



**Program #25002C - Business Services and Operations - Joint Office Fiscal Support** 6/30/2016

**Department:** County Human Services **Program Contact:** Rob Kodiriy  
**Program Offer Type:** Support **Program Offer Stage:** As Adopted  
**Related Programs:** 25002 Business Services and Operations  
**Program Characteristics:**

**Executive Summary**

DCHS Business Services will be providing support to the Joint Homeless Services Administration. Due to the increased funding commitments to this office, two positions will be added: Contract Specialist and a Finance Specialist 2 (Grant Accountant) to ensure financial compliance and timely issuance of payments to providers.

**Program Summary**

Creation of the Joint Office of Homeless Services (JOH) will result in an additional \$32 million (including City of Portland funds) in contracted services managed by the DCCHS Business Services Unit in FY17. Two positions will be added: Contract Specialist and a Finance Specialist 2 (Grant Accountant).

A 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.

A Grant Accountant will monitor, report, maintain records, ensure compliance, and authorize fund withdrawals for over \$40 million in contracted services. Along with Portland General Fund and County General Fund, State and Federal grant funds require strict compliance to policies and regulations.

The JOH contracts are funded through a mix of Federal, State, City of Portland General Fund and Multnomah County General Fund revenues. We are required to maintain compliance with Federal Uniform Administrative Requirements: pre-award and post-award requirement standards for financial and program management, property standards, sub-recipient monitoring, record retention and non-compliance corrective actions, etc. These contracted services are also managed in accordance with County and State Procurement and Contracting rules and policies.

Each of these positions is critical to the success of the JOH not only to keep up with with the growing workload, but also with contracts renewals, payment authorizations, implementing financial controls, and financial reporting to local, Federal and State agencies.

**Performance Measures**

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of executed contracts and amendments	NA	NA	NA	50
Outcome	Percent of financial reports submitted to the grantor error free	NA	NA	NA	99%

**Performance Measures Descriptions**

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$0	\$176,548	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,548</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$176,548</b>	
Program FTE	0.00	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: