



**Program #25002B - Business Services and Operations - Joint Office Fiscal Support** 2/17/2017

<b>Department:</b>	County Human Services	<b>Program Contact:</b>	Rob Kodiriy
<b>Program Offer Type:</b>	Support	<b>Program Offer Stage:</b>	As Requested
<b>Related Programs:</b>	25002		
<b>Program Characteristics:</b>	In Target		

**Executive Summary**

DCHS Business Services and Operations provides business services in support of the Joint Office of Homeless Services (JOHS). In FY 2017, Multnomah County and the City of Portland combined existing and new homelessness-related resources to form the JOHS. To ensure continuity in contract and grant administration throughout this transitional period, the County leverages the administrative resources of DCHS to support JOHS.

**Program Summary**

**ISSUE:** In FY 2017, Multnomah County and the City of Portland combined existing and new homelessness-related resources to form the JOHS, addressing unmet community needs. The JOHS contracts are funded through a mix of Federal, State, City of Portland General Fund and Multnomah County General Fund revenues. The JOHS is required to maintain compliance with Federal Uniform Administrative Requirements, including pre- and post-award requirement standards for financial and program management, property standards, sub-recipient monitoring, record retention and non-compliance corrective actions. These contracted services are also managed in accordance with County and State Procurement and Contracting rules and policies.

**PROGRAM GOAL:** The goal is to provide Business Services Administrative support (including payments, contracts & procurement, and grant accounting) to the JOHS through administrative capacity in DCHS to ensure continuity in contract and grant administration and allow for increases in service levels. This resulted in an additional \$40 million (including City of Portland funds) in contracted services supported by DCHS Business Services and Operations.

**PROGRAM ACTIVITY:** To accommodate the increase in contracted services, a 1.0 FTE contract specialist and a 1.0 grant accountant were added to the unit. The contract specialist initiates the contract development processes, consolidates, and submits items through SRM (Supplier Relationship Management system), ensures contract compliance and management consistent with legal requirements, internal processes, and policy, ensures proper and timely reporting and compliance monitoring. The grant accountant monitors, reports, maintain records, ensure compliance, and authorizes fund withdrawals for over \$40 million in contracted services.

**Performance Measures**

Measure Type	Primary Measure	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer
Output	Number of executed contracts and amendments	NA	50	58	64
Outcome	Percentage of financial reports submitted to the satisfaction of the grantor	NA	99%	98%	99%

**Performance Measures Descriptions**

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$176,548	\$0	\$191,170	\$0
<b>Total GF/non-GF</b>	<b>\$176,548</b>	<b>\$0</b>	<b>\$191,170</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$176,548</b>		<b>\$191,170</b>	
Program FTE	2.00	0.00	2.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Explanation of Revenues

Significant Program Changes

Last Year this program was: FY 2017: 25002C Business Services and Operations - Joint Office Fiscal Support