

Serving Linn, Benton, and Lincoln Counties

FY 2014 – 2015 BUDGET

COMMUNITY SERVICES CONSORTIUM

**Proposed Budget
Community Services Consortium
CSC Budget Committee**

June 2, 2014

COMMUNITY SERVICES CONSORTIUM FY 2014-2015 BUDGET

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GOVERNING BOARD AND ADVISORY COUNCILS

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Commissioner Linda Modrell
Commissioner Annabelle Jaramillo, Chair +

LINCOLN COUNTY

Commissioner Bill Hall +
Commissioner Doug Hunt
Commissioner Terry Thompson

LINN COUNTY

Commissioner John Lindsey
Commissioner Roger Nyquist
Commissioner Will Tucker, Vice-Chair +

+ Executive Committee Members

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Adele Kubein
Cookie Johnson

LINCOLN COUNTY

Wayne Tapp
Melissa Drake
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Holly Ryan
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LINCOLN CITY

Jessica Gofourth
Roxanna McKibben
Stephanie Waldroop
Leticia Canales-Martinez

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Ana Laura Hernandez,
Co-Vice Chair
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Chair
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TOLEDO

Angela Schafer, Chair

POLICY COUNCIL COMMUNITY PARTNERS

Sue Anderson

Budget Message

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2014 – 2015

To: Annabelle Jaramillo, CSC Governing Board Chair
Members of the Governing Board
Members of the Community Action Advisory Council
Members of all policy and advisory bodies
Citizens of Linn, Benton and Lincoln Counties

INTRODUCTION

CSC's philosophy begins with this core assertion: "We believe people are capable of great things when offered the proper tools."

In 1964, President Lyndon B. Johnson declared a "war on poverty" and Congress enacted the Economic Opportunity Act to provide resources for the fight. The EOA was intended to foster local solutions to local causes of poverty.

Since 1964 we have become all too aware that the causes of poverty are rarely local. On the other hand, opportunities for individuals to progress out of poverty are clearly affected by actions taken on a local level. What we know now is that individual and community vitality are interdependent; neither is fully realized without the other.

This understanding drives many of the choices we are making this year.

First of all, CSC is engaged in a regional effort by community action agencies to craft a theory of change that will help us define the path from crisis to a state of stability and on to increasingly independent growth. We are working towards a regional agreement on a description of the skills and resources an individual must acquire and manage in order to move beyond the need for community assistance. A strong community is built by and with strong residents, but how do we measure that strength?

First Lady, Cylvia Hayes, recently stressed the Governor's belief that GDP is an incomplete measure of the health or vibrancy of a state. It focuses on the financial resources, and excludes the "people resources" in her words. We hope to join with Coordinated Care Organizations, Early Learning Hubs and the Governor's office in describing what genuine progress looks like in an individual and in a community.

Secondly, we will continue to refine ways to measure that progress. It is our hope that as part of a regional partnership we will be able to marshal even greater intellectual and financial resources to apply to this shared challenge.

Finally, the biggest hurdle will be to apply the framework and the measures to each client and to each community in order to make operational decisions about where to invest our resources.

CSC needs to know: What was the state of our neighbor when she arrived at CSC's door? What combination of supports did she access? Did she make focused progress as a result of participation in our services? Can we reshape our programs and processes to give her a better chance at finding a pathway out of poverty? As a community, are we opening up pathways or closing them off? As an agency, are we working within our own "community" to create options while this larger work takes place? Yes. We think our goals demonstrate that.

Our Workforce and Education program is investing in expanding access to Adult Basic Education and GED study beginning in Albany. W and E has joined our Housing and Veteran's programs to offer job training, housing help and other supports in an atmosphere more comfortable for veterans. Housing has joined with Weatherization and YouthBuild to try our hand at improving the health, safety, livability and hope of a run-down neighborhood, beginning "One Block at a Time."

Students gaining work experience and school credits in our Youth Garden are donating tomato starts to help low-income families experience the physical and mental boost that growing your own vegetables brings. Head Start children and their families are already learning about healthy snacks. We hope to give them an opportunity to discover the benefits of energy conservation. Head Start is an opportunity community of its own. Many staff began as parents in the program. We are exploring ways to support our parents to complete their post-secondary degrees and become teachers, filling our workforce needs with those already committed to the program.

While our programs work at the individual level to find new ways to help open existing doors to real progress, the agency will operate at the state and regional levels to better understand how and where to apply our resources to build new doors. I suspect that progress will happen more slowly than we want. We will soldier on taking comfort in Tony Robbins' admonition: "No matter how slow you go, you're still lapping everyone on the couch."

Grant Funding Sources

CSC is funded largely through cost-reimbursement grants and contracts with the state and federal governments. Although we operate legally as a council of governments/local government entity, we do not have a tax base to fund our operations. We apply for grants and compete for funding on a revolving cycle that is annual, biennial, or triennial.

Our adopted budget for 2013-14 was \$22,414,169. Our recent Supplemental Budget raised that by \$739,329 to a revised total of \$23,153,499. By comparison, our 2014-2015 total budget is \$23,278,259 - **an increase of .54% or \$124,760**. This amount of total expenditures puts CSC projected funding at 4.67% more than our audited expenditures of \$22,241,407 from FY 2006-2007; a time when demand for our services was at a far lower level.

Our Strategy

CSC continues to be competitive for grant renewals and new opportunities based on our reputation for quality, our low administrative costs and our ability to leverage additional funding and resources. **Leveraging and collaboration are key elements of community success and the hallmark of community action.** CSC will actively look for even more ways to join our efforts with other initiatives in order to maximize outcomes for our communities.

Being grant-funded, however, means that we cannot count on a guaranteed increase in revenues or even a continuation of past revenues. We must contain the cost of service delivery, while meeting our commitment to paying a living wage.

We will continue to be diligent in balancing the dollars, the services and the programs designed to help our neighbors thrive. We believe this budget ensures delivery of the promised programs and services to individuals and communities in the three-county area.

Background

Community Services Consortium has been a Community Action Agency since May of 1980 when it was organized under ORS 190 as a Council of Governments. **We have just entered into our 34th year of service to Linn, Benton and Lincoln counties.** CSC also manages four non-profit entities under IRS 501(c) (3) to allow additional sources of funding and partnership to Linn Benton Food Share, Head Start in Lincoln County, Housing, Employment and Learning Programs for Self-Sufficiency (HELPS) and a new non-profit for the Career Tech High School (aka the Charter School), organized during FY14.

CSC also provides management services to a newly configured non-profit, Community Housing Services, which is no longer wholly controlled by CSC's Governing Board. Community Housing Services continues to administer homeowner housing rehabilitation loans made under the Community Development Block Grant (CDBG).

We collaborate with various federal, state and community partners to help our neighbors overcome barriers including low-income and low skill levels. We offer services such as job search assistance, training support, employment skills, work experience, and occupational training; alternative high schools, a charter school and a variety of youth programs that improve transitions from school to work; emergency and transitional housing; utility assistance; homebuyer and financial management

classes; foreclosure counseling; housing rehabilitation, home weatherization and construction management for community building projects; Head Start early education and family training; emergency food assistance and coordination of volunteer gleaning groups; and many others. We try to offer individuals a comprehensive mix of resources and opportunities within these various programs to assist our participants to overcome the causes and conditions of poverty and to lead more self-sufficient lives.

We serve individuals and families in the tri-county area including those with low-incomes, those with low or out-dated skill or education levels, high-risk youth, households with children, seniors, public assistance recipients, those who are food insecure, dislocated workers, veterans, single parents, the physically and mentally challenged, dropouts, those who are homeless or at risk of homelessness, those affected by drug or alcohol abuse, and others with varying challenges, to enable them to become more financially stable and self-sufficient.

Fiscal Fitness

Our CSC internal systems are sound. **As an example, for the 22nd year in a row we have received the GFOA Award of Excellence in Financial Reporting and continued to receive a clean audit opinion with no management letter for the past 15 years.** This confirms that our fiscal systems are running smoothly and transparently. **Our administrative overhead rate is projected at 3.89% in this FY15 budget.** We have implemented a multi-year plan for providing services that is evaluated annually and we produce an annual report showing our performance achievements on those long-term strategies.

GENERAL BUDGET INFORMATION

In this Budget and Strategic Plan, Community Services Consortium presents its organizational structure in operational (departmental) divisions. From a financial perspective, we basically have a general fund (the Administrative Section) and a large number of special revenue funds for our program-based departments: Workforce and Education, Housing and Energy Services, Linn Benton Food Share, Child Development Services and Community Relations and Development.

The General Fund includes allocations for Administration, Information Technology and Communication Services: cost allocation pools which are shown in the Appendices at the back of our budget document. These services are provided to all departments and are re-allocated within the departmental budget appropriations. The General Fund provides direct and indirect costs of Administrative overhead such as executive oversight, human resources and finance functions. Information Technology provides service design and direct service by administering our entire information network system. Communications Services provides for the costs of producing agency documents and internal and external communications like our Compass publication, our annual report, resource guides, our E-newsletter and blog.

Based on our annual financial audit for the fiscal year ended June 30, 2013, **we are pleased to announce that the cost of administrative overhead, information technology and communication services was 4.25% of direct grant expenditures.** This rate is substantially lower than in many other organizations and reflects our organization's diligence in maximizing services to our communities.

Our budget displays a three-year trend of revenues and expenditures by showing the Audit Report figures for fiscal year ending 6/30/13, Adopted Budget (including a Supplemental budget) for fiscal year ending 6/30/14, and the Projected Budget for fiscal year ending 6/30/15. We believe that a three-year summary of information is valuable in making decisions about the budget we are proposing for adoption. We present the differences in the Proposed Supplemental Budget from FY14 and the Proposed Budget for FY15 in both a dollar change and a percentage change format.

One Supplemental Budget for FY14 was presented to the CSC Governing Board in May 2014 and is also presented in this budget document for a more comprehensive analysis.

We also show the total agency staffing in Full Time Equivalent (FTE). Each department discusses its accomplishments for the prior year and goals for the FY15 budget period under the separate tabs for their department. A summary of the major revenue and expenditure changes agency-wide is presented here.

Our projected net staffing decrease about 1.82 Full Time Equivalent (FTEs) is spread across the departments of our organization. Small adjustments have been made to staffing in the Administrative Services, Information Technology and Communications, as we continue to use technological enhancements to communicate with participants, volunteers and supporters in more efficient ways. Administratively and operationally, we feel we have reached the lowest staffing level possible to run the organization.

After our FY14 budget was adopted, we were notified of positive news on the PERS funding retirement rates, which were NOT raised as high as previously projected. That allowed us to retain a few more positions than previously projected. Final federal funding will not be known until the end of the first quarter of our fiscal year, which coincides with the adoption of a federal budget. If there are continuing resolutions before adopting the federal budget, the uncertainty of our final funding stretches out more into our fiscal year as well.

CSC management and our AFSCME union agreed that we would carry over the terms of our FY11 contract into FY14 without change. For a fourth year, all employees went without salary increases. CSC and the AFSCME are currently in collective bargaining negotiations for FY15.

Our health costs, which are a significant portion of our fringe benefit package, are holding steady due to a good experience rating and negotiation by our HR Director and our benefits agent, with CSC paying 87.4% and employees paying 12.6% of the premiums.

We have projected an increase equal to approximately 1.2% of salary and fringe costs in our personal services budget for FY15.

PROGRAM SUMMARIES

Each section of this manual is organized to display a departmental organization chart, program projects and goals and a summary budget consisting of a recap of projected revenues and expenditures, detailed revenue sources and detailed expenditures with categories of personal services, materials and services, and capital outlay. Some departments have chosen to present a further division of expenditures by categories such as a summary of types of services.

For example, Linn Benton Food Share also discloses separate information about its Volunteer/Gleaning activities. The merged Housing and Energy Services department also presents two subsections with historical information from the former Emergency Services and Housing and Community Resource departments. These subcategories are presented as part of the departmental detail.

Additionally, four departments in our organization administer four non-profit subsidiaries. Those non-profit entities are included in our manual and are reported as part of the overall agency budget. Each department with a non-profit has a separate presentation of the proposed changes displayed under tabs later in this document.

GENERAL TRENDS

Our budget includes revenues which, based upon our best and most current information, have a high degree of likelihood of being funded. Since many of our grants derive from federal pass-through grants to the State of Oregon and other state-sourced grants, this information is subject to revision after we receive final funding notifications.

We are projecting a slight increase of about .54% to our total funding in this budget as compared to the Supplemental FY14 budget, with a decrease of 1.82 FTE or 2% in staffing. The two reductions are not equal because most of our grants require certain levels of funding be allocated directly to benefit participants.

Adjustments for any funding changes for FY15 after this budget is adopted will be approved by the Governing Board as the grant contracts are finalized and processed through our internal contract procedures and/or Supplemental Budget procedures during the fiscal year.

SUMMARY

CSC's audited revenues increased from \$13.7 million in 1999 to a high of \$28.7 in 2010. Our revenues had decreased to \$21.14 million as of the June 30, 2013 audit and are projected to increase slightly to \$23.28 million for FY15, although projection of funding has become increasingly difficult with unpredictable state and federal budgets. CSC will continue to provide client services in similar program areas with efficient administrative and program delivery models to ensure that maximum effort continues to be devoted to assisting our communities, but we acknowledge that the numbers served will be fewer. We intend to mitigate that effect as far as we can by redoubling our efforts to find and create new resources and to leverage what the community already has to offer.

Special thanks for the preparation of this budget go to the members of the FY14-15 budget team including Clay Martin and the Workforce and Education team; Terry Knoll and the Housing and Energy Services team; Mike Gibson and the Linn-Benton Food Share team; Suzanne Miller and the Child Development Services team; Dee Team and the Community Relations and Development team; and members of the Administrative Department including Elaine Lahey, Susanne Lee and Linda Swaney, the HR department with Stephanie Leffler and Debbie Clearwater and especially Finance staff – Connor Lyons, Kellie Oxford, and Cherry Condron.

Sincerely,



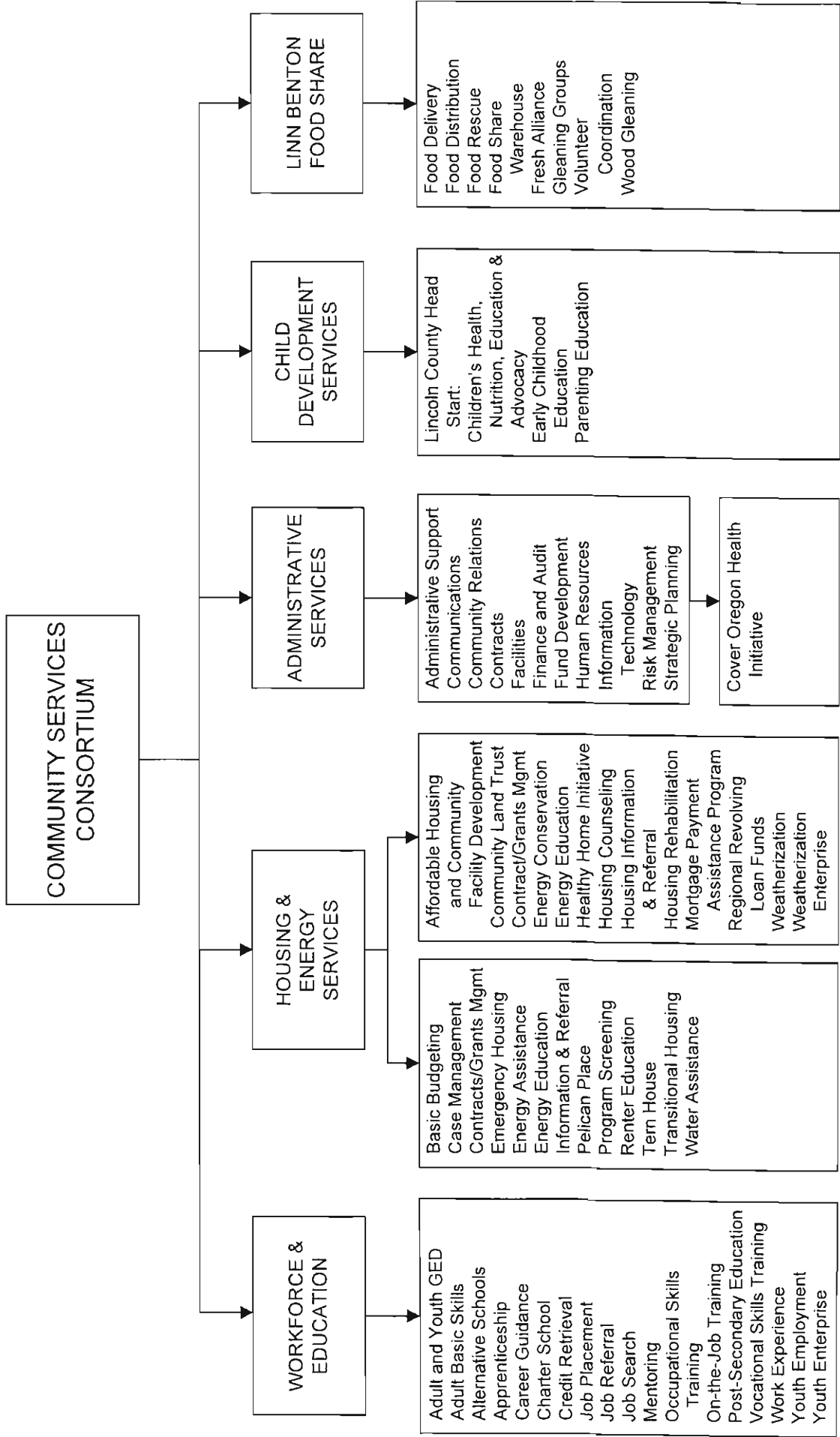
Martha Lyon
Executive Director



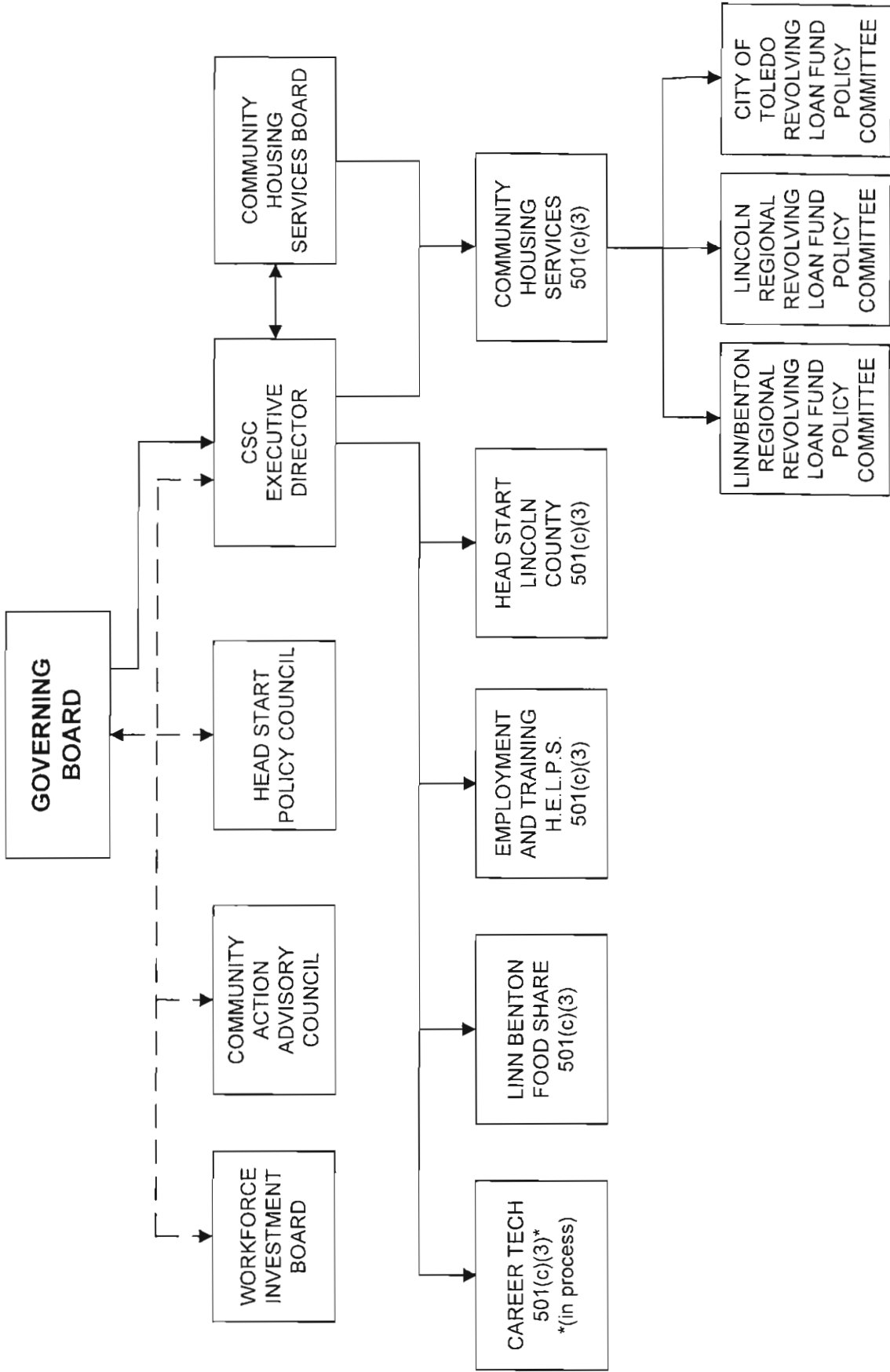
Debbie Jackson
Finance Director

CSC Totals

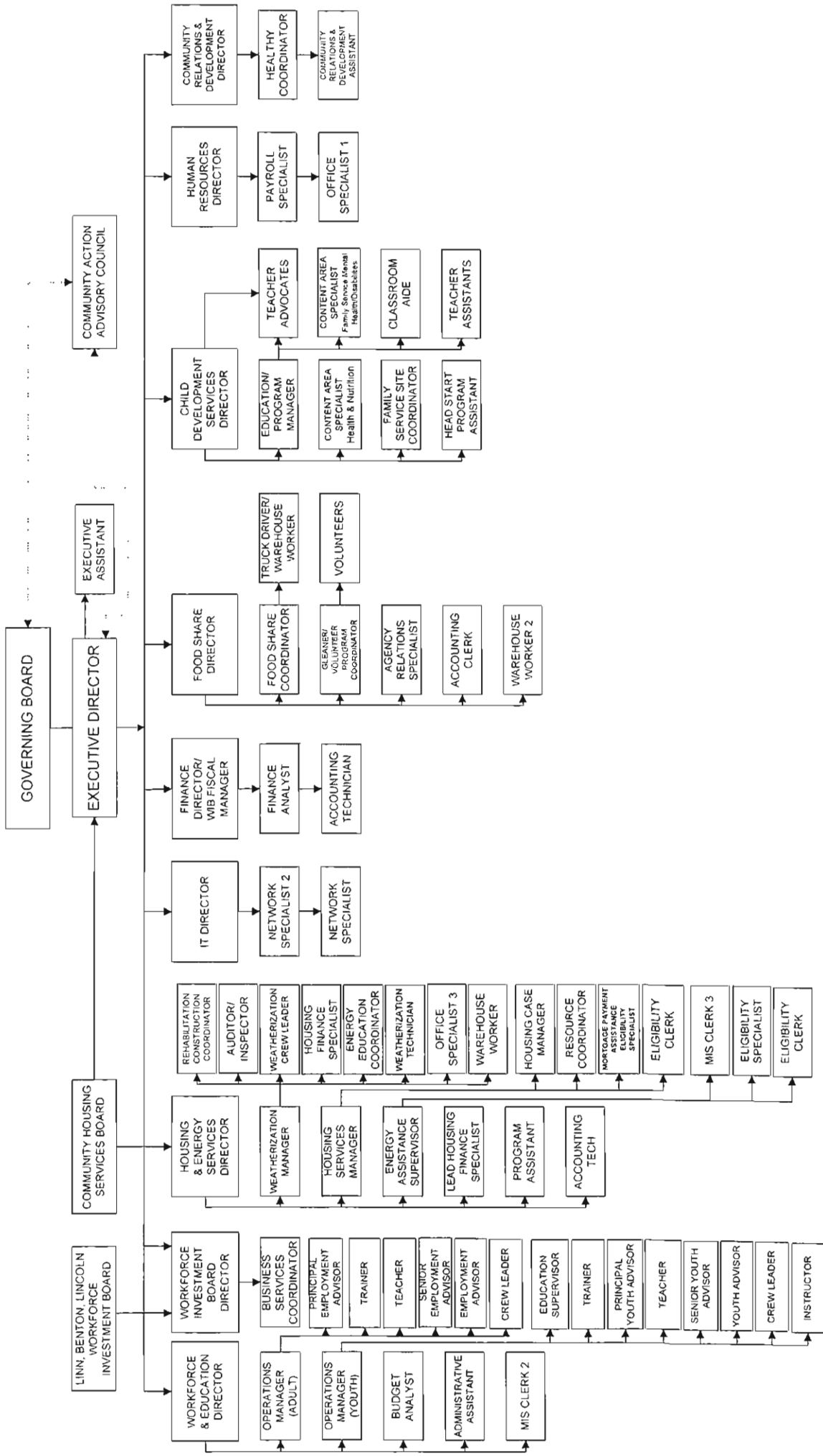
COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



GOVERNING BOARD / ADVISORY COUNCILS - 501(c)(3)'s



COMMUNITY SERVICES CONSORTIUM ORGANIZATIONAL CHART



COMMUNITY SERVICES CONSORTIUM

SUMMARY BUDGET	Supp #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15		

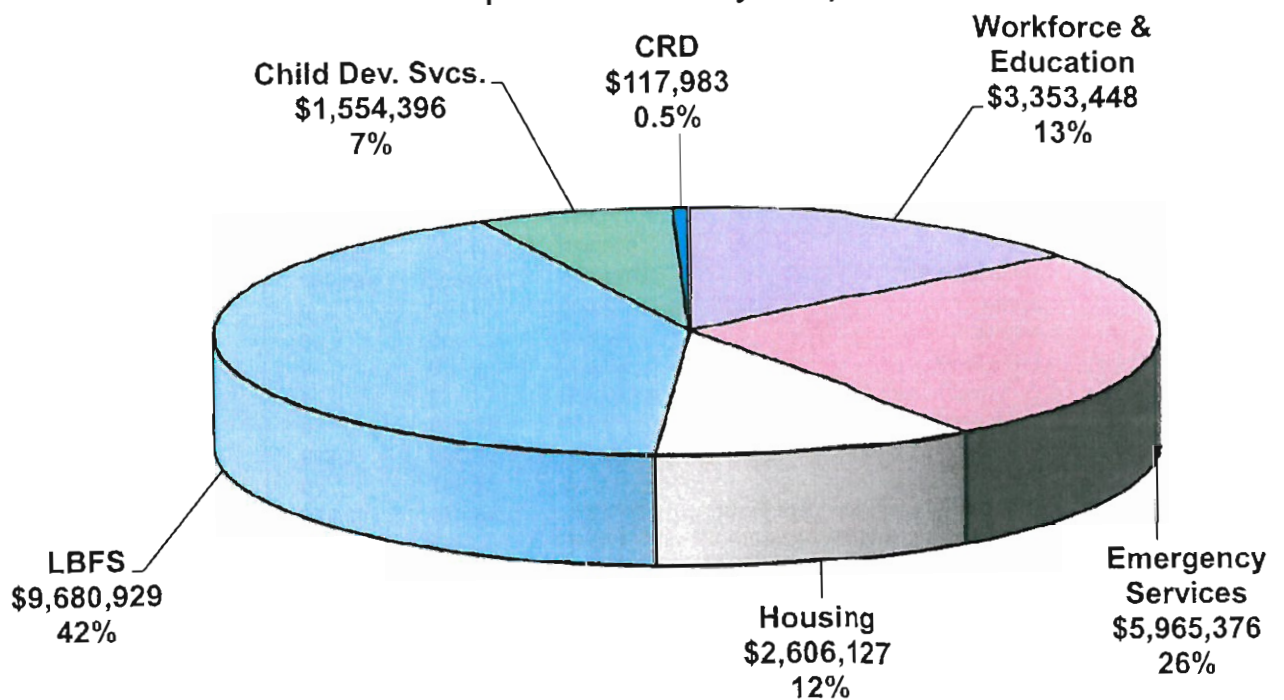
SOURCE OF REVENUES

FEDERAL FUNDS	8,090,385	8,462,263	8,236,156	-226,107	-2.67%
STATE FUNDS	2,724,904	3,294,249	3,308,858	14,609	0.44%
LOCAL FUNDS	2,067,009	3,115,549	3,203,439	87,890	2.82%
MISCELLANEOUS FUNDS	8,259,917	8,281,438	8,529,806	248,368	3.00%
TOTAL FUNDS	21,142,215	23,153,499	23,278,259	124,760	0.54%

DEPARTMENT BUDGET BY CATEGORY

FTE	94.94	92.40	90.58	-1.82	-1.97%
TOTAL PERSONAL SERVICES	5,766,081	5,718,407	5,533,706	-184,700	-3.23%
TOTAL MATERIALS/SERVICES	15,150,775	17,371,453	17,697,553	326,100	1.88%
TOTAL CAPITAL OUTLAY	26,948	63,640	47,000	-16,640	-26.15%
CHANGE IN FUND BALANCE	198,411	0	0	0	0.00%
TOTAL EXPENDITURES	21,142,215	23,153,499	23,278,259	124,760	0.54%

Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
WIA Adult	494,818	597,639	612,938	15,300	2.56%
WIA Youth	632,757	692,530	699,437	6,907	1.00%
WIA Dislocated Workers	479,999	564,056	564,904	848	0.15%
WIA Career Readiness	0	10,000	0	-10,000	-100.00%
High Risk Youth	16,731	9,295	9,295	0	0.00%
Incentives	0	3,257	0	-3,257	-100.00%
DWT NEG	0	0	94,227	94,227	100.00%
CSBG	246,108	262,376	209,104	-53,272	-20.30%
JOBS	167,629	165,000	165,000	0	0.00%
Youthbuild - AMERICORPS	66,555	65,000	65,000	0	0.00%
OYCC	0	129,400	77,000	-52,400	-40.49%
WIA Local Admin	188,003	0	0	0	0.00%
OJJDP - Youth Mentoring	13,161	0	0	0	0.00%
DHS (Independent Living Skills)	126,841	128,001	128,001	0	0.00%
LIHEAP	2,709,401	2,253,288	2,507,844	254,556	11.30%
LIHEAP Education	82,095	147,396	150,665	3,269	2.22%
LIHEAP Leverage	17,724	64,388	5,000	-59,388	-92.23%
LIHEAP WX EE	17,093	18,344	23,701	5,357	29.20%
ESGP	178,806	108,337	110,530	2,193	2.02%
Continuum of Care	76,122	77,573	75,441	-2,132	-2.75%
HOME TBA	188,310	225,297	232,369	7,072	3.14%
HSP	29,182	28,149	31,054	2,905	10.32%
BPA Energy Education	5,687	38,404	8,404	-30,000	-78.12%
CONTINUUM OF CARE -HUD- LINCOLN	17,096	0	0	0	0.00%
C of C LBHASHP	68,926	114,059	124,841	10,782	9.45%
C of C Project Passport	14,354	44,136	48,924	4,788	10.85%
VA Support Services	0	250,000	276,080	26,080	10.43%
CDBG Albany Rehab	0	0	80,000	80,000	100.00%
CDBG Albany Wx	0	0	10,000	10,000	100.00%
CDBG Adair Village	0	18,209	0	-18,209	-100.00%
CDBG Lincoln City	0	120,000	0	-120,000	-100.00%
CDBG Toldeo	0	29,616	0	-29,616	-100.00%
RD HPG - LINN HSG	0	30,000	0	-30,000	-100.00%
RD HPG - 501c3	29,979	40,000	39,665	-335	-0.84%
CDBG Newport	2,520	190,000	0	-190,000	-100.00%
DOE	88,952	137,673	129,522	-8,151	-5.92%
LIEAP WX Roll Over	0	122,050	98,831	-23,219	-19.02%
BPA	121,869	85,714	123,267	37,553	43.81%
RCAC	19,844	13,742	0	-13,742	-100.00%
USDA	599,433	503,790	511,016	7,226	1.43%
Head Start HHS	971,245	980,802	969,742	-11,060	-1.13%
SHIBA	12,000	0	0	0	0.00%
MIPPA	2,869	0	0	0	0.00%
CNCS RSVP	63,041	0	0	0	0.00%
DHS Healthy Kids	80,000	0	0	0	0.00%
NFMC -Nat'l Foreclosure Counsel	8,839	14,829	0	-14,829	-100.00%
Cover Oregon Kids	0	96,589	5,879	-90,711	-93.91%
RD HPG Lincoln	0	34,847	0	-34,847	-100.00%
OAHAC -Mortgage Payment Assist	70,875	48,476	48,476	0	0.00%
OHCS Pre-mediation Foreclosure	47,546	0	0	0	0.00%
Subtotal	7,957,645	8,462,263	8,236,156	-226,107	-2.67%
FEDERAL ARRA STIMULUS					
ARRA DOL SESP	73,503	0	0	0	0.00%
ARRA OGTC	59,237	0	0	0	0.00%

WORKFORCE & EDUCATION	EMERGENCY SERVICES	HOUSING & COMM. RES	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
612,938	0	0	0	0	0
699,437	0	0	0	0	0
564,904	0	0	0	0	0
0	0	0	0	0	0
9,295	0	0	0	0	0
0	0	0	0	0	0
94,227	0	0	0	0	0
0	64,000	0	63,000	0	82,104
165,000	0	0	0	0	0
65,000	0	0	0	0	0
77,000	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
128,001	0	0	0	0	0
0	2,112,518	395,326	0	0	0
0	150,665	0	0	0	0
0	5,000	0	0	0	0
0	23,701	0	0	0	0
0	110,530	0	0	0	0
0	75,441	0	0	0	0
0	232,369	0	0	0	0
0	31,054	0	0	0	0
0	8,404	0	0	0	0
0	0	0	0	0	0
0	124,841	0	0	0	0
0	48,924	0	0	0	0
0	276,080	0	0	0	0
0	0	80,000	0	0	0
0	0	10,000	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	39,665	0	0	0
0	0	0	0	0	0
0	0	129,522	0	0	0
0	0	98,831	0	0	0
0	0	123,267	0	0	0
0	0	0	0	0	0
0	0	0	425,000	86,016	0
0	0	0	0	969,742	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	5,879
0	0	0	0	0	0
0	0	48,476	0	0	0
0	0	0	0	0	0
2,415,802	3,263,526	925,087	488,000	1,055,758	87,983
0	0	0	0	0	0
0	0	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
Subtotal	132,740	0	0	0	0.00%
STATE FUNDS					
Dept. of Education (Implementation)	0	50,000	0	-50,000	-100.00%
Dept. of Education (Charter School)	0	483,000	336,600	-146,400	-30.31%
OYCC	78,074	0	0	0	0.00%
Oregon Historic Cemetery	0	0	4,000	4,000	100.00%
BACK TO WORK OREGON	45,868	47,736	80,736	33,000	69.13%
Local Industry Sector Strategy	0	40,000	110,000	70,000	275.00%
CWRC (STATE)		29,640	78,360	48,720	264.37%
EHA	222,804	202,259	207,697	5,438	2.69%
Housing Plus S.S. - Tern	8,253	17,200	17,200	0	0.00%
Housing Plus Pelican	20,298	54,600	30,550	-24,050	-44.05%
SHAP	106,982	89,608	90,428	820	0.92%
GFFP	37,365	33,125	48,100	14,975	45.21%
LIRHF	12,991	15,916	16,782	866	5.44%
OEAP	1,139,077	1,102,454	1,201,533	99,079	8.99%
ECHO Energy Education	43,706	54,000	54,002	2	0.00%
Echo WX	452,135	520,725	521,531	806	0.15%
SENATE BILL 1552	0	16,656	0	-16,656	-100.00%
Valley IDA	0	30,600	6,000	-24,600	-80.39%
HOAP - Home Ownership Assist	18,355	0	0	0	0.00%
Linkage	0	719	700	-19	-2.64%
Head Start/OPP/OPK	482,769	471,598	493,638	22,040	4.67%
SHOW	0	12,100	11,000	-1,100	-9.09%
SR. Medicare Fraud	12,778	0	0	0	0.00%
REL WX	12,846	7,002	0	-7,002	-100.00%
DEL WX	30,603	15,310	0	-15,310	-100.00%
Subtotal	2,724,904	3,294,249	3,308,858	14,609	0.44%
LOCAL FUNDS					
Edith Stewart	0	0	30,150	30,150	100.00%
Donations - WED	0	0	4,000	4,000	100.00%
Santiam OWEB	0	25,000	23,500	-1,500	-6.00%
Oregon Community Foundations	0	10,000	10,000	0	0.00%
Donations - ES	2,222	8,000	8,000	0	0.00%
OLGA	51,006	619,424	690,195	70,771	11.43%
NW Natural En Ed Fund Bal	0	10,000	6,591	-3,409	-34.09%
NW Natural Energy Ed #2	0	0	28,938	28,938	100.00%
Meyer Memorial Trust / CAPO	0	26,000	26,000	0	0.00%
Oregon Heat	16,178	131,848	77,909	-53,939	-40.91%
GAP	929	35,011	35,011	0	0.00%
SOS	0	16,085	16,085	0	0.00%
CPI	3,941	22,940	23,126	186	0.81%
Albany Water Assistance	3,345	49,908	49,908	0	0.00%
Tern House - Rental Income	29,443	30,400	30,410	10	0.03%
Pelican Place - Rental Income	66,495	71,982	71,982	0	0.00%
SOS Project Care	17,806	0	0	0	0.00%
Rural Benton County	5,000	0	0	0	0.00%
Comm Dev - Fund Balance	283,020	18,750	11,952	-6,798	-36.26%
Benton County	21,000	22,000	22,000	0	0.00%
BC Natural Resources	0	0	5,000	5,000	100.00%
Linn County Summer Youth Emp	0	0	20,000	20,000	100.00%
SHOP	0	45,000	45,000	0	0.00%
OLIEE	122,656	203,500	200,000	-3,500	-1.72%

WORKFORCE & EDUCATION	EMERGENCY SERVICES	HOUSING & COMM. RES	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	0	0	0	0	0
0	0	0	0	0	0
336,600	0	0	0	0	0
0	0	0	0	0	0
4,000	0	0	0	0	0
80,736	0	0	0	0	0
110,000	0	0	0	0	0
78,360	0	0	0	0	0
0	207,697	0	0	0	0
0	17,200	0	0	0	0
0	30,550	0	0	0	0
0	74,428	0	16,000	0	0
0	0	0	48,100	0	0
0	16,782	0	0	0	0
0	1,201,533	0	0	0	0
0	54,002	0	0	0	0
0	0	521,531	0	0	0
0	0	0	0	0	0
0	0	6,000	0	0	0
0	0	0	0	0	0
0	0	0	700	0	0
0	0	0	0	493,638	0
0	0	11,000	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
609,696	1,602,193	538,531	64,801	493,638	0
30,150	0	0	0	0	0
4,000	0	0	0	0	0
23,500	0	0	0	0	0
10,000	0	0	0	0	0
0	8,000	0	0	0	0
0	690,195	0	0	0	0
0	6,591	0	0	0	0
0	28,938	0	0	0	0
0	26,000	0	0	0	0
0	77,909	0	0	0	0
0	35,011	0	0	0	0
0	16,085	0	0	0	0
0	23,126	0	0	0	0
0	49,908	0	0	0	0
0	30,410	0	0	0	0
0	71,982	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	11,952	0	0	0
0	0	0	22,000	0	0
5,000	0	0	0	0	0
20,000	0	0	0	0	0
0	0	45,000	0	0	0
0	0	200,000	0	0	0

COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
Lincoln County RLF	44,954	80,000	0	-80,000	-100.00%
Linn-Benton RLF	89,280	225,000	0	-225,000	-100.00%
Regional Housing Ctr-Lincoln	0	16,000	0	-16,000	-100.00%
Acquisition/Rehab Fund Balance	0	150,000	150,000	0	0.00%
City of Corvallis	40,583	37,000	37,000	0	0.00%
Donations - LBFS	677,386	637,665	616,374	-21,291	-3.34%
Holiday Food Drive	34,776	35,000	35,000	0	0.00%
Linn County	17,100	17,100	17,100	0	0.00%
Other Foundations	0	10,000	8,000	-2,000	-20.00%
Other Donations	2,778	4,000	0	-4,000	-100.00%
Food Recovery	51,920	53,939	48,104	-5,836	-10.82%
Share Contributions	286,927	325,333	310,301	-15,032	-4.62%
Central Lincoln PUD	20,421	22,781	87,500	64,719	384.09%
Lincoln Community Land Trust	160,447	65,700	48,040	-17,660	-26.88%
TERN Rental Replacement	0	5,600	5,600	0	0.00%
PELICAN Rental Replacement	0	12,018	12,018	0	0.00%
LB Vision Volunteers	41	0	0	0	0.00%
United Way - RSVP	17,355	0	0	0	0.00%
HOAP RLF	0	12,000	1,332	-10,668	-88.90%
Housing Rehab Funds	0	0	366,314	366,314	100.00%
Mill City -General Fund	0	25,000	25,000	0	0.00%
Benton County Foundation	0	10,000	0	-10,000	-100.00%
Community Forest	0	10,000	0	-10,000	-100.00%
NW Energy ED	0	15,565	0	-15,565	-100.00%
Subtotal	2,067,009	3,115,549	3,203,439	87,890	2.82%
MISCELLANEOUS FUNDS					
Miscellaneous	166,944	139,054	88,251	-50,803	-36.53%
Linn-Benton Volunteers	7,745	0	0	0	0.00%
W&E Fund Balance	0	4,500	0	-4,500	-100.00%
Other Fee For Service	398,969	30,000	30,000	0	0.00%
RSVP Fund Balance	19,841	0	0	0	0.00%
Youthbuild - Fee For Service	47,530	2,000	12,000	10,000	600.00%
School Fee For Service	116,312	120,000	120,000	0	0.00%
Sales of Houses (Assets)	0	0	203,371	203,371	100.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	11,384	11,384	0	0.00%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Trust Management	0	10,000	16,500	6,500	65.00%
WX FFS	0	36,000	50,000	14,000	38.89%
Wetland Conservancy	0	1,000	7,000	6,000	700.00%
Benton FFS	0	0	5,000	5,000	100.00%
Nature Conservancy	0	1,000	7,000	6,000	700.00%
Lincoln Donations	0	0	3,800	3,800	100.00%
Non-USDA Food	7,387,151	7,850,000	7,950,000	100,000	1.27%
Donations	2,439	10,000	5,000	-5,000	-50.00%
YB FFS Construction	0	12,000	0	-12,000	-100.00%
WX FFS Training	105,757	0	0	0	0.00%
Mid Coast Watershed Council	0	21,000	12,000	-9,000	-42.86%
Yth Development Coalition	0	25,000	0	-25,000	-100.00%
Garden Gnome Run Proceeds	4,515	2,000	2,000	0	0.00%
Community Housing Services	1,703	0	0	0	0.00%
CNCS Match All	1,011	0	0	0	0.00%
Subtotal	8,259,917	8,281,438	8,529,806	248,368	3.00%
TOTAL FUNDS	21,142,215	23,153,499	23,278,259	124,760	0.54%

WORKFORCE & EDUCATION	EMERGENCY SERVICES	HOUSING & COMM. RES	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	150,000	0	0	0
0	0	0	37,000	0	0
0	0	0	616,374	0	0
0	0	0	35,000	0	0
0	0	0	17,100	0	0
0	0	0	8,000	0	0
0	0	0	0	0	0
0	0	0	48,104	0	0
0	0	0	310,301	0	0
0	0	87,500	0	0	0
0	0	48,040	0	0	0
0	5,600	0	0	0	0
0	12,018	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	1,332	0	0	0
0	0	366,314	0	0	0
0	0	25,000	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
92,650	1,081,773	935,138	1,093,878	0	0
0	0	4,000	84,250	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	30,000
12,000	0	0	0	0	0
120,000	0	0	0	0	0
0	0	203,371	0	0	0
0	1,500	0	0	0	0
0	11,384	0	0	0	0
0	5,000	0	0	0	0
16,500	0	0	0	0	0
50,000	0	0	0	0	0
7,000	0	0	0	0	0
5,000	0	0	0	0	0
7,000	0	0	0	0	0
3,800	0	0	0	0	0
0	0	0	7,950,000	0	0
0	0	0	0	5,000	0
0	0	0	0	0	0
0	0	0	0	0	0
12,000	0	0	0	0	0
0	0	0	0	0	0
2,000	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
235,300	17,884	207,371	8,034,250	5,000	30,000
3,353,448	5,965,376	2,606,127	9,680,929	1,554,396	117,983

COMMUNITY SERVICES CONSORTIUM

OPERATING BUDGET		AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
	FTE	94.94	92.41	90.58	-1.83	-1.98%
5010	Salaries	4,036,649	3,843,175	3,812,941	-30,234	-0.79%
5020	Client Salaries	12,100	0	14,898	14,898	100.00%
	TOTAL SALARIES	4,048,749	3,843,175	3,827,839	-15,336	-0.40%
5320	PERS	413,210	516,705	387,151	-129,554	-25.07%
5330	Workers' Comp	2,847	5,812	5,727	-85	-1.46%
5335	SAIF Insurance	37,323	32,236	31,256	-980	-3.04%
5340	Unemployment	19,072	73,003	72,446	-556	-0.76%
5350	Health Insurance	783,231	792,229	760,075	-32,154	-4.06%
5360	Dental Insurance	93,374	92,727	92,308	-419	-0.45%
5370	Life Insurance	30,572	29,057	26,782	-2,275	-7.83%
5375	Flexible Spending Costs	1,258	1,170	921	-249	-21.28%
5380	Employee Assistance Program	629	2,475	2,481	6	0.24%
5382	OSGP Match	50,822	46,739	42,284	-4,456	-9.53%
5386	Non Taxable Fringe Pgm	942	0	0	0	0.00%
5390	FICA	300,868	283,079	281,437	-1,641	-0.58%
5395	Vacation Accrued	-16,816	0	3,000	3,000	100.00%
	TOTAL FRINGE	1,717,332	1,875,232	1,705,867	-169,365	-9.03%
	TOTAL PERSONAL SERVICES	5,766,081	5,718,407	5,533,706	-184,700	-3.23%
5510	Audit & Accounting	39,918	42,079	40,088	-1,991	-4.73%
5520	Data Connection/Services	7,957	5,907	5,769	-139	-2.35%
5530	Legal	4,600	5,145	4,564	-582	-11.31%
5540	Other Purchased Services	305,228	121,067	155,396	34,328	28.35%
5550	Contract Services/Training	16,115	71,278	127,600	56,322	79.02%
5610	Educational Confer/Train	104,069	52,636	58,487	5,851	11.12%
5620	Meetings	10,259	6,869	7,949	1,080	15.72%
5630	Dues	23,757	22,020	22,692	672	3.05%
5710	Mileage	60,194	56,817	45,698	-11,119	-19.57%
5720	Vehicle Operating Cost	69,220	70,389	57,117	-13,272	-18.86%
5730	Vehicle Insurance	16,895	17,307	21,633	4,326	25.00%
5740	Other Transportation Cost	17,554	17,229	23,229	6,000	34.83%
5910	Rent	344,815	379,817	357,173	-22,644	-5.96%
5920	Utilities	63,116	48,826	53,387	4,561	9.34%
5930	Telephone	2,623	25,162	8,120	-17,042	-67.73%
5935	Cell Phone	11,954	15,460	13,480	-1,980	-12.80%
5940	Maintenance, Repair, Janitorial	52,698	52,680	38,562	-14,119	-26.80%
5950	General Insurance	65,725	82,376	66,611	-15,765	-19.14%
5970	Space Rent	1,852	7,010	2,125	-4,885	-69.69%
5980	Space Utilities	15,195	18,039	20,038	1,999	11.08%
6110	Office Supplies	44,639	30,899	22,848	-8,051	-26.06%
6120	Postage/Shipping	17,538	30,090	24,920	-5,170	-17.18%

WORKFORCE & EDUCATION	EMERGENCY SERVICES	HOUSING	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
28.41	23.25	12.15	6.77	19.07	0.93
1,273,456	887,774	532,585	329,718	740,289	49,119
14,898	0	0	0	0	0
1,288,354	887,774	532,585	329,718	740,289	49,119
128,733	84,445	53,914	37,801	77,366	4,892
1,950	1,402	834	465	1,019	57
12,114	1,865	3,440	6,063	7,666	108
24,196	16,868	10,119	6,265	14,066	933
247,482	183,805	117,491	60,340	140,918	10,039
29,011	22,123	14,501	7,569	18,122	982
8,671	6,036	3,567	2,668	5,440	401
264	306	351	0	0	0
790	518	324	244	575	29
13,658	8,515	6,284	4,244	9,088	495
0	0	0	0	0	0
97,419	57,661	40,743	25,223	56,633	3,758
0	0	0	0	0	3,000
564,288	383,544	251,568	150,881	330,893	24,694
1,852,642	1,271,318	784,153	480,599	1,071,182	73,813
9,228	14,588	7,627	3,550	4,466	629
4,014	1,735	0	20	0	0
65	331	3,418	550	200	0
91,334	3,047	32,165	3,850	10,000	15,000
97,043	14,407	13,050	100	3,000	0
14,829	8,795	14,495	2,050	18,000	318
2,727	1,452	920	550	2,000	300
15,626	1,111	1,645	60	4,000	250
14,146	12,661	6,391	2,500	5,000	5,000
7,718	1,843	20,556	26,000	1,000	0
9,477	1,021	5,103	3,700	2,332	0
0	0	729	22,500	0	0
199,168	88,078	56,722	10,500	0	2,704
13,882	6,057	5,898	2,550	25,000	0
4,561	1,783	1,176	600	0	0
2,173	296	7,611	300	2,500	600
3,086	12,374	2,740	2,450	17,412	500
13,264	22,945	12,570	7,050	10,007	775
0	2,025	100	0	0	0
0	38	0	20,000	0	0
3,789	10,995	3,133	1,950	2,361	620
1,495	7,260	2,205	9,850	1,500	2,610

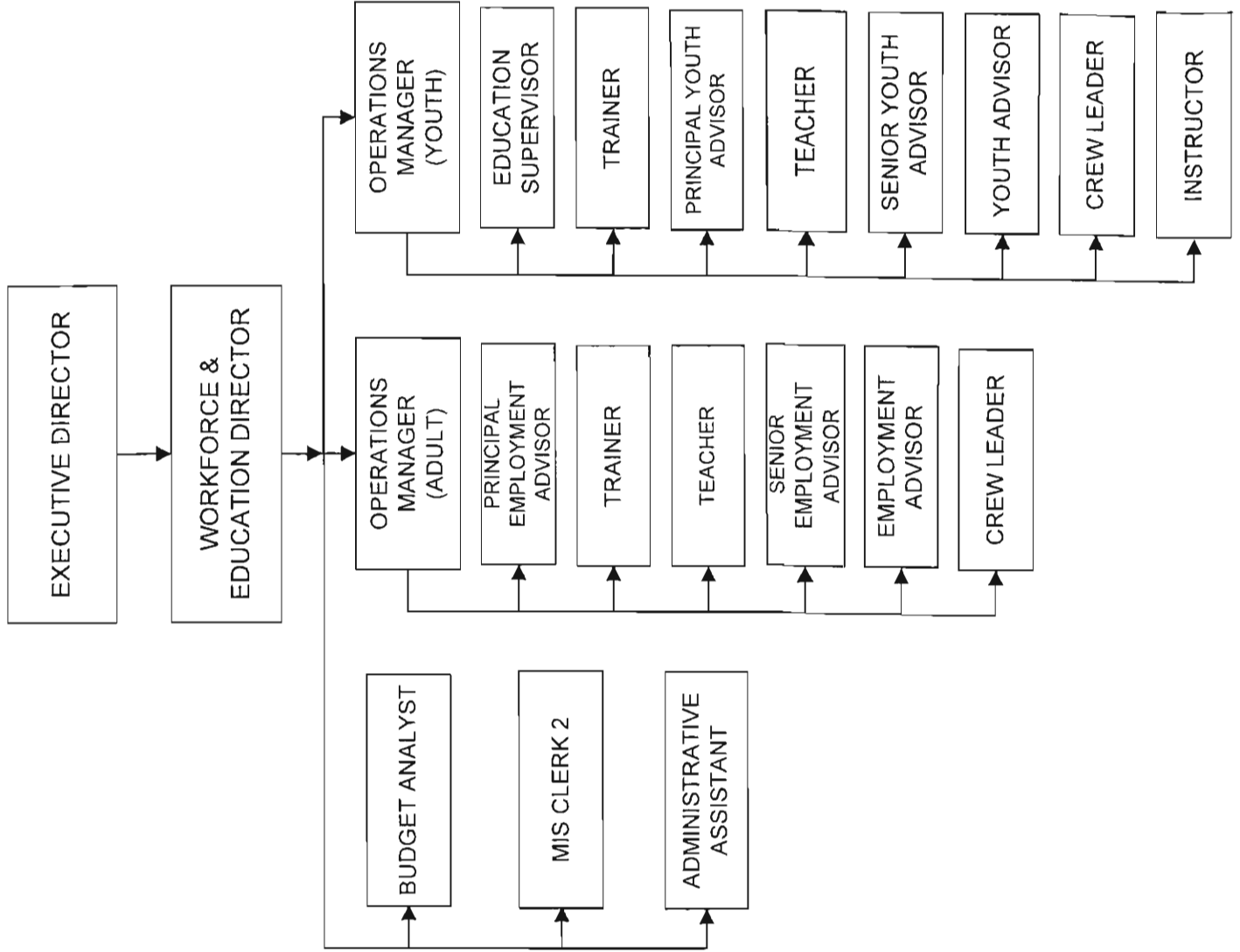
COMMUNITY SERVICES CONSORTIUM

OPERATING BUDGET	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
6130 Photocopy	39,413	39,710	35,087	-4,623	-11.64%
6140 Printing	18,017	32,175	30,417	-1,758	-5.46%
6145 Software	18,347	12,963	9,603	-3,359	-25.92%
6150 Advertising/Recruitment	8,769	11,709	8,904	-2,805	-23.95%
6160 Program Supplies	8,792,992	8,937,382	9,000,983	63,601	0.71%
6180 Owner Rehab Loans	197,122	678,284	418,142	-260,142	-38.35%
6190 Other Supplies	5,729	124,967	153,187	28,220	22.58%
6210 Contract-Soc Serve Agency	52,051	31,000	31,000	0	0.00%
6230 Contract-Weatherization	142,987	246,725	464,445	217,720	88.24%
6250 OJT Reimbursements	55,443	19,000	103,501	84,501	544.74%
6320 Equipment Rental	395	5,176	4,619	-557	-10.76%
6330 Equipment Repair	15,391	46,961	46,697	-264	-0.56%
6340 Expendable Equipment	42,362	47,467	62,982	15,515	32.69%
6350 Building Renovations, Remodel	4,674	9,238	11,869	2,631	28.48%
6410 Books/Subscriptions	1,711	3,338	3,069	-270	-8.08%
6470 Miscellaneous (Admin)	3,474	200	2,283	2,083	1141.50%
6620 Indirect	615,683	910,870	904,246	-6,624	-0.73%
6630 Infrastructure	242,854	258,082	271,807	13,725	5.32%
6650 Communication Services	38,129	67,644	73,116	5,472	8.09%
6710 Transportation	3,031	17,385	2,885	-14,500	-83.41%
6720 Child Care	0	3,074	574	-2,500	-81.33%
6730 Health Care	1,522	3,250	100	-3,150	-96.92%
6740 Residential Support	125	3,689	1,000	-2,689	-72.89%
6750 Clothing	27	3,000	1,000	-2,000	-66.67%
6760 Emergency	0	450	54	-396	-88.00%
6770 Personal Grooming	0	2,225	400	-1,825	-82.02%
6780 Meals	84,538	87,824	86,890	-934	-1.06%
6790 Tuition & Fees (Skills)	6,589	3,624	3,457	-167	-4.61%
6800 Tuition & Fees (Vocation)	118,031	225,982	177,599	-48,383	-21.41%
6810 Training & Supplies	21,250	74,066	21,664	-52,402	-70.75%
6840 Acquisition Costs	0	172,500	376,726	204,226	218.39%
6850 Relocation Costs	0	2,860	1,000	-1,860	-65.03%
6860 Incentive Payments	118,047	122,396	135,725	13,328	10.89%
6870 Miscellaneous	10,998	51,892	49,939	-1,953	-3.76%
6880 Client Assistance	3,021,670	3,908,180	4,023,697	115,517	2.96%
7000 Building Cost	159,955	27,056	1,402	-25,654	-94.82%
7002 SDC Charges/Permits	6,144	0	0	0	-100.00%
7006 Excavation/Site Work	6,567	0	0	0	-100.00%
7021 Site Utilities	817	0	0	0	-100.00%
TOTAL MATERIALS-SERVICES	15,150,775	17,371,453	17,697,553	326,100	1.88%
6310 TOTAL CAPITAL OUTLAY	26,948	63,640	47,000	-16,640	-26.15%
3010 FUND BAL. INCREASE (DECR)	198,411	0	0	0	0.00%
TOTAL EXPENDITURES	21,142,215	23,153,499	23,278,259	124,760	0.54%

WORKFORCE & EDUCATION	EMERGENCY SERVICES	HOUSING	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
4,223	17,347	2,367	3,150	7,000	1,000
1,566	13,366	885	13,800	500	300
6,568	835	1,550	150	500	0
2,400	3,573	1,151	1,400	300	80
38,773	47,419	3,699	8,886,500	24,092	500
0	0	418,142	0	0	0
0	0	153,187	0	0	0
0	31,000	0	0	0	0
0	0	464,445	0	0	0
103,501	0	0	0	0	0
300	2,668	1,151	500	0	0
1,786	20,855	3,056	15,000	6,000	0
1,097	25,794	15,892	8,000	12,199	0
0	3,369	2,500	6,000	0	0
1,242	126	1,121	100	200	280
0	0	2,283	0	0	0
287,059	222,847	122,746	74,050	187,551	9,993
143,827	48,056	33,553	10,000	34,717	1,653
23,207	18,181	9,759	6,000	15,161	808
2,885	0	0	0	0	0
474	0	0	0	100	0
0	0	0	0	100	0
1,000	0	0	0	0	0
1,000	0	0	0	0	0
54	0	0	0	0	0
400	0	0	0	0	0
874	0	0	0	86,016	0
2,957	0	500	0	0	0
177,599	0	0	0	0	0
21,664	0	0	0	0	0
0	0	376,726	0	0	0
1,000	0	0	0	0	0
135,725	0	0	0	0	0
0	7,082	2,607	40,000	0	250
0	4,018,297	5,400	0	0	0
0	402	1,000	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
1,468,806	4,694,058	1,821,974	9,185,330	483,214	44,170
32,000	0	0	15,000	0	0
0	0	0	0	0	0
3,353,448	5,965,376	2,606,127	9,680,929	1,554,396	117,983

Workforce & Education

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

The Workforce & Education department provides education (alternative high school and charter school), training (occupational, vocational, pre-apprenticeship, and basic skills), and employment (career guidance, job search, and job placement) programs and services. In order to tailor services to each participant, a comprehensive skills assessment is offered to all and supportive services are provided as needed to facilitate each participant's success.

The Workforce & Education Mission:

To support lifelong learning to realize the best possible job for those who are unemployed, underemployed, or preparing for employment.

This mission directly supports CSC's mission and priorities. There is no better tool to overcome poverty than education and no better answer to a more stable future than employment.

Three primary goals work together to guide department services, programs, and projects around these missions: 1) To create a solid foundation for employment, 2) To provide enhanced employability through skill development, and 3) To facilitate self-sufficient employment. In general, a solid foundation for employment and enhanced employability supports CSC's focus area for Quality Education and Training. Self-sufficient employment generally supports CSC's focus area for Jobs and Financial Help.

1. Solid Foundation for Employment

Youth programs and adult basic skills training improve work and life skills to lay the foundation for future employment and emphasize achieving a high school diploma or GED to support continuing education or entry into the workforce.

Accomplishments

- Expanded capacity to serve youth by receiving Oregon Watershed Enhancement Board and Oregon State Marine Board funding to support youth crews, partnering with alternative high schools to provide continuum of service for at-risk youth in need of paid work experiences, and raising awareness and funding for the Youth Garden program with the Garden Gnome Run.
- Developed dual credit opportunities partnering with LBCC youth participating in the Youth Garden program to improve college access.
- Provided employment and work experience for over 50 youth in the region.
- Implemented a pilot Adult Basic Education/GED program in the Albany WorkSource Oregon Center.

Goals

- Increasing paid work experience opportunities for youth at local businesses and organizations across the region.
- Expand the crew model at Career Tech to provide hands-on work experience opportunities to more youth and enhance connections to careers.
- Fully implement a new model of adult basic education and GED preparation and explore opportunities to expand to all WorkSource Oregon Centers in the region.

2. Enhanced Employability

Skills training and certificate-earning programs provide opportunities to develop needed skills that facilitate job retention and improved wages for older youth, adults, and dislocated workers. They emphasize the importance of lifelong learning as a key to long-term career success.

Accomplishments

- Integrated YouthBuild into the Weatherization Training Center to increase opportunities for older youth to earn valuable credentials.
- YouthBuild completed a new home in Albany through a new partnership with First Story.
- Explored new healthcare training opportunities with Linn Benton and Oregon Coast community colleges.
- Expanded all youth education programs to fully incorporate the National Implemented a new partnership with Central Linn School District to provide NCRCs to students.

Goals

- Modify and expand outreach for a rolling application period to best capture community college and non-community-college training programs.
- Engage YouthBuild in the Albany One Block at a Time initiative to develop new or expanded skills and credentials in demand by regional employers.
- Expand partnerships and fee-for-service opportunities for the Weatherization Training Center and with the NCRC program particularly into the region's high schools and community college programs.

3. Self-Sufficient Employment

We integrate career guidance, job search, and job placement services for adults and dislocated workers to develop and implement a career path that helps participants realize the best possible job in any given circumstance.

Accomplishments

- Expanded on-the-job training opportunities (OJTs) in areas such as healthcare, software, green building, and manufacturing by providing about 40 hire first training opportunities.
- Expanded the Lincoln County JOBS Supported Work and Work Experience programs to provide TANF recipients more meaningful hands-on opportunities to gain work readiness skills.

Goals

- Implement employer-job seeker networking events intended to facilitate job placement within focused industries including but not limited to healthcare.
- Explore offering employer services.
- Develop the capability among the regional WorkSource Oregon Centers to offer virtual services to businesses and job seekers as well as to better connect and coordinate staff in the Centers.

All of these program achievements and goals demonstrate active and successful programs despite diminishing resources over the past few years. Recently, federal funds have stabilized and state funds have increased – a welcome change to address continuing high demand.

Linn, Benton, Lincoln Workforce Investment Board

CSC provides executive director and administrative services to the LBL WIB and serves as its fiscal agent.

The LBL WIB is a business-led, public-private organization established by the Workforce Investment Act. The LBL WIB works through a wide array of partners to address workforce development issues in our region in order to support a skilled, work-ready workforce that assures the prosperity of local employers and the self-sufficient employment for job-seekers.

In 2013-2014, Governor Kitzhaber issued Executive Order 13-08. The Order outlined expanded roles and responsibilities for local workforce investment boards. Part of the Order also mandated that local boards separate from service provision by June 30 2015. Responding to the Order has and will continue to be a priority through the coming fiscal year.

Accomplishments

- Completed the *Healthcare Workforce Needs Assessment in Linn, Benton, and Lincoln Counties in Oregon* in partnership with Oregon State University.
- Completed and submitted a transition plan to address the Governor's Executive Order 13-08.

- Developed and published a workforce system performance report that is updated quarterly.

Goals

- Implement the transition plan to address the Governor's Executive Order 13-08.
- Launch the Certified Work Ready Communities initiative.
- Develop a Request for Proposal and complete a bid process for the Youth contract.

WORKFORCE & EDUCATION

SUPP #1

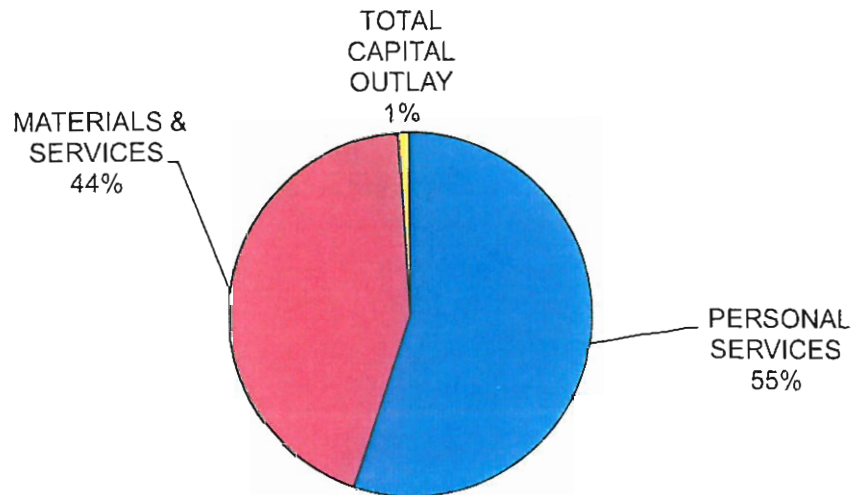
	AUDITED	ADOPTED	PROPOSED	DOLLAR	% OF
SUMMARY BUDGET	FY 13	FY 14	FY 15	CHANGE	CHANGE

SOURCE OF REVENUES

FEDERAL FUNDS	2,323,793	2,394,178	2,415,802	21,624	0.90%
STATE FUNDS	123,942	650,376	609,696	-40,680	-6.25%
LOCAL FUNDS	2,778	59,000	92,650	33,650	57.03%
MISCELLANEOUS FUNDS	696,400	270,404	235,300	-35,104	-12.98%
TOTAL FUNDS	3,146,913	3,373,958	3,353,448	-20,510	-0.61%

DEPARTMENT BUDGET BY CATEGORY

FTE	27.41	28.86	28.41	-0.45	-1.56%
TOTAL PERSONAL SERVICES	1,730,504	1,883,178	1,852,642	-30,536	-1.62%
TOTAL MATERIALS/SERVICES	1,330,319	1,458,780	1,468,806	10,026	0.69%
TOTAL CAPITAL OUTLAY	26,948	32,000	32,000	0	0.00%
TOTAL FUND BALANCE	59,142	0	0	0	0.00%
TOTAL EXPENDITURES	3,146,913	3,373,958	3,353,448	-20,510	-0.61%



WORKFORCE & EDUCATION

SUPP #1

SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
WIA Title IB Adult	494,818	597,639	612,938	15,300	2.56%
WIA Title IB Youth	632,757	692,530	699,437	6,907	1.00%
WIA Title IB Dislocated Workers	479,999	564,056	564,904	848	0.15%
WIA Career Readiness	0	10,000	0	-10,000	-100.00%
High Risk Youth	16,731	9,295	9,295	0	0.00%
Incentives	0	3,257	0	-3,257	-100.00%
CSBG	4,559	30,000	0	-30,000	-100.00%
JOBS	167,629	165,000	165,000	0	0.00%
Youthbuild - AMERICORPS	66,555	65,000	65,000	0	0.00%
WIA Local Admin	188,003	0	0	0	0.00%
OJJDP - Youth Mentoring	13,161	0	0	0	0.00%
OYCC	0	129,400	77,000	-52,400	-40.49%
DHS (Independent Living Skills)	126,841	128,001	128,001	0	0.00%
DWT NEG	0	0	94,227	94,227	100.00%
Subtotal	2,191,053	2,394,178	2,415,802	21,624	0.90%
FEDERAL ARRA STIMULUS					
ARRA DOL WX SESP	73,503	0	0	0	0.00%
ARRA OGTC	59,237	0	0	0	0.00%
Subtotal	132,740	0	0	0	0.00%
STATE FUNDS					
LBCC DoE (Implementation)	0	50,000	0	-50,000	-100.00%
Dept of Education (Charter School)	0	483,000	336,600	-146,400	-30.31%
OYCC Foundation	78,074	0	0	0	0.00%
Oregon Historic Cemetery	0	0	4,000	4,000	100.00%
Back to Work Oregon	45,868	47,736	80,736	33,000	69.13%
CWRC	0	29,640	78,360	48,720	264.37%
Local Industry Sector Strategy	0	40,000	110,000	70,000	275.00%
Subtotal	123,942	650,376	609,696	-40,680	-6.25%

WORKFORCE & EDUCATION

SUPP #1

SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
City of Albany Edith Stewart	0	0	30,150	30,150	100.00%
Oregon Community Foundations	0	10,000	10,000	0	0.00%
OWEB	0	25,000	23,500	-1,500	-6.00%
Benton County Foundation	0	10,000	0	-10,000	-100.00%
Community Forest	0	10,000	0	-10,000	-100.00%
Donations - WED YB	2,778	4,000	4,000	0	0.00%
Linn County Summer Youth Emp	0	0	20,000	20,000	100.00%
Benton County - Nat. Resource	0	0	5,000	5,000	100.00%
Subtotal	2,778	59,000	92,650	33,650	57.03%
MISCELLANEOUS FUNDS					
Misc. Grants (Spirit Mt. & Watershec	58,466	35,904	0	-35,904	-100.00%
Wetland Conservancy	0	1,000	7,000	6,000	700.00%
Trust Management	0	10,000	16,500	6,500	65.00%
Fund Balance	0	4,500	0	-4,500	-100.00%
Benton FFS	0	0	5,000	5,000	100.00%
Other Fee For Service	363,820	0	0	0	0.00%
Nature Conservancy	0	1,000	7,000	6,000	700.00%
Mid Coast Watershied Council	0	21,000	12,000	-9,000	-42.86%
Youthbuild - Fee For Service	47,530	2,000	12,000	10,000	600.00%
YB FFS Construction	0	12,000	0	-12,000	-100.00%
WX Training	105,757	0	0	0	0.00%
WX FFS	0	36,000	50,000	14,000	38.89%
Lincoln Donations	0	0	3,800	3,800	100.00%
Yth Development Coalition	0	25,000	0	-25,000	-100.00%
School Fee For Service	116,312	120,000	120,000	0	0.00%
Garden Gnome Run Proceeds	4,515	2,000	2,000	0	0.00%
Subtotal	696,400	270,404	235,300	-35,104	-12.98%
TOTAL FUNDS	3,146,913	3,373,958	3,353,448	-20,510	-0.61%

WORKFORCE & EDUCATION

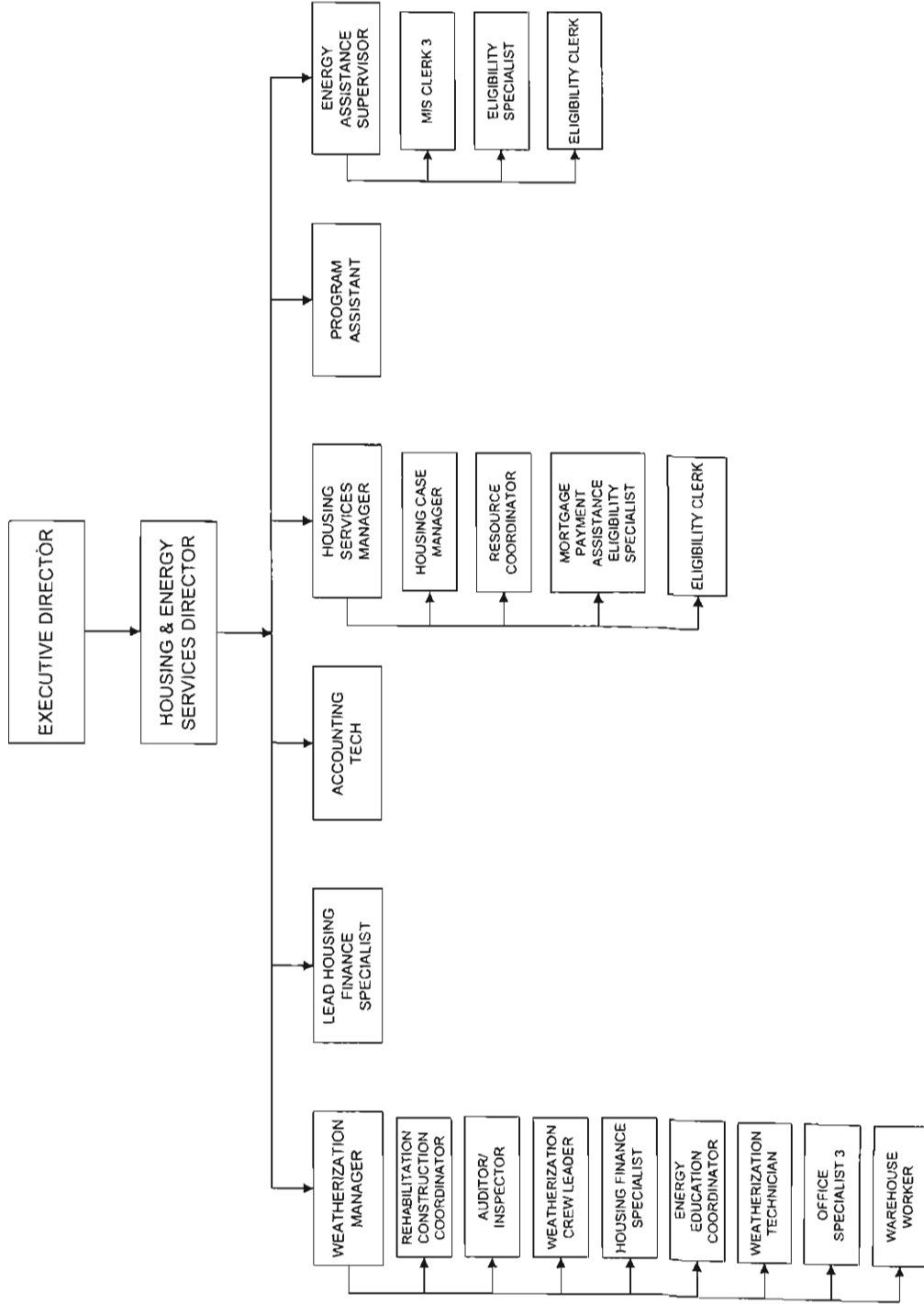
SUPP #1

DEPARTMENT BUDGET	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
FTE	27.41	28.86	28.41	-0.45	-1.56%
					0.00%
5010 Salaries	1,216,448	1,275,483	1,273,456	-2,027	-0.16%
5020 Client Salaries	12,100	0	14,898	14,898	100.00%
TOTAL SALARIES	1,228,548	1,275,483	1,288,354	12,871	1.01%
5320 PERS	123,256	170,888	128,733	-42,156	-24.67%
5330 Workers' Comp	788	1,978	1,950	-28	-1.41%
5335 SAIF Ins.	13,584	12,116	12,114	-2	-0.01%
5340 Unemployment	16,346	24,234	24,196	-39	-0.16%
5350 Health Insurance	221,328	248,933	247,482	-1,451	-0.58%
5360 Dental Insurance	24,676	28,099	29,011	912	3.25%
5370 Life Insurance	8,723	9,076	8,671	-405	-4.46%
5375 Flexible Spending Costs	264	278	264	-14	-5.04%
5380 Employee Assistance Program	0	707	790	83	11.71%
5382 OSGP Match	14,589	13,812	13,658	-154	-1.11%
5386 Non Taxable Fringe Pgm	340	0	0	0	0.00%
5390 FICA	90,579	97,574	97,419	-155	-0.16%
5395 Vacation Accrued	-12,517	0	0	0	0.00%
TOTAL FRINGE	501,956	607,696	564,288	-43,408	-7.14%
TOTAL PERSONAL SERVICES	1,730,504	1,883,178	1,852,642	-30,536	-1.62%
5510 Audit & Accounting	9,270	8,780	9,228	448	5.10%
5520 Data Services	1,832	5,621	4,014	-1,607	-28.59%
5530 Legal	0	65	65	0	0.00%
5540 Other Purchased Services	66,964	68,677	91,334	22,657	32.99%
5550 Contract Services/Training	10,545	40,000	97,043	57,043	242.61%
5610 Educational Confer/Train	31,087	11,579	14,829	3,250	28.07%
5620 Meetings	2,931	2,628	2,727	99	3.77%
5630 Dues	16,906	15,807	15,626	-181	-1.15%
5710 Mileage	24,438	14,411	14,146	-265	-1.84%
5720 Vehicle Operating Cost	24,199	17,632	7,718	-9,914	-56.23%
5730 Vehicle Insurance	7,551	6,440	9,477	3,037	47.16%
5910 Rent	184,347	203,174	199,168	-4,006	-1.97%
5920 Utilities	28,583	13,812	13,882	70	0.51%
5930 Telephone	1,802	7,228	4,561	-2,667	-36.90%
5935 Cell Phone	4,820	2,770	2,173	-597	-21.55%
5940 Maintenance, Repair, Janitorial	17,242	6,157	3,086	-3,071	-49.88%
5950 General Insurance	13,561	14,352	13,264	-1,088	-7.58%

5970 Space Rent	1,076	0	0	0	0.00%
6110 Office Supplies	20,882	6,085	3,789	-2,296	-37.73%
6120 Postage/Shipping	947	2,403	1,495	-908	-37.79%
6130 Photocopy	9,995	7,525	4,223	-3,302	-43.88%
6140 Printing	903	2,126	1,566	-560	-26.34%
6145 Software	17,480	8,923	6,568	-2,355	-26.39%
6150 Advertising/Recruitment	3,533	3,101	2,400	-701	-22.61%
6160 Program Supplies	121,052	40,475	38,773	-1,702	-4.21%
6210 Contract-Social Service	16,661	0	0	0	0.00%
6250 OJT Reimbursements	55,443	19,000	103,501	84,501	544.74%
6320 Equipment Rental	114	815	300	-515	-63.19%
6330 Equipment Repair	6	2,321	1,786	-535	-23.05%
6340 Expendable Equipment	9,317	2,183	1,097	-1,086	-49.75%
6350 Building Renovations, Remodel	0	225	0	-225	-100.00%
6410 Books/Subscriptions	1,259	1,713	1,242	-471	-27.48%
6470 Miscellaneous (Admin)	1,908	0	0	0	0.00%
6620 Indirect	229,713	285,728	287,059	1,331	0.47%
6630 Infrastructure	111,942	123,795	143,827	20,032	16.18%
6650 Communication Services	10,823	20,735	23,207	2,472	11.92%
6710 Transportation	3,031	17,385	2,885	-14,500	-83.41%
6720 Child Care	0	2,974	474	-2,500	-84.06%
6730 Health Care	1,428	3,150	0	-3,150	-100.00%
6740 Residential Support	125	3,689	1,000	-2,689	-72.89%
6750 Clothing	27	3,000	1,000	-2,000	-66.67%
6760 Emergency	0	450	54	-396	-88.00%
6770 Personal Grooming	0	2,225	400	-1,825	-82.02%
6780 Meals	3,124	5,034	874	-4,160	-82.64%
6790 Tuition & Fees (Skills)	6,589	3,624	2,957	-667	-18.41%
6800 Tuition & Fees (Vocation)	118,031	225,982	177,599	-48,383	-21.41%
6810 Training & Supplies	20,727	74,066	21,664	-52,402	-70.75%
6850 Relocation Costs	0	2,860	1,000	-1,860	-65.03%
6860 Incentive Payments	118,047	122,396	135,725	13,328	10.89%
6870 Miscellaneous	58	0	0	0	0.00%
7000 Building Costs	0	25,654	0	-25,654	-100.00%
TOTAL MATERIALS/SERVICES	1,330,319	1,458,780	1,468,806	10,026	0.69%
6310 TOTAL CAPITAL OUTLAY	26,948	32,000	32,000	0	0.00%
3010 FUND BAL. INCREASE (DECR)	59,142	0	0	0	0.00%
TOTAL EXPENDITURES	3,146,913	3,373,958	3,353,448	-20,510	-0.61%

Housing & Energy Services

HOUSING & ENERGY SERVICES



HOUSING and ENERGY SERVICES

The Housing and Energy Services Department helps low-income households achieve their goal of a safe, warm, decent place to call home.

Utility Assistance

CSC has administered the Low Income Home Energy Assistance Program (LIHEAP) since 1978, when Congress found that the cost of home energy imposed a disproportionately large burden on fixed-income, lower-income, and lower middle-income households and the lack of home heating poses a threat to life, health and/or safety. Federal program funds fluctuate significantly from year to year and CSC has worked to bring more stability to the program.

Today **CSC is the utility assistance “One Stop / One Door agency”** combining multiple sources of funding to meet client health and safety needs. The One Stop approach decreases confusion, stress, and economic costs to clients. Clients are also provided with information and referrals to other services and benefits available through CSC and elsewhere in the community, further enhancing the value of their contact with CSC. One stop. One application. Multiple resources to meet the need.

Finally, Housing and Energy Services integrates long-term learning into all its safety net services to promote increased financial stability in the future. In this program, clients learn to conserve usage and save money by participating in one or more of our four levels of energy education services.

Accomplishments

- In order to reduce dependence on yearly assistance payments where possible, CSC implemented a “3-tiered” approach to energy assistance, combining increasing levels of energy education for those requesting more than one payment and restricting most additional payments to “crisis payments.”

Goals

- Explore avenues to incorporate budgeting education into utility assistance programs to assist those who are able to reallocate their spending, reduce dependence on program payments and make more funds available for crisis intervention for others.

Housing Programs

CSC's housing programs are part of a community continuum to ensure safe, decent, affordable housing for low-income residents. We provide emergency and transitional housing services to those who are homeless or at risk of homelessness, and supports to help others obtain and/or maintain housing. Households move toward economic stability by identifying and removing barriers, integrating services and developing plans for financial and personal stability.

Accomplishments

- Coordinated additional last-minute funding to open one new warming center and increase services and lengthen the program at five existing centers during an especially cold and snowy winter.
- In collaboration with St. Vincent de Paul, CSC was awarded funding for our new Supportive Services for Veterans and Families program. This program assists veterans and their families to access housing and employment supports and helps CSC to identify veteran's needs and improve coordination of services.
- Completed a six year cycle of Mortgage Payment Assistance programs which helped hundreds of homeowners in Linn and Lincoln counties to retain housing.

Goals

- Enlarge veterans outreach by piloting a wide-ranging "Outreach and Re-entry Program" on-site at the Albany American Legion. This pilot is a collaboration between the American Legion, the Linn County Health Department, the Employment Department, our Workforce and Education Department and other service providers.
- Assist in the review of the Linn County 10-year Plan (to Address Housing and Homelessness), celebrating progress and updating goals to guide our community housing efforts.

Weatherization

CSC's Weatherization Program helps households save energy and improve health and safety through the installation of weatherization materials and related services. Based on whole house diagnostics we implement a customized set of energy measures including: installation of attic and wall insulation, installation of exhaust fans, air sealing, roof caps, refrigerator replacement, and testing for safety, efficiency and reliability of combustible appliances and heating systems. Post-testing and energy education ensures that the work done will assist residents to reduce electricity usage.

Accomplishments

- Designed and implemented a job tracking system that greatly reduces the time projects are "open", increases consumer satisfaction and utilizes weatherization funding more effectively and efficiently.

Goals

- Plan and implement a pilot “One Block At a Time” project in collaboration with the City of Albany, our Housing Rehab and Youth Build programs and other non-profit partners to improve the health, safety and livability of one block of housing in a low-income neighborhood in Albany utilizing an innovative combination of program and funding resources.

Community Housing Services

CSC provides staffing, administrative and fiscal agency services to CHS by agreement with this separate 501(c)(3) corporation.

Community Housing Services provides and partners with cities, counties, non-profits and other agencies to develop and maintain affordable housing stock in Linn, Benton and Lincoln counties. It also works with community partners to assist them to expand capacity through grant and administrative management services.

Accomplishments

- CSC completed the legal re-organization of CHS into a separate, stand-alone non-profit with its own board of directors in order to comply with state and federal regulations that would allow CHS to manage the Lincoln Regional Revolving Loan Fund and the Linn-Benton Regional Revolving Loan Fund with more flexibility and expanded access to funding.
- Revised and standardized multiple Loan Fund processes and criteria into one uniform program to ensure fairness and increase clarity for all applicants.

Goal

- Develop and submit a new housing rehabilitation grant application for CHS.
- Explore opportunities to blend acquisition and rehabilitation projects to serve more complex community housing needs.
- Pursue opportunities to partner with other organizations to develop affordable housing and community facilities that address the needs of low-income people and special needs groups.

HOUSING & ENERGY SERVICES

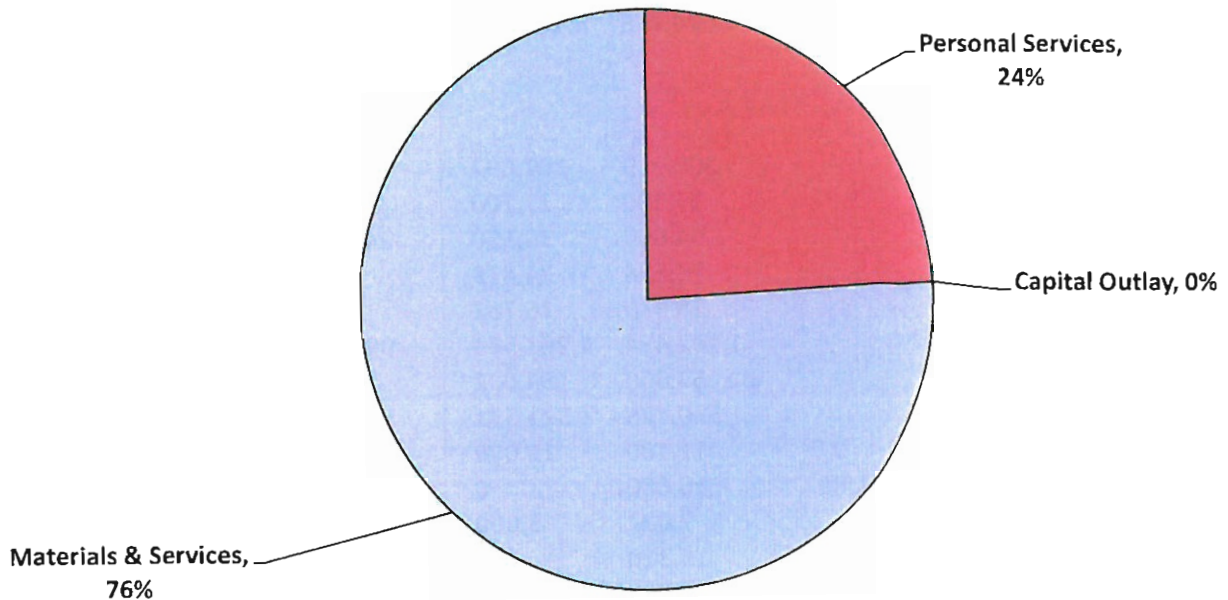
SUPP #1

SUMMARY BUDGET	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
SOURCE OF REVENUES					
FEDERAL FUNDS	3,837,647	4,332,624	4,188,613	-144,011	-3.32%
STATE FUNDS	2,047,676	2,122,430	2,140,724	18,293	0.86%
LOCAL FUNDS	917,143	1,918,512	2,016,911	98,399	5.13%
MISCELLANEOUS FUNDS	71,260	21,884	225,255	203,371	1029.31%
TOTAL FUNDS	6,873,726	8,395,450	8,571,503	176,053	2.10%

DEPARTMENT BUDGET BY CATEGORY

FTE	36.09	35.28	35.40	0.12	0.33%
TOTAL PERSONAL SERVICES	2,120,263	2,095,521	2,055,471	-40,050	-1.91%
TOTAL MATERIALS/SERVICES	4,721,887	6,299,289	6,516,032	216,743	3.44%
TOTAL CAPITAL OUTLAY	0	640	0	-640	-100.00%
CHANGE IN FUND BALANCE	31,576	0	0	0	0.00%
TOTAL EXPENDITURES	6,873,726	8,395,450	8,571,503	176,053	2.10%

Note: This summary includes Community Housing Services through Fiscal Year 2014



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE	EMERGENCY SERVICES	HOUSING SERVICES
FEDERAL FUNDS						
LIHEAP	2,253,288	2,507,844	254,556	11.30%	2,112,518	395,326
LIHEAP Education	147,396	150,665	3,269	2.22%	150,665	
LIHEAP Leverage	64,388	5,000	-59,388	-92.23%	5,000	
LIHEAP WX EE	18,344	23,701	5,357	29.20%	23,701	
ESGP	108,337	110,530	2,193	2.02%	110,530	
Continuum of Care	77,573	75,441	-2,132	-2.75%	75,441	
CSBG	78,097	64,000	-14,097	-18.05%	64,000	
HOME TBA	225,297	232,369	7,072	3.14%	232,369	
HSP	28,149	31,054	2,905	10.32%	31,054	
BPA Energy Education	38,404	8,404	-30,000	-78.12%	8,404	
PROJECT PASSPORT	44,136	48,924	4,788	10.85%	48,924	
C of C LBHASHP	114,059	124,841	10,782	9.45%	124,841	
Veterans Supportive Services	250,000	276,080	26,080	10.43%	276,080	
CDBG Albany Rehab	0	80,000	80,000	100.00%		80,000
CDBG Albany Wx	0	10,000	10,000	100.00%		10,000
CDBG Toldeo	29,616	0	-29,616	-100.00%		0
RD HPG - Lincoln	34,847	0	-34,847	-100.00%		0
RD HPG - LINN	30,000	0	-30,000	-100.00%		0
RD HPG - 501C3	40,000	39,665	-335	-0.84%		39,665
DOE	137,673	129,522	-8,151	-5.92%		129,522
LIEAP WX	122,050	98,831	-23,219	-19.02%		98,831
BPA	85,714	123,267	37,553	43.81%		123,267
NFMC -Nat'l Foreclosure Counsel	14,829	0	-14,829	-100.00%		0
RCAC	13,742	0	-13,742	-100.00%		0
OAHAC -Mortgage Payment Assist	48,476	48,476	0	0.00%		48,476
Subtotal	4,004,415	4,188,613	184,198	4.60%	3,263,526	925,087
STATE FUNDS						
EHA	202,259	207,697	5,438	2.69%	207,697	
Housing Plus S.S. - Tern	17,200	17,200	0	0.00%	17,200	
Housing Plus Pelican	54,600	30,550	-24,050	-44.05%	30,550	
SHAP	73,608	74,428	820	1.11%	74,428	
LIRHF	15,916	16,782	866	5.44%	16,782	
OEAP	1,102,454	1,201,533	99,079	8.99%	1,201,533	
ECHO Energy Education	54,000	54,002	2	0.00%	54,002	
ECHO WX	520,725	521,531	806	0.15%		521,531
SHOW	12,100	11,000	-1,100	-9.09%		11,000
SENATE BILL 1552 - FORECLOSURE	16,656	0	-16,656	-100.00%		0
Valley IDA	7,002	6,000	-1,002	-14.31%		6,000
DEL Wx	15,310	0	-15,310	-100.00%		0
REL Wx	30,600	0	-30,600	-100.00%		0
Subtotal	2,122,430	2,140,724	18,294	0.86%	1,602,193	538,531
LOCAL FUNDS						

HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE	EMERGENCY SERVICES	HOUSING SERVICES
OLGA	619,424	690,195	70,771	11.43%	690,195	
NW Natural Energy Ed	10,000	6,591	-3,409	-34.09%	6,591	
NW Natural Energy Ed #2	0	28,938	28,938	100.00%	28,938	
Meyer Memorial Trust / CAPO	26,000	26,000	0	0.00%	26,000	
Oregon Heat	131,848	77,909	-53,939	-40.91%	77,909	
GAP	35,011	35,011	0	0.00%	35,011	
SOS	16,085	16,085	0	0.00%	16,085	
CPI	22,940	23,126	186	0.81%	23,126	
Donations - ES	8,000	8,000	0	0.00%	8,000	
Albany Water Assistance	49,908	49,908	0	0.00%	49,908	
Tern House - Rental Income	30,400	30,410	10	0.03%	30,410	
Pelican Place - Rental Income	71,982	71,982	0	0.00%	71,982	
Tern House - Rental Replacement	5,600	5,600	0	0.00%	5,600	
Pelican Place - Rental Replacement	12,018	12,018	0	0.00%	12,018	
OLIEE	203,500	200,000	-3,500	-1.72%		200,000
SHOP	45,000	45,000	0	0.00%		45,000
Regional Housing Ctr - Lincoln	16,000	0	-16,000	-100.00%		0
Acquisition/Rehab - Fund Balance	150,000	150,000	0	0.00%		150,000
Central Lincoln PUD	22,781	87,500	64,719	384.09%		87,500
Lincoln County Land Trust LCLT	65,700	48,040	-17,660	-26.88%		48,040
HOAP RLF - Fund Balance	12,000	1,332	-10,668	-88.90%		1,332
Fund Balances - combined	18,750	11,952	-6,798	-36.26%		11,952
Mill City - General Fund	25,000	25,000	0	0.00%		25,000
NW Energy ED	15,565	0	-15,565	-100.00%		0
Housing Rehab Funds	0	366,314	366,314	100.00%		366,314
Subtotal	1,613,512	2,016,911	403,399	25.00%	1,081,773	935,138
MISCELLANEOUS FUNDS						
ES Misc Housing Fund Bal	1,500	1,500	0	0.00%	1,500	
ES Misc Energy Asst Fund Bal	11,384	11,384	0	0.00%	11,384	
Reach Fee Fund Bal	5,000	5,000	0	0.00%	5,000	
Miscellaneous	4,000	4,000	0	0.00%		4,000
Sale of Houses	0	203,371	203,371	100.00%		203,371
Subtotal	21,884	225,255	203,371	1029.31%	17,884	207,371
TOTAL FUNDS	7,762,241	8,571,503	809,262	10.43%	5,965,376	2,606,127

HOUSING & ENERGY SERVICES

Supp #1

OPERATING BUDGET	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE	EMERGENCY SERVICES	HOUSING SERVICES
FTE	32.97	35.40	2.43	7.36%	23.25	12.15
5010 Salaries	1,405,957	1,420,359	14,402	1.02%	887,774	532,585
5020 Client Salaries	0	0	0	0.00%	0	0
TOTAL SALARIES	1,405,957	1,420,359	14,402	1.02%	887,774	532,585
5320 PERS	169,569	138,359	-31,210	-18.41%	84,445	53,914
5330 Workers' Comp	2,163	2,236	73	3.38%	1,402	834
5335 SAIF Insurance	5,738	5,305	-433	-7.55%	1,865	3,440
5340 Unemployment	26,713	26,987	274	1.03%	16,868	10,119
5350 Health Insurance	275,088	301,296	26,208	9.53%	183,805	117,491
5360 Dental Insurance	33,354	36,625	3,271	9.81%	22,123	14,501
5370 Life Insurance	10,392	9,602	-790	-7.60%	6,036	3,567
5375 Flexible Spending Costs	673	657	-16	-2.41%	306	351
5380 Employee Assistance Program	837	843	6	0.66%	518	324
5382 OSGP Match	15,183	14,799	-384	-2.53%	8,515	6,284
5386 Non Taxable Fringe Pgm	0	0	0	0.00%	0	0
5390 FICA	96,747	98,404	1,657	1.71%	57,661	40,743
5395 Vacation Accrued	0	0	0	0.00%	0	0
TOTAL FRINGE	636,457	635,112	-1,345	-0.21%	383,544	251,568
TOTAL PERSONAL SERVICES	2,042,414	2,055,471	13,057	0.64%	1,271,318	784,153
5510 Audit & Accounting	26,062	22,215	-3,847	-14.76%	14,588	7,627
5520 Data Connection/Services	166	1,735	1,569	1044.91%	1,735	0
5530 Legal	3,970	3,749	-221	-5.57%	331	3,418
5540 Other Purchased Services	28,758	35,212	6,454	22.44%	3,047	32,165
5550 Contract Services/Training	28,678	27,457	-1,221	-4.26%	14,407	13,050
5610 Educational Confer/Train	28,783	23,290	-5,493	-19.09%	8,795	14,495
5620 Meetings	1,569	2,372	803	51.18%	1,452	920
5630 Dues	2,581	2,756	175	6.77%	1,111	1,645
5710 Mileage	23,563	19,052	-4,511	-19.14%	12,661	6,391
5720 Vehicle Operating Cost	20,757	22,399	1,642	7.91%	1,843	20,556
5730 Vehicle Insurance	4,673	6,124	1,451	31.06%	1,021	5,103
5740 Other Transportation Cost	229	729	500	318.34%	0	729
5910 Rent	150,347	144,800	-5,547	-3.69%	88,078	56,722
5920 Utilities	12,930	11,955	-975	-7.54%	6,057	5,898
5930 Telephone	16,559	2,959	-13,600	-82.13%	1,783	1,176
5935 Cell Phone	7,867	7,907	40	0.51%	296	7,611
5940 Maintenance, Repair, Janitorial	30,912	15,114	-15,798	-51.11%	12,374	2,740
5950 General Insurance	47,187	35,515	-11,672	-24.74%	22,945	12,570
5970 Space Rent	7,010	2,125	-4,885	-69.69%	2,025	100
5980 Space Utilities	39	38	-1	-3.21%	38	0
6110 Office Supplies	17,882	14,128	-3,754	-20.99%	10,995	3,133
6120 Postage/Shipping	13,046	9,465	-3,581	-27.45%	7,260	2,205
6130 Photocopy	20,151	19,714	-437	-2.17%	17,347	2,367
6140 Printing	15,121	14,251	-870	-5.75%	13,366	885
6145 Software	1,190	2,385	1,195	200.45%	835	1,550
6150 Advertising/Recruitment	5,700	4,724	-976	-17.12%	3,573	1,151

HOUSING & ENERGY SERVICES

Supp #1

OPERATING BUDGET	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE	EMERGENCY SERVICES	HOUSING SERVICES
6160 Program Supplies	65,654	51,118	-14,536	-22.14%	47,419	3,699
6170 Rental Rehac Loans	39,226	0	-39,226	-100.00%	0	0
6180 Owner Rehac Loans	98,755	418,142	319,387	423.41%	0	418,142
6190 Other Supplies	124,967	153,187	28,220	22.58%	0	153,187
6210 Contract-Soc Serve Agency	31,000	31,000	0	0.00%	31,000	0
6230 Contract-Weatherization	246,725	464,445	217,720	88.24%	0	464,445
6320 Equipment Rental	3,789	3,819	30	0.80%	2,668	1,151
6330 Equipment Repair	24,568	23,911	-657	-2.67%	20,855	3,056
6340 Expendable Equipment	26,204	41,686	15,482	59.08%	25,794	15,892
6350 Building Renovations, Remodel	4,013	5,869	1,856	46.24%	3,369	2,500
6410 Books/Subscriptions	1,090	1,247	157	14.38%	126	1,121
6470 Miscellaneous (Admin)	10	2,283	2,273	22830.00%	0	2,283
6620 Indirect	337,569	345,593	8,024	2.38%	222,847	122,746
6630 Infrastructure	80,024	81,609	1,585	1.98%	48,056	33,553
6650 Communication Services	26,622	27,940	1,318	4.95%	18,181	9,759
6840 Acquisition Costs	172,500	376,726	204,226	218.39%	0	376,726
6870 Miscellaneous	11,642	9,689	-1,953	-16.78%	7,082	2,607
6880 Client Assistance	3,908,177	4,023,697	115,520	2.96%	4,018,297	5,400
7000 Building Cost	1,402	1,402	0	0.00%	402	1,000
TOTAL MATERIALS-SERVICES	5,719,667	6,516,032	796,365	13.92%	4,694,058	1,821,974
6310 TOTAL CAPITAL OUTLAY	160	0	-160	-100.00%	0	0
3010 FUND BAL. INCREASE (DECR)	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	7,762,241	8,571,503	809,262	10.43%	5,965,376	2,606,127

Emergency Services

EMERGENCY SERVICES

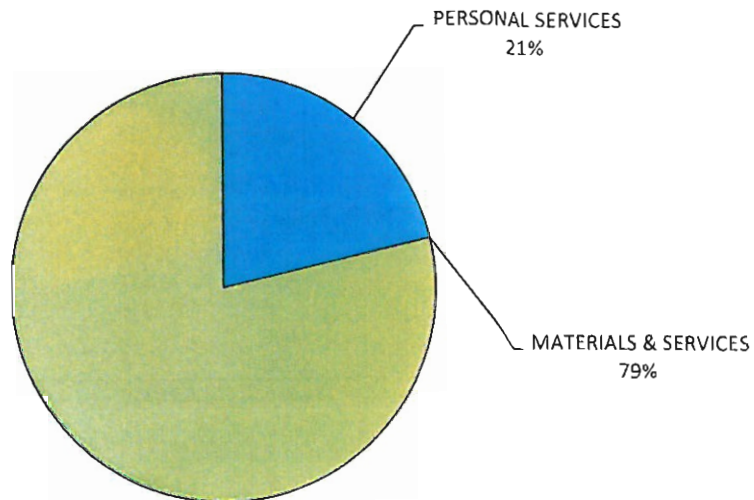
SUMMARY BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY13	ADOPTED FY 14	PROPOSED FY 15		

SOURCE OF REVENUES

FEDERAL FUNDS	2,847,211	3,205,728	3,263,526	57,798	1.80%
STATE FUNDS	1,533,737	1,520,037	1,602,193	82,155	5.40%
LOCAL FUNDS	196,365	1,039,216	1,081,773	42,557	4.10%
MISCELLANEOUS FUNDS	0	17,884	17,884	0	0.00%
TOTAL FUNDS	4,577,313	5,782,865	5,965,376	182,511	3.16%

DEPARTMENT BUDGET BY CATEGORY

FTE	20.02	23.05	23.25	0.20	0.86%
TOTAL PERSONAL SERVICES	1,122,040	1,233,759	1,271,318	37,559	3.04%
TOTAL MATERIALS/SERVICES	3,423,697	4,549,106	4,694,058	144,952	3.19%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	31,576	0	0	0	0.00%
TOTAL EXPENDITURES	4,577,313	5,782,865	5,965,376	182,511	3.16%



EMERGENCY SERVICES

SUPP #1

SOURCE OF REVENUES	AUDITED FY13	ADOPTED FY14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
LIHEAP	2,109,389	2,011,548	2,112,518	100,970	5.02%
LIHEAP Education	82,095	147,396	150,665	3,269	2.22%
LIHEAP Leverage	17,724	64,388	5,000	-59,388	-92.23%
LIHEAP WX EE	17,093	18,344	23,701	5,357	29.20%
ESGP	178,806	108,337	110,530	2,193	2.02%
Continuum of Care	76,122	77,573	75,441	-2,132	-2.75%
CONTINUUM OF CARE -HUD- LINC	17,096	0	0	0	0.00%
C of C LBHASHP	68,926	114,059	124,841	10,782	9.45%
C of C PROJECT PASSPORT	14,354	44,136	48,924	4,788	10.85%
CSBG	42,427	78,097	64,000	-14,097	-18.05%
HOME TBA	188,310	225,297	232,369	7,072	3.14%
HSP	29,182	28,149	31,054	2,905	10.32%
BPA Energy Education	5,687	38,404	8,404	-30,000	-78.12%
VETERANS Supportive Services	0	250,000	276,080	26,080	10.43%
Subtotal	2,847,211	3,205,728	3,263,526	57,798	1.80%
STATE FUNDS					
EHA	222,804	202,259	207,697	5,438	2.69%
Housing Plus SS Tern	8,253	17,200	17,200	0	0.00%
Housing Plus SS Pelican	20,298	54,600	30,550	-24,050	-44.05%
SHAP	86,608	73,608	74,428	820	1.11%
LIRHF	12,991	15,916	16,782	866	5.44%
OEAP	1,139,077	1,102,454	1,201,533	99,079	8.99%
ECHO Energy Education	43,706	54,000	54,002	2	0.00%
Subtotal	1,533,737	1,520,037	1,602,193	82,156	5.40%
LOCAL FUNDS					
OLGA	51,006	619,424	690,195	70,771	11.43%
NW Natural En Ed Fund Bal	0	10,000	6,591	-3,409	-34.09%
NW Natural Energy Ed #2	0	0	28,938	28,938	100.00%
Meyer Memorial Trust / CAPO	0	26,000	26,000	0	0.00%
Oregon Heat	16,178	131,848	77,909	-53,939	-40.91%
GAP	929	35,011	35,011	0	0.00%
SOS	0	16,085	16,085	0	0.00%
CPI	3,941	22,940	23,126	186	0.81%
Donations - ES	2,222	8,000	8,000	0	0.00%
Albany Water Assistance	3,345	49,908	49,908	0	0.00%
Tern House Rental Income	29,443	30,400	30,410	10	0.03%
Tern Rental Replacement	0	5,600	5,600	0	0.00%
Pelican Place Rental Income	66,495	71,982	71,982	0	0.00%
Pelican Rental Replacement	0	12,018	12,018	0	0.00%
SOS Project Care	17,806	0	0	0	0.00%
Rural Benton County	5,000	0	0	0	0.00%
Subtotal	196,365	1,039,216	1,081,773	42,557	4.10%
MISCELLANEOUS					
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	11,384	11,384	0	0.00%
REACH Fee Fund Bal	0	5,000	5,000	0	0.00%
Subtotal	0	17,884	17,884	0	0.00%
TOTAL FUNDS	4,577,313	5,782,865	5,965,376	182,511	3.16%

EMERGENCY SERVICES		SUPP #1			DOLLAR CHANGE	% OF CHANGE
DEPARTMENT BUDGET	AUDITED FY13	ADOPTED FY14	PROPOSED FY15			
FTE	20.02	23.05	23.25	0.20	0.86%	
5010 Salaries	805,201	883,307	887,774	4,467	0.51%	
5020 Client Salaries	0	0	0	0	0.00%	
TOTAL SALARIES	805,201	883,307	887,774	4,467	0.51%	
5320 PERS	82,145	86,632	84,445	-2,186	-2.52%	
5330 Workers' Comp	596	1,382	1,402	20	1.44%	
5335 SAIF Insurance	2,213	1,896	1,865	-31	-1.63%	
5340 Unemployment	10,816	16,783	16,868	85	0.51%	
5350 Health Insurance	129,244	151,770	183,805	32,035	21.11%	
5360 Dental Insurance	17,046	19,075	22,123	3,048	15.98%	
5370 Life Insurance	5,818	6,221	6,036	-185	-2.98%	
5375 Flexible Spending Costs	440	397	306	-91	-22.84%	
5380 Employee Assistance Pgm	0	516	518	2	0.35%	
5382 OSGP Match	8,750	9,016	8,515	-502	-5.56%	
5386 Non Taxable Fringe Pgm	100	0	0	0	0.00%	
5390 FICA	59,671	56,764	57,661	897	1.58%	
5395 Vacation Accrued	0	0	0	0	0.00%	
TOTAL FRINGE	316,839	350,452	383,544	33,092	9.44%	
TOTAL PERSONAL SERVICES	1,122,040	1,233,759	1,271,318	37,559	3.04%	
5510 Audit & Accounting	12,706	15,624	14,588	-1,036	-6.63%	
5520 Data Services	3,013	163	1,735	1,571	1062.05%	
5530 Legal	0	345	331	-15	-4.28%	
5540 Other Purchased Services	20,809	2,440	3,047	606	24.83%	
5550 Contract Services/Training	490	14,586	14,407	-179	-1.23%	
5610 Educational Confer/Train	1,193	10,901	8,795	-2,106	-19.32%	
5620 Meetings	1,384	1,377	1,452	75	5.45%	
5630 Dues	583	1,272	1,111	-161	-12.68%	
5710 Mileage	9,909	14,638	12,661	-1,977	-13.51%	
5720 Vehicle Operating Cost	1,435	881	1,843	962	209.16%	
5730 Vehicle Insurance	465	1,170	1,021	-149	-12.70%	
5910 Rent	52,023	61,662	88,078	26,416	42.84%	
5920 Utilities	3,493	7,644	6,057	-1,587	-20.77%	
5930 Telephone	402	15,027	1,783	-13,244	-88.14%	
5935 Cell Phone	117	127	296	169	233.79%	
5940 Maintenance, Repair, Janitorial	5,693	27,606	12,374	-15,233	-55.18%	
5950 General Insurance	20,460	32,738	22,945	-9,793	-29.91%	
5970 Space Rent	696	6,469	2,025	-4,444	-68.70%	
5980 Space Utilities	0	39	38	-1	-2.58%	
6110 Office Supplies	9,767	14,281	10,995	-3,286	-23.01%	
6120 Postage/Shipping	3,638	10,636	7,260	-3,376	-31.74%	
6130 Photocopy	11,714	17,438	17,347	-91	-0.52%	
6140 Printing	2,232	13,912	13,366	-546	-3.92%	
6145 Software	0	872	835	-36	-4.18%	
6150 Advertising/Recruitment	2,262	4,456	3,573	-883	-19.81%	
6160 Program Supplies	6,488	61,966	47,419	-14,547	-23.48%	
6210 Contract-Soc Serve Agency	12,732	31,000	31,000	0	0.00%	
6320 Equipment Rental	18	2,637	2,668	31	1.17%	
6330 Equipment Repair	410	22,473	20,855	-1,618	-7.20%	
6340 Expendable Equipment	378	22,853	25,794	2,941	12.87%	
6350 Building Renovations, Remodel	0	4,013	3,369	-644	-16.05%	
6410 Books/Subscriptions	98	131	126	-5	-3.82%	
6470 Miscellaneous (Admin)	1,249	0	0	0	0.00%	
6620 Indirect	167,380	179,832	222,847	43,015	23.92%	
6630 Infrastructure	37,887	42,754	48,056	5,302	12.40%	
6650 Communications Services	7,905	14,953	18,181	3,228	21.59%	
6870 Miscellaneous	98	11,592	7,082	-4,510	-38.91%	
6880 Client Assistance	3,021,670	3,878,179	4,018,297	140,118	3.61%	
7000 Building Costs	2,900	402	402	0	0.00%	
TOTAL MATERIALS/SERVICES	3,423,697	4,549,106	4,694,058	144,952	3.19%	
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	
3010 FUND BAL. INCREASE (DECR)	31,576	0	0	0	0.00%	
TOTAL EXPENDITURES	4,577,313	5,782,865	5,965,376	182,511	3.16%	

Housing

HOUSING

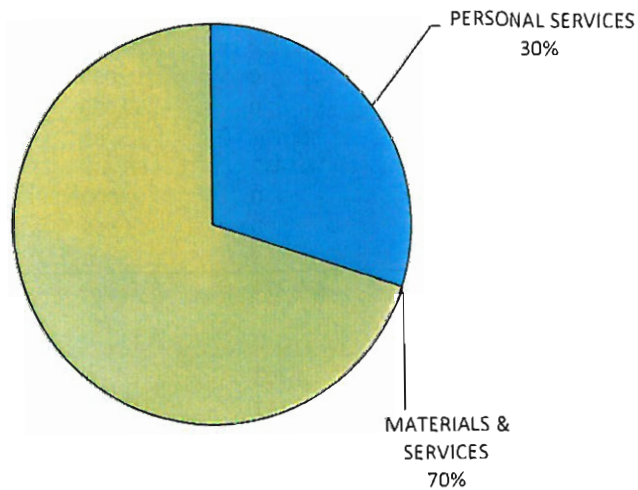
SUMMARY BUDGET	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	990,436	1,126,896	925,087	-201,809	-17.91%
STATE FUNDS	513,939	602,393	538,531	-63,862	-10.60%
LOCAL FUNDS	720,778	879,296	935,138	55,842	6.35%
MISCELLANEOUS FUNDS	71,260	4,000	207,371	203,371	5184.28%
TOTAL FUNDS	2,296,413	2,612,585	2,606,127	-6,458	-0.25%

DEPARTMENT BUDGET BY CATEGORY

FTE	16.07	12.23	12.15	-0.08	-0.65%
TOTAL PERSONAL SERVICES	998,223	861,762	784,153	-77,609	-9.01%
TOTAL MATERIALS/SERVICES	1,298,190	1,750,183	1,821,974	71,791	4.10%
TOTAL CAPITAL OUTLAY	0	640	0	-640	-100.00%
TOTAL FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	2,296,413	2,612,585	2,606,127	-6,458	-0.25%



HOUSING:

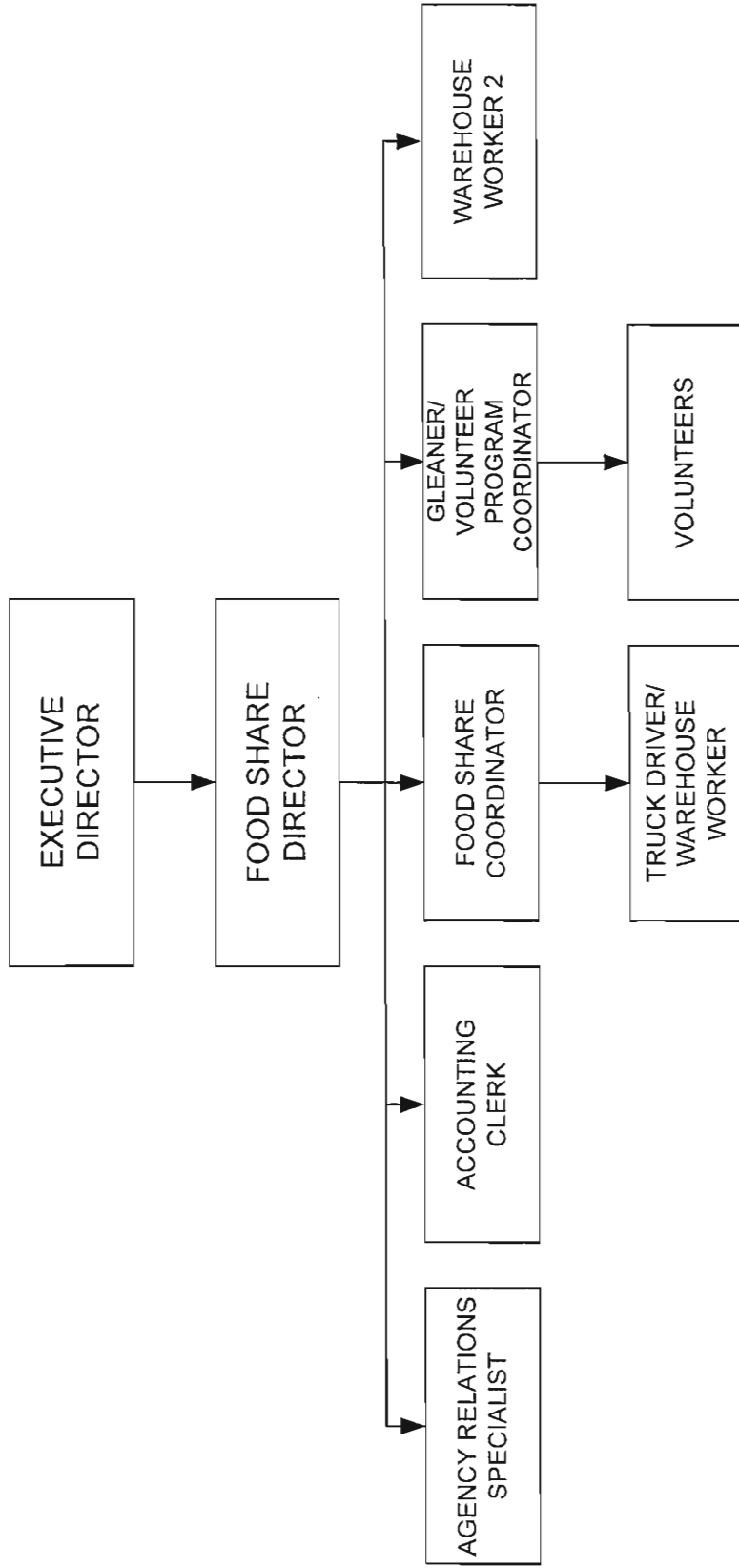
SOURCE OF REVENUES	AUDITED FY13	ADOPTED FY 14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CDBG Albany Rehab	0	0	80,000	80,000	100.00%
CDBG Albany Wx	0	0	10,000	10,000	100.00%
CDBG Adair Village	0	18,209	0	-18,209	-100.00%
CDBG Lincoln City	0	120,000	0	-120,000	-100.00%
CDBG Toledo	0	29,616	0	-29,616	-100.00%
RD HPG - LINN (HSG)	0	30,000	0	-30,000	-100.00%
RD HPG - 501C3	29,979	40,000	39,665	-335	-0.84%
CDBG Newport	2,520	190,000	0	-190,000	-100.00%
BPA	121,869	85,714	123,267	37,553	43.81%
DOE	88,952	137,673	129,522	-8,151	-5.92%
LIHEAP	600,012	241,740	395,326	153,586	63.53%
LIHEAP WX Roll Over	0	122,050	98,831	-23,219	-19.02%
NFMC -Nat'l Foreclosure	8,839	14,829	0	-14,829	-100.00%
RCAC	19,844	13,742	0	-13,742	-100.00%
OAHAC -Mortgage Assistance	70,875	48,476	48,476	0	0.00%
RD HPG Lincoln	0	34,847	0	-34,847	-100.00%
OHCS PRE-MEDIATION FORECLU	47,546	0	0	0	0.00%
Subtotal	990,436	1,126,896	925,087	-201,809	-17.91%
STATE FUNDS					
ECHO WX	452,135	520,725	521,531	806	0.15%
SHOW	0	12,100	11,000	-1,100	-9.09%
Senate Bill 1552	0	16,656	0	-16,656	-100.00%
HOAP	18,355	0	0	0	0.00%
REL WX	12,846	7,002	0	-7,002	-100.00%
DEL WX	30,603	15,310	0	-15,310	-100.00%
Valley IDA	0	30,600	6,000	-24,600	-80.39%
Subtotal	513,939	602,393	538,531	-63,862	-10.60%
LOCAL FUNDS					
Fund Balances - combined	283,020	18,750	11,952	-6,798	-36.26%
Mill City -General Fund	0	25,000	25,000	0	0.00%
SHOP	0	45,000	45,000	0	0.00%
OLIEE	122,656	203,500	200,000	-3,500	-1.72%
Lincoln RLF	44,954	80,000	0	-80,000	-100.00%
Linn Benton RLF	89,280	225,000	0	-225,000	-100.00%
Regional Housing Ctr-Lincoln	0	16,000	0	-16,000	-100.00%
Acquisition/Rehab -Fund Bal	0	150,000	150,000	0	0.00%
Central Lincoln PUD	20,421	22,781	87,500	64,719	384.09%
Lincoln County Land Trust	160,447	65,700	48,040	-17,660	-26.88%
HOAP RLF - fund balance	0	12,000	1,332	-10,668	-88.90%
NW Energy ED	0	15,565	0	-15,565	-100.00%
Housing Rehab Funds	0	0	366,314	366,314	100.00%
Subtotal	720,778	879,296	935,138	55,842	6.35%
MISCELLANEOUS					
Community Housing Services	1,703	0	0	0	0.00%
Miscellaneous	69,557	4,000	4,000	0	0.00%
Sale of Houses	0	0	203,371	203,371	100.00%
Subtotal	71,260	4,000	207,371	203,371	5184.28%
TOTAL FUNDS	2,296,413	2,612,585	2,606,127	-6,458	-0.25%

HOUSING:

DEPARTMENT BUDGET	AUDITED FY13	ADOPTED FY14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE	WX	HSG
FTE	16.07	12.23	12.15	-0.08	-0.65%	9.81	2.34
5010 Salaries	664,186	558,513	532,585	-25,928	-4.64%	425,004	107,581
5020 Client Salaries		0	0	0	0.00%	0	0
TOTAL SALARIES	664,186	558,513	532,585	-25,928	-4.64%	425,004	107,581
5320 PERS	69,313	88,672	53,914	-34,758	-39.20%	41,956	11,958
5330 Workers' Comp	484	840	834	-6	-0.72%	673	161
5335 SAIF Insurance	6,572	3,919	3,440	-479	-12.22%	3,209	231
5340 Unemployment	9,034	10,611	10,119	-492	-4.64%	8,075	2,044
5350 Health Insurance	162,510	129,925	117,491	-12,434	-9.57%	102,797	14,694
5360 Dental Insurance	19,846	15,009	14,501	-508	-3.38%	13,035	1,467
5370 Life Insurance	5,155	4,446	3,567	-879	-19.78%	3,021	546
5375 Flexible Spending Costs	295	291	351	60	20.52%	272	78
5380 Employee Assistance Pgm	0	341	324	-17	-4.90%	272	53
5382 OSGP Match	8,849	6,468	6,284	-184	-2.84%	5,392	892
5386 Non Taxable Fringe Pgm	137	0	0	0	0.00%	0	0
5390 FICA	50,901	42,727	40,743	-1,984	-4.64%	32,513	8,230
5395 Vacation Accrued	941	0	0	0	0.00%	0	0
TOTAL FRINGE	334,037	303,249	251,568	-51,681	-17.04%	211,214	40,354
TOTAL PERSONAL SERVICES	998,223	861,762	784,153	-77,609	-9.01%	636,218	147,935
5510 Audit & Accounting	10,027	10,907	7,627	-3,280	-30.07%	6,777	850
5520 Data Services	438	3	0	-3	-100.00%	0	0
5530 Legal	2,941	3,985	3,418	-567	-14.23%	3,000	418
5540 Other Purchased Services	180,807	27,200	32,165	4,965	18.25%	15,485	16,680
5550 Contract Services/Training	490	14,092	13,050	-1,042	-7.39%	13,000	50
5610 Educational Confer/Train	40,765	20,306	14,495	-5,811	-28.62%	14,000	495
5620 Meetings	428	264	920	656	348.48%	675	245
5630 Dues	1,258	1,381	1,645	264	19.12%	1,200	445
5710 Mileage	8,544	15,088	6,391	-8,697	-57.64%	2,500	3,891
5720 Vehicle Operating Cost	19,206	19,876	20,556	680	3.42%	19,836	720
5730 Vehicle Insurance	3,353	3,868	5,103	1,235	31.93%	5,050	53
5740 Other Transportation Cost	41	229	729	500	318.34%	500	229
5910 Rent	83,157	94,692	56,722	-37,970	-40.10%	48,246	8,476
5920 Utilities	7,401	5,520	5,898	378	6.85%	4,800	1,098
5930 Telephone	45	2,007	1,176	-831	-41.41%	700	476
5935 Cell Phone	2,951	8,383	7,611	-772	-9.21%	6,970	641
5940 Maintenance, Repair, Janitorial	10,337	3,744	2,740	-1,004	-26.82%	2,000	740
5950 General Insurance	15,450	17,332	12,570	-4,762	-27.48%	8,546	4,024
5970 Space Rent	0	541	100	-441	-81.52%	100	0
6110 Office Supplies	5,603	4,219	3,133	-1,085	-25.74%	2,650	483
6120 Postage/Shipping	1,146	3,015	2,205	-810	-26.87%	1,500	705
6130 Photocopy	2,972	3,397	2,367	-1,030	-30.32%	1,500	867
6140 Printing	647	1,518	885	-633	-41.70%	625	260
6145 Software	0	1,518	1,550	32	2.11%	1,100	450
6150 Advertising/Recruitment	1,358	2,372	1,151	-1,221	-51.48%	625	526
6160 Program Supplies	190,399	3,952	3,699	-253	-6.40%	3,350	349
6180 Owner Rehab Loans	197,122	678,284	418,142	-260,142	-38.35%	0	418,142
6190 Other Supplies	5,729	124,950	153,187	28,237	22.60%	153,187	0
6230 Contract-Weatherization	142,987	246,725	464,445	217,720	88.24%	464,445	0
6320 Equipment Rental	248	1,224	1,151	-73	-5.96%	695	456
6330 Equipment Repair	3,278	2,167	3,056	889	41.02%	3,000	56
6340 Expendable Equipment	9,548	4,853	15,892	11,039	327.47%	15,000	892
6350 Building Renovations, Remodel	0	0	2,500	2,500	100.00%	2,500	0
6410 Books/Subscriptions	136	995	1,121	126	12.66%	1,000	121
6470 Miscellaneous (Admn)	85	0	2,283	2,283	100.00%	2,233	50
6620 Indirect	129,959	166,400	122,746	-43,654	-26.23%	100,885	21,861
6630 Infrastructure	35,050	39,186	33,553	-5,633	-14.38%	23,579	9,974
6650 Communications Services	6,145	12,440	9,759	-2,681	-21.55%	8,000	1,759
6790 Tuition & Fees (Skills)	0	0	500	500	100.00%	500	0
6840 Acquisition Costs	0	172,500	376,726	204,226	218.39%	0	376,726
6870 Miscellaneous	7,556	50	2,607	2,557	5214.00%	1,000	1,607
6880 Client Assistance	0	30,000	5,400	-24,600	-82.00%	0	5,400
7000 Building Costs	157,055	1,000	1,000	0	0.00%	0	1,000
7002 SDC Charges/Permits	6,144	0	0	0	0.00%	0	0
7006 Excavation/Site Work	6,567	0	0	0	0.00%	0	0
7021 Site Utilities	817	0	0	0	0.00%	0	0
TOTAL MATERIALS/SERVICES	1,298,190	1,750,183	1,821,974	71,791	4.10%	940,759	881,215
6310 TOTAL CAPITAL OUTLAY	0	640	0	-640	-100.00%	0	0
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	2,296,413	2,612,585	2,606,127	-6,458	-0.25%	1,576,977	1,029,150

Linn Benton Food Share

LINN BENTON FOOD SHARE



LINN BENTON FOOD SHARE

Linn Benton Food Share is the regional food bank for Linn and Benton counties. Since 1981, Food Share has been committed to fulfilling our goal that “Everybody Eats”.

The recession is still taking its toll on low income families and individuals. Unemployment, underemployment, low wages, fixed incomes, high housing costs and increases in the cost of food are leaving many in our community unable to purchase adequate supplies of nutritious food. Requests for emergency food help are at an all time high.

Through our network of 74 agencies we attempt to reach every person who cannot adequately feed themselves or their family. Food Share prevents hunger by soliciting, transporting, storing and distributing over 5 million pounds of food each year to emergency food pantries, emergency shelters, child care centers, community meal sites, and gleaning groups.

Accomplishments

- Supplied food for 175,968 persons at emergency food pantries and for 270,811 meals at community meal sites and shelters.
- Expanded and strengthened the Fresh Alliance program by adding Natural Grocers in Corvallis to the program.
- Distributed non-food goods such as refrigerators, freezers computers, desks, furniture and appliances to our member agencies.
- Distributed 1,000,000 pounds of produce—an increase of 15% over last year and 30% over the previous year.

Goals

- Improve the nutritional content of the food we distribute by expanding the Fresh Alliance program to additional supermarkets.
- Help non-profit agencies that provide food as part of a broader range of services to stretch their resources by providing them ample supplies of low-cost nutritious food.
- Plan for the expansion of the Food Share Warehouse, including determining the need for a demonstration kitchen and designing a larger repackaging room to take advantage of community volunteers who wish to help break down bulk foods into family-sized units.
- Increase the amount of fresh produce distributed. Target food purchases to low-fat, low-salt, nutrient dense products.

GLEANNING / VOLUNTEERS

The Gleaning/Volunteer program supports 14 separate gleaning groups, made up of more than 7,000 low-income individuals, and hundreds of volunteers who play a key role in feeding those who do not have enough to eat in Linn and Benton counties.

We help gleaners connect with food growers, processors and sellers to collect food, firewood, and more for distribution to low-income group members, including those who are unable to actively participate in the process. We help the groups maintain stability through training in board development, grant writing, volunteer management, conflict resolution, and sound financial and tax practices.

We also link interns and volunteers with other CSC programs to promote awareness of issues related to poverty and an interest in careers and service connected to those issues.

Accomplishments

- Identified and contacted 30 additional local farmers and producers who contributed 200,000 pounds of fresh produce collected and distributed through the gleaning program.
- Promoted healthy eating by distributing 150 donated tomato plants with pots and growing instructions to elderly, disabled, and apartment-dwelling residents through the "Patio Project."
- Provided classes and workshops on fundraising, board development, and non-profit tax preparation to build and sustain the capacity of the gleaning groups.
- Celebrated the 40th year of gleaning in Oregon at the State Capital, appreciating gleaners and raising awareness of the integral part they play in ensuring that "Everybody Eats" in Linn and Benton counties.

Goals

- Expand health-promotion workshops for gleaners to include disaster preparedness, CPR training, Food Handlers Certification, home food growing with the OSU Master Gardeners and healthy eating.
- Build the collaboration between gleaners and growers by inviting local farmers to speak at monthly coordinators meetings.
- Expand Patio Project to include a minimum of 500 low-income adoptees participating in raising and harvesting at least one tomato plant. Invite to participate in project through presentations at gleaning sites.

FOOD SHARE AND VOLUNTEER

SUPP # 1

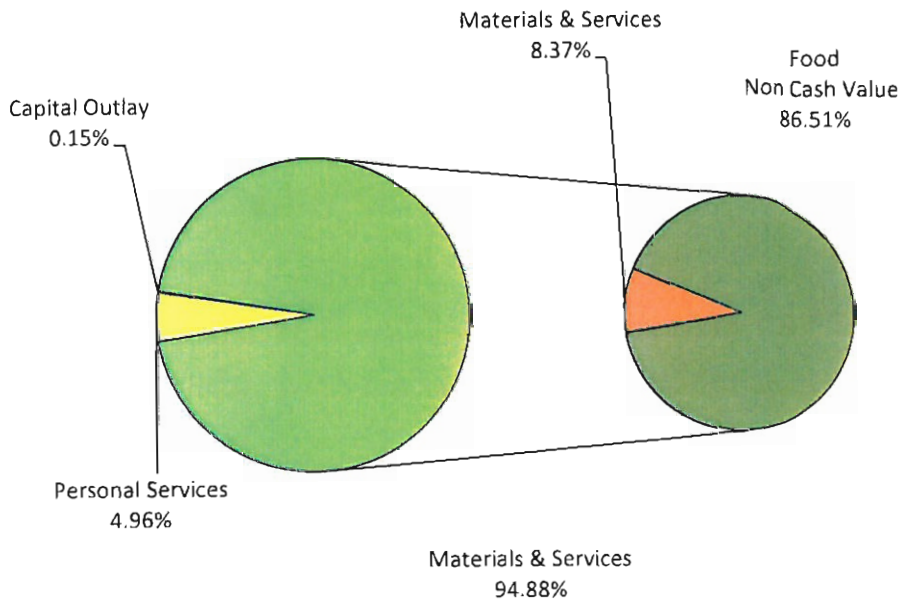
SUMMARY BUDGET	SUPP # 1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY13	ADOPTED FY14	PROPOSED FY15		

SOURCE OF REVENUES

FEDERAL FUNDS	629,283	493,175	488,000	-5,175	-1.05%
STATE FUNDS	57,739	49,844	64,801	14,956	30.01%
LOCAL FUNDS	1,125,109	1,138,037	1,093,878	-44,159	-3.88%
MISCELLANEOUS FUNDS	7,415,651	7,949,150	8,034,250	85,100	1.07%
TOTAL FUNDS	9,227,782	9,630,206	9,680,929	50,723	0.53%

DEPARTMENT BUDGET BY CATEGORY

FTE	7.24	7.18	6.77	-0.41	-5.63%
TOTAL PERSONAL SERVICES	495,974	502,154	480,599	-21,555	-4.29%
TOTAL MATERIALS/SERVICES	8,639,980	9,097,052	9,185,330	88,278	0.97%
TOTAL CAPITAL OUTLAY	0	31,000	15,000	-16,000	-51.61%
CHANGE IN FUND BALANCE	91,828	0	0	0	0.00%
TOTAL EXPENDITURES	9,227,782	9,630,206	9,680,929	50,723	0.53%



FOOD SHARE AND VOLUNTEER

SUPP # 1

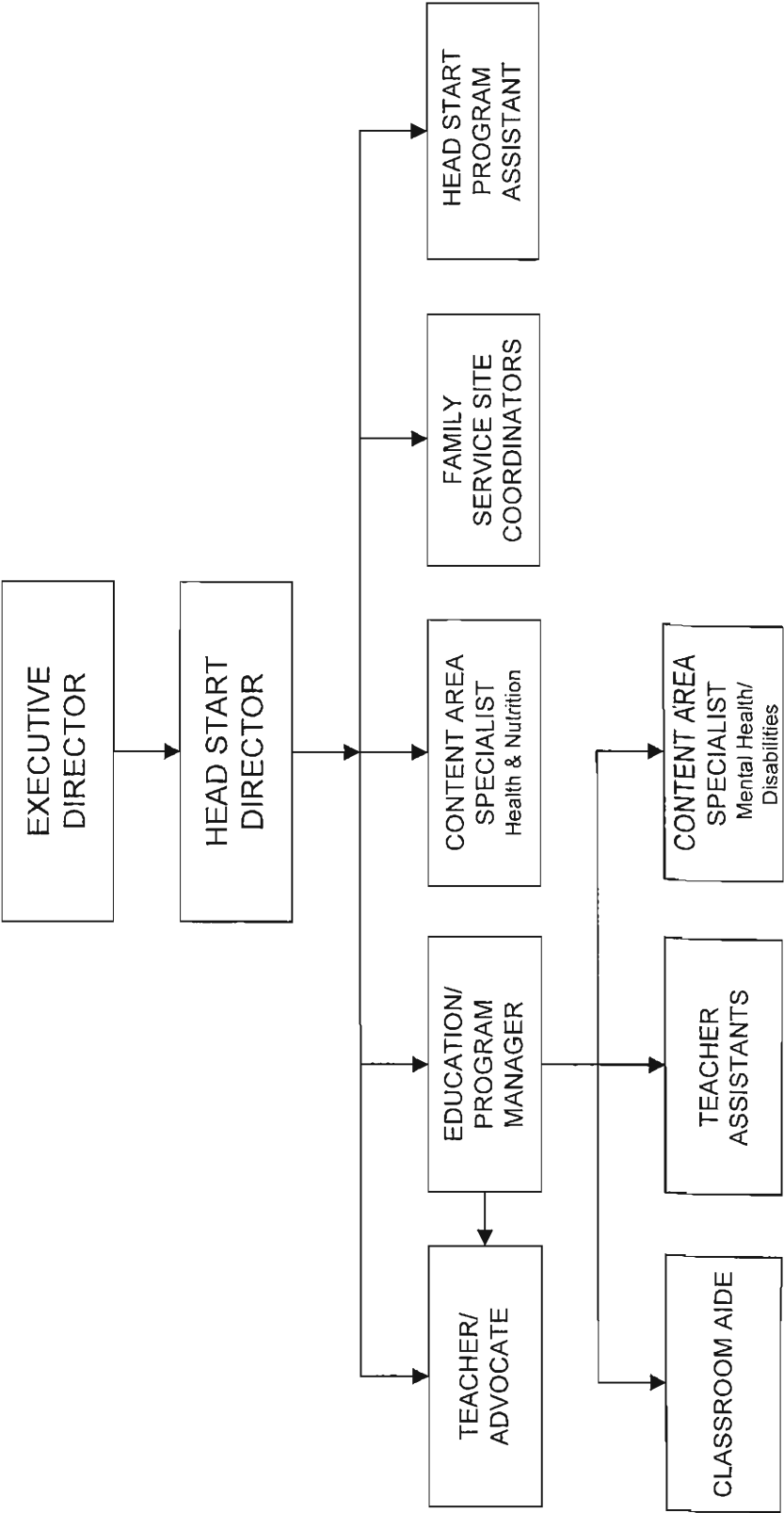
SUMMARY BUDGET	SUPP # 1			DOLLAR CHANGE	% OF CHANGE	LBFS		
	AUDITED FY13	ADOPTED FY14	PROPOSED FY15			VOLUNTEER	WAREHOUSE	FOOD SHARE
FEDERAL FUNDS								
CSBG	106,840	72,175	63,000	-9,175	-42.19%	58,000	0	5,000
USDA	522,443	421,000	425,000	4,000	13.17%	0	0	425,000
Subtotal	629,283	493,175	488,000	-5,175	-1.05%	58,000	0	430,000
STATE FUNDS								
Linkage	0	719	700	-19	-2.64%	0	0	700
SHAP	20,374	16,000	16,000	0	0.00%	0	0	16,000
GFFP	37,365	33,125	48,100	14,975	45.21%	0	0	48,100
Subtotal	57,739	49,844	64,801	14,957	30.01%	0	0	64,801
LOCAL FUNDS								
Benton County	21,000	22,000	22,000	0	0.00%	0	0	22,000
City of Corvallis	36,000	37,000	37,000	0	0.00%	0	0	37,000
Donations - LBFS	677,386	637,665	616,374	-21,291	-3.34%	0	0	616,374
Holiday Food Drive	34,776	35,000	35,000	0	0.00%	0	0	35,000
Linn County	17,100	17,100	17,100	0	0.00%	0	0	17,100
Other Foundations		10,000	8,000	-2,000	-20.00%	0	0	8,000
Food Recovery	51,920	53,939	48,104	-5,836	-10.82%	13,829	0	34,275
Share Contributions	286,927	325,333	310,301	-15,032	-4.62%	35,721	0	274,580
Subtotal	1,125,109	1,138,037	1,093,878	-44,159	-3.88%	49,550	0	1,044,328
MISCELLANEOUS FUNDS								
Grants & Contracts	28,500	99,150	84,250	-14,900	-15.03%	15,250	51,000	18,000
Non-USDA food	7,387,151	7,850,000	7,950,000	100,000	1.27%	0	0	7,950,000
Subtotal	7,415,651	7,949,150	8,034,250	85,100	1.07%	15,250	51,000	7,968,000
TOTAL FUNDS	9,227,782	9,630,206	9,680,929	50,723	0.53%	122,800	51,000	9,507,129

FOOD SHARE AND VOLUNTEER

DEPARTMENT BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE	LBFS		
	AUDITED FY13	ADOPTED FY14	PROPOSED FY15			VOLUNTEER	WAREHOUSE	FOOD SHARE
FTE	7.24	7.18	6.77	-0.41	-5.63%	1.02	0.00	5.76
5010 Salaries	337,728	336,261	329,718	-6,543	-1.95%	51,373	0	278,345
5020 Client Salaries	0	0	0	0	0.00%	0	0	0
TOTAL SALARIES	337,728	336,261	329,718	-6,543	-1.95%	51,373	0	278,345
5320 PERS	39,329	50,357	37,801	-12,556	-24.93%	6,353	0	31,448
5330 Workers' Comp	216	492	465	-27	-5.58%	70	0	395
5335 SAIF Insurance	6,147	6,301	6,063	-238	-3.78%	1,062	0	5,001
5340 Unemployment	4,553	6,389	6,265	-124	-1.95%	976	0	5,289
5350 Health Insurance	67,731	61,317	60,340	-977	-1.59%	16,720	0	43,619
5360 Dental Insurance	7,562	7,420	7,569	148	2.00%	1,800	0	5,769
5370 Life Insurance	2,758	2,739	2,668	-71	-2.60%	425	0	2,243
5375 Flexible Spending Costs	66	66	0	-66	-100.00%	0	0	0
5380 Employee Assistance Pgm	0	244	244	0	0.00%	31	0	213
5382 OSGP Match	4,541	4,844	4,244	-600	-12.39%	610	0	3,634
5386 Non Taxable Fringe Pgm	360	0	0	0	0.00%	0	0	0
5390 FICA	24,967	25,724	25,223	-501	-1.95%	3,930	0	21,293
5395 Vacation Accrued	16	0	0	0	0.00%	0	0	0
TOTAL FRINGE	158,246	165,893	150,881	-15,012	-9.05%	31,977	0	118,904
TOTAL PERSONAL SERVICES	495,974	502,154	480,599	-21,555	-4.29%	83,350	0	397,249
5510 Audit & Accounting	2,725	2,850	3,550	700	24.56%	350	0	3,200
5520 Data/Connection Services	0	20	20	0	0.00%	0	0	20
5530 Legal	0	550	550	0	0.00%	50	0	500
5540 Other Purchased Services	2,888	3,050	3,850	800	26.23%	350	0	3,500
5550 Contract Services/Training	0	100	100	0	0.00%	0	0	100
5610 Educational Confer/Train	946	1,850	2,050	200	10.81%	400	0	1,650
5620 Meetings	553	600	550	-50	-8.33%	350	0	200
5630 Dues	0	60	60	0	0.00%	0	0	60
5710 Mileage	2,864	2,750	2,500	-250	-9.09%	900	0	1,600
5720 Vehicle Operating Cost	23,460	31,500	26,000	-5,500	-17.46%	0	0	26,000
5730 Vehicle Insurance	3,039	3,300	3,700	400	12.12%	0	0	3,700
5740 Other Transportation Cost	14,530	17,000	22,500	5,500	32.35%	16,000	0	6,500
5910 Rent	9,595	15,000	10,500	-4,500	-30.00%	2,000	0	8,500
5920 Utilities	1,250	1,850	2,550	700	37.84%	350	0	2,200
5930 Telephone	374	900	600	-300	-33.33%	100	0	500
5935 Cell Phone	0	500	300	-200	-40.00%	0	0	300
5940 Maintenance, Repair, Janitorial	1,571	1,950	2,450	500	25.64%	500	0	1,950
5950 Insurance-Property	5,751	6,850	7,050	200	2.92%	550	0	6,500
5980 Space Utilities	15,195	18,000	20,000	2,000	11.11%	0	0	20,000
6110 Office Supplies	1,587	2,050	1,950	-100	-4.88%	550	0	1,400
6120 Postage/Shipping	8,111	10,000	9,850	-150	-1.50%	350	0	9,500
6130 Photocopy	2,736	3,050	3,150	100	3.28%	750	0	2,400
6140 Printing	12,082	13,819	13,800	-19	-0.14%	100	0	13,700
6145 Software	205	150	150	0	0.00%	0	0	150
6150 Advertising/Recruitment	725	1,400	1,400	0	0.00%	200	0	1,200
6160 Program Supplies	8,448,623	8,797,300	8,886,500	89,200	1.01%	1,000	0	8,885,500
6320 Equipment Rental	0	500	500	0	0.00%	100	0	400
6330 Equipment Repair	3,287	17,000	15,000	-2,000	-11.76%	0	2,000	13,000
6340 Expendable Equipment	3,976	9,000	8,000	-1,000	-11.11%	1,000	3,000	4,000
6350 Building Renovations, Remodel	0	5,000	6,000	1,000	20.00%	0	6,000	0
6410 Books/Subscriptions	26	100	100	0	0.00%	50	0	50
6470 Miscellaneous (Admin)	14	0	0	0	0.00%	0	0	0
6620 Indirect	60,676	73,153	74,050	897	1.23%	10,450	0	63,600
6630 Infrastructure	10,332	10,500	10,000	-500	-4.76%	2,000	0	8,000
6650 Communications Services	2,859	5,350	6,000	650	12.15%	1,000	0	5,000
6870 Miscellaneous/Building fund	0	40,000	40,000	0	-50.00%	0	40,000	0
TOTAL MATERIALS/SERVICES	8,639,980	9,097,052	9,185,330	88,278	0.97%	39,450	51,000	9,094,880
6310 TOTAL CAPITAL OUTLAY	0	31,000	15,000	-16,000	-51.61%	0	0	15,000
3010 FUND BAL. INCREASE (DECR)	91,828	0	0	0	0.00%	0	0	0
TOTAL EXPENDITURES	9,227,782	9,630,206	9,680,929	50,723	1.09%	122,800	51,000	9,507,129

Child Development Services

CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES

The primary program offering for CSC in Child Development Services is Head Start. Head Start was one of the nation's first child development programs to implement a two-generation approach, working with both children and their low-income parents as primary teachers of their own children. Teachers are also "advocates" for the children and their families. In 2014/2015 CSC Head Start expects to provide preschool services to 160 Lincoln County children and their families.

CSC Head Start (CSCHS) promotes child school-readiness and family self-sufficiency through comprehensive and intensive services including early childhood education, health and social services, nutritious meals, and parent partnership and involvement. There are currently ten domains of learning, as well as a gauge of school readiness. Regular review of each child's progress is performed in all domains. The Classroom Assessment Scoring System "CLASS" measures the learning environment created by CSCHS.

CSCHS understands that:

- Children who are hungry, who have never been to a doctor, who have few or no books at home, and/or whose families are more likely to experience crisis have different needs than their more advantaged peers.
- These children benefit from intensive, targeted, community-based services which result in greater school and life success because of Head Start.
- Head Start generates long-term improvements in important outcomes such as schooling attainment, earnings, and crime reduction.¹

CSCHS services have been based on partnerships since starting in 1996: partnerships with parents, communities, and CSC departments, all within the context of CSC's mission. The Head Start vision: Ensure school readiness for all children and a compassionate, caring partnership with all Head Start parents. We:

- Support at-risk families to achieve success and self-sufficiency with dignity.
- Provide experiences for preschool children to grow socially, emotionally, physically and cognitively, as demonstrated by school readiness measures.
- Provide every parent with opportunities to participate in program-shared decision making and to increase their self-sufficiency.
- Connect families to a wide variety of needed services through other CSC programs and community agencies.

The Need

CSCHS in Lincoln County is a vital program for enrolled children, families and the Lincoln County community. CSCHS has increased the number served per year from

¹ *Longer Term Effects of Head Start (NBER Working Paper No. 8054) Eliana Garces, Duncan Thomas, and Janet Currie; 2001.*

97 to 156 through competitive grants over the past twelve years as a response to demonstrated need.

- Preschool children are the most likely age group to live in poverty.
- Oregon has one of the highest state unemployment and “food insecurity” rates.
- Lincoln County has one of Oregon’s highest domestic violence rates per capita and the second highest county child abuse rate (nearly twice the state average).
- CSCHS provides a safe place for pre-school children to experience developmentally appropriate educational and social-emotional skills and support to ensure school readiness.

Accomplishments

- Trained teaching staff and implement new Head Start assessment tool, TS Gold.
- Completed a finding-free Federal Review and were awarded a five-year renewable federal Head Start grant as a program in good standing
- Inaugurated the first “Inclusion” class in Toledo in partnership with Early Childhood Special Education.
- Teacher CLASS (Head Start proficiency) scores improved.
- Increased community participation including involvement with Lincoln County School District P-3 project and the Early Learning Hub process.
- Backpack/Food Program established at all three Head Start sites

Goals

Short Term

- Continue participation in Hub development, P-3 network increasing school readiness and family engagement in children’s learning.
- Apply for licensure in order to begin the QRIS process (fall 2014)
- Submit Quality Rating & Improvement System (QRIS) program portfolio by January 2016.
- Increase percentage of children transitioning to Kindergarten who meet school readiness goals.
- Increase CLASS Instructional Support scores to average of 5 by May 2016.

Long Term – Five year Goals

- Formalize a Five-Year Management Succession Plan.
- Explore an Internship/Volunteer job-training program for parents.
- Determine the feasibility of expanding into Early Head Start and/or increasing the number of students.

CHILD DEVELOPMENT SERVICES

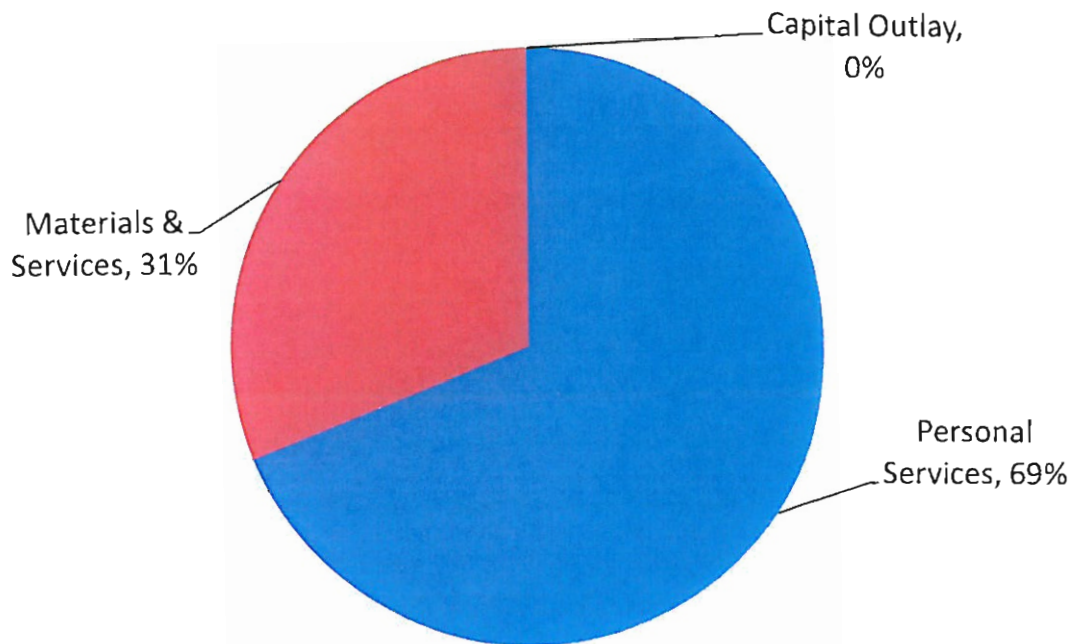
SUMMARY BUDGET	SUPP # 1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY13	ADOPTED FY14	PROPOSED FY 15		
FEDERAL FUNDS	1,048,235	1,063,592	1,055,758	-7,834	0.00%
STATE FUNDS	482,769	471,598	493,638	22,040	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	12,860	10,000	5,000	-5,000	0.00%
TOTAL FUNDS	1,543,864	1,545,190	1,554,396	9,206	0.00%

SOURCE OF REVENUES

0

DEPARTMENT BUDGET BY CATEGORY

FTE	20.74	19.23	19.07	-0.16	0.00%
TOTAL PERSONAL SERVICES	1,216,684	1,102,214	1,071,182	-31,032	0.00%
TOTAL MATERIALS/SERVICES	327,180	442,976	483,214	40,238	0.00%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	1,543,864	1,545,190	1,554,396	9,206	0.00%



CHILD DEVELOPMENT SERVICES

SUPP # 1

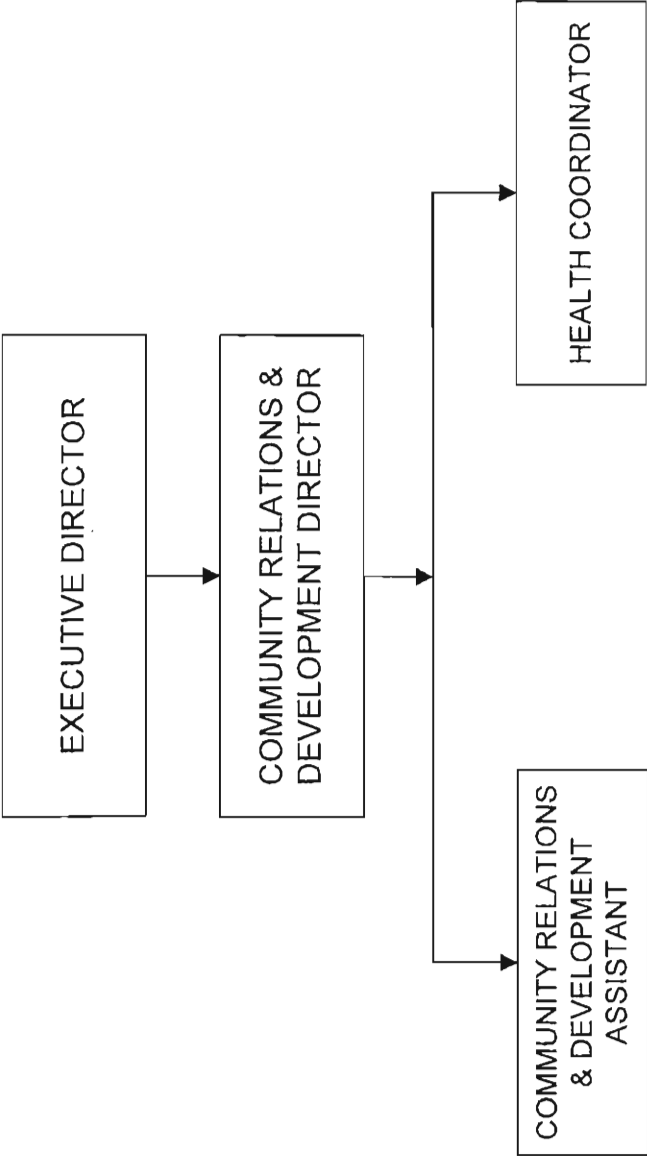
SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FEDERAL FUNDS							
Head Start/HHS	971,245	980,802	969,742	-11,060	0.00%	969,742	0
USDA	76,990	82,790	86,016	3,226	0.00%	86,016	0
Subtotal	1,048,235	1,063,592	1,055,758	-7,834	0.00%	1,055,758	0
STATE FUNDS							
Head Start/OPP/OPK	482,769	471,598	493,638	22,040	0.00%	493,638	0
Subtotal	482,769	471,598	493,638	22,040	0.00%	493,638	0
MISCELLANEOUS FUNDS							
Donations	2,439	10,000	5,000	-5,000	0.00%	0	5,000
Miscellaneous Grants	10,421	0	0	0	0.00%	0	0
Subtotal	12,860	10,000	5,000	-5,000	0.00%	0	5,000
TOTAL FUNDS	1,543,864	1,545,190	1,554,396	9,206	0.00%	1,549,396	5,000

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY13	ADOPTED FY14	PROPOSED FY15				
FTE	20.74	19.23	19.07	-0.16	0.00%	19.07	0.00
5010 Salaries	858,223	703,734	740,289	36,555	0.00%	740,289	0
5020 Client Salaries	0	0	0	0	0.00%	0	0
TOTAL SALARIES	858,223	703,734	740,289	36,555	0.00%	740,289	0
5320 PERS	84,345	105,738	77,366	-28,372	0.00%	77,366	0
5330 Workers' Comp	665	992	1,019	27	0.00%	1,019	0
5335 SAIF Insurance	7,842	7,155	7,666	511	0.00%	7,666	0
5340 Unemployment	-23,769	13,354	14,066	712	0.00%	14,066	0
5350 Health Insurance	183,491	179,291	140,918	-38,373	0.00%	140,918	0
5360 Dental Insurance	21,798	20,912	18,122	-2,790	0.00%	18,122	0
5370 Life Insurance	6,975	5,845	5,440	-405	0.00%	5,440	0
5375 Flexible Spending Costs	56	6	0	-6	0.00%	0	0
5380 Employee Assistance Program	629	580	575	-5	0.00%	575	0
5382 OSGP Match	11,759	10,887	9,088	-1,799	0.00%	9,088	0
5390 FICA	63,323	53,720	56,633	2,913	0.00%	56,633	0
5395 Vacation Accrued	1,347	0	0	0	0.00%	0	0
TOTAL FRINGE	358,461	398,480	330,893	-67,587	0.00%	330,893	0
TOTAL PERSONAL SERVICES	1,216,684	1,102,214	1,071,182	-31,032	0.00%	1,071,182	0
5510 Audit & Accounting	3,893	3,289	4,466	1,177	0.00%	4,466	0
5520 Data Services	2,674	100	0	-100	0.00%	0	0
5530 Legal	1,659	200	200	0	0.00%	200	0
5540 Other Purchased Services	19,158	8,200	10,000	1,800	0.00%	10,000	0
5550 Contracted Services/Training	4,590	2,500	3,000	500	0.00%	3,000	0
5610 Educational Confer/Train	26,813	6,000	18,000	12,000	300.00%	18,000	0
5620 Meetings	2,911	1,500	2,000	500	0.00%	2,000	0
5630 Dues	4,611	3,000	4,000	1,000	0.00%	4,000	0
5710 Mileage	7,600	5,000	5,000	0	0.00%	5,000	0
5720 Vehicle Operating Cost	920	500	1,000	500	200.00%	1,000	0
5730 Vehicle Insurance	2,370	2,529	2,332	-197	0.00%	2,332	0
5740 Other Transportation Cost	4	0	0	0	0.00%	0	0
5910 Rent	8,237	0	0	0	0.00%	0	0
5920 Utilities	22,253	20,000	25,000	5,000	0.00%	25,000	0
5935 Cell Phone	2,638	2,000	2,500	500	0.00%	2,500	0
5940 Maintenance, Repair, Janitorial	16,722	12,493	17,412	4,919	0.00%	17,412	0
5950 General Insurance	8,876	9,976	10,007	31	0.00%	10,007	0
6110 Office Supplies	4,429	2,361	2,361	0	0.00%	2,361	0
6120 Postage/Shipping	2,629	1,426	1,500	74	0.00%	1,500	0
6130 Photocopy	11,060	7,000	7,000	0	0.00%	7,000	0
6140 Printing	796	500	500	0	0.00%	500	0
6145 Software	0	300	500	200	0.00%	500	0
6150 Advertising/Recruitment	306	300	300	0	0.00%	300	0
6160 Program Supplies	15,814	22,682	24,092	1,410	0.00%	19,092	5,000
6320 Equipment Rental	6	0	0	0	0.00%	0	0
6330 Equipment Repair	8,410	3,000	6,000	3,000	200.00%	6,000	0
6340 Expendable Equipment	12,149	8,578	12,199	3,621	0.00%	12,199	0
6350 Building Renovations, Remodel	4,674	0	0	0	0.00%	0	0
6410 Books/Subscriptions	168	200	200	0	0.00%	200	0
6470 Miscellaneous (Admin)	290	200	0	-200	0.00%	0	0
6620 Indirect	0	186,750	187,551	801	0.00%	187,551	0
6630 Infrastructure	40,038	36,615	34,717	-1,898	0.00%	34,717	0
6650 Communications Services	9,050	12,787	15,161	2,374	0.00%	15,161	0
6720 Child Care	0	100	100	0	0.00%	100	0
6730 Health Care	94	100	100	0	0.00%	100	0
6780 Meals	81,338	82,790	86,016	3,226	0.00%	86,016	0
TOTAL MATERIALS/SERVICES	327,180	442,976	483,214	40,238	0.00%	478,214	5,000
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	1,543,864	1,545,190	1,554,396	9,206	0.00%	1,549,396	5,000

Community Relations & Development

COMMUNITY RELATIONS AND DEVELOPMENT



COMMUNITY RELATIONS AND DEVELOPMENT

The Community Relations and Development (CRD) Department coordinates all CSC community relations efforts, targeting those who need help, as well as those who can give help. CRD works closely with all CSC departments on resource development, including fundraising, donor development, grant writing, volunteer recruitment and internships.

CRD will continue to operate the CSC partnership with the Cover Oregon program in Lincoln County until August 30, 2014. It is unknown at this time if Cover Oregon will release Community Partner grants for FY 2015. As a Community Partner in Cover Oregon our Health Coordinator provides health insurance application assistance in English and Spanish to those in need.

Accomplishments

- Coordinated the 3rd Annual Barrel to Keg Relay fundraising event (2013), nearly tripling the number of runners since 2011, increasing sponsorship, and making a strong progress towards our goal of bringing \$40,000 a year to CSC in unrestricted funds.
- Exceeded all Cover Oregon program performance goals, assisting over 500 families to gain health insurance coverage in Lincoln County.
- Hosted one, and co-hosted two agency-wide community awareness events. American Winter documentary showings in Corvallis, Lincoln City and Newport with over 750 total attendees to raise awareness of community need and the impact of CSC's services on that need.
- Supported grant proposals totaling \$2,221,828, of which \$1,131,571 was for youth and children's programs and \$279,315 of which was to support safe, affordable housing.

Goals

- Develop a funding plan for collaborative work on a multi-state initiative to evaluate individual and community progress, to raise awareness of related issues, to build community connection and to communicate CSC's impact to the public.
- Pursue funding for a feasibility study to evaluate CSC's capacity for social enterprise as a means of ensuring program sustainability.

COMMUNITY RELATIONS & DEVELOPMENT

SUPP # 1

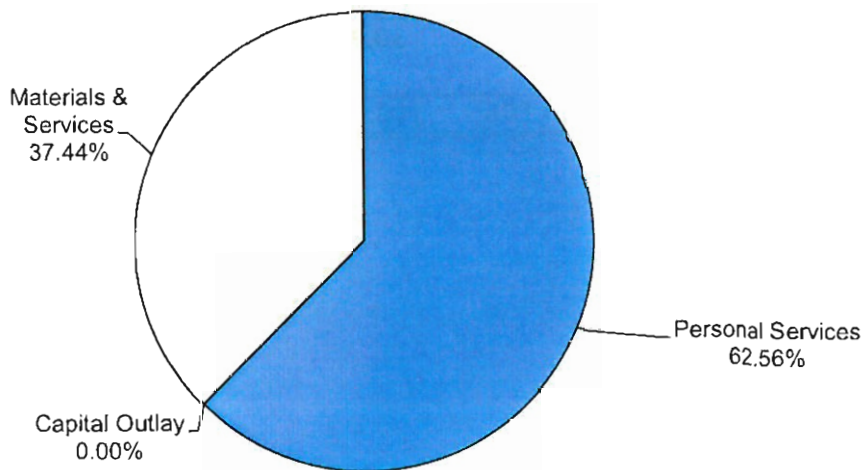
SUMMARY BUDGET	AUDIT FY13	ADOPTED FY 14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	173,517	178,693	87,983	-90,710	-50.76%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	35,149	30,000	30,000	0	0.00%
TOTAL FUNDS	208,666	208,693	117,983	-90,710	-43.47%

DEPARTMENT BUDGET BY CATEGORY

FTE	1.99	1.85	0.93	-0.92	-49.89%
TOTAL PERSONAL SERVICES	125,458	135,339	73,813	-61,527	-45.46%
TOTAL MATERIALS/SERVICES	67,343	73,354	44,170	-29,184	-39.78%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	15,865	0	0	0	0.00%
TOTAL EXPENDITURES	208,666	208,693	117,983	-90,710	-43.47%



COMMUNITY RELATIONS & DEVELOPMENT

SOURCE OF REVENUES	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDIT FY 13	ADOPTED FY14	PROPOSED FY15		
FEDERAL FUNDS					
CSBG	92,282	82,104	82,104	0	0.00%
CSBG - Interagency	1,235	0	0	0	0.00%
DHS HEALTHY KIDS	80,000	0	0	0	0.00%
Cover Oregon Health	0	96,589	5,879	-90,711	-93.91%
Subtotal	173,517	178,693	87,983	-90,711	-50.76%
FEDERAL ARRA FUNDS					
CSBG ARRA	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
AC VISTA -Ford Foundation	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Fee for Service	35,149	30,000	30,000	0	0.00%
Subtotal	35,149	30,000	30,000	0	0.00%
TOTAL FUNDS	208,666	208,693	117,983	-90,711	-43.47%

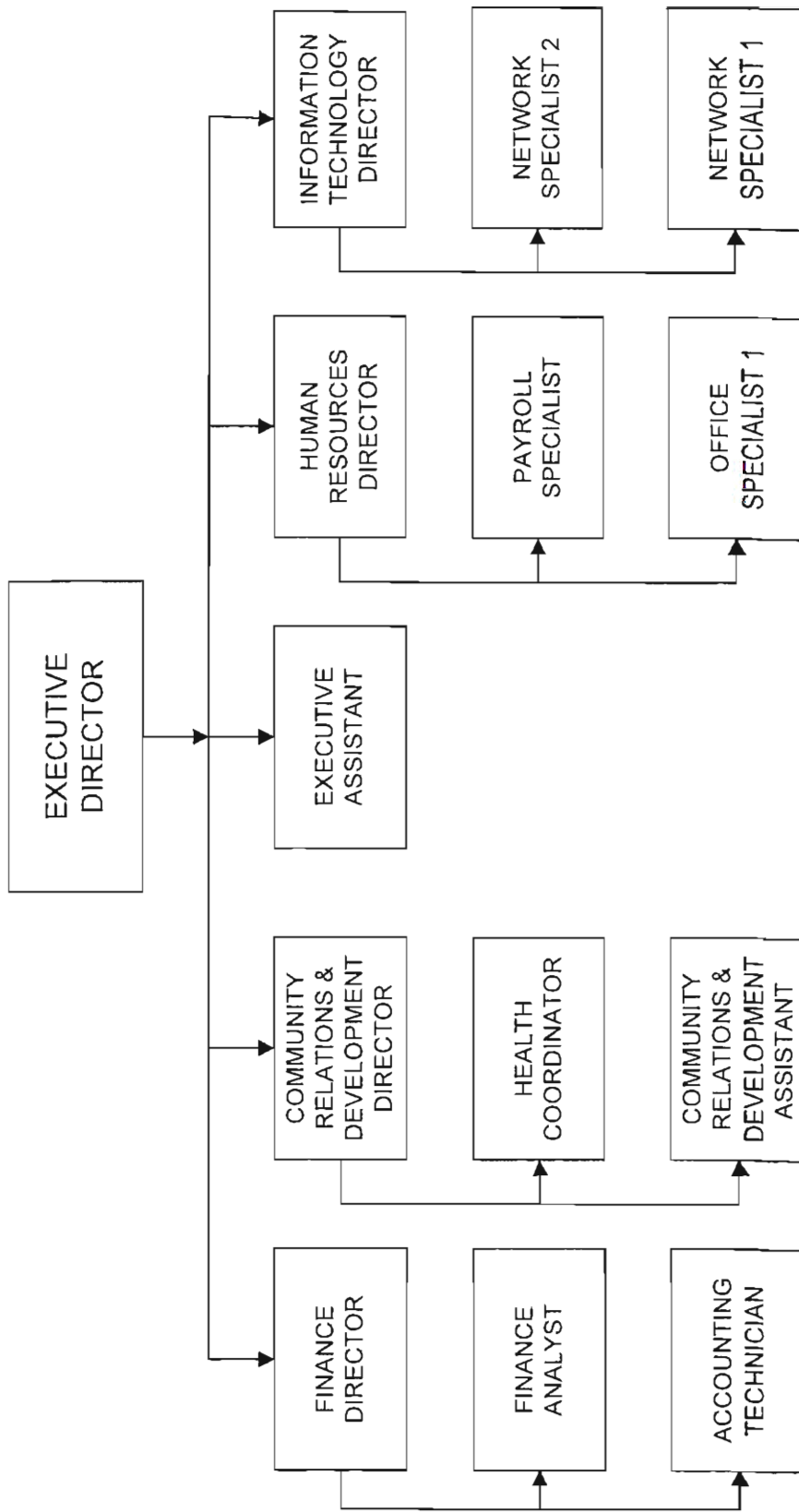
COMMUNITY RELATIONS & DEVELOPMENT

SUPP # 1

DEPARTMENT BUDGET	SUPP # 1			DOLLAR CHANGE	% OF CHANGE	CSBG	Barrel to Keg	Cover OR Health	TOTAL
	AUDITED FY13	ADOPTED FY14	PROPOSED FY15						
FTE	1.99	1.85	0.93	-0.92	-49.78%	0.70	0.10	0.13	0.93
5010 Salaries	90,205	85,877	49,119	-36,758	-42.80%	38,615	6,515	3,989	49,119
5020 Client Salaries	0	0	0	0	0.00%	0	0	0	0
TOTAL SALARIES	90,205	85,877	49,119	-36,758	-42.80%	38,615	6,515	3,989	49,119
5320 PERS	8,162	14,419	4,892	-9,527	-66.07%	3,846	649	397	4,892
5330 Workers' Comp	59	127	57	-71	-55.51%	48	7	1	57
5335 SAIF Insurance	879	850	108	-742	-87.30%	86	15	6	108
5340 Unemployment	1,218	1,632	933	-698	-42.80%	734	124	76	933
5350 Health Insurance	16,437	20,993	10,039	-10,954	-52.18%	7,879	1,204	956	10,039
5360 Dental Insurance	1,781	2,211	982	-1,229	-55.59%	773	113	95	982
5370 Life Insurance	725	731	401	-330	-45.13%	313	53	35	401
5375 Flexible Spending Costs	137	132	0	-132	-100.00%	0	0	0	0
5380 Employee Assistance Program	0	86	29	-57	-65.99%	21	3	5	29
5382 OSGP Match	1,668	1,712	495	-1,218	-71.10%	422	60	13	495
5386 Non Taxable Fringe Pgm	5	0	0	0	0.00%	0	0	0	0
5390 FICA	6,515	6,570	3,758	-2,812	-42.80%	2,954	498	305	3,758
5395 Vacation Accrued	-2,333	0	3,000	3,000	100.00%	3,000	0	0	3,000
TOTAL FRINGE	35,253	49,462	24,694	-24,769	-50.08%	20,077	2,727	1,890	24,694
TOTAL PERSONAL SERVICES	125,458	135,339	73,813	-61,527	-45.46%	58,693	9,241	5,879	73,813
5510 Audit & Accounting	549	629	629	0	0.00%	629	0	0	629
5540 Other Purchased Services	12,891	11,500	15,000	3,500	30.43%		15,000	0	15,000
5610 Educational Confer/Train	2,987	2,000	318	-1,682	-84.10%	318	0	0	318
5620 Meetings	2,052	500	300	-200	-40.00%	300	0	0	300
5630 Dues	199	500	250	-250	-50.00%	250	0	0	250
5710 Mileage	5,819	4,930	5,000	70	1.42%	5,000	0	0	5,000
5910 Rent	3,423	5,289	2,704	-2,585	-48.87%	2,704	0	0	2,704
5920 Utilities	136	0	0	0	0.00%	0	0	0	0
5935 Cell Phone	1,428	1,680	600	-1,080	-64.29%	600	0	0	600
5940 Maintenance, Repair, Janitorial	607	730	500	-230	-31.51%	500	0	0	500
5950 General Insurance	804	1,128	775	-353	-31.29%	775	0	0	775
6110 Office Supplies	804	1,903	620	-1,283	-67.42%	0	620	0	620
6120 Postage/Shipping	175	2,610	2,610	0	0.00%	0	2,610	0	2,610
6130 Photocopy	667	1,300	1,000	-300	-23.08%	0	1,000	0	1,000
6140 Printing	91	300	300	0	0.00%	300	0	0	300
6145 Software	218	1,200	0	-1,200	-100.00%	0	0	0	0
6150 Advertising/Recruitment	585	80	80	0	0.00%	0	80	0	80
6160 Program Supplies	7,863	11,007	500	-10,507	-95.46%	0	500	0	500
6340 Expendable Equipment	3,544	0	0	0	0.00%	0	0	0	0
6410 Books/Subscriptions	12	200	280	80	40.00%	280	0	0	280
6470 Miscellaneous (Admin)	-147	0	0	0	0.00%	0	0	0	0
6620 Indirect	16,678	19,007	9,993	-9,014	-47.42%	9,044	949	0	9,993
6630 Infrastructure	5,167	5,232	1,653	-3,579	-68.41%	1,653	0	0	1,653
6650 Communications Services	786	1,379	808	-571	-41.41%	808	0	0	808
6870 Miscellaneous	0	250	250	0	0.00%	250	0	0	250
TOTAL MATERIALS/SERVICES	67,343	73,354	44,170	-29,184	-39.78%	23,411	20,759	0	44,170
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0	0
3020 FUND BAL. INCREASE (DECR)	15,865	0	0	0	0.00%	0	0	0	0
TOTAL EXPENDITURES	208,666	208,693	117,983	-90,710	-43.47%	82,104	30,000	5,879	117,983

Appendices

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

Administrative services is comprised of the internal departments that engage with external community partners and serve internal partners and programs, as well. In a sophisticated and demanding technological and reporting environment, well-managed administrative services are essential to maintaining a strong, reputable organization.

Accomplishments

- Helped expand partnership with Community Action Partners of Oregon and OSU to include the states of Washington and Idaho to create a shared regional framework to evaluate program effectiveness and individual and community progress.
- Reorganized Community Housing Services into a separate, stand-alone non-profit to meet state and federal requirements for access to more flexible funds for housing rehabilitation programs.
- Organized service provider forums to give Oregon Housing and Community Services input and direction on priorities for funding future housing development in Linn and Benton Counties. Projects recommended in Corvallis and Albany were funded in the latest OHCS cycle. The forum in Lincoln County explored mission overlap and potential collaborations.

Goals

- Explore ways to improve access to program delivery via technology.
- Develop better methods to measure the depth and breadth of CSC's effect in the community.
- Update the agency strategic plan.

HUMAN RESOURCES

Accomplishments

- Worked with department directors, union, and SAIF/CIS to develop safety and fleet manuals that resulted in lower insurance premiums.
- Began implementation of regular job description review process and documented our long standing classification committee procedures.
- Improved service levels to agency directors with new personnel reports and broader clerical/administrative support.

Goals

- Offer staff training on new safety and fleet manuals.
- Update personnel policies ensure coordination with financial policies and Labor Agreement.
- Work with Finance to improve payroll/HR processing, reporting, and increase the breadth of information available to CSC employees.

FINANCE

Accomplishments

- Began documenting procedures preparatory to completing a revision of the CSC Financial Management Policy manual.
- Worked with HR to evaluate methods to improve payroll/HR processing and reporting. Selected system for electronic timekeeping and began draft implementation plan.
- Ensured that CSC received an unqualified audit opinion and was awarded a Certificate of Achievement for Excellence in Financial Reporting for the 21st consecutive year.
- Assisted in the federal Head Start monitoring which ensured CSC Head Start's qualification for a non-competitive 5 year grant renewal

Goals

- Design the rollout and complete the transition to electronic timekeeping.
- Explore the use of new capabilities in our Fund Accounting software to produce custom reports that are more user-friendly for our departments and outside grantors.
- Revise the Financial Management Policy manual, including simultaneous department-wide cross-training to provide backup for processes and staff enrichment.

INFORMATION TECHNOLOGY

Accomplishments

- Researched remote access technologies and pilot tested one that will replace Citrix for remote access. The 2X solution gives users secure remote access to CSC applications and other resources via multiple platforms, including web browser, smart phones and tablets, providing a wider range of functionality than does the aging Citrix solution.
- Increased network security and improved efficiency of IT staffing by implementing Path Solution network management, software tools that quickly identify issues related to security and hardware, software and traffic flow.
- Installed two new servers and reconfigured all data stores to allow for fastest user access to resources.
- Installed two new training centers to support expanded services in the Workforce and Education department.

Goals

- Deploy 2X remote access to all employees and train users to securely access CSC applications and resources from a variety of devices, including smart phones, tablets and home computers to provide a more stable and flexible remote access technology.
- Consult with departments on strategies to expand access to services for clients in more remote areas.
- Coordinate with partners to explore the feasibility of a common client intake system to improve wrap-around services, decrease client frustration, and assist in measuring client outcomes.

COMMUNICATIONS

The Community Relations and Development (CRD) Department coordinates all CSC communications efforts and oversees the Communications Budget. CRD works closely with all CSC departments on outreach and communications measures; including media relations, public events and community awareness activities.

Accomplishments

- Raised awareness of community resources by partnering with our food programs to create and distribute 12,000 Compass Newspapers (containing resource and community information) to all CSC program sites, 74 food pantries and meal sites, and partners throughout Linn, Benton and Lincoln counties.
- Developed draft template for an annual CSC "Report Card".
- Assisted fund development by designing several new on-line giving options through which approximately \$9,000 in donations were made during the first giving season. Revised all donor and fundraising sponsor materials.
- Increased significantly the volume of conventional and social media this year, raising the visibility of CSC's community impact: 5,457 website hits per month on average, nearly 50,000 hits in the first nine months of FY 2014, 40 media releases, seven Facebook pages, 10 e-newsletters (320 subscribers).

Goals

- Link the CSC website to all CSC social media pages to increase awareness of programs and services.
- Work with Community Resources and Development, the Community Action Partners of Oregon and OSU to create and fund a plan to build capacity for measuring, tracking and reporting client and community progress.
- Report those performance measures and communicate CSC's impact through an annual CSC "Report Card."

ADMINISTRATION
(For Informational purposes only)

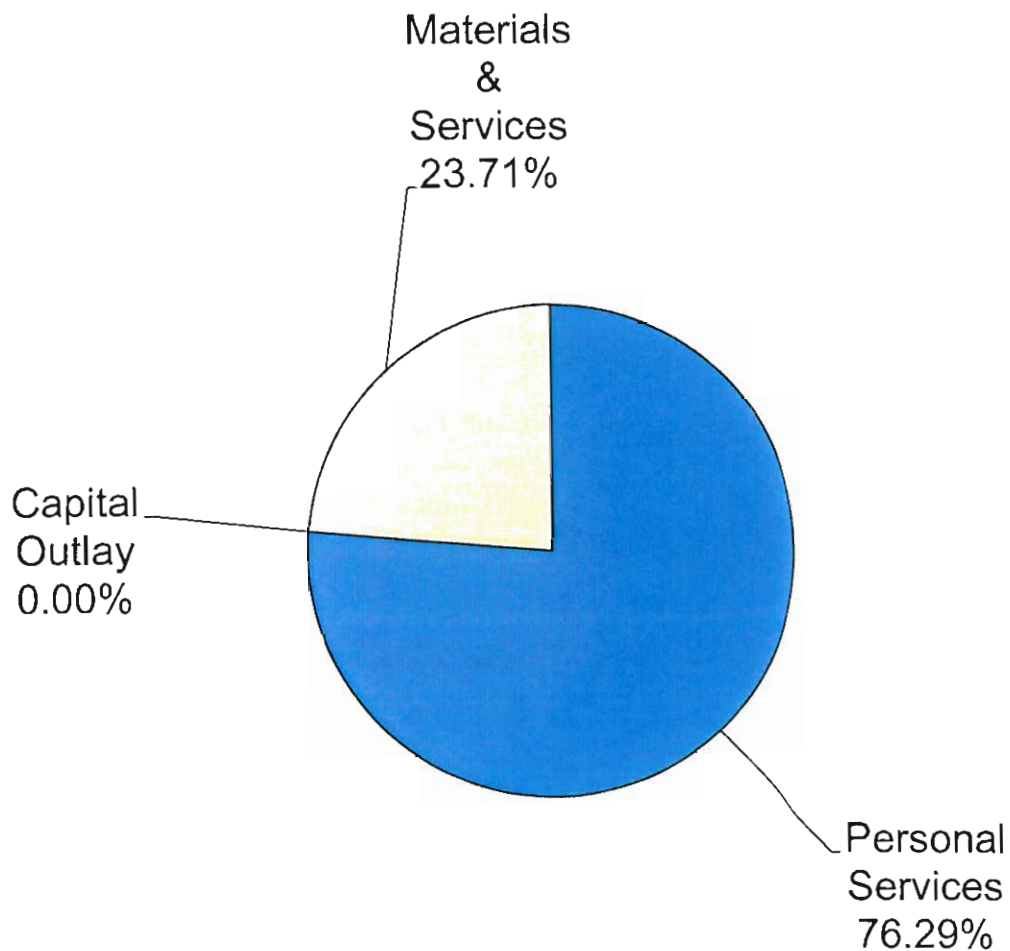
SUMMARY BUDGET	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	826,277	917,700	886,000	-31,700	-3.45%
TOTAL FUNDS	826,277	917,700	886,000	-31,700	-3.45%

DEPARTMENT BUDGET BY CATEGORY

FTE	8.45	8.59	8.67	0.08	0.95%
TOTAL PERSONAL SERVICES	663,120	720,431	675,902	-44,529	-6.18%
TOTAL MATERIALS/SERVICES	154,322	197,268	210,098	12,830	6.50%
TOTAL CAPITAL OUTLAY	154	0	0	0	0.00%
CHANGE IN FUND BALANCE	8,682	0	0	0	0.00%
TOTAL EXPENDITURES	826,278	917,700	886,000	-31,700	-3.45%



ADMINISTRATION

(For informational purposes only)

SOURCE OF REVENUES	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue	7,813	0	0	0	0.00%
Program Reimbursements	794,448	917,700	886,000	-31,700	-3.45%
Miscellaneous Revenue	24,017	0	0	0	0.00%
Subtotal	826,277	917,700	886,000	-31,700	-3.45%
TOTAL FUNDS	826,277	917,700	886,000	-31,700	-3.45%

ADMINISTRATION

(For informational purposes only. Adopted in Departmental budgets as Indirect - Object 6620)

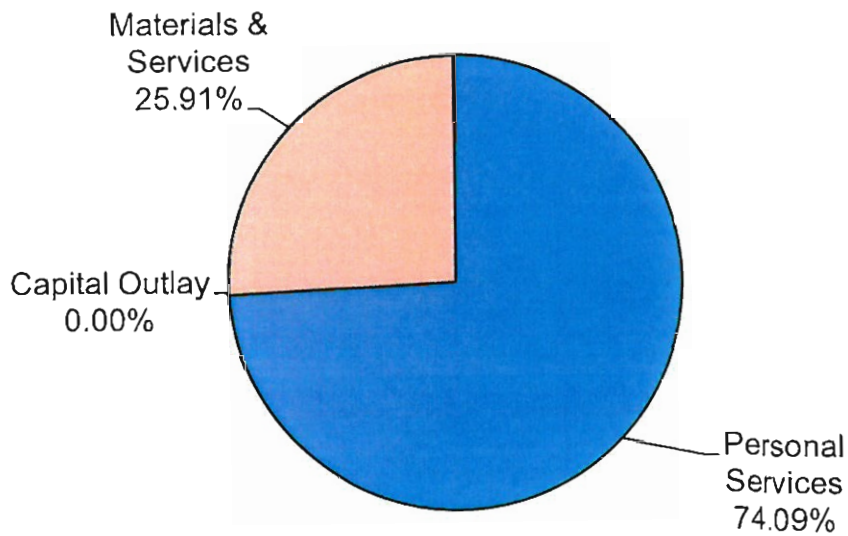
	AUDITED FY 13	ADOPTED FY 14	PROPOSED FY 15	DOLLAR CHANGE	% OF CHANGE
FTE	8.45	8.59	8.67	0.08	0.95%
5010 Salaries	468,985	479,555	486,704	7,149	1.49%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	468,985	479,555	486,704	7,149	1.49%
5320 PERS	45,042	75,229	50,880	-24,349	-32.37%
5330 Workers' Comp	253	589	595	6	0.95%
5335 SAIF	793	888	829	-59	-6.63%
5340 Unemployment	6,385	9,112	9,247	136	1.49%
5350 Health Insurance	80,735	96,455	70,961	-25,493	-26.43%
5360 Dental Insurance	9,470	11,448	8,482	-2,967	-25.91%
5370 Life Insurance	3,565	3,851	4,149	298	7.74%
5375 Flexible Spending Costs	264	264	462	198	75.00%
5380 Employee Assistance Pgm	3,251	260	261	1	0.54%
5382 OSGP Match	5,739	6,094	6,098	4	0.06%
5386 Non Taxable Fringe Pgm	0	0	0	0	0.00%
5390 F.I.C.A.	34,607	36,686	37,233	547	1.49%
5395 Vacation Accrued	4,031	0	0	0	0.00%
TOTAL FRINGE	194,135	240,876	189,198	-51,678	-21.45%
TOTAL PERSONAL SERVICES	663,120	720,431	675,902	-44,529	-6.18%
5510 Audit & Accounting	2,177	2,062	2,952	890	43.16%
5520 Data/Connection Services	8,205	8,609	8,249	-360	-4.18%
5530 Legal	9,378	28,500	28,500	0	0.00%
5540 Other Purchased Services	15,798	29,400	35,032	5,632	19.16%
5550 Contract Services/Training	1,181	0	0	0	0.00%
5610 Educational Confer/Train	6,978	10,350	9,950	-400	-3.86%
5620 Meetings	1,641	4,700	4,700	0	0.00%
5630 Dues	9,134	11,060	10,404	-656	-5.93%
5710 Mileage	3,944	3,700	3,600	-100	-2.70%
5740 Other Transportation Cost	20	0	0	0	0.00%
5910 Rent	38,732	40,061	42,807	2,746	6.85%
5920 Utilities	190	0	0	0	0.00%
5935 Cell Phone	306	1,440	1,365	-75	-5.21%
5940 Maintenance, repair, janitorial	5,655	6,600	6,600	0	0.00%
5950 General Insurance	3,168	3,200	4,284	1,084	33.88%
5970 Space Rent	0	7,888	7,888	0	0.00%
6110 Office Supplies	4,061	4,110	4,110	0	0.00%
6120 Postage/Shipping	5,009	1,500	3,169	1,669	211.27%
6130 Photocopy	8,087	1,000	3,000	2,000	300.00%
6140 Printing	1,993	2,000	2,785	785	39.25%
6145 Software	0	110	110	0	0.00%
6150 Advertising/Recruitment	2,322	1,350	750	-600	-44.44%
6160 Program Supplies	0	200	0	-200	-100.00%
6320 Equipment Rental	30	300	300	0	0.00%
6330 Equipment Repair	259	500	500	0	0.00%
6340 Expendable Equipment	1,518	1,500	1,200	-300	-20.00%
6410 Books/Subscriptions	808	609	629	20	3.28%
6470 Miscellaneous Costs	1,330	935	1,658	723	77.33%
6630 Infrastructure	18,943	19,179	18,183	-996	-5.19%
6650 Communications Services	3,455	6,405	7,373	968	15.11%
TOTAL MATERIALS/SERVICES	154,322	197,268	210,098	12,830	6.50%
6310 TOTAL CAPITAL OUTLAY	154	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	8,682	0	0	0	0.00%
TOTAL EXPENDITURES	826,278	917,700	886,000	-31,700	-3.45%

INFORMATION TECHNOLOGY

SUMMARY BUDGET	AUDITED FY13	ADOPTED FY14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	1,673	6,000	0	-6,000	-100.00%
PROGRAM REIMBURSEMENTS	260,763	266,000	286,000	20,000	7.52%
TOTAL FUNDS	262,436	272,000	286,000	14,000	5.15%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.59	2.58	2.58	0.00	0.00%
TOTAL PERSONAL SERVICES	193,507	201,536	213,417	11,882	5.90%
TOTAL MATERIALS/SERVICES	69,052	70,464	72,583	2,119	3.01%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-123	0	0	0	0.00%
TOTAL EXPENDITURES	262,436	272,000	286,000	14,000	5.15%



INFORMATION TECHNOLOGY

SOURCE OF REVENUES	AUDITED FY13	ADOPTED FY14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
TOCOWA	1,673	6,000	0	-6,000	-100.00%
Subtotal	1,673	6,000	0	-6,000	-100.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	260,763	266,000	286,000	20,000	7.52%
Subtotal	260,763	266,000	286,000	20,000	7.52%
TOTAL FUNDS	262,436	272,000	286,000	14,000	5.15%

INFORMATION TECHNOLOGY

(Memorandum Only - Included in departmental expenditures as Infrastructure Object Code 6630)

DEPARTMENT BUDGET	AUDITED FY13	ADOPTED FY14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FTE	2.59	2.58	2.58	0	0.00%
5010 Salaries	138,229	141,511	152,951	11,440	8.08%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	138,229	141,511	152,951	11,440	8.08%
5320 PERS	14,407	17,990	16,842	-1,149	-6.38%
5330 Workers' Comp	201	176	176	0	0.00%
5335 SAIF	201	210	223	13	6.06%
5340 Unemployment	1,868	2,681	2,898	217	8.11%
5350 Health Insurance	22,809	23,293	23,754	461	1.98%
5360 Dental Insurance	2,371	2,426	2,474	48	1.98%
5370 Life Insurance	1,061	1,105	1,081	-24	-2.15%
5375 Flexible Spending Costs	0	0	0	0	0.00%
5380 Employee Assistance Program	0	92	92	0	0.00%
5382 OSGP Match	1,474	1,226	1,226	0	0.00%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	10,294	10,826	11,701	875	8.08%
5395 Vacation Accrued	592	0	0	0	0.00%
TOTAL FRINGE	55,278	60,024	60,466	442	0.74%
TOTAL PERSONAL SERVICES	193,507	201,536	213,417	11,882	5.90%
5520 Data/Connection Services	28,272	22,944	26,700	3,756	16.37%
5540 Other Purchased Services	2,874	4,000	4,000	0	0.00%
5610 Educational Confer/Train	1,757	600	600	0	0.00%
5620 Meetings	14	400	400	0	0.00%
5630 Dues	0	150	150	0	0.00%
5710 Mileage	2,469	2,500	2,500	0	0.00%
5740 Other Transportation Cost	237	0	300	300	100.00%
5910 Rent	7,621	7,777	8,310	533	6.85%
5920 Utilities	994	1,781	1,781	0	0.00%
5930 Telephone	18,463	17,268	19,824	2,556	14.80%
5935 Cell Phone	300	360	360	0	0.00%
5940 Maintenance, Repair, Janitorial	1,248	984	881	-103	-10.47%
6110 Office Supplies	304	200	200	0	0.00%
6120 Postage/Shipping	3	50	50	0	0.00%
6130 Photocopy	0	180	100	-80	-44.44%
6140 Printing	122	100	100	0	0.00%
6145 Software	78	1,200	3,305	2,105	275.42%
6160 Program Supplies	62	0	0	0	0.00%
6330 Equipment Repair	54	500	500	0	0.00%
6340 Expendable Equipment	4,050	9,150	2,375	-6,775	-74.04%
6410 Books/Subscriptions	130	320	147	-173	-54.17%
TOTAL MATERIALS/SERVICES	69,052	70,464	72,583	2,119	3.01%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	-123	0	0	0	0.00%
TOTAL EXPENDITURES	262,436	272,000	286,000	14,000	5.15%

COMMUNICATION SERVICES

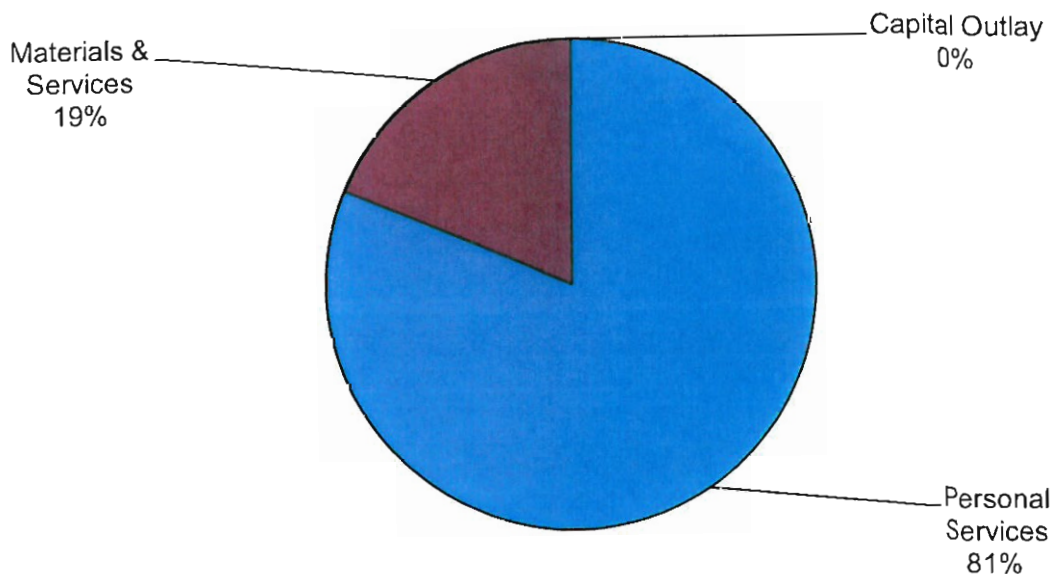
SUMMARY BUDGET	AUDITED FY13	ADOPTED FY 14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
Program Reimbursements	40,914	73,000	79,000	6,000	8.22%
TOTAL FUNDS	40,914	73,000	79,000	6,000	8.22%

DEPARTMENT BUDGET BY CATEGORY

FTE	0.66	1.16	0.96	-0.20	-17.20%
TOTAL PERSONAL SERVICES	30,729	57,767	64,150	6,382	11.05%
TOTAL MATERIALS/SERVICES	10,185	15,233	14,850	-383	-2.51%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	40,914	73,000	79,000	6,000	8.22%



COMMUNICATION SERVICES

SOURCE OF REVENUES	AUDITED FY13	ADOPTED FY 14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	40,914	73,000	79,000	6,000	8.22%
Subtotal	40,914	73,000	79,000	6,000	8.22%
TOTAL FUNDS	40,914	73,000	79,000	6,000	8.22%

COMMUNICATION SERVICES

(Memorandum Information - Adopted in Dept budgets under Object 6650)

DEPARTMENT BUDGET	AUDITED FY13	ADOPTED FY 14	PROPOSED FY15	DOLLAR CHANGE	% OF CHANGE
FTE	0.66	1.16	0.96	-0.20	-17.20%
5010 Salaries	24,238	39,556	42,607	3,051	7.71%
TOTAL SALARIES	24,238	39,556	42,607	3,051	7.71%
5320 PERS	1,307	4,759	4,244	-515	-10.82%
5330 Workers' Comp	20	79	66	-13	-16.66%
5335 SAIF	48	70	87	17	23.85%
5340 Unemployment	327	749	810	60	8.05%
5350 Health Insurance	2,491	8,056	10,626	2,570	31.90%
5360 Dental Insurance	236	875	1,118	244	27.89%
5370 Life Insurance	107	463	442	-21	-4.54%
5375 Flexible Spending Costs	0	0	0	0	0.00%
5380 Employee Assistance Program	0	6	43	36	663.38%
5382 OSGP Match	130	128	848	720	663.38%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	1,825	3,026	3,259	233	7.71%
TOTAL FRINGE	6,491	18,211	21,542	3,331	18.29%
TOTAL PERSONAL SERVICES	30,729	57,767	64,150	6,382	11.05%
5540 Other Purchased Services	4,326	2,000	2,500	500	25.00%
5610 Educational Confer/Train	0	500	1,000	500	200.00%
5620 Meetings	99	150	600	450	400.00%
5710 Mileage	709	717	1,630	913	227.34%
5910 Rent-Office	1,489	1,864	0	-1,864	-100.00%
5920 Utilities	56	0	0	0	0.00%
5935 Cell Phone	0	0	480	480	100.00%
5940 Maintenance, Repair, Janitorial	313	200	0	-200	-100.00%
6110 Office Supplies	81	196	660	464	336.73%
6120 Postage/Shipping	0	162	1,237	1,075	763.58%
6130 Photocopy	0	200	400	200	200.00%
6140 Printing	428	6,600	4,856	-1,744	-26.42%
6145 Software	0	600	900	300	50.00%
6150 Advertising/Recruitment	825	250	300	50	20.00%
6320 Equipment Rental	2	50	0	-50	-100.00%
6410 Books/Subscriptions	134	0	287	287	100.00%
6630 Infrastructure	1,723	1,744	0	-1,744	-100.00%
TOTAL MATERIALS/SERVICES	10,185	15,233	14,850	-383	-2.51%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	40,914	73,000	79,000	6,000	8.22%

COMMUNITY SERVICES CONSORTIUM

SALARY RANGE

AFSCME LOCAL 3563

EFFECTIVE JULY 1, 2013

Updated Titles 4 2014 DC

COLA 0.00 %

LONGEVITY		
15 YR 1%	20 YR 3%	25 YR 5%
BASED ON STEP 6		

JOB TITLES	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3
UNASSIGNED	1	1685 842.50 9.72	1774 887.00 10.23	1862 931.00 10.74	1954 977.00 11.27	2051 1025.50 11.83	2156 1078.00 12.44	2263 1131.50 13.06	2286 1143.00 13.19	2331 1165.50 13.45	2376 1188.00 13.71
HS CLASSROOM AIDE ELIGIBILITY CLERK HEAD START TEACHING ASSISTANT 1 OFFICE SPECIALIST 1 WX WAREHOUSE WORKER	2	1861 930.50 10.74	1959 979.50 11.30	2058 1029.00 11.87	2161 1080.50 12.47	2268 1134.00 13.08	2383 1191.50 13.75	2501 1250.50 14.43	2526 1263.00 14.57	2576 1288.00 14.86	2626 1313.00 15.15
HS FAMILY SERVICES/ERSEA COORDINATOR HEAD START TEACHING ASSISTANT 2	3	2059 1029.50 11.88	2167 1083.50 12.50	2272 1136.00 13.11	2389 1194.50 13.78	2506 1253.00 14.46	2632 1316.00 15.18	2763 1381.50 15.94	2791 1395.50 16.10	2846 1423.00 16.42	2901 1450.50 16.74
ACCOUNTING CLERK FOODSHARE COMMUNITY RELATIONS & DEVELOPMENT ASSIST ELIGIBILITY SPECIALIST EMPLOYMENT ADVISOR HS FAMILY SERVICES SITE COORDINATOR INSTRUCTOR MIS CLERK 2 MPA ELIGIBILITY SPECIALIST OFFICE SPECIALIST 3 FS TRUCK DRIVER/WAREHOUSE WORKER YOUTH ADVISOR	4	2274 1137.00 13.12	2394 1197.00 13.81	2512 1256.00 14.49	2637 1318.50 15.21	2770 1385.00 15.98	2908 1454.00 16.78	3053 1526.50 17.61	3084 1542.00 17.79	3145 1572.50 18.14	3206 1603.00 18.50
ACCOUNTING TECHNICIAN ADMINISTRATIVE ASSISTANT AGENCY RELATIONS SPECIALIST AMERICORPS VISTA PROJECT COORDINATOR CREW LEADER ENERGY ED COORDINATOR HEALTH PROGRAM COORDINATOR HS PROGRAM ASSISTANT MIS CLERK 3 PROGRAM ASSISTANT SENIOR EMPLOYMENT ADVISOR SENIOR YOUTH ADVISOR TEACHER 2/ADVOCATE FS WAREHOUSE WORKER 2 WEATHERIZATION TECHNICIAN WX FINANCE SPECIALIST	5	2512 1256.00 14.49	2644 1322.00 15.25	2775 1387.50 16.01	2914 1457.00 16.81	3059 1529.50 17.65	3212 1606.00 18.53	3374 1687.00 19.47	3408 1704.00 19.66	3475 1737.50 20.05	3543 1771.50 20.44
COMMUNICATIONS COORDINATOR HOUSING RESOURCE COORDINATOR NETWORK SPECIALIST 1 PAYROLL SPECIALIST SENIOR CREW LEADER TEACHER 3/ADVOCATE TRAINER - NATURAL RESOURCE CONSERVATION WEATHERIZATION CREW LEADER	6	2775 1387.50 16.01	2921 1460.50 16.85	3067 1533.50 17.69	3222 1611.00 18.59	3383 1691.50 19.52	3550 1775.00 20.48	3726 1863.00 21.50	3763 1881.50 21.71	3838 1919.00 22.14	3912 1956.00 22.57
AUDITOR/INSPECTOR CASE MANAGER CASE MANAGER - HOUSING FINANCIAL ANALYST HS CONTENT SPECIALIST MENTAL HEALTH & DISABILITY HS CONTENT SPECIALIST MENTAL HEALTH & NUTRITION LEAD HOUSING FINANCE SPECIALIST NETWORK SPECIALIST 2 PROGRAM DEVELOPMENT ANALYST PRINCIPAL EMPLOYMENT ADVISOR PRINCIPAL YOUTH ADVISOR REHAB CONSTRUCTION COORDINATOR RESOURCE COORDINATOR TEACHER TRAINER - WEATHERIZATION	7	3067 1533.50 17.69	3228 1614.00 18.62	3391 1695.50 19.56	3556 1778.00 20.52	3734 1867.00 21.54	3924 1962.00 22.64	4121 2060.50 23.78	4162 2081.00 24.01	4245 2122.50 24.49	4327 2163.50 24.96
BUSINESS SERVICES COORDINATOR (WIB) FS GLEANER/VOLUNTEER PROGRAM COORDINATOR	8	3389 1694.50 19.55	3567 1783.50 20.58	3746 1873.00 21.61	3932 1966.00 22.68	4130 2065.00 23.83	4336 2168.00 25.02	4552 2276.00 26.26	4598 2299.00 26.53	4689 2344.50 27.05	4780 2390.00 27.58

COMMUNITY SERVICES CONSORTIUM

SALARY RANGE

NON-REPRESENTED

EFFECTIVE JULY 1, 2013

COLA 0.00%

LONGEVITY		
15 YR 1%	20 YR 3%	25 YR 5%
BASED ON STEP 6		

JOB TITLES	RANGE ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	5	2624	2762	2898	3043	3198	3357	3527	3562	3633	3703
		1312.00	1381.00	1449.00	1521.50	1599.00	1678.50	1763.50	1781.00	1816.50	1851.50
		15.14	15.93	16.72	17.56	18.45	19.37	20.35	20.55	20.96	21.36
EXECUTIVE ASSISTANT	6	2931	3085	3239	3403	3572	3752	3938	3977	4056	4135
		1465.50	1542.50	1619.50	1701.50	1786.00	1876.00	1969.00	1988.50	2028.00	2067.50
		16.91	17.80	18.69	19.63	20.61	21.65	22.72	22.94	23.40	23.86
ENERGY ASSISTANCE SUPERVISOR	7	3275	3447	3618	3800	3988	4188	4398	4442	4530	4618
		1637.50	1723.50	1809.00	1900.00	1994.00	2094.00	2199.00	2221.00	2265.00	2309.00
		18.89	19.89	20.87	21.92	23.01	24.16	25.37	25.63	26.13	26.64
EDUCATION SUPERVISOR FOOD SHARE COORDINATOR HS EDUCATION SUPERVISOR	8	3656	3848	4041	4245	4455	4677	4912	4961	5059	5158
		1828.00	1924.00	2020.50	2122.50	2227.50	2338.50	2456.00	2480.50	2529.50	2579.00
		21.09	22.20	23.31	24.49	25.70	26.98	28.34	28.62	29.19	29.76
HOUSING SERVICES MANAGER HS PROGRAM EDUCATION MANAGER	9	3807	4007	4207	4415	4637	4869	5115	5166	5268	5371
		1903.50	2003.50	2103.50	2207.50	2318.50	2434.50	2557.50	2583.00	2634.00	2685.50
		21.96	23.12	24.27	25.47	26.75	28.09	29.51	29.80	30.39	30.99
OPERATIONS MANAGER WEATHERIZATION PROGRAM MANAGER	10	4075	4289	4501	4725	4962	5211	5473	5528	5637	5747
		2037.50	2144.50	2250.50	2362.50	2481.00	2605.50	2736.50	2764.00	2818.50	2873.50
		23.51	24.74	25.97	27.26	28.63	30.06	31.58	31.89	32.52	33.16
COMMUNITY RELATIONS & DEVELOPMENT DIRECTOR HUMAN RESOURCE DIRECTOR REGIONAL MANAGER	11	4357	4586	4815	5055	5308	5576	5853	5912	6029	6146
		2178.50	2293.00	2407.50	2527.50	2654.00	2788.00	2926.50	2956.00	3014.50	3073.00
		25.14	26.46	27.78	29.16	30.62	32.17	33.77	34.11	34.78	35.46
FOODSHARE DIRECTOR IT DIRECTOR	12	4662	4907	5155	5408	5680	5966	6262	6325	6450	6575
		2331.00	2453.50	2577.50	2704.00	2840.00	2983.00	3131.00	3162.50	3225.00	3287.50
		26.90	28.31	29.74	31.20	32.77	34.42	36.13	36.49	37.21	37.93
FINANCE DIRECTOR HEAD START DIRECTOR	13	4988	5250	5515	5791	6079	6384	6701	6768	6902	7036
		2494.00	2625.00	2757.50	2895.50	3039.50	3192.00	3350.50	3384.00	3451.00	3518.00
		28.78	30.29	31.82	33.41	35.07	36.83	38.66	39.05	39.82	40.59
HOUSING & ENERGY SERVICES DIRECTOR WORKFORCE & EDUCATION DIRECTOR	14	5338	5619	5902	6197	6504	6832	7170	7242	7385	7529
		2669.00	2809.50	2951.00	3098.50	3252.00	3416.00	3585.00	3621.00	3692.50	3764.50
		30.80	32.42	34.05	35.75	37.52	39.42	41.37	41.78	42.61	43.44
EXECUTIVE DIRECTOR by contract with the Governing Board								9100	9100	9100	9100
								4550	4550	4550	4550

COMMUNITY SERVICES CONSORTIUM

COST ALLOCATION PLAN

Indirect costs, federally defined, are as follows:

"Those incurred for a common or joint purpose benefiting more than one cost objective and those not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved."

STATEMENT OF METHODOLOGY

Community Services Consortium's Cost Allocation Plan is designed to equitably distribute the cost of centralized administrative overhead (indirect costs) to each funded program operated by the Consortium.

The basis of allocation used is average annualized staff FTE (Full Time Equivalents) by department. This rationale is based upon the premise that the costs identified in the cost allocation plan provide general administrative support to the staff performing the programs identified by each department. The actual allocated overhead costs are applied on a preliminary basis and are evaluated quarterly for fluctuations.

This plan ensures that shared costs may be prorated to each of the departments on a consistent and rational basis. All department charges will be allocated in accordance with the relative benefits received or costs incurred specifically for a grant or contract operated by that department.

This Cost Allocation Plan has been reviewed during many grantor audits and monitoring visits, and has been deemed to apply overhead to our grants on a reasonable, equitable basis.

BUDGET OPERATION AND MANAGEMENT

INTRODUCTION

In 1987, the Oregon Legislative Assembly enacted a statutory budget process for agencies formed under Chapter 190 of the Oregon Revised Statutes (ORS). Thus, Community Services Consortium (CSC) became subject to requirements that are similar, but not identical, to those contained in local budget law, which governs the budget process for cities, counties and special districts. In brief, the law requires CSC to establish a budget committee, publish notices of budget committee meetings and public hearings, hold public hearings on the budget as approved by the budget committee, and in some instances, follow the same process for supplemental budgeting. The law also directs the Department of Revenue to exercise the same regulatory authority with respect to CSC as it exercises over cities, counties and special districts. Finally, CSC must file a true copy of the Governing Board adopted budget with the Department of Revenue by July 15 of each year.

CSC BUDGET POLICIES

The budget policies are perpetual policies of the Governing Board. They are adopted by resolution and may be modified by Governing Board resolution. Other board policies are found in the Budget Manual and also are binding on agency employees.

The budget constitutes the annual operating plan in terms of programs, resources, and funds. The major component is the program budget.

The budgeting process integrates performance and productivity management, organizational accounting, and allocation of resources and fund management. During preparation, the budget moves through the following steps: requested, proposed, approved by the Budget Committee, and then the final version is adopted by the Governing Board.

PURPOSE OF THE BUDGET

1. To provide a management tool for all levels of CSC management to enhance the planning and decision-making processes.
2. To assist the Governing Board in fulfilling its responsibilities to the citizens.
3. To serve as a communication vehicle both internally between departments and externally with the public and other agencies.
4. To satisfy requirements of Oregon Revised Statutes (ORS) 294.900 to 294.930.

ROLES OF PRIMARY PARTICIPANTS IN THE BUDGET PROCESS

Governing Board - The Board receives the approved budget from the Budget Committee, holds a public budget hearing, makes final adjustments and then adopts the final annual budget. During the following year, the Governing Board acts on requests for budget transfers and supplemental budgets as required.

Budget Committee - CSC is required by state law to appoint a committee to recommend a budget to its governing body. CSC's Budget Committee is composed of the Executive Committee of the Governing Board, the Chair of the Community Action Advisory Committee, one invited member from CSC's Head Start Policy Council, and one invited member from the Region IV Workforce Investment Board. The Budget Committee meets publicly to review program budgets and work plan summaries, deliberates and recommends an approved budget to CSC's Governing Board.

Budget Officer - Under the supervision of the Executive Director, the Budget Officer plans, organizes, and schedules all steps in the preparation of the annual budget. The Budget Officer is responsible for compiling the requested budget for administrative and Executive Committee review and for incorporating budget revisions made throughout the budget preparation process.

Departments - Departments receive Governing Board adopted budgetary guidelines at the onset of the budget preparation process. Departments are responsible for compiling and conveying to the Budget Officer all information necessary to prepare the budget from request through adoption. Any departmental errors or omissions found subsequent to budget adoption must be absorbed by that department.

BUDGET MANAGEMENT

Each Department Director is responsible for managing operations within the framework of the adopted budget. This responsibility includes:

1. Managing programs to achieve performance and productivity goals as outlined in the budget document annual work plan.
2. Managing resources including personnel, materials and services, and capital items efficiently and within the adopted budget.
3. Monitoring departmental revenues to ensure timely receipt of program funds.
4. Observing conditional or contingent budget provisions, such as a program which is budgeted but not authorized until some event takes place or subsequent approval is given.
5. Managing expenditures within available cash and/or appropriation limitations. This responsibility is carried out in conjunction with the Finance Director.

OPERATING BUDGET

1. The Finance Department will maintain a budgetary control system to help it adhere to the budget.
2. The Finance Department will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
3. The Community Services Consortium budget will be prepared and published by program as defined by ORS 294.910 and ORS 294.920.
4. Community Services Consortium funds shall be those designated in the Chart of Accounts. They shall have the purposes, basis of accounting, and ultimate disposition as defined in the authorizing resolution.

Creation and/or elimination of funds shall be done by the Governing Board and shall be consistent with statutory requirements. The resolution creating a fund shall identify the fund's purpose, the fund's expected duration, the basis of accounting, and the provisions for disposition of the remaining fund balance when the fund becomes unnecessary.

5. Community Services Consortium shall utilize the programs listed in the Chart of Accounts. Each program shall have the general purpose identified.
6. Modification of the adopted budget shall be initiated and approved by the Governing Board prior to the expenditure. If an emergency condition requires immediate expenditures not anticipated in the budget, approval for expenditure should be sought informally from the Governing Board. Initiation of formal action to modify the budget shall begin immediately.
7. For the purpose of budget modifications, appropriation control is extended to the category level (personnel services, materials and services, capital outlay, and interfund revenue transfer) for the agency. Department Directors should prepare an appropriation transfer between categories for consideration by the Finance Director in advance of the time when a category within a grant or program will be over-expended for their department.
8. The Budget Officer will be responsible for interpretation and application of ORS 294.925 when considering requests to increase or decrease budget appropriations. No supplemental budget action will be considered by the Governing Board unless there is clear evidence demonstrating a need to alter the budget.
9. Requests to re-budget or carry over expenditures to the next fiscal year must be accomplished prior to the cutoff date annually established and made known by the Budget Officer.

FUND BALANCES

1. All fund balances will be strictly controlled by the Governing Board. Uses of these funds will be limited to unforeseeable events that cannot be absorbed in the budget without adversely impacting the existing program.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

1. Community Services Consortium will establish and maintain a high standard of accounting practices.
2. The Finance Department will maintain records on a basis consistent with generally accepted accounting standards for local government accounting.
3. Regular monthly and annual financial reports will reflect a summary of financial activity by major types of funds.
4. The reporting system will provide monthly information on the total cost of specific services by type of expenditure and fund.
5. An independent public accounting firm will perform an annual audit and will publicly issue a financial opinion.
6. Community Services Consortium will maintain a fixed asset system that will contain an inventory of all equipment costing \$5,000 or more and having a useful life of greater than one year.

GRANT AND CONTRACT ADMINISTRATION

1. All departments will obtain Governing Board approval prior to the submission of any application for grants or contracts from any public or private source.
2. Notice to the Governing Board will be in "Concept Paper" form and submitted for consideration at a regular Governing Board or Executive Committee meetings.
3. In conjunction with the Finance Director, the recipient department is responsible for all aspects of grant administration including report preparation and file and record maintenance.
4. All financial reporting, requests for reimbursement and grantor audits shall be coordinated with the Finance Department. No financial reporting or request for reimbursement or advance shall be sent without a Finance Department review.
5. Departments will prepare requests for reimbursement or advances as soon as possible to avoid cash flow problems.

6. The Finance Department will expedite review of advance or reimbursement requests in order to maximize income and reduce subsidization of grant and contract funds.
7. The Finance Director will prepare an annual Cost Allocation Plan in accordance with appropriate federal, state and agency guidelines to recover indirect costs.
8. Each department will determine the amount of allowable indirect and program administration costs which may be recovered from grants and contracts, and identify the source of revenue to cover any remaining portion that cannot be included in a grant or contract.
9. Each department will coordinate with the Finance Director on a written procedure for allocating indirect and program administration costs to the grants and contracts within their departments. The Finance Director will review and approve the procedure.

BUDGET TERMINOLOGY

Administrative Review: The Executive Director and the Budget Officer review departments' requests and may require departments to provide additional information or make adjustments prior to Executive Review.

Adopted Budget: The financial plan adopted by the Governing Board. This budget is the basis for appropriations.

Annual Plan: A report listing planned activities for the fiscal year in which a budget will be implemented. CSC's annual plans serve as budget narratives.

Approved Budget: Budget recommended to the Governing Board by the Budget Committee.

Appropriation: The legal limit of expenditures as adopted by the Governing Board for a particular level of the agency. CSC's basis of appropriation is by category at the overall agency level. Appropriation control extends to the category level. This means, for example, that managers cannot shift expenditures from Personnel Services to Materials and Services without Governing Board approval.

Appropriation Transfer: Transfer of all or part of an appropriation from one expenditure category to another. Appropriation transfers must be approved by the Governing Board before any funds are over expended in any category. This means, for example, that an appropriation transfer should be sought if the budget for personnel services will be expended prior to the end of the fiscal year but funds budgeted in materials and services are available to spend on personal services.

Budget Committee: CSC is required by state law to appoint a committee to recommend a budget to its governing body. CSC's Budget Committee is composed of the Executive Committee of the Governing Board, the Community Action Advisory Council's (CAAC) chairperson, the Head Start Policy Council's chairperson, and the Workforce Investment Board (WIB) chairperson. The Budget Committee meets publicly to review program budgets and work plan summaries, deliberate and recommend an Approved Budget to the Governing Board.

Budget Manual: Document published at the start of each budget cycle. It constitutes CSC's budget policies and procedures.

Budget Officer: The person designated by the Governing Board to be responsible for preparation of the budget and meeting legal requirements.

Capital Outlay: Summary expenditure category showing purchases of durable goods, like computers, vehicles, desks, etc. Items costing more than \$5,000 usually are categorized as capital outlay. Software is an exception; systems applications, like DOS and Windows, are considered capital outlay as are other programs bundled with hardware at the time of purchase.

Category: Expenditures are summarized in the following categories: Personnel Services, Materials and Services, Capital Outlay and Fund Balance. Revenue categories are summarized as Federal Funds, State Funds, Local Funds and Miscellaneous Funds.

Chart of Accounts: A list and description of line items used to classify expenditures in the

budget. To ensure agency wide consistency, all expenditures must be classified under items listed in the Chart of Accounts.

Executive Review: Following Administrative Review, the Executive Committee of the Governing Board reviews the requested budget and may make adjustments prior to submitting a proposed budget to the Budget Committee.

Fees: Revenues generated by charges for services.

Fiscal year: The budget year, which begins on July 1 and ends on June 30 of the following calendar year. Fiscal years are often referred to by the last calendar year of the fiscal year. Thus fiscal 09-10, which ends June 30, 2010, may be referred to as fiscal year 10.

FTE: Full-Time Equivalent. All CSC positions are stated in whole or partial FTE's. For example, .50 FTE describes an employee who works half time for the entire fiscal year or full-time for exactly half of the fiscal year.

Fund: CSC maintains funds for budget and accounting purposes: General Fund, DCS, Housing and Community Resources, Head Start, and Food Share.

Fund Balance: Accumulated revenues in excess of appropriations. All fund balances are strictly controlled by the Governing Board. Use of fund balances is limited to unforeseeable events, which cannot be absorbed in budgets without adversely affecting existing programs.

Governing Board: The Governing Board is the final authority in CSC's budget process. The Board receives an approved budget from the Budget Committee, holds a public hearing on the budget, makes final adjustments and then adopts a final annual budget. During the operation phase, the Governing Board acts on requests for supplemental budgets and appropriations transfers.

Indirect: As defined by the federal government, indirect costs are "those incurred for a common or joint purpose benefiting more than one cost objective and those not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved."

Materials and Services: Summary category showing all costs of expendable supplies and services other than personnel services.

Miscellaneous Funds: Summary revenue category for incoming interfund transfers and other revenues which cannot be classified as Federal Funds, State Funds or Local Funds.

Object Codes: See Chart of Accounts

Oregon Revised Statutes: Oregon Revised Statutes (ORS) 294.900 to 294.930 contain state law applicable to CSC's budget process. CSC is not subject to the same statutes as other local governments, like cities and counties, although the requirements are similar in many respects, as an ORS 190 organization, a council of governments.

Personnel Services: Summary category showing all costs of wages and benefits paid to or on behalf of CSC employees.

Program: Programs represent identifiable activities with similar functions. For example, the Food Share budget contains the following programs: Food Share and Volunteer Coordination.

Program Revenues: Revenues generated for specific program uses. These revenues can derive from fees, state or federal grants and contracts, or fund balances.

Proposed Budget: Budget submitted to the Budget Committee after Executive Review.

Requested Budget: Budget consolidating all departmental requests, including any modifications requested by the Executive Director or Budget Officer during Administrative Review, into an agency budget. The requested budget is submitted to the Executive Committee of the Governing Board for Executive Review.

Reserve Funds: Funds established to accumulate revenues for future use and for a specific purpose. The Linn Benton Food Share Warehouse budget is an example of a reserve fund.

Supplemental Budget: Supplemental Budgets must be approved by the Governing Board before the agency can spend any revenues, which would cause it to exceed budgeted expenditures at the category level. These budgets are prepared to spend revenues not anticipated when the regular budget was adopted or to meet unanticipated needs. At CSC this procedure is most commonly required when a grant or contract exceeds anticipated levels, but it also can include proposed use of fund balances that would cause expenditures to exceed the budget.

Unrestricted Funds: Revenue that may be used for any purpose. Most CSC funds carry restrictions.

GLOSSARY

ALBANY	Housing rehabilitation program for City of Albany
ALBANY WATER ASSISTANCE	City of Albany Assistance to provide assistance to city of Albany residential water customers
AMERICORPS	CNCS program for education awards based on community service
AMERICORPS*VISTA	Capacity building component/program of CNCS
ARRA	American Recovery and Reinvestment Act
ARRA CSBG	Community Services Block Grant (Funds allocated under the American Recovery & Reinvestment Act.)
ARRA HPRP	American Recovery & Reinvestment Act funds (Funds designated for homeless prevention & rapid re-housing.)
BENTON COUNTY	Benton County contracts for Linn Benton Food Share and Housing Rehabilitation, Regional Housing Center
BPA	Bonneville Power Administration
BPA – ENERGY EDUCATION	Bonneville Power Administration funds allocated to provide energy education services
C of C LBHASH	Continuum of Care Linn Benton Housing Authority Supportive Housing (Department of Housing and Urban Development Continuum of Care grant awarded to Linn Benton Housing Authority and sub granted to CSC. The grant provides transitional supportive housing in Linn and Benton Counties.)
C of C Project Passport	Continuum of Care Project Passport (Department of Housing and Urban Development Continuum of Care grant to provide transitional housing in Lincoln County)
CAAC	Community Action Advisory Council
CCWD	Community Colleges and Workforce Development
CDBG	Community Development Block Grant for housing rehabilitation, construction of community facilities, handicapped accessibility projects, and technical assistance
CDBG ALBANY REHAB	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC for housing rehabilitation services with the City of Albany
CDBG ALBANY WX	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC to address health and safety issues that would then allow weatherization measures to be performed

CDBG LINCOLN CITY PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of Lincoln City
CDBG TOLEDO PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of the City of Toledo
CERTIFIED TRAINER	Authorized trainers to provide services under WIA
CHARTER SCHOOL	Lincoln County School District Charter High School
CHS	Community Housing Services
CLPUD	Central Lincoln Peoples Utility District
CLT	Community Land Trust
CNCS	Corporation for National and Community Services – oversees AmeriCorps, AmeriCorps*VISTA, RSVP
CONTINUUM OF CARE/CSC	Department of Housing and Urban Development grant to Emergency Services to provide a linkage between housing, local service providers and clients
CONTRACTS/GRANTS	Miscellaneous grant or contract income from sources other than federal, state or local resources
CORE SERVICES	Available to individuals both adult and dislocated workers through the One-Stop Delivery system
CORVALLIS	City of Corvallis grant for Linn Benton Food Share and Emergency Services
CORVALLIS-EHA-EA	City of Corvallis funds to be matched by Department of Human Services
COVER OREGON	Health insurance coverage marketplace for Oregonians
CPI	Consumers Power Energy Assistance Program to provide utility assistance to low-income residential customers of Consumers Power, Inc.
CRD	Community Relations and Development Department of CSC
CSBG	Community Services Block Grant
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DONATIONS	Individual donations to CSC programs
DUKE EL PASO	Duke and El Paso funds to provide weatherization services.

ECHO	Energy Conservation Helping Organizations (Set aside funds from private electric companies)
ECHO-ENERGY EDUCATION	Funds allocated to provide energy education services
EHA	State of Oregon Emergency Housing Account funds for services to people who are homeless or at-risk of homelessness
EMERGENCY SERVICES ENERGY ASSISTANCE FUND BALANCE	Funds designated to be used as “energy assistance”
EMERGENCY SERVICES MISC HOUSING FUND BALANCE	Funds designated to be used as “housing assistance”
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
EWTF	Employer Workforce Training Fund
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid by grant funding. Example: fees for housing and/or community facility development assistance; fees paid by businesses for services
GAP	Northwest Natural Gas energy assistance program
GED	General Educational Development: a high school equivalency certificate
GFFP	General Food Fund Program
HEAD START/HHS	Federal funds from the U.S. Department of Health and Human Services to operate Head Start
HEAD START/OPK	State funds from the Oregon Pre-Kindergarten program to operate Head Start
HIGH RISK YOUTH	Special funding for high-risk youth
HOAP	Home Ownership Assistance Program
HOLIDAY FOOD DRIVE	Donations to Linn Benton Food Share to support holiday food drive
HOME TBA	Department of Housing and Urban Development match known as the as the Home Tenant Based Assistance program
HOME TBA – DEPOSIT ONLY	Funds set aside to provide move-in expenses to low-income households unable to secure deposits
HOUSING PLUS	Permanent supportive housing for chronic homelessness
HOUSING PLUS S.S.TERN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at TERN HOUSE

HOUSING PLUS S.S. PELICAN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at PELICAN PLACE
HPRP	Homeless Prevention and Rapid Re-housing Program
HSP	Housing Stabilization Program - Department of Human Services match for EHA-EA and Corvallis EHA-EA
HSPC	Head Start Policy Council
ILP	Independent Living Program - a program for foster children who are meeting the challenges of living independently - funded by Department of Human Services
INCENTIVES	WIA income received for exceeding performance standards
INTENSIVE SERVICES	Service more in-depth than core services provided under WIA
JOBS	Department of Human Services Self Sufficiency program for job search and job development services
LBCC	Linn Benton Community College
LBHA	Linn Benton Housing Authority
LBFS	Linn Benton Food Share
LIHEAP	Low Income Home Energy Assistance Program
LIHEAP ASSUR 16 CM	Low Income Home Energy Assistance Program funds set aside to provide energy education with case management services
LIHEAP ED	Low Income Home Energy Assistance Program energy education funds
LIHEAP LEVERAGE	Low Income Home Energy Assistance Program leverage funds
LIHEAP WX	Low Income Home Energy Assistance Program weatherization funds
LIHEAP WX EE	Low Income Home Energy Assistance Program weatherization energy education funds
LINCOLN CITY CDBG	Community facilities project in Lincoln City for a domestic violence shelter
LINCOLN COMMUNITY LAND TRUST (LCLT)	Contracted staffing and administrative services provided to LCLT for operations and development
LINCOLN COUNTY CDBG	Housing Rehabilitation program for Lincoln County
LINCOLN COUNTY HOMELESS SERVICES	Lincoln County funds to provide emergency and transitional housing services
LINCOLN CO. REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties

LINKAGE	State linkage grant for Linn Benton Food Share to link Food Share clients with other services
LINCOLN REGIONAL REHAB	Housing Rehabilitation Program for Lincoln County
LINN-BENTON REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINN COUNTY	Linn County contracts for Linn Benton Food Share
LIRHF	Oregon Housing and Community Services Department's Low Income Rental Housing Fund used as match for HOME TBA
LOC	Learning Opportunity Centers: certified alternative schools that are part of the Workforce & Education department youth services
MCWSC	Mid Coast Watershed Council
MEYER MEMORIAL TRUST/CAPO	Meyer Memorial Trust funds administered through CAPO to provide additional services at local warming centers.
MILL CITY CDBG	Housing rehabilitation program for the city of Mill City
MILL CITY - GEN FUND	Housing rehabilitation loan repayments
MISCELLANEOUS	Miscellaneous grants and contracts
MPA	Mortgage Payment Assistance Program
NCRC	National Career Readiness Certificate
NEG	National Emergency Grant - DOL funds to provide services to dislocated workers specific to identified layoffs
NON-USDA FOOD	Value of commodities other than those from USDA
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education
NW NATURAL ENERGY EDUCATION #2	NW Natural OLIEE funds designated for energy education
NSP	Neighborhood Stabilization Program
OCCC	Oregon Coast Community College
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OEAP CM E2C2	Oregon Energy Assistance Program funds set aside to provide energy education with case management
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department

OHCS	Oregon Housing and Community Services
OJJDP	Office of Juvenile Justice for Delinquency Prevention
OJT	On-the-Job Training
OLGA	Oregon Low-income Gas Assistance to provide utility assistance to low-income residential customers of NW Natural Gas
OLIEE	Oregon Low-Income Energy Efficiency program funded by Northwest Natural Gas
ONE STOP CENTERS	Certified Work Source Centers offering a full range of services including information and referrals, employment and training programs, and client resources. A partnership of WIA, OED, VRD, and DHS.
OREGON HEAT	Pacific Power and Light energy assistance program
OWEB	Oregon Watershed Enhancement Board
OWIB	Oregon Workforce Investment Board
OWP	Oregon Workforce Partnership
OYEI	Oregon Youth Employment Initiative
OYCC	Oregon Youth Conservation Corps for youth employment and training
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT PASSPORT	Department of Housing and Urban Development Continuum of Care grant transferred from the Trueman Center to CSC to provide transitional housing
RAPID RESPONSE	Title IB WIA dollars reserved at the State for activities associated with business and industry closures or mass lay-offs
RCAC	Rural Community Assistance Corporation
RD HPG	Rural Development Housing Preservation Grants for housing rehabilitation
REBATES	Local utility company matching funds for weatherization
REACH FEE FUND BALANCE	Funds awarded as a pilot project to combine resource management, utility assistance, energy education, and weatherization to LIEAP eligible households who are high-energy users.
REGIONAL HOUSING CENTER	One-Stop center for home ownership information and services in the region
RELIANT	Reliant funds to provide weatherization services

RENTAL REPLACEMENT	Rental income set aside for building maintenance and repair as required by grant contract
RSVP	Retired and Senior Volunteer program
SECOND CHANCE LANDLORD GUARANTY	Funds designated as cost reimbursement to landlords renting to eligible "Second Chance" graduates
SEEARP	State Energy Efficiency Appliance Rebate Program
SENATE BILL 1552	Funds allocated to provide foreclosure counseling and other housing referrals
SESP	State Energy Sector Partnership
SHAP	State of Oregon Homeless Assistance Program
SHARE CONT	Share contribution payments to Linn Benton Food Share from from member agencies (freight and handling charges)
SHARE RESERVES	Share contribution payment reserves
SHIBA	Senior Health Insurance Benefits Assistance offering free counseling to people on Medicare
SHOP	Self-Help Home Ownership Opportunity Program
SHOW	State Home Oil Weatherization
SHS	Samaritan Health Services
SNRC	Summer Natural Resource Crew in Lincoln County
SOS	Central Lincoln Public Utility District's energy assistance program
TANF - CORVALLIS	Self Sufficiency Program of DHS; funds to be used as match for Corvallis-EHA-EA funds
TERN HOUSE RENTAL INCOME	Income & expenses generated from TERN HOUSE, a permanent affordable housing facility
USDA	US Department of Agriculture reimbursement for handling USDA commodity foods and budgeted value of USDA foods
UWLC	United Way of Linn County
UWBLC	United Way of Benton and Lincoln Counties
VALLEY IDA	Matched savings account that enables low-income households to build assets
VETERANS SUPPORTIVE SVCS	Collaborative grant with St. Vincent de Paul Society of Lane County, Inc. to provide supportive services to very low-income homeless Veterans and their families
VRD	Vocational Rehabilitation Division

WALDPOR CDBG	Housing rehabilitation program for Waldport
WIA	Workforce Investment Act - Implemented July 1, 2000
WIA/AREA	Comprises the area of coverage receiving local Workforce Investment Act services
WIA ADDITIONAL	Title IB WIA state reserves for on-going activities assistance i.e. company layoffs
WIB	Workforce Investment Board
W & E	CSC's Workforce & Education department
WX	Weatherization
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school. Sometimes funded in part by Department of Housing & Urban Development