funds		0.00
Total for 4000 Revenue	**$135,736.65**	**$3,033,788.44**
4500 Other Revenue		$0.00
4475 Bank Interest	1,872.97	69,218.81
4501 Miscellaneous		0.01
Total for 4500 Other Revenue	**$1,872.97**	**$69,218.82**
Total for Income	**$137,609.62**	**$3,103,007.26**
Gross Profit	**$137,609.62**	**$3,103,007.26**
Expenses		
5100 Payroll Expenses		
5101 Wages	28,583.37	219,445.37
5120 Taxes	2,365.09	18,401.22
5135 Payroll fees	1,165.50	10,175.50
Company Contributions		
Health Insurance	2,594.62	20,263.56
Total for Company Contributions	**$2,594.62**	**$20,263.56**
5130 Fringe Benefits		132.83
Total for 5100 Payroll Expenses	**$34,708.58**	**$268,418.48**
5200 Purchased Services		
5241 Monthly Accounting Services	-6,000.00	35,730.65
5250 Consultant Services	11,775.00	19,762.50
5210 Legal Services		10,248.20
5230 Audit Services		10,580.00
5240 COG Administrative Services		16,817.72
Total for 5200 Purchased Services	**$5,775.00**	**$93,139.07**
5300 Materials & Supplies		$379.50
5315 Bank Fees	284.78	1,573.77
5330 Computer Support, Supplies &	162.29	653.15

Accrual Basis Friday, April 17, 2026 09:15 AM America/Los_Angeles The financial statements are prepared on the accrual basis of accounting as determined by management. Substantially all disclosures required are omitted from these financial statements, and no assurance is provided. This report is for management use only and should not be relied upon by any other party.

	TOTAL	
	Feb 2026	Jul 1 2025 - Feb 28 2026 (YTD)
Upgrades		
5340 Dues and Subscriptions	734.93	7,555.42
5350 Insurance	899.19	6,428.86
5450 Office Supplies	26.69	1,903.68
5460 Other Expense	62.00	700.20
5510 Training & Meetings	122.68	5,196.88
5551 Business Meals & Entertainment	53.73	151.18
5320 Printing, potage, and photocopying		2,819.91
5440 Occupancy Expense		10,589.36
Total for 5300 Materials & Supplies	**$2,346.29**	**$37,951.91**
5500 Pass-Through Payments		
5521 Oregon Rehousing Initiative		
5522 ORI Subgrantee Admin	5,737.26	47,936.24
5524 ORI Rapid Rehousing	57,372.57	741,945.83
Total for 5521 Oregon Rehousing Initiative	**$63,109.83**	**$789,882.07**
5599 Pass Through Payments (legacy account)	9,743.73	1,598,622.58
5534 Long-Term Rent Assistance (LTRA)		
5534 LTRA Services		0.00
Total for 5534 Long-Term Rent Assistance (LTRA)		**$0.00**
Total for 5500 Pass-Through Payments	**$72,853.56**	**$2,388,504.65**
Total for Expenses	**$115,683.43**	**$2,788,014.11**
Net Operating Income	**$21,926.19**	**$314,993.15**
Other Expenses		
8000 Other Expenses	306,814.50	306,814.50
8001 Other Miscellaneous Expenditure		13,038.62
Total for Other Expenses	**$306,814.50**	**$319,853.12**
Net Other Income	**-$306,814.50**	**-$319,853.12**
Net Income	**-$284,888.31**	**-$4,859.97**

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Statement of Financial Position

February 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000 Wells Fargo Checking 8223	1,001,314.14
1010 LGIP	606,490.35
1072 Bill.com Money Out Clearing	16,351.97
Total for Bank Accounts	**$1,624,156.46**
Accounts Receivable	
1100 Accounts Receivable (A/R)	255,091.50
Total for Accounts Receivable	**$255,091.50**
Total for Current Assets	**$1,879,247.96**
Total for Assets	**$1,879,247.96**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	370,195.85
Total for Accounts Payable	**$370,195.85**
Credit Cards	
2010 Divy Credit Card	944.48
2015 Ramp Credit Card	4,784.23
Total for Credit Cards	**$5,728.71**
Other Current Liabilities	
2200 Accrued Vacation	4,328.00
2300 Payroll Liabilities	185.40
2400 Unearned Revenue - LTRA 23-25 Advance	844,908.81
2401 Unearned Revenue - WHC Grant	397,446.63
2403 Unearned revenue - Other	36.61
2404 Unearned Revenue - HMIS (OR0293L0E042417)	5,126.04
Total for Other Current Liabilities	**$1,252,031.49**
Total for Current Liabilities	**$1,627,956.05**
Total for Liabilities	**$1,627,956.05**
Equity	
Retained Earnings	256,151.88
Net Income	-4,859.97
Total for Equity	**$251,291.91**
Total for Liabilities and Equity	**$1,879,247.96**

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Statement of Cash Flows

July, 2025-February, 2026

Full name	Total
OPERATING ACTIVITIES	
Net Income	-4,859.97
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100 Accounts Receivable (A/R)	3,098,129.82
2000 Accounts Payable (A/P)	-3,259,824.48
2010 Divy Credit Card	944.48
2015 Ramp Credit Card	6,574.15
2300 Payroll Liabilities	185.40
2310 Payroll Liabilities:Health Insurance Payable	0.00
2400 Unearned Revenue - LTRA 23-25 Advance	-1,422,985.15
2401 Unearned Revenue - WHC Grant	-97,827.36
2403 Unearned revenue - Other	-360,860.89
2404 Unearned Revenue - HMIS (OR0293L0E042417)	5,126.04
Accrued Payroll	-24,669.16
Total for Adjustments to reconcile Net Income to Net Cash provided by operations:	**-$2,055,207.15**
Net cash provided by operating activities	**-$2,060,067.12**
INVESTING ACTIVITIES	
FINANCING ACTIVITIES	
NET CASH INCREASE FOR PERIOD	**-$2,060,067.12**
Cash at beginning of period	**$3,684,223.58**
CASH AT END OF PERIOD	**$1,624,156.46**

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