



Program #30001 - Business Services **FY 2025 Department Requested**

Department: Joint Office of Homeless Services **Program Contact:** Antoinette Payne
Program Offer Type: Administration **Program Offer Stage:** Department Requested
Related Programs:
Program Characteristics: In Target

Executive Summary

This program offer funds business services functions for the Joint Office of Homeless Services (JOHS), including budgeting, grants management, accounts payable, contracts, and purchasing. The JOHS business services team is responsible for the development, management, and administration of the annual budget; management of local, State, and Federal funding; procuring and contracting for the provision of homeless services; and processing invoices from and payments to contracted service providers.

Program Description

The JOHS business services team is responsible for development, management, and administration of the annual budget; management of local, State, and Federal funding; procuring and contracting for the provision of homeless services; and processing invoices from and payments to contracted service providers. As a multi-jurisdictional department, the JOHS participates in the annual budget process for both the City of Portland and Multnomah County. The business services team prepares annual budgets for both jurisdictions and completes related fiscal reporting throughout the year to ensure that spending occurs within the designated authority limits.

The business services team manages more than a dozen local, Federal, and State funding streams, which includes grant monitoring, reporting, and fiscal compliance. It supports the JOHS in conducting procurements, ensuring procurement authority to contract for services, and managing the life cycle of contracts from initial development to mid-year updates and annual renewals.. The JOHS maintains more than 100 contracts with more than 70 community-based organizations. The business services team supports the fiscal administration of homeless services contracts, working closely with community-based organizations to maintain contract budgets and invoice for services. It processes more than 1500 invoices each year totaling more than \$150 million.

The business services team prioritizes equity by supporting low-barrier procurements and contracting activities, being responsive to the cash management needs and providing financial technical assistance and grants management support to small and culturally specific organizations. It supports the program teams in the provision of services that prioritize Black, Indigenous, and other People of Color and the JOHS commitment to eliminating racial disparities among people at risk of or experiencing homelessness.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of contracts managed, including culturally-specific organizations*	79	70	100	100
Outcome	Number of invoices processed	1,168	900	1,350	1,500
Outcome	Funding passed to community-based organizations, including culturally-specific organizations	\$138.0 million	\$125.0 million	\$147.0 million	\$150.0 million
Outcome	Percent of financial reports submitted to the satisfaction of the grantor	99%	99%	99%	99%

Performance Measures Descriptions

FY 2024 Estimate and FY 2025 Offer reflects an increase in Metro Supportive Housing Services funding.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$1,383,397	\$709,372	\$3,146,398	\$0
Materials & Supplies	\$0	\$0	\$86,340	\$0
Total GF/non-GF	\$1,383,397	\$709,372	\$3,232,738	\$0
Program Total:	\$2,092,769		\$3,232,738	
Program FTE	8.50	4.50	17.00	0.00

Program Revenues				
Intergovernmental	\$0	\$864,315	\$0	\$0
Other / Miscellaneous	\$0	\$0	\$2,107,581	\$0
Total Revenue	\$0	\$864,315	\$2,107,581	\$0

Explanation of Revenues

County General fund plus and Departmental Indirect Revenue.

Significant Program Changes

Last Year this program was: FY 2024: 30001 Business Services

This program offer contains an additional 1.00 limited duration appointment that will manage divisional quality and compliance programs that will focus on implementing strategic plans around financial and operational aspects of the department. It also contains an additional 4.00 FTE and 1.00 limited duration appointment that support the growth of the finance teams growing obligations in reporting, accounts payable and budgetary needs.