

## SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

SUBMITTED BY (COUNTY): CLACKAMAS

FISCAL YEAR: 2023-2024

QUARTER: SECOND

### *SUPPORTIVE HOUSING SERVICES*

### *QUARTERLY REPORT*

*The following information should be submitted **45 calendar days after the end of each quarter**, per IGA requirements. When that day falls on a weekend, reports are due the following Monday.*

	Q1	Q2	Q3	Q4
<i>Report Due</i>	Nov 15	Feb 15	May 15	Aug 15
<i>Reporting Period</i>	Jul 1 – Sep 30	Oct 1 – Dec 31	Jan 1 – Mar 31	Apr 1 – Jun 30

## Section 1. Progress narrative

### Executive Summary

The Supportive Housing Services measure is funding the largest expansion of housing services in the county's history, and it is proving effective. Clackamas County's 2023 Point In Time Count was published this quarter, revealing a continued downward trend in homelessness in this County. Compared to 2022, 31% fewer people experiencing homelessness were counted in 2023. And, compared to 2019, pre-SHS funding, the 2023 count shows a 65% decrease. While every Point In Time Count should be considered an undercount—it is impossible to find and mandate participation for every individual lacking a fixed, regular place to sleep on one night in January—the results indicate the overall rate of homelessness in our community is decreasing.

In the second quarter of this fiscal year, Clackamas County continued its work and made significant progress toward its annual goals with Coordinated Entry improvements, health system integration, regional coordination, and promoting geographic equity. The County has placed 128 households into rapid rehousing, exceeding its annual goal of 120 households. Permanent supportive housing placements, eviction prevention services, and supported shelter units are on pace to meet annual goals, as well. Spending through this second quarter has more than doubled from \$6.2 million to \$14.9 million, signifying full implementation of expanded services in supportive housing case management, shelter, outreach, and safety off the streets, and the acquisition of the future service-enriched resource center site in Oregon City.

### Health-Housing System Integration and Regional Coordination

In October 2023, Clackamas County met its annual goal to expand its Housing Services Team with the hiring and onboarding of two new staff whose role is to advance health and housing system integration. The new positions are supporting Medicaid waiver coordination and will be responsible for the eventual implementation of the waiver. Staff hired into these positions are establishing partnerships with Coordinated Care Organizations, health care partners, and augmenting internal coordination with County partners, including Behavioral Health, Disability Services, and Aging.

### Medicaid Waiver Implementation

The Medicaid 1115 Demonstration Waiver represents a new, forthcoming opportunity for Medicaid dollars to pay for certain health-related social needs, as food insecurity, housing instability, unemployment, and lack of reliable transportation significantly contribute to health outcomes. Staff are engaging with partners across the region, including Multnomah County, Washington County, Metro, community-based organizations, Oregon Health Authority, and Coordinated Care Organizations to identify future services, determine the County's housing roles in implementation of the waiver, and establish regional best practices for housing and health care integration.

### Future Medical Respite Program

In partnership with Kaiser Permanente, Multnomah County, and Washington County, Clackamas County is working to establish its first medical respite program. Post hospitalization, people experiencing

homelessness too often encounter barriers to healthy recovery as they attempt recuperation without housing stability. Medical respite provides a safe, stepped-down level of care upon discharge. Such programs have demonstrated improved health outcomes, greater service connectivity, and cost savings for hospitals.<sup>1</sup> Staff are working to publish a request for proposals and pilot a project by the end of 2024.

### **System Coordination**

County staff are working with national subject matter experts, Kaiser Permanente, Providence, and CareOregon to establish a case conferencing process for people who are experiencing homelessness who need assistance accessing medical services. Additionally, the County is increasing its internal coordination within its Public Health and Behavioral Health Divisions to assess its system coordination and service delivery between housing and health care. This may include working with community-based organizations to provide housing navigation and case management to specific populations in need of housing, such as people 65 and older, people with disabilities, and people with behavioral health needs.

### **New Investment: Community Paramedic**

This quarter the County executed a two-year, \$400,000 intra-agency agreement for a pilot community paramedic program. This partnership between the Housing and Community Development and Public Health divisions equips a licensed healthcare provider to engage directly with individuals experiencing homelessness at camps, shelters, and areas of known congregation. Outreach services will include basic medical evaluation, treatment, vaccination opportunities, addiction education, and referrals to Coordinated Entry and community resources. The community paramedic builds on lessons learned from a nationally recognized pilot project called Project Hope, which focused on support and recovery for community members who received medical treatment after overdose. The new community paramedic combines coordinated outreach, basic medical treatment, and close partnership with Coordinated Housing Access.

### **Improvements to the Coordinated Entry System**

Clackamas County is advancing its annual goal to improve its Coordinated Entry System, implementing recommendations from Unite Oregon and the Coalition of Communities of Color, who have conducted focus groups to ensure more equitable housing and services outcomes. Coordinated Housing Access (CHA) staff are partnering with agencies, community centers, and places of worship who serve communities with disproportionately high rates of homelessness. Over 40 community partners have completed Housing First Aid Diversion training, resulting in assessments centering compassionate listening and individualized resource-giving. Racial equity is prioritized in Coordinated Entry through the intentional engagement of culturally specific providers who are empowered to conduct CHA assessments and refer clients for rental assistance.

The County has executed a technical assistance contract with a Coordinated Entry expert to improve all elements of CHA related to access, assessment, prioritization, and list management. The goal of the contract is to better integrate CHA into regional, Built for Zero, trauma-informed, racial equity informed,

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<sup>1</sup> <https://endhomelessness.org/blog/how-medical-respite-provides-support-to-people-experiencing-homelessness/>

and person-centered practices. This quarter, the housing services team also attended an equity and inclusion retreat facilitated by The Athena Group. Staff participated in discussions about the intersections of race and homelessness, learned about Oregon's history of racial exclusion and race-based displacement, and co-created norms for courageous conversations when discussing potential improvements to Coordinated Entry.

## **Geographic Equity**

SHS funding within the Metro service district presents new opportunities to shift resources and fund new services in the historically underserved rural areas of Clackamas County. In line with its annual goal, the County is promoting geographic equity through two new investments using County General Funds.

### **Rural Housing Needs Assessment and Strategic Plan**

This quarter the County executed a four-year, \$400,000 technical assistance contract for a housing needs assessment and strategic plan for homeless services specifically for rural Clackamas County. The needs assessment will identify system-level interim and permanent housing service needs and their capacity to expand to fill identified gaps. Development of the strategic plan to address homelessness will engage and solicit input from key stakeholders, leaders, civic groups, faith groups, public safety, providers, and people with lived experience, with consideration given to alignment with the County's existing Local Implementation Plan for the Supportive Housing Services Measure. As the County seeks to expand rural infrastructure and services in the future, the needs assessment and strategic plan will offer human-centered and data-driven guidance for decision-makers.

### **Rural Housing Services for Youth**

County General Funds are also providing new rural housing services for youth. With a budget of \$760,446, the contract with AntFarm funds new emergency shelter services, housing navigation and placement, rapid rehousing, and supportive housing case management and retention. The youth emergency shelter will serve 40 youth households with a goal to move participants to stable, permanent housing within an average of 45 days. Navigation and placement services will house approximately 55 youth households annually, with 30 households being navigated into rapid rehousing and 25 navigated into permanent supportive housing with rental assistance, case management, and retention services. Additionally, the Youth Action Board (YAB) provides outreach and engagement, including within the County's rural areas. This quarter the YAB distributed feminine products for rural youth and families in Molalla.

## **Programmatic Opportunities**

### **Advisory Board and Committee Recruitment**

One emerging challenge this quarter has been in the maintenance of advisory boards and committees. The Clackamas County Youth Advisory Board, which engages youth with lived experience of homelessness, has expressed challenges to recruitment. Many youth service providers are experiencing turnover or other significant transition, which has made recruitment difficult. Four youth recently expressed interest in serving on the Youth Advisory Board as new members, and only one was able to join, highlighting the need to improve application screening criteria and process. Likewise, the

Continuum of Care Steering Committee has also experienced recent challenges in recruitment and retention. To address this, County staff have engaged HUD-sponsored technical assistance to support the redevelopment of the Steering Committee Charter, as well as to support recruitment.

The Clackamas County Board of Commissioners has also approved the formation of a new homeless services advisory structure, within which the Continuum of Care Steering Committee will serve as a subgroup. The new structure will consist of a Board-appointed committee within Clackamas County's Advisory Boards and Commissions program, as well as a community advisory group composed of a broad group of stakeholders, such as homeless service providers, healthcare providers, law enforcement, the business community, school districts, partnering jurisdictions, non-profit organizations, and others.

### **Enhancing HMIS Data Quality**

Complete and accurate data in the County's Homeless Management Information System, or HMIS, is essential to understanding utilization and effectiveness of housing services. The County's contracted service providers have expressed challenges with entering data timely and completely, and organizations with limited staff or turnover have shared particular concerns with regard to their data entry capacity. To address this, the County's housing services data team is organizing ongoing technical assistance, starting with three listening sessions for all HMIS users. Discussions from these listening sessions will guide presentation and training for future data and quality program meetings. Additionally, the data team will receive the support of new positions, including a full-time HMIS program analyst, to assist with enhancing HMIS data quality on an ongoing basis.

### **New Utility Payment Program**

This quarter the Housing Authority of Clackamas County (HACC), the housing services team, and the County's Social Services Money Management Program collaborated to launch a new utility payment program. Many Regional Long-term Rent Assistance (RLRA) participants were struggling with paying their utility bills with their monthly utility check and were receiving notices and at risk of eviction. Lack of access to personal checking services and the additional cost of a money order; mobility challenges; developing money management and life skills; barriers to online banking access; and choosing between necessities or utilities were each observed as factors contributing to inconsistent utility bill payment.

In this new, voluntary program, RLRA participants can sign up to have their utility allowance checks sent directly to Clackamas County Money Management, which, in turn, pays the utility bills on their behalf. The streamlined utility payments are helping staff to be more efficient as well as preventing lease violation and eviction notices for residents opting into the program.

## Leveraged Funding

### Grand Opening of Good Shepherd Village

On November 6, Good Shepherd Village opened its doors for leasing. The 142 new affordable apartment homes in Happy Valley exemplify successful community partnership: the land was donated by the Brockamp family; the Metro Housing Bond provided funding for construction; Catholic Charities of Oregon maintains an office on-site to deliver resident services. Fifty-eight (58) of the units are permanent supportive housing units and will receive supportive services and case management. The Housing Authority of Clackamas County (HACC) pays the rental subsidy costs through the Regional Long-term Rental Assistance Program (RLRA), making this one of the first partnerships to utilize project-based RLRA at a Metro affordable housing bond developed property.



*Good Shepherd Village, November 2023*

As lease-up approached, HACC coordinated weekly meetings between the RLRA team, Catholic Charities' development team, property management, and case management, ensuring all stakeholders were working together efficiently.

### Ruth's Story

[Click here to watch Ruth](#) share her journey from homelessness to homeownership.



Ruth describes her childhood as tumultuous: she lived in group homes and foster homes, then had her first experience with homelessness when she aged out of foster care at eighteen years old. Later, while working full-time as a caregiver and pregnant with her son, she became sick. At the hospital, Ruth learned she had a brain tumor. She received radiation and underwent two brain surgeries; Ruth says she is lucky to be alive. During this time, however, she couldn't make enough money to cover rent. She and her family faced homelessness once again.

*Ruth opens the door to her own home,*  
<https://www.youtube.com/watch?v=UVoPxVjWzlk>



Ruth identifies as multicultural, Hispanic, and LGBTQ. She says the employees of Clackamas County gave importance to supporting people like herself from diverse backgrounds, and that the staff and programs were of tremendous help to her and her children. Through the County, Ruth was able to access an affordable apartment for five years, a community of support, food assistance, and health centers that met her and her family's medical needs.

After stabilizing in affordable housing, Ruth's resident services case manager at the Housing Authority assisted her with opening a matched savings account. As she increased her income over those five years, she was able to grow her matched savings account and use the funds to put a down payment on a house. Sharing her story from that very house, Ruth recounts how homeownership once felt impossible. For Ruth, moving into her own home means that her kids have a safe, secure future and won't ever have to experience homelessness.

### Resident Services at HACC

This quarter the Housing Authority of Clackamas County's (HACC's) Resident Services team delivered 449 services to residents in public, affordable, and RLRA housing. Funded in part by SHS dollars, Resident Services staff work to provide Housing Authority assisted families with the connections they need to stabilize and thrive. Ruth's story (see above) highlights the significance of HACC's Resident Services team, who helped her open a matched savings account and chart her path to homeownership. The team utilizes a broad range of services to assist with each household's specific needs and goals. Services range from case management, eviction prevention, homeownership, transportation, employment, benefits enrollment, legal services, computer access and literacy, and medical and nutrition support, among others.

## Section 2. Data and data disaggregation

*Please use the following table to provide and disaggregate data on Population A, Population B housing placement outcomes and homelessness prevention outcomes. Please use your local methodologies for tracking and reporting on Populations A and B. You can provide context for the data you provided in the context narrative below.*

### Data disclaimer:

HUD Universal Data Elements data categories will be used in this template for gender identity and race/ethnicity until county data teams develop regionally approved data categories that more accurately reflect the individual identities. **The below tables only report outcomes funded by the supportive housing services measure and are not reflective of county-wide housing and homeless services outcomes.**

## Section 2.A Housing Stability Outcomes: Placements & Preventions

### Housing Placements By Intervention Type: Supportive Housing

# housing placements – supportive housing*	This Quarter		Year to Date	
	#	%	#	%
<b>Total people</b>	220		429	
<b>Total households</b>	106		223	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	1	0.5%	5	1.2%
Black, African American or African	42	19.1%	50	11.7%
Hispanic or Latin(a)(o)(x)	42	19.1%	51	11.9%
American Indian, Alaska Native or Indigenous	14	6.4%	15	3.5%
Native Hawaiian or Pacific Islander	16	7.3%	19	4.4%
White	151	68.6%	250	58.3%
Non-Hispanic White (subset of White category)	120	54.5%	212	49.4%
Client Doesn't Know	--	--	--	--
Client Refused	--	--	--	--
Data Not Collected	--	--	--	--
<b>Disability status<sup>2</sup></b>				
	#	%	#	%
Persons with disabilities	78	35.5%	174	40.6%
Persons without disabilities	29	13.2%	50	11.7%
Disability unreported	4	1.8%	4	0.9%
<b>Gender identity<sup>3</sup></b>				
	#	%	#	% <sup>4</sup>
Male	42	19.1%	81	18.9%
Female	69	31.4%	147	34.3%
A gender that is not singularly 'Male' or 'Female'	--	--	--	--
Transgender	--	--	--	--
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	--	--	--	--

<sup>2</sup> Disability information for Q2 is not provided for every person served due to limited data availability.

<sup>3</sup> Gender information for Q2 is not provided for every person served due to limited data availability.



*\*Supportive housing = permanent supportive housing and other service-enriched housing for Population A such as transitional recovery housing*

**Housing Placements By Intervention Type: Rapid Re-Housing & Short-term Rent Assistance**

# housing placements – RRH**	This Quarter		Year to Date	
	#	%	#	%
<b>Total people</b>	164		314	
<b>Total households</b>	71		128	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	2	1.2%	5	1.6%
Black, African American or African	18	11.0%	23	7.3%
Hispanic or Latin(a)(o)(x)	48	29.3%	89	28.3%
American Indian, Alaska Native or Indigenous	11	6.7%	18	5.7%
Native Hawaiian or Pacific Islander	10	6.1%	22	7.0%
White	109	66.5%	219	69.7%
Non-Hispanic White (subset of White category)	71	43.3%	171	54.5%
Client Doesn't Know	--	--	--	--
Client Refused	--	--	1	0.3%
Data Not Collected	9	5.5%	14	4.5%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	92	56.1%	154	49.0%
Persons without disabilities	72	43.9%	152	48.4%
Disability unreported	--	--	8	2.5%
<b>Gender identity</b>				
	#	%	#	%
Male	42	25.6%	80	25.5%
Female	121	73.8%	233	74.2%
A gender that is not singularly 'Male' or 'Female'	--	--	--	--
Transgender	--	--	--	--
Questioning	1	0.6%	1	0.3%
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	--	--	--	--

**\*\* RRH = rapid re-housing or short-term rent assistance programs**

**Housing Placements By Intervention Type: Other Permanent Housing Programs (if applicable)**

Not applicable. This quarter Clackamas County did not use SHS funding to fund other permanent housing programs.

### Eviction and Homelessness Prevention

# of preventions	This Quarter		Year to Date	
	#	%	#	%
<b>Total people</b>	685		1,369	
<b>Total households</b>	297		591	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	7	1.0%	14	1.0%
Black, African American or African	79	11.5%	155	11.3%
Hispanic or Latin(a)(o)(x)	113	16.5%	263	19.2%
American Indian, Alaska Native or Indigenous	16	2.3%	34	2.5%
Native Hawaiian or Pacific Islander	38	5.5%	48	3.5%
White	529	77.2%	1,011	73.8%
Non-Hispanic White (subset of White category)	430	62.8%	627	45.8%
Client Doesn't Know	4	0.6%	14	1.0%
Client Refused	--	--	20	1.5%
Data Not Collected	2	0.4%	3	0.2%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	232	33.9%	429	31.3%
Persons without disabilities	451	65.8%	938	68.5%
Disability unreported	2	0.3%	2	0.1%
<b>Gender identity</b>				
	#	%	#	%
Male	272	39.7%	537	39.2%
Female	410	59.9%	827	60.4%
A gender that is not singularly 'Male' or 'Female'	1	0.1%	3	0.2%
Transgender	1	0.1%	1	0.1%
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	1	0.1%	1	0.1%

### Section 2.B Regional Long-Term Rent Assistance Program

The following data represents a **subset** of the above Housing Placements data. The Regional Long-term Rent Assistance Program (RLRA) primarily provides permanent supportive housing to SHS priority Population A clients (though RLRA is not strictly limited to PSH or Population A).

RLRA data is not additive to the data above. Housing placements shown below are duplicates of the placements shown in the data above.

Please disaggregate data for the **number of people leased up** during the quarter and year to date.

Regional Long-term Rent Assistance Quarterly Program Data	This Quarter		Year to Date	
	#	%	#	%
Number of RLRA vouchers issued during reporting period	133		236	
Number of people newly leased up during reporting period	202		385	
Number of households newly leased up during reporting period	93		198	
Number of people in housing using an RLRA voucher during reporting period	1,044		1,056	
Number of households in housing using an RLRA voucher during reporting period	595		605	
Race & Ethnicity <sup>5</sup>				
Asian or Asian American	8	1.3%	8	1.3%
Black, African American or African	70	11.8%	70	11.6%
Hispanic or Latin(a)(o)(x)	65	10.9%	65	10.7%
American Indian, Alaska Native or Indigenous	31	5.2%	32	5.3%
Native Hawaiian or Pacific Islander	12	2.0%	12	2.0%
White	494	83.0%	503	83.1%
Non-Hispanic White (subset of White category)	424	71.3%	433	71.6%
Client Doesn't Know	--	--	--	--
Client Refused	--	--	--	--
Data Not Collected	--	--	--	--
Disability status <sup>6</sup>				
	#	%	#	%
Persons with disabilities	476	80.0%	485	80.2%
Persons without disabilities	119	20.0%	120	19.8%
Disability unreported	--	--	--	--
Gender identity <sup>7</sup>				
	#	%	#	%
Male	247	41.5%	249	41.2%
Female	345	58.0%	353	58.3%
A gender that is not singularly 'Male' or 'Female'	1	0.2%	1	0.2%
Transgender	--	--	--	--

<sup>5</sup> Race and ethnicity data provided at head of household level.

<sup>6</sup> Disability status available for the heads of households.

<sup>7</sup> Gender data reported at head of household level only due to availability of data.

Questioning	--	--	--	--
Client doesn't know	1	0.2%	1	0.2%
Client refused	2	0.3%	2	0.3%
Data not collected	1	0.2%	1	0.2%

*\*Number of households leased up during reporting period: this is the households who leased up for the first time under the RLRA program during the reporting period.*

## Section 2.C Subset of Housing Placements and Preventions: Priority Population Disaggregation

The following is a **subset** of the above Housing Placements and Preventions data (all intervention types combined), which represents housing placements/preventions for SHS priority population A.

Population A Report	This Quarter		Year to Date	
	#	%	#	%
Population A: Total <b>people</b> placed into permanent housing/preventions	234		513	
Population A: Total <b>households</b> placed into permanent housing/preventions	127		271	
Race & Ethnicity				
Asian or Asian American	2	0.9%	10	1.9%
Black, African American or African	37	15.8%	59	11.5%
Hispanic or Latin(a)(o)(x)	55	23.5%	99	19.3%
American Indian, Alaska Native or Indigenous	17	7.3%	23	4.5%
Native Hawaiian or Pacific Islander	17	7.3%	31	6.0%
White	158	67.5%	351	68.4%
(Subset of White): Non-Hispanic White	114	48.7%	287	55.9%
Client Doesn't Know	--	--	--	--
Client Refused	--	--	1	0.2%
Data Not Collected	5	2.1%	9	1.8%
Disability status <sup>8</sup>				
	#	%	#	%
Persons with disabilities	119	50.9%	250	48.7%
Persons without disabilities	56	23.9%	140	27.3%
Disability unreported	2	0.9%	10	1.9%
Gender identity <sup>9</sup>				
	#	% <sup>10</sup>	#	%
Male	50	21.4%	113	22.0%
Female	127	54.3%	284	55.4%
A gender that is not singularly 'Male' or 'Female'	--	--	--	--

<sup>8</sup> Disability status values will not sum to 100% of total Population A people served due to limited data availability.

<sup>9</sup> Gender data for Q2 reported at head of household level for some services due to reporting discrepancies.

Transgender	--	--	--	--
Questioning	1	0.3%	2	0.4%
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	--	--	--	--

The following is a **subset** of the above Housing Placements and Preventions data (all intervention types combined), which represents housing placements and preventions for SHS priority population B.

Population B Report <sup>11</sup>	This Quarter		Year to Date	
	#	%	#	%
Population B: Total <b>people</b> placed into permanent housing/preventions	835		1,606	
Population B: Total <b>households</b> placed into permanent housing/preventions	347		678	
Race & Ethnicity				
Asian or Asian American	8	1.0%	14	0.9%
Black, African American or African	102	12.2%	171	10.6%
Hispanic or Latin(a)(o)(x)	148	17.7%	312	19.4%
American Indian, Alaska Native or Indigenous	24	2.9%	44	2.7%
Native Hawaiian or Pacific Islander	47	5.6%	58	3.6%
White	631	75.6%	1,152	71.7%
(Subset of White): Non-Hispanic White	507	60.7%	745	46.4%
Client Doesn't Know	4	0.5%	14	0.9%
Client Refused	--	--	20	1.2%
Data Not Collected	6	0.7%	8	0.5%
Disability status <sup>12</sup>				
	#	%	#	%
Persons with disabilities	283	33.9%	514	32.0%
Persons without disabilities	496	59.4%	1,019	63.4%
Disability unreported	4	0.5%	8	0.5%

<sup>11</sup> Population B is representing a higher proportion of program participants because shelter and outreach demographics are not included.

<sup>12</sup> Disability status values will not sum to 100% of total Population B people served due to limited data availability.

Gender identity <sup>13</sup>				
	#	% <sup>14</sup>	#	%
Male	306	36.6%	600	37.4%
Female	473	56.6%	937	58.3%
A gender that is not singularly 'Male' or 'Female'	1	0.1%	3	0.2%
Transgender	1	0.1%	1	0.1%
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	1	0.1%	1	0.1%

## Section 2.D Other Data: Non-Housing Numeric Goals

This section shows progress to quantitative goals set in county annual work plans. Housing placement and prevention progress are already included in the above tables. This section includes goals such as shelter beds and outreach contacts and other quantitative goals that should be reported on a quarterly basis. This data in this section may differ county to county, and will differ year to year, as it aligns with goals set in county annual work plans.

**Instructions: Please complete the tables below, as applicable to your annual work plans:**

**All counties please complete the table below:**

Goal Type	Your FY 23-24 Goal	Progress this Quarter	Progress YTD
<b>Total Supported Emergency/Transitional Shelter Units</b>	<b>155 units</b>	<b>0 Units</b>	<b>150 Units</b>

## Section 3. Financial reporting

*Please complete the quarterly financial report and include the completed financial report to this quarterly report, as an attachment.*

<sup>13</sup> Gender data for Q2 reported at head of household level for some services due to reporting discrepancies.

Yellow Cell = County to fill in  
Blue Cell = Formula calculation

**Due Date:** The Quarterly Progress Report is due to Metro within 45 days after the end of each quarter (IGA 7.1.2). The Annual Program Report is due no later than October 31 of each year (IGA 7.1.1).

### Metro Supportive Housing Services

Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)

Clackamas County

FY 2023-2024: Q2

#### Financial Report (by Program Category)

COMPLETE THE SECTION BELOW EVERY QUARTER. UPDATE AS NEEDED FOR THE ANNUAL REPORT.

	Annual Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total YTD Actuals	Variance Under / (Over)	% of Budget	Comments
Metro SHS Resources									
Beginning Fund Balance	58,623,269	92,701,878				92,701,878	(34,078,609)	158%	Counties will provide details and context on any unbudgeted amounts in Beginning Fund Balance in the narrative of their report, including the current plan and timeline for budgeting and spending it.
Metro SHS Program Funds	45,275,392	3,685,104	15,453,043			19,138,147	26,137,245	42%	
Interest Earnings	100,000					-	100,000	0%	
Total Metro SHS Resources	103,998,661	96,386,982	15,453,043	-	-	111,840,025	(7,841,364)	108%	
Metro SHS Requirements									
Program Costs									
Activity Costs									
Shelter, Outreach and Safety on/off the Street (emergency shelter, outreach services and supplies, hygiene programs)	11,494,940	655,282	2,474,112			3,129,394	8,365,546	27%	Mobile and site-based outreach services, some of which are culturally specific. Non-congregate site-based and scattered site shelters. Includes some specialized shelters serving families, DV survivors, and latinas.
Short-term Housing Assistance (rent assistance and services, e.g. rapid rehousing, short-term rent assistance, housing retention)	9,192,365	1,460,728	1,267,708			2,728,436	6,463,929	30%	Short-term rent assistance administered by service providers and the county, resident services for affordable housing developments, eviction prevention for Housing Authority owned/managed properties, and rapid rehousing for both adults and youth.
Permanent supportive housing services (wrap-around services for PSH)	11,191,087	318,911	1,956,448			2,275,359	8,915,727	20%	Housing navigation/placement and supportive housing case management services for moving households into PSH and ensuring they remain stably housed. Includes several culturally specific providers.
Long-term Rent Assistance (RLRA, the rent assistance portion of PSH)	11,773,632	2,419,149	2,926,073			5,345,223	6,428,409	45%	All non-administrative costs for the RLRA program which include rental and utility payment assistance, personnel, and other miscellaneous program operation expenses.
Systems Infrastructure (service provider capacity building and organizational health, system development, etc)	2,748,154	778,189	1,045,422			1,823,611	924,543	66%	Capacity building for service providers with an emphasis on grassroots and culturally specific organizations, technical assistance for service providers, HMIS and coordinated housing access personnel and infrastructure support.
Built Infrastructure (property purchases, capital improvement projects, etc)	12,250,000	6,900	4,356,604			4,363,504	7,886,497	36%	Investments into the construction and improvement of new shelter and a site to support the coordination and delivery of all housing services.
Other supportive services (employment, benefits)	611,797	19,075	45,783			64,859	546,938	11%	Social security benefits recovery and case managers assisting housing insecure households who require significant behavioral health support.
SHS Program Operations	1,164,395	159,563	211,206			370,770	793,625	32%	Personnel who directly support contracted service providers via training and technical assistance and miscellaneous operating costs that support service delivery.
Carryover Balance	20,126,982	-					20,126,982	0%	Includes \$20,126,982 beginning fund balance (carryover) planned to support limited-term investments in the carryover plan for years beyond FY 2023-24.
Subtotal Activity Costs	80,553,351	5,817,797	14,283,357	-	-	20,101,154	60,452,197	25%	
Administrative Costs <sup>(1)</sup>									
County Admin: Long-term Rent Assistance	1,308,181	102,053	116,445			218,498	1,089,683	17%	Service Provider Administrative Costs are reported as part of Program Costs above. Counties will provide details and context for Service Provider Administrative Costs within the narrative of their Annual Program Report.
County Admin: Other	4,222,379	331,761	491,537			823,298	3,399,081	19%	
Subtotal Administrative Costs	5,530,560	433,814	607,982	-	-	1,041,796	4,488,764	19%	
Other Costs									
Regional Strategy Implementation Fund <sup>(2)</sup>	6,595,902	-	24,401			24,401	6,571,500	0%	Administrative Costs for long-term rent assistance equals 4% of Partner's YTD expenses on long-term rent
Subtotal Other Costs	6,595,902	-	24,401	-	-	24,401	6,571,500	0%	
Subtotal Program Costs	92,679,813	6,251,611	14,915,741	-	-	21,167,351	71,512,462	23%	
Contingency <sup>(3)</sup>	2,263,770					-	2,263,770	0%	
Stabilization Reserve <sup>(4)</sup>	9,055,078					-	9,055,078	0%	
Regional Strategy Impl Fund Reserve <sup>(2)</sup>	-					-	-	N/A	
RLRA Reserves	-					-	-	N/A	
Other Programmatic Reserves	-					-	-	N/A	
Subtotal Contingency and Reserves	11,318,848	-	-	-	-	-	11,318,848	0%	
Total Metro SHS Requirements	103,998,661	6,251,611	14,915,741	-	-	21,167,351	82,831,310	20%	
Ending Fund Balance									
	(0)	90,135,371	537,302	-	-	90,672,674	(90,672,674)		

<sup>(1)</sup> 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.

<sup>(2)</sup> 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.

<sup>(3)</sup> 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.

<sup>(4)</sup> 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.



Yellow Cell = County to fill in

Blue Cell = Formula calculation

**Due Date:** The Quarterly Progress Report is due to Metro within 45 days after the end of each quarter (IGA 7.1.2). The Annual Program Report is due no later than October 31 of each year (IGA 7.1.1).

## Metro Supportive Housing Services

Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)

Clackamas County

FY 2023-2024: Q2

### Spend-Down Report for Program Costs

This section compares the spending plan of Program Costs in the Annual Program Budget to actual Program Costs in the Financial Report.

% of Spending per Quarter				Comments	
Program Costs (excluding Built Infrastructure)	Budget	Actual	Variance	Explain any material deviations from the Spend-Down Plan, or any changes that were made to the initial Spend-Down Plan. <sup>[1]</sup>	
	Quarter 1	10%	8%		Clackamas county currently uses a soft-period close, Quarter 2 actuals will be updated in the Quarter 3 report.
	Quarter 2	13%	13%		
	Quarter 3	18%	0%		
	Quarter 4	25%	0%		
	Total	65%	21%		
\$ Spending YTD				Comments	
Budget	Actual	Variance	Provide a status update for below. (required each quarter)		
Annual total	12,250,000	4,363,504			
Built Infrastructure	7,886,497			Clackamas County has begun work on the new Clackamas Village transitional shelter site and distributed funds to support the construction phase of the recently approved service-enriched resource center in Downtown Oregon City.	

<sup>[1]</sup> A “material deviation” arises when the Program Funds spent in a given Fiscal Year cannot be reconciled against the spend-down plan to the degree that no reasonable person would conclude that Partner’s spending was guided by or in conformance with the applicable spend-down plan.

### Spend-Down Report for Carryover

This section compares the spending plan of investment areas funded by carryover to actual costs.

These costs are also part of the Spend-Down Report for Program Costs above. This section provides additional detail and a progress update on these investment areas.

\$ Spending by investment area				Comments
Carryover Spend-down Plan	Budget	Actual <sup>[2]</sup>	Variance	Provide a status update for each line below. (required each quarter)
Beginning Fund Balance (carryover balance)	58,623,269	92,701,878	(34,078,609)	
Describe investment area				The carryover balance is funding approximately 66% of the county's regional strategies investments.
Contingency	2,263,770	-	2,263,770	
Stabilization Reserves	9,055,078	-	9,055,078	YTD expenditures have primarily funded investments into service provider capacity building, internal communications support, homeless services advisory body support and expanded outreach contracts. These expanded outreach contracts received an average temporary increase of 26% funded by the carryover balance.
Regional Strategies Implementation Fund	4,332,132	16,105	4,316,027	
Expanding Capacity	4,070,857	1,153,615	2,917,242	YTD expenditures funded a new eviction prevention pilot program done in collaboration with county Resolution Services staff to provide mediation services between landlords and tenants and a community paramedic pilot in collaboration with the county's Public Health Division.
Upstream Investments	1,225,000	124,680	1,100,320	
Short-term Rent Assistance	5,000,000	1,974,548	3,025,452	YTD expenditures funded a short-term rental assistance program managed by the county's Social Services Division.
Capital Needs	6,750,000	4,363,504	2,386,497	
	32,696,837	7,632,452	25,064,385	YTD expenditures funded preliminary work at the future site of the Clackamas Village transitional shelter and the construction phase of the recently approved service-enriched resource center in Downtown Oregon City.
Remaining prior year carryover	25,926,432	85,069,426	(59,142,994)	
Estimated current year carryover	33,453,747	24,535,720	8,918,027	
Ending Fund Balance (carryover balance)	59,380,179	109,605,147	(50,224,968)	

<sup>[2]</sup> If the actual costs for any carryover investment areas are not tracked separately from existing program categories, use the Comments section to describe the methodology for determining the proportion of actual costs covered by carryover. For example: if service providers received a 25% increase in annual contracts for capacity building, and the costs are not tracked separately, the capacity building portion could be estimated as 20% of total actual costs (the % of the new contract amount that is related to the increase).

Yellow Cell = County to fill in  
Blue Cell = Formula calculation

**Due Date:** The Quarterly Progress Report is due to Metro within 45 days after the end of each quarter (IGA 7.1.2). The Annual Program Report is due no later than October 31 of each year (IGA 7.1.1).

#### Metro Supportive Housing Services

Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)

Clackamas County  
FY 2023-2024: Q2

#### Financial Report (by Program Category)

COMPLETE THE SECTION BELOW EVERY QUARTER. UPDATE AS NEEDED FOR THE ANNUAL REPORT.

	Annual Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total YTD Actuals	Variance Under / (Over)	% of Budget	Comments
Metro SHS Resources									
Beginning Fund Balance	58,623,269	92,701,878				92,701,878	(34,078,609)	158%	Counties will provide details and context on any unbudgeted amounts in Beginning Fund Balance in the narrative of their report, including the current plan and timeline for budgeting and spending it.
Metro SHS Program Funds	45,275,392	3,685,104	15,453,043			19,138,147	26,137,245	42%	
Interest Earnings	100,000					-	100,000	0%	
Total Metro SHS Resources	103,998,661	96,386,982	15,453,043	-	-	111,840,025	(7,841,364)	108%	
Metro SHS Requirements									
Program Costs									
Activity Costs									
Shelter, Outreach and Safety on/off the Street (emergency shelter, outreach services and supplies, hygiene programs)	11,494,940	655,282	2,474,112			3,129,394	8,365,546	27%	Mobile and site-based outreach services, some of which are culturally specific. Non-congregate site-based and scattered site shelters. Includes some specialized shelters serving families, DV survivors, and latinas.
Short-term Housing Assistance (rent assistance and services, e.g. rapid rehousing, short-term rent assistance, housing retention)	9,192,365	1,460,728	1,267,708			2,728,436	6,463,929	30%	Short-term rent assistance administered by service providers and the county, resident services for affordable housing developments, eviction prevention for Housing Authority owned/managed properties, and rapid rehousing for both adults and youth.
Permanent supportive housing services (wrap-around services for PSH)	11,191,087	318,911	1,956,448			2,275,359	8,915,727	20%	Housing navigation/placement and supportive housing case management services for moving households into PSH and ensuring they remain stably housed. Includes several culturally specific providers.
Long-term Rent Assistance (RLRA, the rent assistance portion of PSH)	11,773,632	2,419,149	2,926,073			5,345,223	6,428,409	45%	All non-administrative costs for the RLRA program which include rental and utility payment assistance, personnel, and other miscellaneous program operation expenses.
Systems Infrastructure (service provider capacity building and organizational health, system development, etc)	2,748,154	778,189	1,045,422			1,823,611	924,543	66%	Capacity building for service providers with an emphasis on grassroots and culturally specific organizations, technical assistance for service providers, HMIS and coordinated housing access personnel and infrastructure support.
Built Infrastructure (property purchases, capital improvement projects, etc)	12,250,000	6,900	4,356,604			4,363,504	7,886,497	36%	Investments into the construction and improvement of new shelter and a site to support the coordination and delivery of all housing services.
Other supportive services (employment, benefits)	611,797	19,075	45,783			64,859	546,938	11%	Social security benefits recovery and case managers assisting housing insecure households who require significant behavioral health support.
SHS Program Operations	1,164,395	159,563	211,206			370,770	793,625	32%	Personnel who directly support contracted service providers via training and technical assistance and miscellaneous operating costs that support service delivery.
Carryover Balance	20,126,982	-					20,126,982	0%	Includes \$20,126,982 beginning fund balance (carryover) planned to support limited-term investments in the carryover plan for years beyond FY 2023-24.
Subtotal Activity Costs	80,553,351	5,817,797	14,283,357	-	-	20,101,154	60,452,197	25%	
Administrative Costs <sup>[1]</sup>									
County Admin: Long-term Rent Assistance	1,308,181	102,053	116,445			218,498	1,089,683	17%	Service Provider Administrative Costs are reported as part of Program Costs above. Counties will provide details and context for Service Provider Administrative Costs within the narrative of their Annual Program Report.
County Admin: Other	4,222,379	331,761	491,537			823,298	3,399,081	19%	
Subtotal Administrative Costs	5,530,560	433,814	607,982	-	-	1,041,796	4,488,764	19%	
Other Costs									
Regional Strategy Implementation Fund <sup>[2]</sup>	6,595,902	-	24,401			24,401	6,571,500	0%	Administrative Costs for long-term rent assistance equals 4% of Partner's YTD expenses on long-term rent assistance.
Subtotal Other Costs	6,595,902	-	24,401	-	-	24,401	6,571,500	0%	
Subtotal Program Costs	92,679,813	6,251,611	14,915,741	-	-	21,167,351	71,512,462	23%	
Contingency <sup>[3]</sup>	2,263,770					-	2,263,770	0%	
Stabilization Reserve <sup>[4]</sup>	9,055,078					-	9,055,078	0%	
Regional Strategy Impl Fund Reserve <sup>[2]</sup>	-					-	-	N/A	
RLRA Reserves	-					-	-	N/A	
Other Programmatic Reserves	-					-	-	N/A	
Subtotal Contingency and Reserves	11,318,848	-	-	-	-	-	11,318,848	0%	
Total Metro SHS Requirements	103,998,661	6,251,611	14,915,741	-	-	21,167,351	82,831,310	20%	
Ending Fund Balance									
	(0)	90,135,371	537,302	-	-	90,672,674	(90,672,674)		

<sup>[1]</sup> 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.

<sup>[2]</sup> 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.

<sup>[3]</sup> 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.

<sup>[4]</sup> 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.

**INSTRUCTIONS. PLEASE READ.** This financial reporting workbook will be used for county jurisdictional staff to track financial information internally, so all report types are together in one workbook and so that formula calculations can carry across the different reports as needed. **Please submit each budget, quarterly and annual report in Excel to Metro for staff review.** For Quarterly and Annual reports you can adjust the appearance of the

This workbook will be used to generate the three different types of financial reports that need to be submitted to

**1. Annual Program Budget:** The budget submission consists of the 3 blue tabs: **Annual Program Budget, Spend-down Plans and Contingency & Reserves**. The annual budget template includes your budget by G/L categories, as well as your budget by program category. If your Board adopts a budget in a different format from this template, please prepare a working budget in this template. You only need to complete the Annual Budget

- Due 60 days after budget is adopted/amended
- Submit Excel workbook to Metro for staff review

**2. Quarterly Financial Report:** Quarterly financial reports consist of the first 2 green tabs: **Financial Report and Spend-down Report**. These reports populate numbers from your Annual Program Budget worksheet. Complete the column that is appropriate to each quarter (e.g. Q1 is column D). If actuals change between quarterly reports, please submit updated numbers for every quarter up to the current quarter you are reporting on.

- Due 45 days after each quarter end
- Submit Excel workbook to Metro for staff review
- Non-displacement is only reported in the Annual Report.

**3. Annual Financial Report:** Annual finance reports also consist of the first 2 green tabs: **Financial Report and Spend-down Report**. For annual reports, please update any quarterly actuals that need updating. You will need to complete the Non-Displacement section of the Financial Report. Add the contents of the Financial Report to

- Due Oct 31 for the prior fiscal year
- Submit Excel workbook to Metro for staff review
- Include Financial Report (including Non-Displacement section) and Spend-down Report in the Annual Program Report for staff and Oversight Committee review.

**4. List of Services Providers:** The IGA requires counties to submit a list of services providers that are contracted to deliver SHS, and the amount of funds received by each contractor. The last green tab, **Contracted Service Providers**, is an OPTIONAL template to use to include with your annual reports if it's a helpful template. Either way, a list of providers and funds received by each is a required component of annual reports.

- Due Oct 31 for the prior fiscal year
- Include Service Provider list in the Annual Program Report for staff and Oversight Committee review.

Metro throughout the year:

Yellow Cell = County to fill in

Blue Cell = Formula calculation

**Due Date:** The Annual Program Budget (as amended) by its governing body

## Metro Supportive Housing Services

Annual Program Budget (IGA 5.5.2)

CLACKAMAS COUNTY

FY 2023-2024

### Annual Program Budget (by G/L Account Category)

	Annual Budget	Amended Budget #1 Amendment Date: MM-DD-YYYY	Amended Budget #2 Amendment Date: MM-DD-YYYY
<b>Metro SHS Resources</b>			
Beginning Fund Balance	58,623,269		
Metro SHS Program Funds	45,275,392		
Interest Earnings	100,000		
<i>insert addt'l lines as necessary</i>			
<b>Total Metro SHS Resources</b>	103,998,661	-	-
<b>Metro SHS Requirements</b>			
<b>Program Costs</b>			
Personnel	5,817,557		
Materials & Services	40,638,916		
Capital Outlay	-		
Debt Service	-		
Transfers	461,797		
Regional Strategy Implementation Fund	-		
Special Payments	45,761,543		
<i>insert addt'l lines as necessary</i>			
<b>Subtotal Program Costs</b>	92,679,813	-	-
<b>Contingency and Reserves</b>			
Contingency <sup>[3]</sup>	2,263,770		
Stabilization Reserve <sup>[4]</sup>	9,055,078		
Regional Strategy Impl Fund Reserve <sup>[2]</sup>			
RLRA Reserves			
Other Programmatic Reserves			
<i>insert addt'l lines as necessary</i>			
<b>Subtotal Contingency and Reserves</b>	11,318,848	-	-
<b>Total Metro SHS Requirements</b>	103,998,661	-	-
<b>Ending Fund Balance</b>	-	-	-

## Annual Program Budget (by Program Category)

	Annual Budget	Amended Budget #1	Amended Budget #2
<b>Metro SHS Requirements</b>			
<b>Program Costs</b>			
<b>Activity Costs</b>			
<b>Shelter, Outreach and Safety on/off the Street</b> (emergency shelter, outreach services and supplies, hygiene programs)	11,494,940		
<b>Short-term Housing Assistance</b> (rent assistance and services, e.g. rapid rehousing, short-term rent assistance, housing retention)	9,192,365		
<b>Permanent supportive housing services</b> (wrap-around services for PSH)	11,191,087		
<b>Long-term Rent Assistance</b> (RLRA, the rent assistance portion of PSH)	11,773,632		
<b>Systems Infrastructure</b> (service provider capacity building and organizational health, system development, etc)	2,748,154		
<b>Built Infrastructure</b> (property purchases, capital improvement projects, etc)	12,250,000		
<b>Other supportive services</b> (employment, benefits)	611,797		
<b>SHS Program Operations</b>	1,164,395		
<b>Carryover Balance</b>	20,126,982		
<b>Subtotal Activity Costs</b>	80,553,351	-	-
<b>Administrative Costs</b> <sup>[1]</sup>			
County Admin: Long-term Rent Assistance	1,308,181		
County Admin: Other	4,222,379		
<b>Subtotal Administrative Costs</b>	5,530,560	-	-
<b>Other Costs</b>			
Regional Strategy Implementation Fund <sup>[2]</sup>	6,595,902	-	-
<i>insert addt'l lines as necessary</i>			
<b>Subtotal Other Costs</b>	6,595,902	-	-

<b>Subtotal Program Costs</b>	92,679,813	-	-
<b>Contingency and Reserves</b>			
Contingency <sup>[3]</sup>	2,263,770	-	-
Stabilization Reserve <sup>[4]</sup>	9,055,078	-	-
Regional Strategy Impl Fund Reserve <sup>[2]</sup>	-	-	-
RLRA Reserves	-	-	-
Other Programmatic Reserves	-	-	-
<i>insert addt'l lines as necessary</i>	-	-	-
<b>Subtotal Contingency and Reserves</b>	11,318,848	-	-
<b>Total Metro SHS Requirements</b>	103,998,661	-	-
<b>Ending Fund Balance</b>	(0)	-	-
<i>Check vs Requirements by G/L Account Category</i>	0	-	-
<p><sup>[1]</sup> Per IGA Section 3.4.2 ADMINISTRATIVE COSTS, Metro recommends, but does not require, that in a given Fiscal Year administering long-term rent assistance programs should not exceed 10% of annual Program Funds allocated by Partner.</p> <p><sup>[2]</sup> Per IGA Section 8.3.3 REGIONAL STRATEGY IMPLEMENTATION FUND, each County must contribute not less than</p> <p><sup>[3]</sup> Per IGA Section 5.5.4 CONTINGENCY, partner may establish a contingency account in addition to a Stabilization Reserve.</p> <p><sup>[4]</sup> Per IGA Section 5.5.3 PARTNER STABILIZATION RESERVE, partner will establish and hold a Stabilization Reserve to fund SHS Program Funds in a given Fiscal Year. The Stabilization Reserve for each County will be fully funded within the first 60 days of the Fiscal Year.</p>			

### Non-Displacement (IGA 5.5.1)

	FY18-19 Budget	FY19-20 Budget	FY 22-23 Budget*
Current Partner-provided SHS Funds (Partner General Funds) <sup>[5]</sup>	N/A	2,625,857	2,640,361
Other Funds <sup>[6]</sup>	10,885,397	N/A	14,172,443
<p><sup>[5]</sup> Per IGA Section 5.5.1.2 TERMS, “Current Partner-provided SHS Funds” means Partner’s general funds currently providing SHS programs. “Other Funds” expressly excludes all other sources of funds Partner may use to fund SHS programs as of the end of the prior Fiscal Year.</p> <p><sup>[6]</sup> Per IGA Section 5.5.1.1 OTHER FUNDS include, but are not limited to, various state or federal grants and other non-revenue sources. However, because the amount and availability of these other funds are outside of Partner’s control, they do not constitute a commitment of other funds Partner has allocated to SHS, as well as the change, if any, of those funds from the prior Fiscal Year.</p>			

<sup>[7]</sup> While the 60 day deadline described in IGA section 5.5.2 only deals with budget amendments, partners agreed it

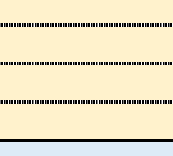


am Budget (and any subsequent Amended Budget) is due to Metro within 60 days after the Pa  
governing body (IGA 5.5.2). [7]

## Amended Budget #3

Amendment Date: MM-  
DD-YYYY

## Comments

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Amended Budget #3	Comments
	<p>Briefly describe the types of costs included in each Program.</p> <p>Mobile and site-based outreach services, some of which are culturally specific and scattered site shelters. Includes some specialized shelters serving families. Includes \$200,000 beginning fund balance (carryover).</p> <p>Short-term rent assistance administered by service providers and the coordinated housing developments, eviction prevention for Housing Authority owned rehousing for both adults and youth. \$7,215,000 beginning fund balance.</p> <p>Housing navigation/placement and supportive housing case management into PSH and ensuring they remain stably housed. Includes several cultural activities.</p> <p>All non-administrative costs for the RLRA program which include rental costs, personnel, and other miscellaneous program operation expenses.</p> <p>Capacity building for service providers with an emphasis on grassroots and technical assistance for service providers, HMIS and coordinated housing support. Includes \$1,071,698 beginning fund balance (carryover).</p> <p>Investments into the construction and improvement of new shelter and delivery of all housing services. Includes \$12,250,000 beginning fund balance.</p> <p>Social security benefits recovery and case managers assisting housing in significant behavioral health support. Includes \$150,000 beginning fund balance.</p> <p>Personnel who directly support contracted service providers via training and miscellaneous operating costs that support service delivery.</p> <p>Includes \$20,126,982 beginning fund balance (carryover) planned to support carryover plan for years beyond FY 2023-24.</p>
-	
	<p>Service Provider Administrative Costs are budgeted as part of Program Costs and details and context for Service Provider Administrative Costs within the Program Report.</p> <p>Includes \$1,958,609 beginning fund balance (carryover).</p>
-	
	<p>Includes \$4,332,132 beginning fund balance (carryover).</p>
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*Includes \$2,263,770 beginning fund balance (carryover).  
Includes \$9,055,078 beginning fund balance (carryover).*

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ear Administrative Costs for SHS should not exceed 5% of annual Program Funds allocated to Partner; ar  
rtner for long-term rent assistance.

5% of its share of Program Funds each Fiscal Year to a Regional Strategy Implementation Fund to achiev  
reserve. The contingency account will not exceed 5% of Budgeted Program Funds in a given Fiscal Year.

o protect against financial instability within the SHS program with a target minimum reserve level will be  
three years.

Current FY Budget	Variance from Benchmark	Comments
3,040,402	400,041	
9,915,632	(4,256,811)	<i>Year over year change between FY2022-23 and FY2023-24 time COVID related rent assistance funds.</i>

rovided as of FY 2019-20 towards SHS programs within Partner’s jurisdictional limits including, but not li  
s of FY 2019-20 including, but not limited to, state or federal grants.

on-general fund sources. Partner will attempt, in good faith, to maintain such funding at the same levels  
nstitute Partner’s Current Partner-provided SHS Funds for purposes of Displacement. Partner will provid  
al Year in its Annual Program Budget.

should apply to the initial budget submission as well.

artner's budget is adopted (or


am Activity category.

pecific. Non-congregate site-based  
milies, DV survivors, and latinas.

unity, resident services for affordable  
d/managed properties, and rapid  
e (carryover).

nt services for moving households  
rally specific providers.

and utility payment assistance,

ind culturally specific organizations,  
g access personnel and infrastructure

a site to support the coordination  
d balance (carryover).

secure households who require  
balance (carryover).

and technical assistance and

upport limited-term investments in the

Costs above. Counties will provide  
narrative of their Annual Program

nd that Administrative Costs for

re regional investment strategies.

equal to 10% of Partner's Budgeted

*4 is due to the discontinuation of one-*

imited to, within the Region. "Current

set forth in Partner's FY 2018-19 budget.  
de Metro with information on the

Yellow Cell = County to fill in

Blue Cell = Formula calculation

Due Date:

## Metro Supportive Housing Services

Annual Program Budget Spend-down Plan (IGA 5.5.2.1)

CLACKAMAS COUNTY

FY 2023-2024

### Spend-Down Plan for Program Costs

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

		Expected % of Spe	
		Annual Budget	Amended Budget #1
<b>Program Costs (excluding Built Infrastructure)</b>			
	Quarter 1	10%	
	Quarter 2	13%	
	Quarter 3	18%	
	Quarter 4	25%	
	Total	65%	0%
		Expected \$	
		Annual Budget	Amended Budget #1
<b>Built Infrastructure</b>			
	Annual Budget	12,250,000	-

### Spend-Down Plan for Carryover

This section describes the spending plan of Beginning Fund Balance (carryover from the pr  
The costs below are part of Program Costs in the Annual Budget. This section provides a ti

		Expected \$ Spending in c	
<b>Carryover Spend-down Plan</b>		Annual Budget	FY25
Beginning Fund Balance (carryover balance)		58,623,269	59,380,179
<b>Describe investment area</b>			
Contingency		2,263,770	-
Stabilization Reserves		9,055,078	-
Regional Strategies Implementation Fund		4,332,132	-
Expanding Capacity		4,070,857	3,070,921
Upstream Investments		1,225,000	975,000



Short-term Rent Assistance	5,000,000	5,000,000
Capital Needs	6,750,000	5,000,000
<b>Total spending by fiscal year</b>	<b>32,696,837</b>	<b>14,045,921</b>
Estimated unbudgeted/new carryover <sup>[1]</sup>	33,453,747	
Ending Fund Balance (carryover balance)	59,380,179	45,334,258
<sup>[1]</sup> This should include both unbudgeted FY23 carryover and expected FY24 carryover.		

The Spend-down Plan is due with the Annual Program Budget (and any subsequent Amended Budget) submitted

Spending per Quarter		Comments
Amended Budget #2	Amended Budget #3	Consistent with the annual cycle of programmatic spending, the rate of quarterly increase quarter by quarter, with Quarter 4 accounting for the highest percentage of the total.
0%	0%	

Capital Spending		Comments
Amended Budget #2	Amended Budget #3	Clackamas County has two projects in development (a crisis stabilization village), a solicitation out for resource/navigation center infrastructure, and other capital projects. Capital expenditures are anticipated over the course of the fiscal year. As seen in the spend-down plan, the county anticipates spending approximately \$6,750,000 on capital in FY 2023-24.
-	-	

for the prior fiscal year).

The following table provides a summary and additional detail on how carryover funds will be used in these investment areas.

Current and future years		Comments
FY26	FY27	
45,334,258		
-	-	Reserved for emergency situations or unplanned program expenditures that require immediate delivery.
-	-	Reserved to protect against financial instability and to insulate continuing programs from significant revenue fluctuations.
-	-	Reserved for regional investment strategies.
1,880,511		Funds limited-term investments in system development and capacity building.
-	-	Limited-term pilot programs to close system gaps, address unmet needs, and implement integrations and up-stream approaches.

5,000,000	
5,000,000	
11,880,511	-

Three-year continuation of expanded short-term rent assistance.  
 One-time strategic capital investments in homeless services and recovery

--	--

Represents actual revenue in excess of the budgeted amount and program 24.

33,453,747	-
------------	---



ission.

quarterly spending is anticipated to  
percentage.

center and a transitional housing  
and plans for additional  
section below, the county

hat could negatively impact service  
g program expenses.from

lding.  
and test innovative system

*r-oriented infrastructure.*

*mmatic underspending for FY 2023-*

Yellow Cell = County to fill in

Blue Cell = Formula calculation

**Due Date:**

## Metro Supportive Housing Services

Annual Program Budget (IGA 5.5.2)

CLACKAMAS COUNTY

FY 2023-2024

	FY23-24	% of Program Funds
<b>SHS Program Funds</b>	45,275,392	
<b>Contingency</b> (up to 5% of Program Funds)	2,263,770	5.0%
<b>Stabilization Reserve</b> (min 10% of Program Funds)	9,055,078	20.0%
<b>Regional Strategy Implementation Reserve</b>	-	0.0%
<b>RLRA Reserves:</b>		
Landlord guarantee risk mitigation fund	-	0.0%
Reserve for RLRA commitments	-	0.0%
<b>Other Programmatic Reserve(s)</b>		
describe	-	0.0%

Contingency & Reserves detail is due with the Annual Program Budget (and any subsequent Amended B

Comments



udget) submission.

Yellow Cell = County to fill in

Blue Cell = Formula calculation

**Due Date:** The Quarterly Progress Report is due to Metro within 45 days after the end of each quarter (IGA 7.1.2). The Annual Program Report is due no later than October 31 of each year (IGA 7.1.1).

## Metro Supportive Housing Services

Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)

Clackamas County

FY 2023-2024: Q2

### Spend-Down Report for Program Costs

This section compares the spending plan of Program Costs in the Annual Program Budget to actual Program Costs in the Financial Report.

% of Spending per Quarter				Comments
Program Costs (excluding Built Infrastructure)	Budget	Actual	Variance	Explain any material deviations from the Spend-Down Plan, or any changes that were made to the initial Spend-Down Plan. <sup>[1]</sup>
Quarter 1	10%	8%	2%	
Quarter 2	13%	13%	-1%	
Quarter 3	18%	0%	18%	
Quarter 4	25%	0%	25%	
Total	65%	21%	44%	
\$ Spending YTD				Comments
Built Infrastructure	Budget	Actual	Variance	Provide a status update for below. (required each quarter)
Annual total	12,250,000	4,363,504	7,886,497	Clackamas County has begun work on the new Clackamas Village transitional shelter site and distributed funds to support the construction phase of the recently approved service-enriched resource center in Downtown Oregon City.

<sup>[1]</sup> A “material deviation” arises when the Program Funds spent in a given Fiscal Year cannot be reconciled against the spend-down plan to the degree that no reasonable person would conclude that Partner’s spending was guided by or in conformance with the applicable spend-down plan.

<sup>(1)</sup> A "material deviation" arises when the Program Funds spent in a given Fiscal Year cannot be reconciled against the spend-down plan to the degree that no reasonable person would conclude that Partner's spending was guided by or in conformance with the applicable spend-down plan.

### Spend-Down Report for Carryover

This section compares the spending plan of investment areas funded by carryover to actual costs.

These costs are also part of the Spend-Down Report for Program Costs above. This section provides additional detail and a progress update on these investment areas.

\$ Spending by investment area				Comments
Carryover Spend-down Plan	Budget	Actual <sup>[2]</sup>	Variance	Provide a status update for each line below. (required each quarter)
Beginning Fund Balance (carryover balance)	58,623,269	92,701,878	(34,078,609)	
<b>Describe investment area</b>				
Contingency	2,263,770	-	2,263,770	The carryover balance is funding approximately 66% of the county's regional strategies investments.
Stabilization Reserves	9,055,078	-	9,055,078	
Regional Strategies Implementation Fund	4,332,132	16,105	4,316,027	
Expanding Capacity	4,070,857	1,153,615	2,917,242	YTD expenditures have primarily funded investments into service provider capacity building, internal communications support, homeless services advisory body support and expanded outreach contracts. These expanded outreach contracts received an average temporary increase of 26% funded by the carryover balance.
Upstream Investments	1,225,000	124,680	1,100,320	YTD expenditures funded a new eviction prevention pilot program done in collaboration with county Resolution Services staff to provide mediation services between landlords and tenants and a community paramedic pilot in collaboration with the county's Public Health Division.
Short-term Rent Assistance	5,000,000	1,974,548	3,025,452	YTD expenditures funded a short-term rental assistance program managed by the county's Social Services Division.
Capital Needs	6,750,000	4,363,504	2,386,497	YTD expenditures funded preliminary work at the future site of the Clackamas Village transitional shelter and the construction phase of the recently approved service-enriched resource center in Downtown Oregon City.
	32,696,837	7,632,452	25,064,385	
Remaining prior year carryover	25,926,432	85,069,426	(59,142,994)	
Estimated current year carryover	33,453,747	24,535,720	8,918,027	
Ending Fund Balance (carryover balance)	59,380,179	109,605,147	(50,224,968)	

[2] If the actual costs for any carryover investment areas are not tracked separately from existing program categories, use the Comments section to describe the methodology for determining the proportion of actual costs covered by carryover. For example: if service providers received a 25% increase in annual contracts for capacity building, and the costs are not tracked separately, the capacity building portion could be estimated as 20% of total actual costs (the % of the new contract amount that is related to the increase).

<sup>(2)</sup> If the actual costs for any carryover investment areas are not tracked separately from existing program categories, use the Comments section to describe the methodology for determining the proportion of actual costs covered by carryover. For example: If service providers received a 25% increase in annual contracts for capacity building, and the costs are not tracked separately, the capacity building portion could be estimated as 20% of total actual costs (the % of the new contract amount that is related to the increase).

**Instructions:** Per IGA Section 7.1.1.7, as part of its Annual Program Report, the C Partner that received Program Funds in the Fiscal Year being reported, and the a template to provide that list or you may provide it in another format of your cho

## Metro Supportive Housing Services

Contracted Service Providers (IGA 7.1.1.7)

**OPTIONAL TEMPLATE TO I**  
**either use this**

COUNTY NAME

FISCAL YEAR

Contracted Service Providers	
Service Provider Name	Total payments for FY24

County must provide a list of all the Services Providers under contract with amount of funds received by each contractor. You may use the below using.

**USE. This is a requirement of the annual report template, and you can worksheet or produce your own list for the annual report.**

Comments