



# Washington County Homeless Plan Advisory Committee

Homeless Services Budget Process Update  
Ling Huang - Dressel

HPAC | May 19, 2022

Department of Housing Services

[co.washington.or.us](http://co.washington.or.us)



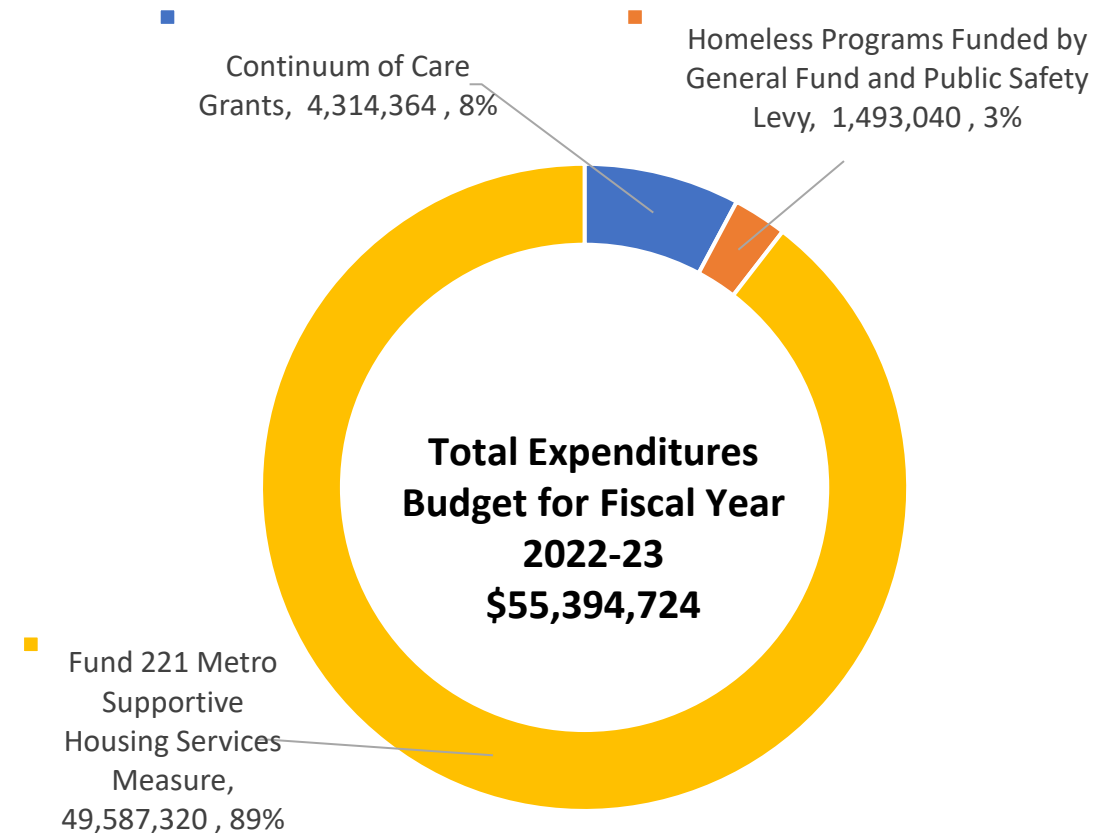
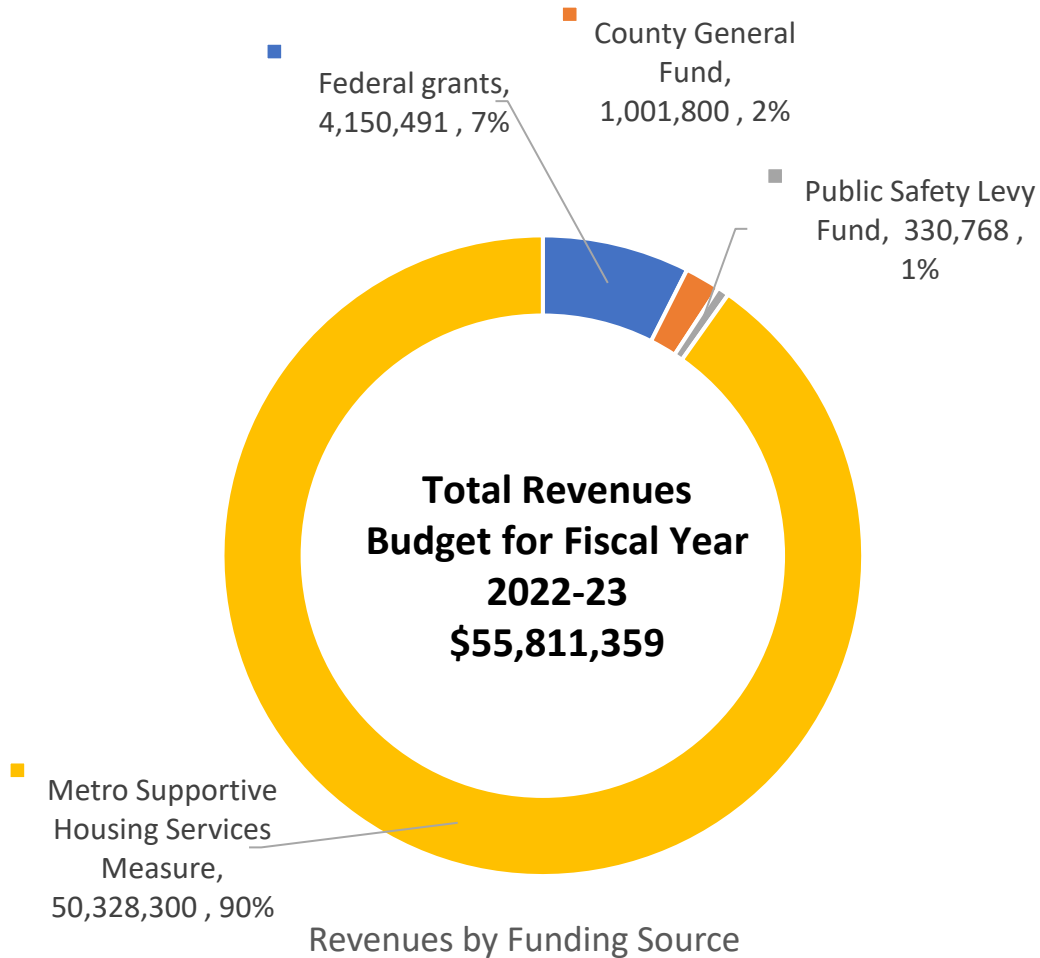
# Washington County 2022-23 Budget Process



August - September	October - December	January - February	March	April	May	June	July
<b>Budget Planning</b>	<b>Priority Setting / Budget Directions</b>	<b>Requested Budget</b>	<b>CAO Review</b>	<b>Proposed Budget</b>	<b>Budget Committee Review and Approval</b>	<b>BCC Budget Adoption</b>	<b>Budget Filing</b>
<b>BOARD OF COUNTY COMMISSIONERS (BCC)</b>							
Engage the community and start preliminary discussions on County priorities	<ul style="list-style-type: none"> <li>Continue to engage the community</li> <li>Finalize budget priorities to CAO*</li> </ul>	<ul style="list-style-type: none"> <li>Continue to listen and learn from the community</li> <li>Continue to communicate County priorities to the community</li> </ul>			Participate on Budget Committees to Read, Review, Question and Evaluate the Proposed Budget	Adopt the Budget	
<b>COMMUNITY</b>							
Attend Board Work Sessions and Roundtables to hear about the BCC's priority setting considerations	Communicate community priorities, opportunities and challenges to inform BCC's priority setting	Provide input to the County on community inequities in access, quality and outcomes*			<ul style="list-style-type: none"> <li>Attend and listen to County Budget Presentation</li> <li>Public testimony at the Budget Committee Public Hearing</li> </ul>	Public testimony at the Board Meeting	
<b>COUNTY BUDGET COMMITTEES</b>							
				<ul style="list-style-type: none"> <li>Attend Budget Committee Orientation</li> <li>Learn the Equity Tool to be utilized in budget review*</li> </ul>	<ul style="list-style-type: none"> <li>Read, Review, Question and Evaluate the Proposed Budget and provide feedback</li> <li>Conduct public hearing and approve budget</li> </ul>		
<b>COUNTY ADMINISTRATIVE OFFICE (CAO)</b>							
Initiate and manage the budget process		Communicate with departments on budget development	Review and adjust requested Budget reflecting County priorities	Finalize budget message, trends and initiatives and narratives	Presentation at Budget Committee Meetings		
<b>FINANCE BUDGET</b>							
<ul style="list-style-type: none"> <li>General Fund Forecast</li> <li>Project Timeline Planning</li> </ul>	<ul style="list-style-type: none"> <li>Draft and communicate annual budget instructions</li> <li>Host Community Information Sessions on Budget</li> <li>Publish Board's Budget Priorities</li> </ul>	Support departments budget request process, collect and analyst mid-year estimates	Assist in CAO budget review process	<ul style="list-style-type: none"> <li>Host Budget Committee Orientation</li> <li>Finalize Budget Summary Book and, Org Unit Details Book, and Program Details Book</li> </ul>	<ul style="list-style-type: none"> <li>Organize and Support Budget Committee Meetings</li> <li>Upon committee approval, prepare budget documents for adoption</li> </ul>	Update County systems with new fiscal year Budget after adoption	<ul style="list-style-type: none"> <li>Publish Adopted Budget</li> <li>File Budget Forms and Documents</li> </ul>
<b>OFFICE OF EQUITY, INCLUSION, AND COMMUNITY ENGAGEMENT (OEICE)</b>							
Develop equity tool as companion to Budget process orientation and expectation setting*	Provide training on equity tool use and expectations (parts of the tool phased in over multiple budget years) for department directors and staff with budget development responsibilities*	<ul style="list-style-type: none"> <li>Technical Assistance to departments on equity analysis*</li> <li>Community engagement on inequities in access, quality and outcomes*</li> </ul>	OEICE review of equity analyses of budget*	Provide training and equity tool at the Budget Committee Orientation*	<ul style="list-style-type: none"> <li>Technical Assistance to committees on equity analysis*</li> <li>Overarching equity analysis and resulting budget adjustments lifted up as an explicit part of the budget presentation process*</li> </ul>	Messaging re: incorporation of equity in budget process and resulting adopted budget*	
<b>DEPARTMENTS</b>							
Establish departments' internal budget process	Summarize community input from Boards and Commissions and other community meetings on departmental priorities, opportunities and challenges to inform BCC's priority setting*	<ul style="list-style-type: none"> <li>Utilize Equity Tool*</li> <li>Develop departmental budget</li> <li>Submit Requested Budget (Due February 28)</li> </ul>	Requested budget presentation to CAO		Attend and participate in Budget Committee presentations		Operationalize new fiscal year budget



# Homeless Services System Proposed Budget for FY2022-23



Expenditures by Service Program



# Fund 218 CoC/Homeless Programs

- 651025 increase is to reflect increase of housing assistance payment grants from HUD
- 651030 increase is primarily due to staff cost increase and indirect cost associated with staff cost
- 653035 increase is due to staff cost increase, indirect cost associated with staff increase and increase of service provider contracts

Program Number	Program Description	FY2020-21 Actual Expenditures	FY2021-22 Budget Expenditures	FY2022-23 Proposed Expenditures	Net Change
651025	Continuum of Care-Housing Assistance Payment	\$2,782,280	\$3,365,970	\$3,412,737	\$46,767
651030	Continuum of Care Services, Operations & Administration	\$855,530	\$792,095	\$901,627	\$109,532
651035	Homeless Programs, funded by General Fund and Public Safety Levy (expenditures excluding contingency and transfer to 651030)	\$1,777,258	\$1,367,751	\$1,493,040	\$125,289
Total		\$5,415,068	\$5,525,816	\$5,807,404	\$281,588



# Fund 221 Metro Supportive Housing Services

- Total indirect cost is approximately 3.93% of total budgeted expenditures, which is below Metro's requirement of not exceed 5% of annual program funds allocated to county.
- Metro required a 10% of SHS budgeted program expenditures in a given fiscal year as Stabilization Reserve

Program Number	Program Description	FY2020-21 Actual Expenditures	FY2021-22 Budget Expenditures	FY2022-23 Proposed Expenditures	Net Change
653005	Supportive Housing Services Administration	\$860,264	\$30,394,663	\$3,724,766	
653010	SHS Supportive Services Program			\$16,956,259	
653015	SHS Shelter and Access Services (SHS Shelter Services)			\$11,322,972	
653020	SHS Housing and Financial Assistance (SHS Long-Term Rental Assistance Program)			\$16,433,323	
653025	SHS System and Capacity Building			\$1,150,000	
Total	Excluding county loan repayments	\$860,264	\$30,394,663	\$49,587,320	\$19,192,657
	Stabilization Reserve and program reserves		7,934,837	740,980	