

Metro Supportive Housing Services

Annual Program Budget (IGA 5.5.2)

COUNTY NAME

FISCAL YEAR

Annual Program Budget (by G/L Account Category)

	Annual Budget	Amended Budget #1	Amended Budget #2	Amended Budget #3	Comments
		Amendment Date: MM-DD-YYYY	Amendment Date: MM-DD-YYYY	Amendment Date: MM-DD-YYYY	
Fund Balance Summary					
Budgeted Beginning Fund Balance	129,535,804				
Metro Fund Balance Estimated Adjustment	(3,594,522)				
Metro Beginning Fund Balance	125,941,282				
JUL-24 AUG-24 revenue rollback into FY 24-25	(15,984,500)				
FY 22-23 GASB 31 Adjustment	(8,839,382)				
Washington County Beginning Fund Balance	106,117,401				
Metro SHS Resources					
Budgeted Beginning Fund Balance	129,535,804				This is budgeted fund balance - actual fund balance per Metro reporting guidelines is expected to be \$125,941,282.
Metro SHS Program Funds	115,000,000				Based off Metro's Oct 2023 Projection.
Interest Earnings ⁽³⁾	-				Central Finance advises against budgeting interest (due to GASB 31 adjustment).
<i>insert add'l lines as necessary</i>					
Subtotal Program Revenue	115,000,000				
Total Metro SHS Resources	244,535,804				
Metro SHS Requirements					
Program Costs					
Personnel	6,831,364				
Materials & Services	106,462,594				
Capital Outlay	-				
Debt Service	-				
Transfers	1,746,789				
Regional Strategy Implementation	5,750,000				
<i>insert add'l lines as necessary</i>					
Subtotal Program Costs	120,790,747				
Ending Fund Balance (incl. Contingency and Reserves)	123,745,057				
Budgeted Contingency and Reserves					
Contingency ⁽¹⁾	5,750,000				5% of annual budgeted revenue as Contingency to be drawn without needing Metro approval.
Regional Strategy Implementation Reserves ⁽²⁾	9,814,333				5% of cumulative actual revenue - unspent remainders budgeted under reserves.
Stabilization Reserve ⁽⁴⁾	17,250,000				15% of annual budgeted revenue as Stabilization Reserve to protect programmatic investments and control for revenue volatility.
RLRA Reserves	-				
Metro Ending Fund Balance available for Spend-Down	90,930,724				See Spend-Down Plan for more detail. - FY 24-25 (\$20,000,000 Assigned \$37,595,993 Committed) - FY 25-26 (\$28,000,000 Assigned) - FY 26-27 (\$10,000,000 Assigned) - FY 27-28 (\$5,000,000 Assigned) Total Assigned: \$63,000,000 Total Committed: \$37,595,993 Total Spend-Down Planned: \$100,595,993
Subtotal Contingency and Reserves	123,745,057				

Annual Program Budget (by Program Category)

	Annual Budget	Amended Budget #1	Amended Budget #2	Amended Budget #3	Comments
Metro SHS Requirements					
Program Costs					
Individual Support Costs					
Permanent Supportive Housing (PSH)					
<i>Support to individuals who have extremely low incomes and one or more disabling conditions, who are experiencing long-term or frequent episodes of literal homelessness or imminent risk of experiencing homelessness</i>					
Support Services	17,739,729				
Long-term Rent Assistance (RLRA)	41,494,231				Reflects all planned RLRA housing assistance payment expenditures
Long-term Rent Assistance Admin	380,247				Administrative Costs for long-term rent assistance equals 1% of annual Program Funds allocated by Partner for long-term rent assistance.
Subtotal PSH	59,614,207				
Rapid Re-housing (RRH)					
<i>Support to individuals experiencing a loss of housing</i>					
Rapid Re-housing (RRH)	18,200,137				Includes planned service and rental assistance expenditures for this program category
Subtotal RRH	18,200,137				
Other Housing and Services Programs (not otherwise listed)					
<i>Support to individuals who are experiencing homelessness or have substantial risk of homelessness</i>					
Housing Only	-				
Housing with Services	3,066,261				
Subtotal Other Housing and Services Programs	3,066,261				
Eviction & Homelessness Prevention					
<i>Support to individuals experiencing a potential loss of housing</i>					
Eviction & Homelessness Prevention	-				Eviction Prevention program is online and under active contract. Budget will be amended to properly account for this program area.
Subtotal Eviction & Homelessness Prevention	-				
Safety On/Off the Street					
<i>Support to individuals unsheltered or in temporary housing</i>					

	Annual Budget	Amended	Amended	Amended	Comments
		Budget #1	Budget #2	Budget #3	
		Amendment Date: MM-DD-YYYY	Amendment Date: MM-DD-YYYY	Amendment Date: MM-DD-YYYY	
Shelter	21,938,095				
Outreach	2,597,888				
Subtotal Safety On/Off the Street	24,535,983	-	-	-	
System Support Costs					
System Support Costs					
Systems Infrastructure	2,050,102				
Built Infrastructure	259,896				
Other supportive services	3,509,863				Programs including furniture services, the LATS Program, and the Quality Assurance Program.
Subtotal System Support Costs	5,819,861	-	-	-	
Regional Strategy Implementation					
Regional Strategy Implementation					
<i>Investments to support SHS program alignment, coordination and outcomes at a regional level</i>					
Coordinated Entry	447,928				
Regional Landlord Recruitment	897,001				
Healthcare System Alignment	663,546				
Training	941,276				
Technical Assistance	2,393,146				
Employee Recruitment and Retention	407,103				
Subtotal Regional Strategy Implementation	5,750,000	-	-	-	Regional Strategy Implementation equals 5% of Partner's annual Program Funds. Washington County plans to include an adjustment of increasing the RIF budget to 5% of annual program funds in the mid-year budget adjustment. These funds are currently budget accordingly, based on program costs supporting activities consistent with the TCPB's 6 regional goals. Expenditures will be adjusted according to new direction received from the TCPB. Nicole can be your partner in sorting out the best approach to align with the counties and not upset the TCPB.
County Administrative Costs					
County Administrative Costs					
County Administrative Costs	3,804,298				Service Provider Administrative Costs (including RLRA) are budgeted as part of Program Costs above. Counties will provide details and context for Service Provider Administrative Costs in their Annual Program Report.
Subtotal County Administrative Costs	3,804,298	-	-	-	County SHS Administrative Costs equals 3% of County's annual Program Funds.
Subtotal Program Costs	120,790,747	-	-	-	
Ending Fund Balance (incl. Contingency and Reserves)	123,745,057	-	-	-	
Budgeted Contingency and Reserves					
Contingency ⁽¹⁾	5,750,000				Contingency equals 5% of Partner's annual Program Funds.
Regional Strategy Implementation Reserves ⁽²⁾	9,814,333				
Stabilization Reserve ⁽⁴⁾	17,250,000				Stabilization Reserve equals 15% of Partner's annual Program Funds.
RLRA Reserves					
Metro Ending Fund Balance available for Spend-Down	90,930,724				See Spend-Down Plan for more detail. - FY 24-25 (\$20,000,000 Assigned \$37,595,993 Committed) - FY 25-26 (\$28,000,000 Assigned) - FY 26-27 (\$10,000,000 Assigned) - FY 27-28 (\$5,000,000 Assigned) Total Assigned: \$63,000,000 Total Committed: \$37,595,993 Total Spend-Down Planned: \$100,595,993
Subtotal Contingency and Reserves	123,745,057	-	-	-	
<i>Check vs Program Costs by G/L Account Category</i>					
Program Category Descriptions					
Support Services	case management, behavioral health, mental health and addiction services, peer support, other connections to healthcare programs				
Rapid Re-housing (RRH)	RRH services, short-term rent assistance, housing retention, case management				
Housing Only	rent assistance				
Housing with Services	support services and rent assistance				
Eviction & Homelessness Prevention	short-term rent assistance geared toward preventing evictions, diversion assistance, one-time stabilization assistance, other relevant services				
Shelter	congregate shelter, alternative shelter, motel shelter, transitional housing, recuperative centers				
Outreach	support and services other than overnight shelter, including case management, hygiene programs, survival gear, day centers, and navigation to other services				
Systems Infrastructure	service provider capacity building and organizational health, system development/management, technical assistance, community engagement, advisory body support, etc				
Built Infrastructure	property purchases, capital improvement projects, etc				
Other supportive services	broad services which cannot be allocated under individual support costs above, including: Systems Access and Navigation, Coordinated Access, Housing Navigation, employment, benefits, ancillary homeless services that support overall programmatic objectives, etc				
County Administrative Costs	Costs not specifically attributed to a particular SHS program or program delivery, including: senior management personnel, general facilities costs, general services such as HR, accounting, budget development, procurement, marketing, agency audit and agency insurance, etc.				
⁽¹⁾ Per IGA Section 3.4.2 ADMINISTRATIVE COSTS, Metro recommends, but does not require, that in a given Fiscal Year Administrative Costs for SHS should not exceed 5% of annual Program Funds allocated to Partner; and that Administrative Costs for administering long-term rent assistance programs should not exceed 10% of annual Program Funds allocated by Partner for long-term rent assistance.					
⁽²⁾ Per IGA Section 8.3.3 REGIONAL STRATEGY IMPLEMENTATION FUND, each County must contribute not less than 5% of its share of Program Funds each Fiscal Year to a Regional Strategy Implementation Fund to achieve regional investment strategies.					
⁽³⁾ Per IGA Section 5.5.4 CONTINGENCY, partner may establish a contingency account in addition to a Stabilization Reserve. The contingency account will not exceed 5% of Budgeted Program Funds in a given Fiscal Year.					
⁽⁴⁾ Per IGA Section 5.5.3 PARTNER STABILIZATION RESERVE, partner will establish and hold a Stabilization Reserve to protect against financial instability within the SHS program with a target minimum reserve level will be equal to 10% of Partner's Budgeted Program Funds in a given Fiscal Year. The Stabilization Reserve for each County will be fully funded within the first three years.					

Non-Displacement (IGA 5.5.1)

	FY18-19 Budget	FY19-20 Budget	FY23-24 (Prior FY) Budget	FY24-25 (Current FY) Budget	Variance from Benchmark	Comments
Current Partner-provided SHS Funds (Partner General Funds) ⁽⁵⁾	N/A	794,401	N/A	1,174,060	379,659	Decrease from FY19-20 amount requires a written waiver from Metro.
Other Funds ⁽⁶⁾	3,875,537	N/A	9,469,356	5,332,574	1,457,037	Explain significant changes from FY18-19 Benchmark amount or Prior FY amount.

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<p>^[5] Per IGA Section 5.5.1.2 TERMS, "Current Partner-provided SHS Funds" means Partner's general funds currently provided as of FY 2019-20 towards SHS programs within Partner's jurisdictional limits including, but not limited to, within the Region. "Current Partner-provided SHS Funds" expressly excludes all other sources of funds Partner may use to fund SHS programs as of FY 2019-20 including, but not limited to, state or federal grants.</p>				
<p>^[6] Per IGA Section 5.5.1.1 OTHER FUNDS include, but are not limited to, various state or federal grants and other non-general fund sources. Partner will attempt, in good faith, to maintain such funding at the same levels set forth in Partner's FY 2018-19 budget. However, because the amount and availability of these other funds are outside of Partner's control, they do not constitute Partner's Current Partner-provided SHS Funds for purposes of Displacement. Partner will provide Metro with information on the amount of other funds Partner has allocated to SHS, as well as the change, if any, of those funds from the prior Fiscal Year in its Annual Program Budget.</p>				

^[7] While the 60 day deadline described in IGA section 5.5.2 only deals with budget amendments, partners agreed it should apply to the initial budget submission as well.

^[8] Per IGA Section 6.1.4 "Program Funds" includes interest earnings. As such, calculations of the % of Program Funds spent on various budget lines will include interest earnings in the formula.

Metro Supportive Housing Services
Annual Program Budget Spend-down Plan (IGA 5.5.2.1)

COUNTY NAME

FISCAL YEAR

Spend-Down Plan for Program Costs

This section describes the spending plan of Program Costs in the Annual Program Budget.

Program Costs (excluding Built Infrastructure)	Expected % of Spending per Quarter				Comments
	Annual Budget	Amended Budget #1	Amended Budget #2	Amended Budget #3	
Quarter 1	12%				Describe the nature of planned spending per quarter. This should be high-level, 1-2 sentences. Planned spending reflects FY 23-24 spending patterns.
Quarter 2	26%				
Quarter 3	21%				
Quarter 4	37%				
Total	95%	0%	0%	0%	

Built Infrastructure	Expected \$ Spending				Comments
	Annual Budget	Amended Budget #1	Amended Budget #2	Amended Budget #3	
Annual Budget	259,896	-	-	-	Capital spending likely doesn't follow the spending plan of other program costs. Use this section to describe plans for this program category. Annual forecast reflected planned spending on capital expenditures and carry-over investments. Washington County plans to amend it's budget in the mid-year budget adjustment cycle to ensure carry-over expenditures are represented in the annual budget. This will result in an increased budget allocation for built infrastructure. This figure represents 100% of the Carryover Spend-Down Plan.
Annual Forecast	57,595,993				

Spend-Down Plan for Carryover

This section describes the spending plan of Beginning Fund Balance (carryover from the prior fiscal year).

The costs below are part of Program Costs in the Annual Budget. This section provides a timeline and additional detail on how carryover funds will be used in these investment areas.

Carryover Spend-down Plan	Expected \$ Spending in current and future years				Comments
	FY25 Annual Budget	FY26	FY27	FY28	
Budgeted Beginning Fund Balance (carryover balance)	129,535,804	36,026,647	8,026,647	(1,973,353)	Describe the nature of planned spending per year. This should be high-level, 1-2 sentences. Budgeted Beginning Fund Balance is different than actual fund balance brought into FY 24-25. - According to Metro's methodology, Actual Beginning Fund Balance is estimated to be \$125,941,282. - According to Washington County's auditors, Actual Beginning Fund Balance is expected to be \$106,117,401. Refer to Fund Balance Summary section on the Annual Program Budget tab for more details.
Describe Investment Area					
Shelter capital funding	13,675,993				Committed shelter capital investments already committed in FY 22-23 through FY 23-24.
Access Center capital construction	10,000,000	10,000,000			Capital funds to support the acquisition and rehab of up to four access centers. \$10,000,000 committed and \$10,000,000 assigned.
Rent assistance expansion	12,420,000				Committed limited duration investment in eviction prevention funding
Transitional housing capital investments	5,000,000	10,000,000	10,000,000	5,000,000	Assigned planned capital investments for transitional housing NOFO released in summer 2024
Transitional housing acquisition	13,500,000	6,500,000			Assigned planned acquisition of transitional housing site and renovation
Shelter site land acquisition	1,500,000				Assigned planned acquisition for permanent alternative shelter site
Capacity building for providers	1,500,000	1,500,000			Committed capacity building grants for partners and assigned grant funds to be allocated in FY 24-25
<i>insert add'l lines as necessary</i>					
Total spending by fiscal year	57,595,993	28,000,000	10,000,000	5,000,000	
Estimated unbudgeted/new carryover ^[1]	(3,594,522)				Beginning Metro Fund Balance difference (Budgeted vs Unaudited Actuals).
Estimated unbudgeted/new carryover ^[1]	495,692				Bud. Rev. \$115,000,000 Proj. Exp. \$(114,504,308) Built. \$(57,595,993) already accounted at 100%.

Metro Ending Fund Balance (carryover balance) including Reserves and Contingencies	68,840,981	8,026,647	(1,973,353)	(6,973,353)	
Contingency	(5,750,000)				Per Metro guidance - should be 5% of budgeted revenue.
Regional Strategy Implementation Reserves	(9,814,333)				Cumulative Regional Strategy Implementation Fund set aside to be spent per Metro directive.
Stabilization Reserve	(17,250,000)				Per Metro guidance - should be no less than 10% of budgeted revenue.
Estimated Metro Fund Balance available for next FY Planned Investment	36,026,647	8,026,647	(1,973,353)	(6,973,353)	This amount is an estimate because next FY will have different reserve figures (based on Metro's projected revenue for FY 24-25).

^[1] This should include both unbudgeted FY24 carryover and expected FY25 carryover.