

Multnomah County Bed Capacity FY 2019 Data Collection Instructions

Proposed County Provision of Beds

For FY 2019 The Chair's Office has requested that the Budget Office collect the data necessary to quantify a) the number and type of beds proposed to be provided by Multnomah County or third-party contractors on an *average night* and b) the number of individuals proposed to be served with rent assistance *annually* by Multnomah County or third-party contractors. The related spreadsheet should be filled out by each department as part of this year's budget process. The spreadsheet is due with your departmental budget submission on February 16, 2018.

Quantifying Beds and Rent Assistance

The beds and other forms of housing assistance provided by the county vary by type, purpose, duration, and funding level. In order to quantify these wide-ranging services in a useful way, please use the following definitions:

Definition of Beds:

1. Beds provided directly by department. Examples include beds in jails, beds in rehabilitation facilities, etc.
2. Beds provided by third party contractors funded through Multnomah County. This includes shelter beds and motel vouchers.
 - *This should include only beds paid for through the county, not the total number of beds provided by the contractor.* However, if there are beds that would not exist "but for" county funding (for example, beds in a shelter that are not technically funded by the county but would not exist without the matching county-funded beds), you may count these beds.
 - We are aware that not all shelter beds are available year-round. This year, we have added two separate shelter bed types.
 - Please use the "Shelter" dropdown option for all year-round shelter beds.
 - Use the "Seasonal Shelter" dropdown option for any shelter beds that are only available seasonally.
 - Please list the single day bed capacity *when the beds are open*
 - Please note the specific use (severe weather, warming center, etc.) and estimated length of use in the "notes" field. *See example on The Bed Data Collection Form, Row 10*
 - For each bed type, please list the Single Day Capacity of those beds on a "typical" day
 - Only beds resulting from funds intended to be spent directly on beds should be counted. For example, operational expenses to provide beds in a shelter should be counted; any case management expenses to serve people in that shelter should not be counted.

Calculating Rent Assistance - *Instructions Updated for FY 2019!*

A simple count of beds is not relevant for programs serving families and individuals through rent assistance. We have therefore developed a new way to account for rent assistance.

1. This year please calculate the number of individuals proposed to be served with rent assistance annually (rather than an average daily capacity).
2. To estimate number of individuals served annually, please use one of the following tactics:
 - A. If your program is maintaining current service level, you may report the actual utilization (i.e. individuals served) in the previous year.
 - B. If you are increasing or reducing your program in a way that makes using previous outcomes inaccurate, please estimate the number of individuals served using the following calculation:
 - Proposed budget for program divided by the average cost of serving someone with rent assistance in that program. Example:

Proposed Budget	\$300,000
Average Cost/Individual	\$3,000
People Served	100

- If your program serves different populations with different average costs of assistance, you can factor this into your calculations (see example below). However, please report these different populations and cost averages on separate rows of the Bed Data Collection Form and note calculation assumptions and average length of assistance in the notes field (*The example below is entered on the accompanying Bed Collection Form for your reference, on rows 11 and 12.*)

Proposed Budget	\$500,000	
Program Type	Permanent Supportive Housing	Short-Term Rent Assistance
Proportion of Funding for that Program	40%	60%
Funding Allocated based on Proportion	\$ 200,000	\$ 300,000
Average Cost/Individual	\$3,000	\$1,500
People Served	67	200
Total Individuals Served	267	

- If your program reports households instead of individuals:
 - Determine your program's average household size
 - Multiply your number of households served by average household size
 - Report this number as individuals served annually
 - Note the average household size used in the "notes" field

3. If you need to use a different calculation to estimate costs and individuals served please contact the Central Budget Office
4. As with beds, for funds provided directly to target population, only rent assistance that directly pays for rent, deposit, or move-in costs should be counted. If a renter received utility bill assistance, this funding *would not* count.

Data Entry Notes:

1. Data is organized by type of bed.
 - Make multiple entries for the program offer, using a separate row for each entry, if the portion of the program offer dedicated to providing beds uses more than one of any of the following:
 - Revenue Source Other Than GF,
 - Cost Object,
 - Bed/Facility Type,
 - Rent Assistance Program Type, or
 - Expected Third Party Vendor Providing Beds.
2. For Revenue Source Other Than GF, please specify if the funding is Federal, State, Local, or Other and specify the program providing funding if available.
3. If the daily bed capacity fluctuates, please report an annual daily average.
4. Under population served, please make entries only if the program offer directly targets certain populations. The spreadsheet helps in defining target populations.
 - If the program offer provides beds to multiple, discrete groups, please list the groups with entries separated by a comma (e.g. low-income families, homeless adults)
 - If the program offer specifically targets an underserved population, please list that in the “Underserved Populations...” column.

For questions or assistance, please contact Jackie Arbour in the Budget Office at 503-988-0583 or Anna Plumb at 503-988-5836.