

**Department:** Joint Office of Homeless Services      **Program Contact:** Adam Brown  
**Program Offer Type:** Administration      **Program Offer Stage:** As Adopted  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

This program offer funds business services functions for the Joint Office of Homeless Services (JOHS), including budget, grants management, accounts payable, contracts, and purchasing. 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.

**Program Summary**

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 lifecycle of contracts from initial development to annual renewal and mid-year updates. The JOHS maintains more than 50 contracts with more than 40 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 850 invoices each year totaling more than \$100 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	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of contracts managed, including culturally-specific organizations	45	50	60	60
Outcome	Number of invoices processed*	1,190	700	900	850
Outcome	Funding passed to community-based organizations, including culturally-specific organizations*	\$98.5 million	\$60.0 million	\$90.0 million	\$120.0 million
Outcome	Percent of financial reports submitted to the satisfaction of the grantor	99%	99%	99%	99%

**Performance Measures Descriptions**

\*This performance measure has been significantly impacted by the COVID-19 pandemic.

## Legal / Contractual Obligation

Oregon Revised Statute 294 - County and Municipal Financial Administration  
Oregon Revised Statute 279 - Public Contracting  
Government Accounting Standards Board (GASB)  
Generally Accepted Accounting Principles (US GAAP)  
County Administrative Policies and Procedures

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$962,692	\$121,852	\$1,038,892	\$125,644
Materials & Supplies	\$10,894	\$19,106	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$973,586</b>	<b>\$140,958</b>	<b>\$1,038,892</b>	<b>\$125,644</b>
<b>Program Total:</b>	<b>\$1,114,544</b>		<b>\$1,164,536</b>	
<b>Program FTE</b>	6.40	0.60	6.40	0.60

Program Revenues				
Intergovernmental	\$0	\$140,958	\$0	\$125,644
<b>Total Revenue</b>	<b>\$0</b>	<b>\$140,958</b>	<b>\$0</b>	<b>\$125,644</b>

## Explanation of Revenues

City of Portland General Fund \$125,644

## Significant Program Changes

Last Year this program was: FY 2022: 30001A Business Services