

# Multnomah County Bed Capacity FY 2022 Data Collection Instructions

## Planned County Provision of Beds

---

The Chair's Office has requested that the Budget Office collect the data necessary to quantify:

- the number and type of beds planned to be provided by Multnomah County or third-party contractors on an average night and
- the number of individuals planned 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 on **June 24, 2021** after the budget is adopted, and should be based on the Adopted budget.

### **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 the 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.
  - *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. There are 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 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 (including Emergency Motel Vouchers)**

A simple count of beds is not relevant for programs serving families and individuals through rent assistance. To address this, we ask that you use the following procedure to account for rent assistance.

1. Please calculate the number of individuals proposed to be served with rent assistance annually (rather than an average daily capacity).
2. Treat Emergency Motel Vouchers as rent assistance, and calculate using these instructions (i.e. number of people served annually)
3. 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:
    - o Adopted budget for program divided by the average cost of serving someone with rent assistance in that program. Example:

<b>Adopted Budget</b>	<b>\$300,000</b>
Average Cost/Individual	\$3,000
People Served	100

- o 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.*)

<b>Adopted Budget</b>	<b>\$500,000</b>	
<b>Program Type</b>	<b>Permanent Supportive Housing</b>	<b>Short-Term Rent Assistance</b>
Proportion of Funding for that Program	40%	60%
Funding Allocated based on	\$200,000	\$300,000

Proportion		
Average Cost/Individual	\$3,000	\$1,500
People Served	67	200
Total Individuals Served	<b>267</b>	

- If your program reports households instead of individuals:
  1. Determine your program's average household size
  2. Multiply your number of households served by average household size
  3. Report this number as individuals served annually
  4. Note the average household size used in the "notes" field
  
- 4. If you need to use a different calculation to estimate costs and individuals served please contact the Central Budget Office.
  
- 5. As with beds, for funds provided directly to a 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 other than GF,
    - Bed/Facility Type,
    - Rent Assistance Program Type, or
    - Expected Third Party Vendor Providing Beds.
2. In Revenue Source for Other Funds, please specify if the funding is Federal, State, Local, or Other and specific funding source (e.g. Federal BJA Drug Court grant, State Mental Health Grant, Other MacArthur grant, etc.).
3. **\*New for FY 2022 COVID-19 column.** We need to keep COVID-19 beds separate from regular County beds. Please use the dropdown to specify if the beds are for COVID-19.
4. If the daily bed capacity fluctuates, please report an annual daily average.
5. 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 Erin Russell ext. 80583 or Althea Gregory ext. 87987 in the Budget Office.**