

**FISCAL YEAR 2017 - 2018
BUDGET and MULTI-YEAR
STRATEGIC PLAN**

Serving Linn, Benton and Lincoln Counties

Calm morning at Yaquina Head Lighthouse, Newport, Oregon

~ Image by Paul Deatherage aka PAUL RODERICK – May 2014

FY 2017 – 2018 BUDGET

**COMMUNITY SERVICES
CONSORTIUM**

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

June 5, 2017

**COMMUNITY SERVICES CONSORTIUM
FY 2017-2018 BUDGET**

TABLE OF CONTENTS

	CSC BOARD MEMBERSHIP	ii
	GOVERNING BOARD	
	CAAC - COMMUNITY ACTION ADVISORY COUNCIL	
	HEAD START POLICY COUNCIL	
	BUDGET MESSAGE	iii
SECTION 1:	INTRODUCTION	
	CSC FUNCTIONAL CHART	1-1
	CSC GOVERNING BOARD / ADVISORY COUNCIL 501(C)(3)'S	1-2
	CSC ORGANIZATIONAL CHART	1-3
	CSC OPERATING BUDGET	1-4
SECTION 2:	WORKFORCE & EDUCATION	
	ORGANIZATIONAL CHART	2-1
	ANNUAL PLAN	2-2
	ANNUAL BUDGET	2-4
SECTION 3:	HOUSING & ENERGY SERVICES	
	ORGANIZATIONAL CHART	3-1
	ANNUAL PLAN	3-2
	ANNUAL BUDGET	3-6
SECTION 4:	LINN BENTON FOOD SHARE	
	ORGANIZATIONAL CHART	4-1
	ANNUAL PLAN	4-2
	ANNUAL BUDGET	4-5
SECTION 5:	CHILD DEVELOPMENT SERVICES (HEAD START)	
	ORGANIZATIONAL CHART	5-1
	ANNUAL PLAN	5-2
	ANNUAL BUDGET	5-4
SECTION 6:	COMMUNITY RELATIONS & DEVELOPMENT	
	ORGANIZATIONAL CHART	6-1
	ANNUAL PLAN	6-2
	ANNUAL BUDGET	6-3
SECTION 7:	ADMINISTRATIVE SERVICES	
	ADMINISTRATIVE SERVICES ORGANIZATIONAL CHART	7-1
	ANNUAL PLAN	7-2
	ANNUAL BUDGET	7-6
	SALARY CHART FY 2017-2018.....	7-15
	COST ALLOCATION PLAN.....	7-17
	BUDGET OPERATION AND MANAGEMENT	7-18
	BUDGET TERMINOLOGY	7-23
	GLOSSARY	7-26

GOVERNING BOARD AND ADVISORY COUNCILS

GOVERNING BOARD

BENTON COUNTY

Commissioner Xan Augerot
Commissioner Annabelle Jaramillo, Chair +
Commissioner Anne Schuster

LINCOLN COUNTY

Commissioner Bill Hall, Vice Chair +
Commissioner Doug Hunt
Commissioner Terry Thompson

LINN COUNTY

Commissioner John Lindsey
Commissioner Roger Nyquist
Commissioner Will Tucker +

+ Executive Committee Members

COMMUNITY ACTION ADVISORY COUNCIL

(Proposed slate of members)

BENTON COUNTY

Vince Adams
Yazmin Brambila
Mark Edwards
Donna Holt
Cookie Johnson
Rocio Munoz

LINCOLN COUNTY

Alma Baxter
Sally Bovett
Shannon Bright-Vinson

LINN COUNTY

Dan Bolger
Stephany Koehne
Lisa Pye
Claus Sass
Miao Zhao

HEAD START POLICY COUNCIL

LINCOLN CITY

Angela Lowe
Cami McKorkle, Vice Chair
Valerie Young

NEWPORT

Paola Claycomp
Kevilyn Goodman
Emily Saleen

TOLEDO

Shannon Bright-Vinson, Chair
Nyala Ehmer, Secretary

Budget Message

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2017-2018

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

As I write this, the Senate has just passed a funding bill that will keep the federal government open, and most of our federal funding intact until October 1, 2017. The State of Oregon has yet to pass a budget. Therefore, we were forced to make some assumptions. This budget is built on the presumption that programs federally funded to October 1st will be funded at the same level for the remainder of our fiscal year. We have been advised to expect some programs to be defunded at the state level. For all others, we have assumed flat funding from the state. In the end, the revenues in the budget are forecast to decline 5% overall.

We are focused on building a new five-year strategic plan, developing goals that will shape the agency's direction, whatever the funding levels.

We began the process using the Peter Drucker organizational assessment tools recommended by the National Community Action Partnership. Over the next year, we will review data, suggestions and feedback from staff, our clients, our partners and our general community. In the end, we will have a plan that is more responsive to what our community wants and needs. Preparation for creating that plan will drive short-term goals.

First, as Drucker points out, we need to know what our customers value. He sees clients, partners and communities as our "customers." We began a partnership with Samaritan to jointly collect feedback on community priorities. Poverty is the greatest social determinant of health; making Community Action and health care providers natural partners in improving the stability of a community. We will continue to explore collaborations like this.

We are piloting a new intake system that helps clients identify their goals, track their progress and give us feedback to ensure our offerings meet the needs of our "customers." That intake system will also help address our concern about analyzing the data we record.

We collect literally hundreds of thousands of data points on half a dozen separate data systems at the direction of our funders. Oftentimes, we are accumulating outputs: counting numbers of participants or services. What we really want to know about are outcomes: the changes that result from our work together. We need soundly researched and scientifically tested outcome indicators in order to determine what works and what doesn't. This year Oregon, Washington and Idaho Community Action Agencies will begin using indicators developed from the OSU/three-state partnership and collecting baseline data.

Data analysis will require follow-up and new expertise to determine who succeeds and why. We need that information to help us focus our resources. Some of our neighbors simply need help locating tools to execute their life plans. Others need more intensive supports. Knowing more about our clients and following the results of their efforts is critical to understanding how to craft effective programs and services. Finally, we are dedicated to reaching out to those in our community who are left behind or left out. Through collaborations like the Garfield pop-up food pantry, we have begun reaching neighbors in need who don't know about, or haven't accessed our services. Improving outreach is an underlying goal for our entire agency. These concepts will show up in departmental budgets and goals. Some projects are already underway. Some are waiting for funding. But, as we address these underlying issues, we know we are more clearly on the path to an agency that lives up to the promise of community action: Helping people. Changing lives.

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 2016-2017 was \$24,782,808. Our two Supplemental Budgets raised that by \$2,244,612 to a revised total of \$27,027,420. By comparison, our 2017-2018 total budget is \$25,628,685 - a decrease of approximately \$1.4 million or 5%. This amount of total expenditure puts CSC's projected funding at only 1.15 % more than our audited expenditures of \$22,241,407 from FY 2006-2007 - ten years ago in a pre-recession 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, 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 our primary three-county area. We also have operating contracts in four other counties to provide services – Clatsop, Columbia, Tillamook and Polk counties.

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 38th year of service to Linn, Benton and Lincoln counties.

CSC 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 finally, Career Tech High School (aka the Charter School), organized during FY14. CSC also provides management services to Community Housing Services (CHS), 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, life 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; housing rehabilitation, home; 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 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.

During FY16-17, CSC was awarded new contracts in the Workforce & Education department that extend beyond our usual tri-county area and will be providing youth services under two different Workforce Investment Boards (WIBs) to Polk, Clatsop,

Columbia and Tillamook counties. These expansions were offset by changes to the adult and dislocated worker contracts in Benton and Lincoln counties which were awarded to another service provider.

Fiscal Fitness

Our CSC internal systems are sound. As an example, for the 25th 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 18 years. This confirms that our fiscal systems are running smoothly and transparently. **Our¹ administrative rate is projected at 6.5% of total expenditures (without the value of non-cash food commodities) for this FY17-18 budget.** Administrative overhead includes general management, information technology and communication (website) services. 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 and Information Technology: cost allocation pools which are shown in Administrative Services 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, facilities and finance functions. Information Technology provides service design and direct service by administering our entire information network system. Information Technology also helps coordinate 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, 2016, **we are pleased to announce that the cost of administrative overhead, information technology and communication services was 8.98% of total direct grant expenditures (without the value of food commodities).** This rate is substantially lower than in many other organizations and reflects our organization's diligence in maximizing services to our communities.

¹ This is \$863,500 indirect (5.0%) and IT at \$255,000 for total of \$6.5% of non-food expenditures). This is net of revenues or grants in these pools.

Our budget displays a three-year trend of revenues and expenditures by showing the Audit Report figures for fiscal year ending 6/30/16, Adopted Budget (including two Supplemental budgets) for fiscal year ending 6/30/17, and the Projected Budget for fiscal year ending 6/30/18. 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 Adopted Supplemental Budget from FY17 and the Proposed Budget for FY17-18 in both a dollar change and a percentage change format.

Two Supplemental Budgets for FY17 were presented to the CSC Governing Board in FY17 and are also presented in this budget document for a more comprehensive analysis.

The internal administrative service pools are also displayed on the agency total pages in order to properly reflect total agency FTE and to appropriate additional revenues and expenditures that are not solely from program reimbursement.

We show the total agency staffing in Full Time Equivalents (FTE). Each department discusses its accomplishments for the prior year FY17 and goals for the FY18 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 increase of 2.94 Full Time Equivalents (FTEs) is spread across the programmatic departments of our organization, primarily in our Child Development Services (+4.19 FTE) due to full-day, full-year classroom scheduling. Workforce and Education (+1.19 FTE) and Linn Benton Food Share (+.16 FTE). These increases were offset by reductions in the Housing and Energy Services department (-2.31 FTE due to the end of one-year special funding), and Community Relations and Development department (-.28). In our administrative service pools, we have combined the Communication Services section with the Information Technology section,

Final federal funding for FY18 will not be known until the end of the first quarter of our fiscal year with the adoption of a new federal budget. State budgets will be set by the end of the fiscal year and we will have detailed information by the end of the first quarter. We have used current knowledge to make the most reasonable estimate possible for this budget. CSC is typically able to add additional grants during the fiscal year, and will look for other opportunities for additional funding, as well as collaborative partnering arrangements that are compatible with or complementary to our funding.

After five years without an increase, CSC management and our AFSCME union agreed to a 2% cost of living increase in FY14-15, retroactive to the beginning of that fiscal year. For FY17-18 CSC's current labor agreement has been rolled over for this budget year with no salary increases and no changes to benefit levels.

There are scheduled increases to the Oregon Public Employee Retirement System (PERS) benefit for the FY17-19 biennium of 3.72% for Tier 1/Tier 2 covered employees, and 2.63% increase for OPSRP covered employees. Similar increases are projected for multiple upcoming bienniums and present an ongoing challenge for CSC, as with many other governmental agencies.

Our health costs, which are a significant portion of our fringe benefit package, only increased about 6.5%, due to a good experience rating and negotiation with our benefits agent, with CSC paying 88% and employees paying 12% of the premiums.

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.

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 decrease of about \$1.4 million dollars or 5% to our total FY18 funding in this budget as compared to the Supplemental FY17 budget, with an increase of 2.94 FTE or 2.7% in staffing.

Adjustments for any funding changes for FY18 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 have decreased to \$24.78 million as of the June 30, 2016 audit, raised slightly in the Supplemental budget #2 for FY17 to \$27 million and are projected to decrease slightly to \$25.6 million for FY17-18.

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 FY17-18 budget team including Pegge McGuire, Terry Knoll and the Housing and Energy Services team; Sean Larsen, Sharee Cooper and the Workforce and Education team; Ryan McCambridge and the Linn-Benton Food Share team; Suzanne Miller and the Child Development Services team; Dee Teem and the Community Relations and Development team; and members of the Administrative department including Elaine Lahey, Susanne Lee and Emely Day, the HR department with Rich Shelton and Debbie Clearwater, and especially Finance staff – Connor Lyons, Kellie Gould, Darryl Willaman, and Jennifer McCooley.

Sincerely,



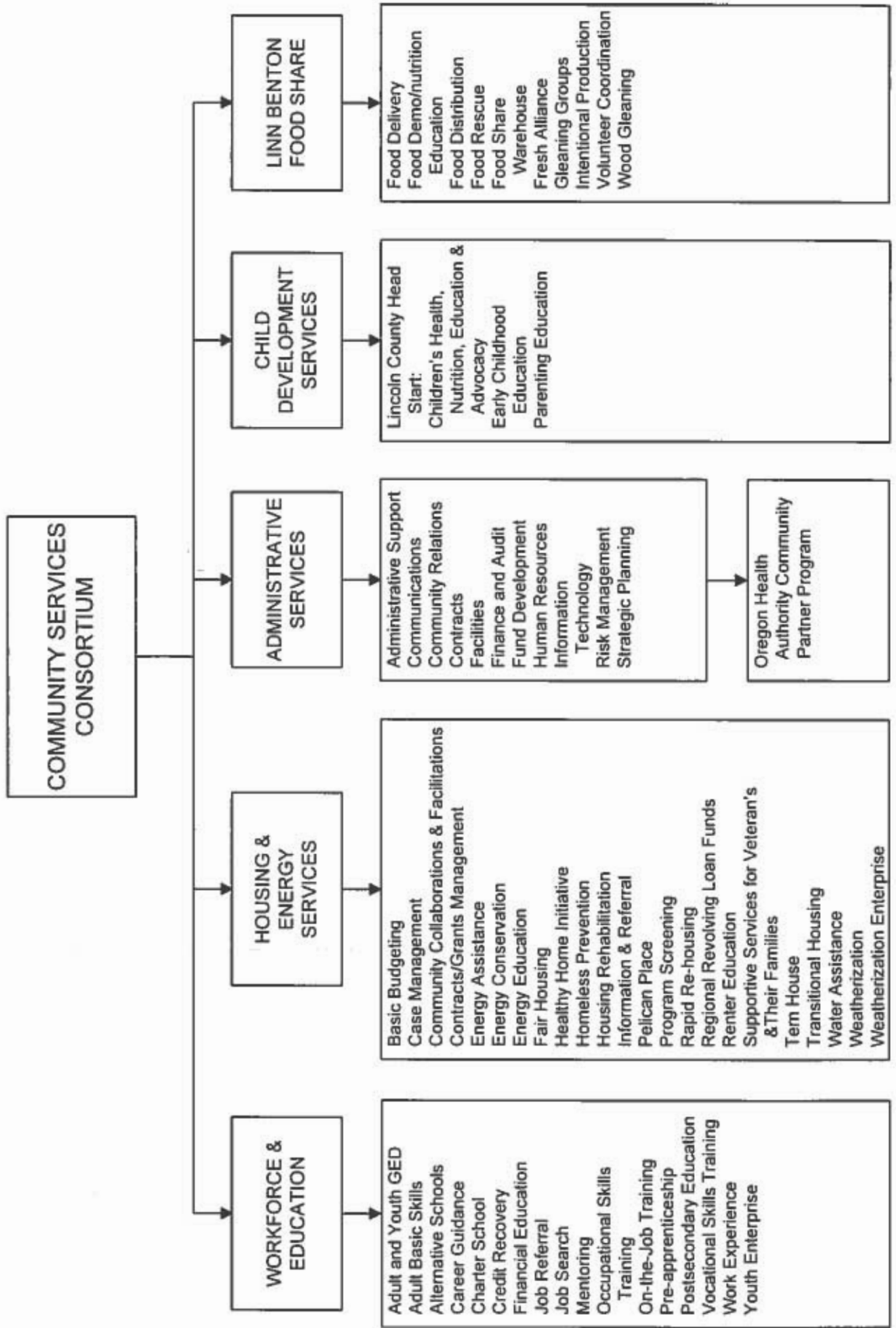
Martha Lyon
Executive Director



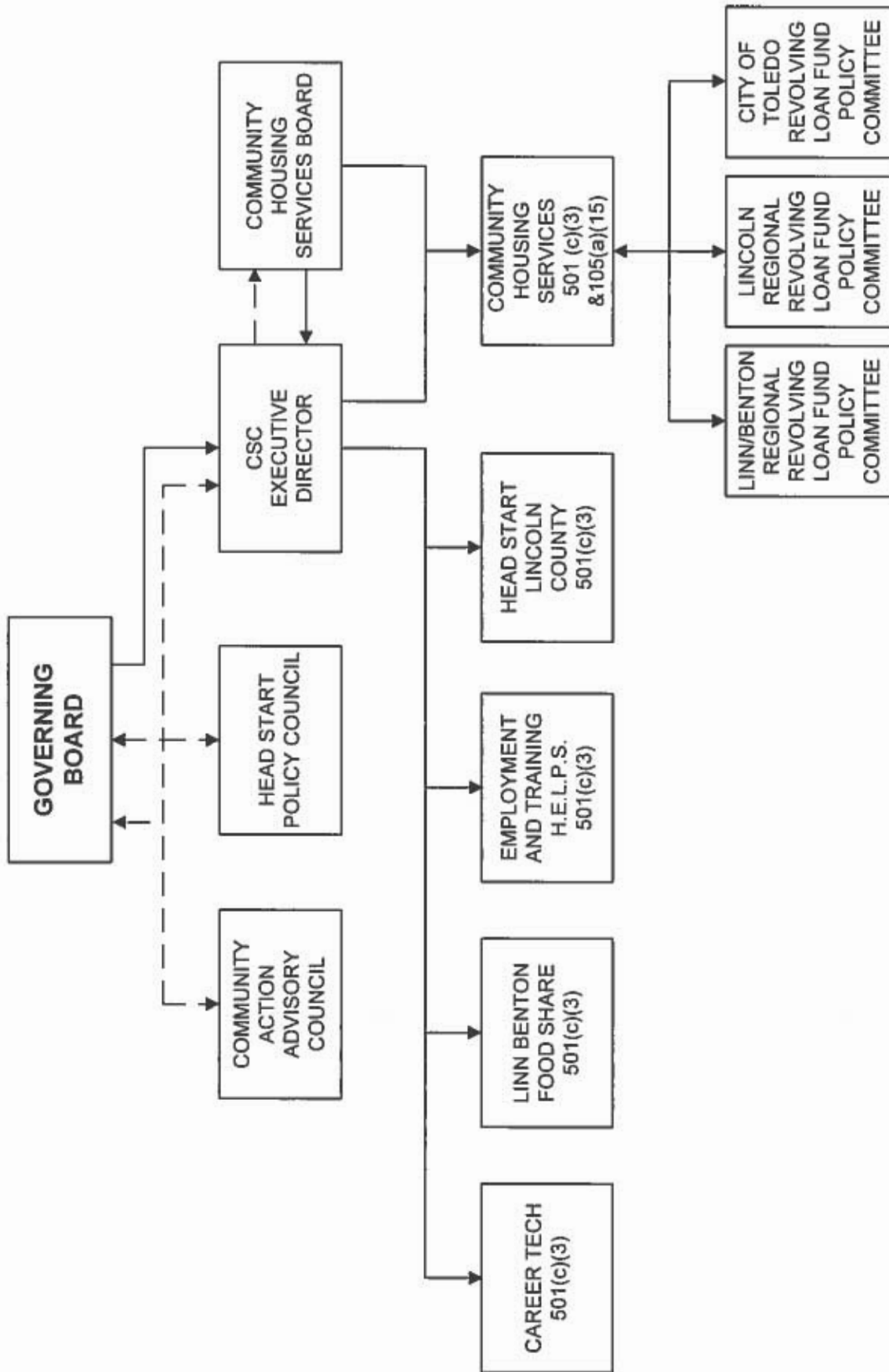
Debbie Jackson
Finance Director

CSC Totals

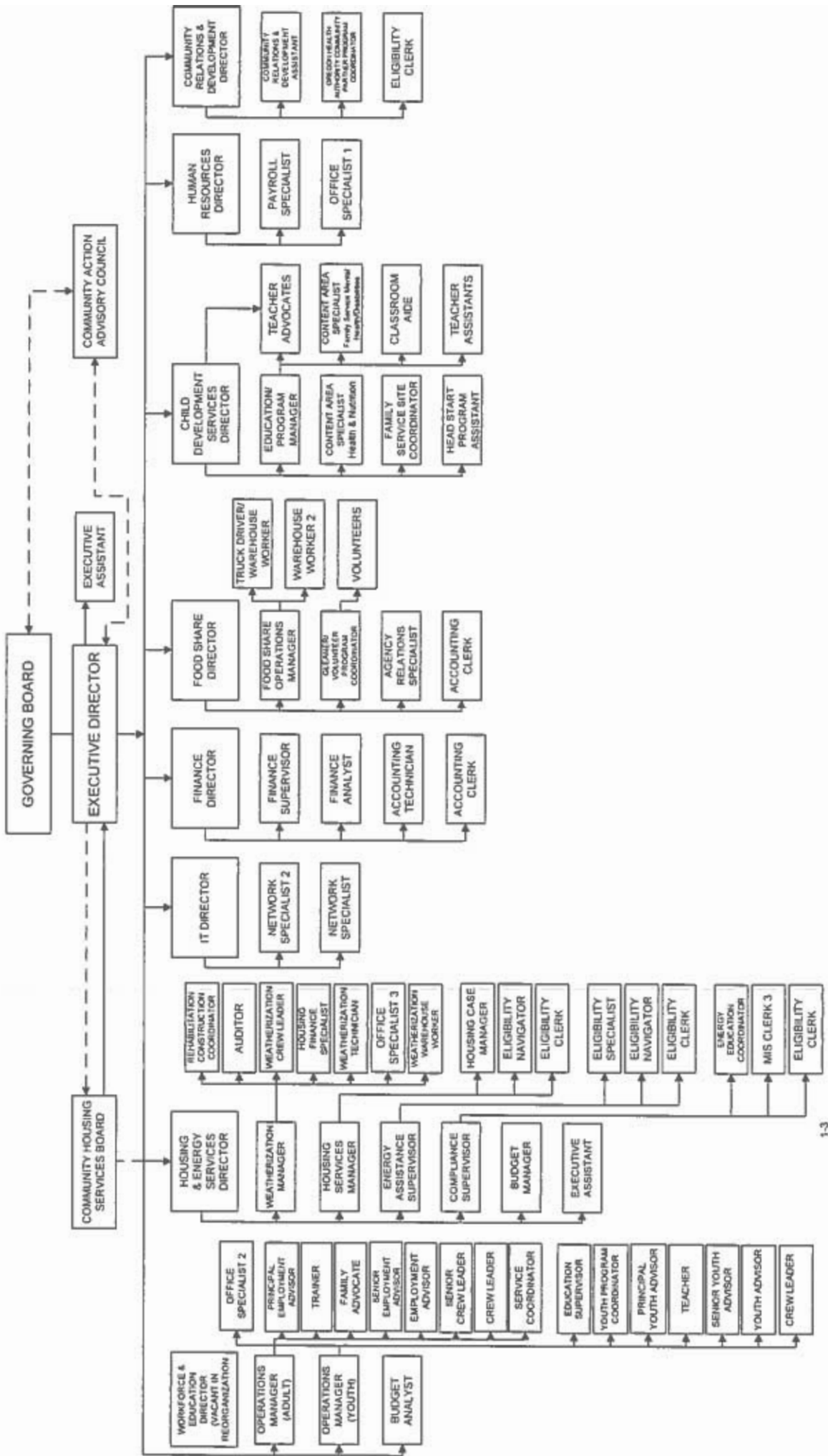
COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



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



COMMUNITY SERVICES CONSORTIUM ORGANIZATIONAL CHART



COMMUNITY SERVICES CONSORTIUM

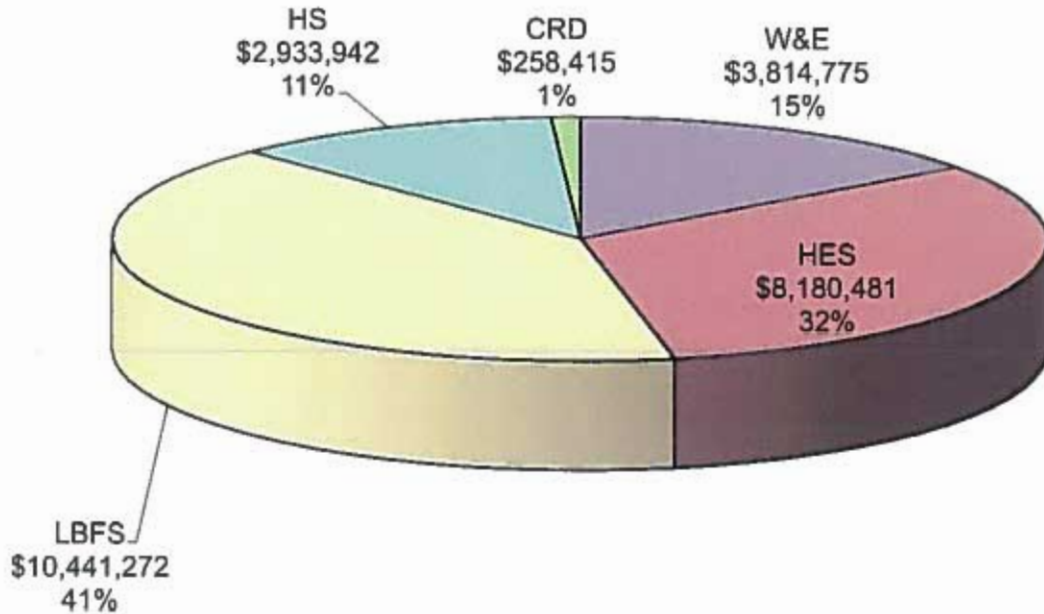
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	ADMINISTRATIVE SERVICE POOLS		
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18			TOTAL FY18	Internal Eliminations	External Funding
FEDERAL FUNDS	6,866,642	8,952,363	9,009,448	57,085	0.64%	45,000	0	45,000
STATE FUNDS	3,543,459	5,685,732	4,115,917	-1,569,815	-27.61%	0	0	0
LOCAL FUNDS	1,623,963	3,081,957	3,387,406	305,449	9.91%	0	0	0
MISCELLANEOUS FUNDS	8,099,253	9,307,367	9,116,113	-191,254	-2.05%	1,239,000	1,118,500	120,500
TOTAL FUNDS	20,133,316	27,027,420	25,628,884	-1,398,536	-5.17%	1,284,000	1,118,500	165,500

SOURCE OF REVENUES

DEPARTMENT BUDGET BY CATEGORY

FTE	89.91	104.50	107.44	2.94	2.82%	12.47	0.00	12.47
TOTAL PERSONAL SERVICES	5,305,159	6,175,113	6,483,459	308,346	4.99%	985,656	857,757	127,899
TOTAL MATERIALS/SERVICES	14,640,633	19,425,726	17,813,844	-1,611,882	-8.30%	233,344	203,703	29,641
TOTAL CAPITAL OUTLAY	11,970	1,426,581	1,331,581	-95,000	-6.66%	0	0	0
CHANGE IN FUND BALANCE	175,553	0	0	0	0.00%	65,000	57,040	7,960
TOTAL EXPENDITURES	20,133,316	27,027,420	25,628,884	-1,398,536	-5.17%	1,284,000	1,118,500	165,500

Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SUPP #2

SOURCE OF REVENUES	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NW WIB Adult	176,769	0	0	0	0.00%
NW WIB Youth	294,478	550,000	549,999	-1	0.00%
NW WIB DW	205,545	12,842	0	-12,842	-100.00%
Incite Adult	196,962	364,000	380,000	16,000	4.40%
Incite Youth	291,596	516,000	516,000	0	0.00%
Incite DW	200,872	0	0	0	0.00%
Job Driven NEG	1,199	0	0	0	0.00%
CSBG	229,691	242,351	192,000	-50,351	-20.78%
CSBG interagency	0	202,500	0	-202,500	-100.00%
JOBS	188,242	199,000	392,150	193,150	97.06%
Youthbuild - AMERICORPS	101,917	154,500	85,000	-69,500	-44.98%
OYCC	0	88,500	128,650	40,150	45.37%
DHS (Independent Living Skills)	132,659	188,464	186,900	-1,564	-0.83%
LIHEAP - ENERGY ASSISTANCE	1,570,925	1,909,474	1,873,062	-36,412	-1.91%
LIHEAP Education	134,685	110,212	115,883	5,670	5.14%
LIHEAP WX EE	5,344	15,007	16,917	1,910	12.73%
ESGP	153,506	154,865	151,644	-3,221	-2.08%
Continuum of Care	71,560	71,560	71,560	0	0.00%
HOME TBA	199,443	239,671	197,847	-41,824	-17.45%
HSP	32,418	31,053	32,419	1,366	4.40%
BPA Energy Education	8,896	8,896	8,895	-1	-0.01%
C of C LBHASHP	0	117,529	134,102	16,573	14.10%
C of C Project Passport	64,099	47,068	49,552	2,484	5.28%
VA Support Services	296,882	282,000	284,820	2,820	1.00%
CDBG Albany Homeless Svc	17,071	5,000	0	-5,000	-100.00%
CDBG Albany Wx	5,300	140,000	50,000	-90,000	-64.29%
Youthbuild - Albany CDBG - One Bloc	0	11,800	0	-11,800	-100.00%
DOE	135,083	149,522	149,522	0	0.00%
LIHEAP WX	344,104	406,626	421,492	14,866	3.66%
BPA	84,742	157,612	145,136	-12,476	-7.92%
USDA	591,777	526,734	634,936	108,201	20.54%
Head Start HHS	913,454	959,787	959,787	0	0.00%
Duration Startup	0	224,780	195,114	-29,666	-13.20%
Duration Operation	0	0	352,451	352,451	100.00%
Duration Construction	0	725,085	725,085	0	0.00%
OAHAC -Mortgage Payment Assist	28,997	1,525	1,525	0	0.00%
VA/CAPO - PIT Grant	10,400	9,100	0	-9,100	-100.00%
DOL Vet's Stand Down Grant	7,000	7,000	7,000	0	0.00%
HUD/LASD -Fair Housing Grant	29,811	87,300	0	-87,300	-100.00%
CSC Supportive Housing Program	141,215	0	0	0	0.00%
Local Industry Sector Strategies	0	35,000	0	-35,000	-100.00%
Subtotal	6,866,642	8,952,363	9,009,448	57,084	0.64%
STATE FUNDS					
DHS (Independent Living Skills)	262	0	0	0	0.00%
Dept. of Education (Charter School)	383,853	375,000	395,000	20,000	5.33%
DHS TANF Reinvestment	0	770,000	770,000	0	0.00%
OYCC	63,057	0	0	0	0.00%
BACK TO WORK OREGON	7,680	0	0	0	0.00%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV	ADMINISTRATIVE SERVICE POOLS		
					Total Admin Pools	Intercompany Elimination	External Funding
0	0	0	0	0	0	0	0
549,999	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
380,000	0	0	0	0	0	0	0
516,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	50,000	60,000	5,000	77,000	45,000	0	45,000
0	0	0	0	0	0	0	0
392,150	0	0	0	0	0	0	0
85,000	0	0	0	0	0	0	0
128,650	0	0	0	0	0	0	0
186,900	0	0	0	0	0	0	0
0	1,873,062	0	0	0	0	0	0
0	115,883	0	0	0	0	0	0
0	16,917	0	0	0	0	0	0
0	151,644	0	0	0	0	0	0
0	71,560	0	0	0	0	0	0
0	197,847	0	0	0	0	0	0
0	32,419	0	0	0	0	0	0
0	8,895	0	0	0	0	0	0
0	134,102	0	0	0	0	0	0
0	49,552	0	0	0	0	0	0
0	284,820	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	50,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	149,522	0	0	0	0	0	0
0	421,492	0	0	0	0	0	0
0	145,136	0	0	0	0	0	0
0	0	510,000	124,936	0	0	0	0
0	0	0	959,787	0	0	0	0
0	0	0	195,114	0	0	0	0
0	0	0	352,451	0	0	0	0
0	0	0	725,085	0	0	0	0
0	1,525	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	7,000	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	0
0	0	0	0	0	0	0	0
2,238,699	3,761,376	570,000	2,362,373	77,000	45,000	0	45,000
0	0	0	0	0	0	0	0
395,000	0	0	0	0	0	0	0
770,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SUPP #2

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18		
EHA	287,587	759,866	214,497	-545,369	-71.77%
EHA VET DRF	26,873	0	0	0	0.00%
Elderly Rental Assistance	0	0	86,940	86,940	100.00%
DHA - AST Working Families	0	44,000	0	-44,000	-100.00%
Ferrell Gas (FG)	0	6,695	0	-6,695	-100.00%
Housing Plus S.S. - Tern	46,192	29,592	0	-29,592	-100.00%
Housing Plus Pelican	73,877	117,457	0	-117,457	-100.00%
SHAP	82,044	214,936	99,598	-115,338	-53.66%
OHRF	49,617	69,401	50,000	-19,401	-27.95%
LIRHF	17,630	16,782	16,324	-458	-2.73%
OEAP	1,549,753	1,788,314	1,196,990	-591,324	-33.07%
ECHO Energy Education	43,487	39,002	56,986	17,984	46.11%
Echo WX	328,100	792,954	581,134	-211,820	-26.71%
Head Start/OPP/OPK	508,447	508,447	508,447	0	0.00%
OPK 1-Time Funds	0	19,546	0	-19,546	-100.00%
SHOW	0	27,500	35,000	7,500	27.27%
Clean Energy Works	0	6,240	5,000	-1,240	-19.87%
Oregon Health Authority	75,000	100,000	100,000	0	0.00%
Subtotal	3,543,459	5,685,732	4,115,917	-1,569,816	-27.61%
LOCAL FUNDS					
Lincoln County - SNRC	10,740	7,741	7,500	-241	-3.11%
City of Lincoln	750	0	40,000	40,000	100.00%
Ford Family Foundation	0	0	50,000	50,000	100.00%
Donations - WED	43,023	0	0	0	0.00%
Donations - ES	4,447	6,000	6,000	0	0.00%
OLGA	73,671	684,893	910,308	225,415	32.91%
NW Natural En Ed Fund Bal	0	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	25,756	20,000	20,000	0	0.00%
Oregon Heat	12,110	77,909	36,800	-41,109	-52.77%
GAP	940	35,011	35,011	0	0.00%
SOS	16,521	19,243	22,880	3,637	18.90%
CPI	1,215	26,952	38,455	11,503	42.68%
Albany Water Assistance	1,215	49,908	49,908	0	0.00%
Tern House - Rental Income	32,062	27,584	27,584	0	0.00%
Pelican Place - Rental Income	87,062	69,782	66,982	-2,800	-4.01%
Benton County	24,000	24,000	24,000	0	0.00%
Loan Repayments	12,000	0	0	0	0.00%
OLIEE	0	195,000	250,000	55,000	28.21%
Rebates	136,954	0	0	0	0.00%
Acquisition/Rehab Fund Balance	0	150,000	150,000	0	0.00%
City of Corvallis	30,000	32,000	22,000	-10,000	-31.25%
Donations - LBFS	710,886	653,152	695,672	42,520	6.51%
Holiday Food Drive	35,093	35,000	35,000	0	0.00%
Linn County	17,100	17,100	17,100	0	0.00%
Intentional Production	9,020	12,500	12,500	0	0.00%
Other Foundations	0	12,000	8,500	-3,500	-29.17%
Food Recovery	2,128	50,626	51,999	1,373	2.71%
Share Contributions	335,889	311,000	305,000	-6,000	-1.93%
Central Lincoln PUD	0	75,000	50,000	-25,000	-33.33%
TERN Rental Replacement	0	5,600	5,600	0	0.00%
PELICAN Rental Replacement	0	12,018	12,018	0	0.00%
Housing Fund Balances - Combined	0	11,180	11,180	0	0.00%
Housing Rehab Funds	0	303,209	332,526	29,317	9.67%
Mill City -General Fund	0	25,000	25,000	0	0.00%
Benton County Foundation	1,380	0	0	0	0.00%
Samaritan Health Services Social Acc	0	20,000	0	-20,000	-100.00%
Vet's Stand Down	0	2,000	2,000	0	-0.02%
Lincoln City Open Space	0	20,000	20,000	0	0.00%
Samaritan Foundation	0	66,666	22,000	-44,666	-67.00%
City of Toledo Water Assistance	0	17,291	17,291	0	0.00%
Subtotal	1,623,963	3,081,957	3,387,406	305,449	9.91%

					ADMINISTRATIVE SERVICE POOLS		
WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV	Total Admin Pools	Intercompany Elimination	External Funding
0	214,497	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	86,940	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	0	0
0	99,598	0	0	0	0	0	0
0	0	50,000	0	0	0	0	0
0	16,324	0	0	0	0	0	0
0	1,196,990	0	0	0	0	0	0
0	56,986	0	0	0	0	0	0
0	581,134	0	0	0	0	0	0
0	0	0	508,447	0	0	0	0
0	0	0	0	0	0	0	0
0	35,000	0	0	0	0	0	0
0	5,000	0	0	0	0	0	0
0	0	0	0	100,000	0	0	0
1,165,000	2,292,470	50,000	508,447	100,000	0	0	0
0	0	0	7,500	0	0	0	0
40,000	0	0	0	0	0	0	0
50,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	6,000	0	0	0	0	0	0
0	910,308	0	0	0	0	0	0
0	6,591	0	0	0	0	0	0
0	20,000	0	0	0	0	0	0
0	36,800	0	0	0	0	0	0
0	35,011	0	0	0	0	0	0
0	22,880	0	0	0	0	0	0
0	38,455	0	0	0	0	0	0
0	49,908	0	0	0	0	0	0
0	27,584	0	0	0	0	0	0
0	66,982	0	0	0	0	0	0
0	0	24,000	0	0	0	0	0
0	0	0	0	0	0	0	0
0	250,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	150,000	0	0	0	0	0	0
0	0	22,000	0	0	0	0	0
0	0	695,672	0	0	0	0	0
0	0	35,000	0	0	0	0	0
0	0	17,100	0	0	0	0	0
0	0	12,500	0	0	0	0	0
0	0	8,500	0	0	0	0	0
0	0	51,999	0	0	0	0	0
0	0	305,000	0	0	0	0	0
0	50,000	0	0	0	0	0	0
0	5,600	0	0	0	0	0	0
0	12,018	0	0	0	0	0	0
0	11,180	0	0	0	0	0	0
0	332,526	0	0	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	0
0	2,000	0	0	0	0	0	0
20,000	0	0	0	0	0	0	0
22,000	0	0	0	0	0	0	0
0	17,291	0	0	0	0	0	0
132,000	2,076,135	1,171,771	7,500	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SUPP #2

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18		
MISCELLANEOUS FUNDS					
Miscellaneous	66,752	360,327	343,500	-16,827	-4.67%
Spirit Mountain Community Fund	49,500	47,622	47,622	0	0.00%
Lincoln County Charter School	10	0	0	0	0.00%
Boys and Girls Club	52,175	0	0	0	0.00%
Benton Learning Center	2,266	0	0	0	0.00%
WIA Student Enterprises	1,275	0	0	0	0.00%
W&E Fund Balance	23,377	0	48,677	48,677	100.00%
Discretionary Fund Balance	0	0	0	0	0.00%
Youthbuild - Fee For Service	11,654	0	75,000	75,000	100.00%
School Fee For Service	556	7,000	0	-7,000	-100.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.03%
ES Misc Energy Asst Fund Bal	0	11,384	10,000	-1,384	-12.16%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Trust Management	10,000	20,000	20,000	0	0.00%
Miscellaneous (Keg & Barrel)	0	118,818	0	-118,818	-100.00%
WX FFS	0	15,000	35,000	20,000	233.33%
Benton FFS	0	1,800	0	-1,800	-100.00%
Lincoln Donations	15,060	5,000	7,500	2,500	50.00%
Non-USDA Food	7,708,274	8,000,000	8,000,000	0	0.00%
LBFS Fund Balance	0	318,000	318,000	0	0.00%
Donations	5,066	5,000	7,500	2,500	50.00%
CRD Fee for Service	26,827	59,670	40,000	-19,670	-32.96%
Warren Project (Olalla)	0	13,846	41,414	27,568	299.10%
YB FFS Construction	2,394	40,000	0	-40,000	-100.00%
WX FFS Training	23,184	0	0	0	0.00%
YDC (Benton and Lincoln)	100,528	99,600	0	-99,600	-100.00%
Garden Gnome Run Proceeds	355	2,000	2,000	0	0.00%
Program Reimbursement	0	0	0	0	0.00%
Community Housing Services	0	0	0	0	0.00%
CNCS Match All	0	0	0	0	0.00%
Samaritan Health - Social Accountabl	0	0	0	0	0.00%
Consumer Power Inc.	0	30,000	30,000	0	0.00%
United Way Benton	0	75,000	75,000	0	0.00%
Linn County Youth Development Coa	0	65,800	8,400	-57,400	-87.23%
Net of Transfers	0	5,000	0	-5,000	-100.00%
Subtotal	8,099,253	9,307,367	9,116,113	-191,254	-2.05%
TOTAL FUNDS	20,133,316	27,027,420	25,628,884	-1,398,536	-5.17%

COMMUNITY SERVICES CONSORTIUM

SUPP #2

OPERATING BUDGET	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
FTE	89.91	104.50	107.44	2.95	2.82%
5010 Salaries	3,691,648	4,230,262	4,247,607	17,346	0.41%
5020 Client Salaries	66,149	0	66,345	66,345	100.00%
TOTAL SALARIES	3,757,797	4,230,262	4,313,952	83,691	1.98%
5320 PERS	361,005	437,751	562,351	124,600	28.46%
5330 Workers' Comp	3,020	6,620	6,967	347	5.24%
5335 SAIF Insurance	29,789	36,295	37,701	1,406	3.87%
5340 Unemployment	95,374	21,056	10,028	-11,027	-52.37%
5350 Health Insurance	638,411	898,940	969,039	70,099	7.80%
5360 Dental Insurance	76,452	117,280	132,113	14,833	12.65%
5370 Life Insurance	29,832	36,587	43,676	7,089	19.37%
5375 Flexible Spending Costs	858	1,575	1,383	-191	-12.16%
5380 Employee Assistance Program	450	2,679	2,980	301	11.23%
5382 OSGP Match	42,248	71,241	80,541	9,300	13.05%
5386 Non Taxable Fringe Pgm	360	0	0	0	0.00%
5390 FICA	279,507	311,828	319,728	7,900	2.53%
5395 Vacation Accrued	-9,944	3,000	3,000	0	0.00%
TOTAL FRINGE	1,547,363	1,944,852	2,169,508	224,656	11.55%
TOTAL PERSONAL SERVICES	5,305,159	6,175,113	6,483,459	308,346	4.99%
5510 Audit & Accounting	41,162	48,344	40,598	-7,746	-16.02%
5520 Data Connection/Services	21,285	34,833	22,429	-12,404	-35.61%
5530 Legal	4,321	1,482	1,132	-350	-23.61%
5540 Other Purchased Services	99,631	266,811	120,177	-146,634	-54.96%
5550 Contract Services/Training	1,652	82,615	123,520	40,905	49.51%
5610 Educational Confer/Train	56,003	83,827	95,825	11,998	14.31%
5620 Meetings	5,480	8,879	10,932	2,053	23.12%
5630 Dues	9,361	5,297	6,600	1,303	24.59%
5710 Mileage	47,358	75,308	81,977	6,670	8.86%
5720 Vehicle Operating Cost	37,525	57,246	62,331	5,086	8.88%
5730 Vehicle Insurance	23,307	26,148	25,497	-651	-2.49%
5740 Other Transportation Cost	14,794	23,300	31,800	8,500	36.48%
5910 Rent	237,916	266,936	246,915	-20,021	-7.50%
5920 Utilities	60,975	48,755	58,338	9,583	19.66%
5930 Telephone	2,080	15,784	16,851	1,067	6.76%
5935 Cell Phone	15,626	21,597	29,095	7,498	34.72%
5940 Maintenance, Repair, Janitorial	102,321	52,003	59,616	7,613	14.64%
5950 General Insurance	67,780	77,685	71,435	-6,249	-8.04%
5970 Space Rent	6,764	8,978	7,192	-1,786	-19.89%
5980 Space Utilities	17,023	20,289	20,288	-1	0.00%
6110 Office Supplies	42,683	40,372	40,869	496	1.23%
6120 Postage/Shipping	14,760	30,274	31,568	1,294	4.27%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV	TOTAL FY18	Internal Svc Elim	External Funding
37.13	33.61	7.10	27.15	2.45	12.47	0.00	0.00
1,421,732	1,401,858	337,963	979,937	106,116	696,436	606,104	90,333
66,345	0	0	0	0	0	0	0
1,488,077	1,401,858	337,963	979,937	106,116	696,436	606,104	90,333
194,471	181,224	54,716	118,931	13,010	79,235	68,969	10,265
2,552	2,208	487	1,551	168	822	715	107
17,695	7,306	4,179	7,749	772	6,117	5,328	789
2,843	4,337	676	1,959	212	1,393	1,212	181
362,324	311,171	68,631	207,437	19,477	116,866	101,619	15,247
49,682	46,685	10,926	22,233	2,587	13,910	12,110	1,800
16,256	13,244	4,163	8,554	1,459	5,778	5,029	749
659	583	71	66	4	333	292	41
1,133	887	244	642	74	366	318	48
25,353	25,358	6,369	21,301	2,160	11,123	9,694	1,429
0	0	0	0	0	0	0	0
108,763	102,027	25,854	74,966	8,118	53,277	46,367	6,910
0	0	0	0	3,000	0	0	0
781,731	695,030	176,316	465,389	51,041	289,219	251,653	37,566
2,269,808	2,096,888	514,279	1,445,327	157,157	985,656	857,757	127,899
8,507	22,364	3,960	5,034	733	2,981	2,616	365
11,900	5,129	1,200	4,200	0	13,412	11,639	1,773
0	582	550	0	0	25,000	21,939	3,061
32,320	3,433	18,850	20,575	45,000	30,972	27,091	3,881
22,800	94,621	100	6,000	0	0	0	0
26,620	45,137	6,050	17,300	718	8,750	7,651	1,099
0	2,382	3,250	5,000	300	8,100	7,107	993
500	1,700	150	4,000	250	10,299	9,038	1,261
36,200	24,427	4,850	10,000	6,500	8,000	6,960	1,040
30,312	8,775	23,244	0	0	0	0	0
14,765	6,382	4,350	0	0	0	0	0
9,500	1,800	20,500	0	0	150	127	22
86,795	140,882	16,850	0	2,388	52,783	46,047	6,737
9,802	10,636	2,900	35,000	0	2,250	1,974	276
4,150	6,201	500	6,000	0	11,860	10,081	1,779
19,871	3,794	1,730	2,499	1,200	1,080	935	145
9,250	21,196	3,000	25,670	500	8,320	7,279	1,041
12,459	39,273	5,799	12,830	1,074	4,366	3,831	535
2,200	4,992	0	0	0	5,851	5,134	717
0	38	20,250	0	0	0	0	0
12,902	21,647	2,300	2,499	1,520	4,400	3,850	550
2,261	10,397	13,500	2,499	2,910	3,050	2,675	375

COMMUNITY SERVICES CONSORTIUM

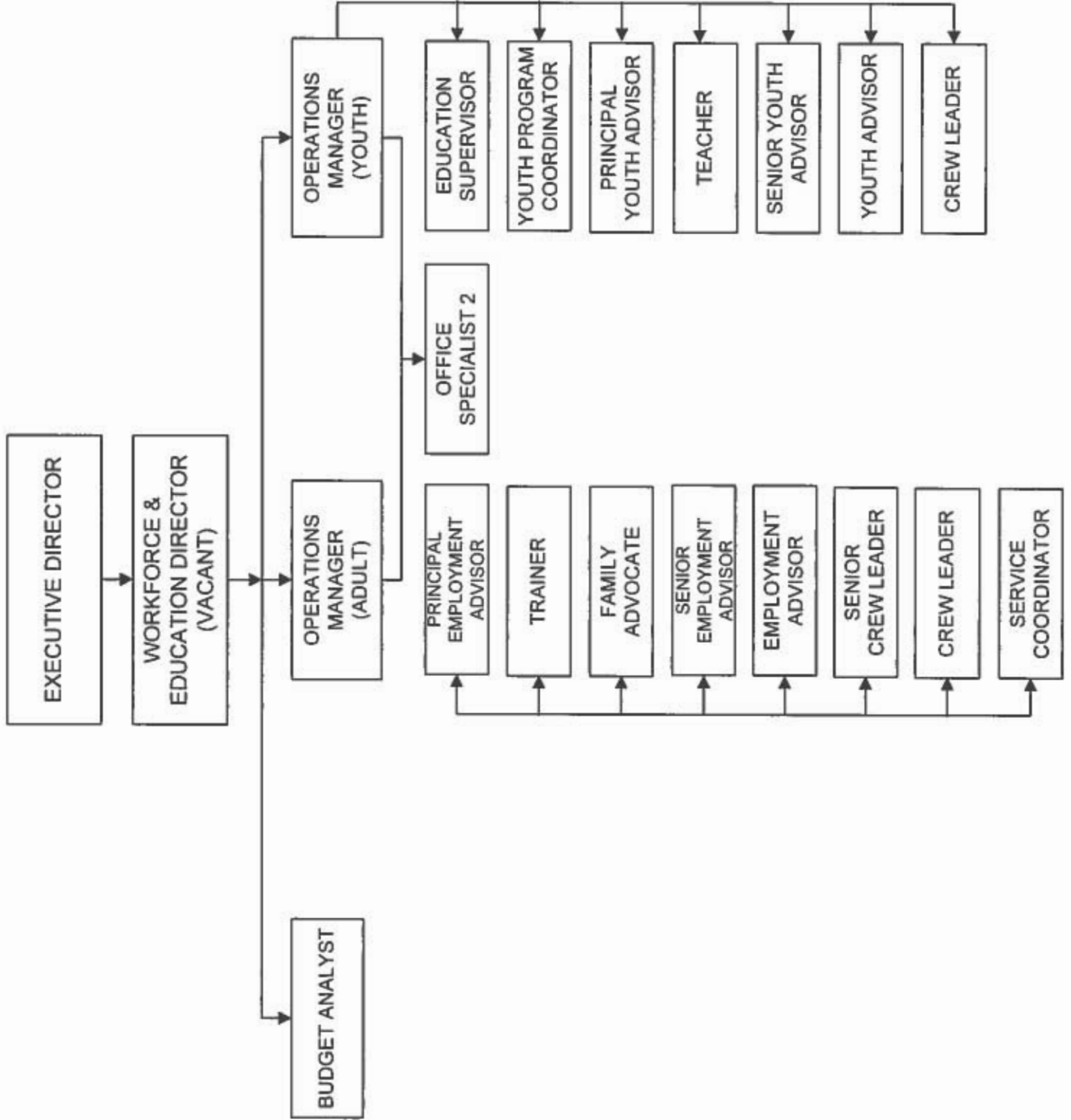
SUPP #2

OPERATING BUDGET		AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
6130	Photocopy	41,132	44,967	49,606	4,639	10.32%
6140	Printing	17,784	33,326	34,788	1,462	4.39%
6145	Software	10,953	18,814	17,071	-1,743	-9.26%
6150	Advertising/Recruitment	2,527	8,491	10,739	2,248	26.48%
6160	Program Supplies	8,825,142	9,255,213	9,295,600	40,387	0.44%
6170	Rental Rehab Loans	0	1,000	1,000	0	0.00%
6180	Owner Rehab Loans	165	268,485	268,485	0	0.00%
6190	Other Supplies	7,172	3,590	33,590	30,000	935.65%
6210	Contract-Soc Serve Agency	8,139	521,570	375,020	-146,550	-28.10%
6230	Contract-Weatherization	299,405	1,007,507	609,343	-398,164	-39.52%
6250	OJT Reimbursements	48,949	0	26,500	26,500	100.00%
6320	Equipment Rental	6,318	8,783	9,538	755	8.60%
6330	Equipment Repair	15,374	54,627	48,760	-5,867	-10.74%
6340	Expendable Equipment	46,464	204,691	150,762	-53,929	-26.35%
6350	Building Renovations, Remodel	0	35,597	34,883	-714	-2.01%
6410	Books/Subscriptions	679	5,728	6,167	439	7.67%
6470	Miscellaneous (Admin)	5,710	6,455	3,933	-2,522	-39.07%
6620	Indirect	587,543	836,333	910,424	74,091	8.86%
6630	Infrastructure	256,205	301,927	247,200	-54,727	-18.13%
6650	Communication Services	26,406	55,368	8,431	-46,938	-84.77%
6710	Transportation	2,089	22,465	25,244	2,779	12.37%
6730	Health Care	3,005	9,500	4,000	-5,500	-57.89%
6740	Residential Support	107,250	0	3,500	3,500	100.00%
6750	Clothing	296	17,000	20,590	3,590	21.12%
6760	Emergency	46	0	0	0	0.00%
6770	Personal Grooming	38	4,500	5,000	500	11.11%
6780	Meals	80,746	102,728	125,860	23,131	22.52%
6790	Tuition & Fees (Skills)	10,810	17,780	10,540	-7,240	-40.72%
6800	Tuition & Fees (Vocation)	64,407	104,925	77,747	-27,178	-25.90%
6810	Training & Supplies	9,259	19,732	10,856	-8,876	-44.99%
6840	Acquisition Costs	0	129,155	129,155	0	0.00%
6850	Relocation Costs	0	0	8,889	8,889	100.00%
6860	Incentive Payments	125,277	291,040	162,379	-128,661	-44.21%
6870	Miscellaneous	3,222	64,372	61,907	-2,466	-3.83%
6880	Client Assistance	3,070,246	4,671,891	3,820,001	-851,890	-18.23%
7000	Building Cost	28,067	1,402	1,352	-50	-3.57%
TOTAL MATERIALS-SERVICES		14,640,633	19,425,726	17,813,844	-1,611,881	-8.30%
6310	TOTAL CAPITAL OUTLAY	11,970	1,426,581	1,331,581	-95,000	-6.66%
3010	FUND BAL. INCREASE (DECR)	175,553	0	0	0	0.00%
TOTAL EXPENDITURES		20,133,315	27,027,420	25,628,885	-1,398,535	-5.17%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV	TOTAL FY18	Internal Svc Elim	External Funding
14,890	21,766	3,250	8,000	1,700	3,100	2,718	382
3,112	13,567	16,400	200	1,509	1,540	1,350	190
12,500	1,500	150	2,921	0	2,220	1,893	327
2,100	6,658	1,600	101	280	750	658	92
58,669	175,824	9,029,053	20,000	12,055	100	88	12
0	1,000	0	0	0	0	0	0
0	268,485	0	0	0	0	0	0
500	33,090	0	0	0	0	0	0
375,000	20	0	0	0	0	0	0
0	609,343	0	0	0	0	0	0
26,500	0	0	0	0	0	0	0
4,644	4,419	475	0	0	0	0	0
3,110	24,600	16,050	5,000	0	700	609	91
3,424	22,908	13,000	109,435	1,996	2,325	1,999	326
0	34,883	0	0	0	0	0	0
5,506	231	150	0	280	450	395	55
0	3,933	0	0	0	1,540	1,351	189
282,778	324,260	58,481	228,429	16,476	0	0	0
70,532	90,401	14,500	68,149	3,618	18,995	16,668	2,326
0	7,673	0	757	0	0	0	0
25,244	0	0	0	0	0	0	0
4,000	0	0	0	0	0	0	0
3,500	0	0	0	0	0	0	0
20,590	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
5,000	0	0	0	0	0	0	0
846	78	0	124,936	0	0	0	0
9,540	1,000	0	0	0	0	0	0
77,747	0	0	0	0	0	0	0
10,856	0	0	0	0	0	0	0
0	129,155	0	0	0	0	0	0
8,889	0	0	0	0	0	0	0
162,379	0	0	0	0	0	0	0
0	11,657	50,000	0	250	0	0	0
0	3,820,001	0	0	0	0	0	0
0	1,352	0	0	0	0	0	0
1,544,968	6,083,593	9,356,993	727,035	101,258	233,344	203,703	29,641
0	0	570,000	761,581	0	0	0	0
0	0	0	0	0	65,000	57,040	7,960
3,814,775	8,180,481	10,441,272	2,933,942	258,415	1,284,000	1,118,500	165,500

Workforce & Education

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

The Workforce & Education department helps jobseekers to evaluate their skills in relation to the local job market, build those skills where necessary, and connect with employers in our community. We work to understand the needs of local business so that we can help prepare future employees to succeed. Our methods include education (alternative high school, GED and diploma prep, and our charter school), training (occupational, vocational, pre-apprenticeship, and soft skills), and assistance to acquire employment (career guidance, job search, work experience, on-the-job-training). 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.

Accomplishments

- Expanded internal and community partnerships between YouthBuild, Habitat for Humanity, and our low-income weatherization program giving participants a deeper and more varied work experience as well as opportunities to acquire industry recognized credentials to improve employability.
- Expanded WIOA youth services into Polk, Tillamook, Clatsop, and Columbia counties.
- Implemented an innovative community collaboration pilot program with DHS, Family Tree Relief Nursery, and Casa Latinos Unidos de Benton County.
- Developed strong working relationships with the two new Workforce Investment Boards serving our three-county area, learning and implementing new methods, processes and procedures for each.

Goals

Youth Programs:

- Develop a wider array of programs in the new service territory, building local community connections and expanding resources.
- Increase access to supports for improved executive functioning, including revamped training approaches, increased access to mental health services, and linkages to programs and partners with mentorship opportunities.
- Promote access to programs and services by youth in minority and other underserved communities through enhanced outreach activities and expanded partnerships.

Adult Programs:

- Continue to align workforce programs with other CSC programs to ensure participants receive the entire suite of services that best meet their needs.
- Continue to facilitate staff training to meet the demands of a more client-centered, inclusive, evidence-based approach to services including the expansion of executive functioning training.
- In partnership with DHS expand JOBS program services in Lincoln County.

CAREER TECH HIGH SCHOOL (501 (c)(3))

Career Tech High School is a regionally accredited public charter school pursuant to ORS Chapter 338. It has been a program of CSC since 2000, serving students in Lincoln County through an individualized blend of traditional and technology-based education aimed at creating graduates who have deeper exposure to and understanding of career pathways. Enrollment averages 60 students at one campus in Lincoln City.

Effective July 1, 2013, Career Tech became a separate nonprofit corporation pursuant to ORS Chapter 65, and a tax-exempt organization under section 501 (c) (3) of the Internal Revenue Code. It continues to be administered and managed by Community Services Consortium and is governed by the nine county commissioners of Linn, Benton and Lincoln Counties.

Accomplishments

- CTE – Career and Technical Educations in Natural Resources added to course offerings.
- Expansion of Outdoor School opportunities that provide work readiness skills training.
- The addition of a Culinary Skills class.

Goals

- Improve access to mental health supports.
- Improve outreach to underserved youth, including minority students.
- Improve the percentage of students meeting the school and district standard for math and science to meet or exceed the state average.

WORKFORCE & EDUCATION

SUPP #2

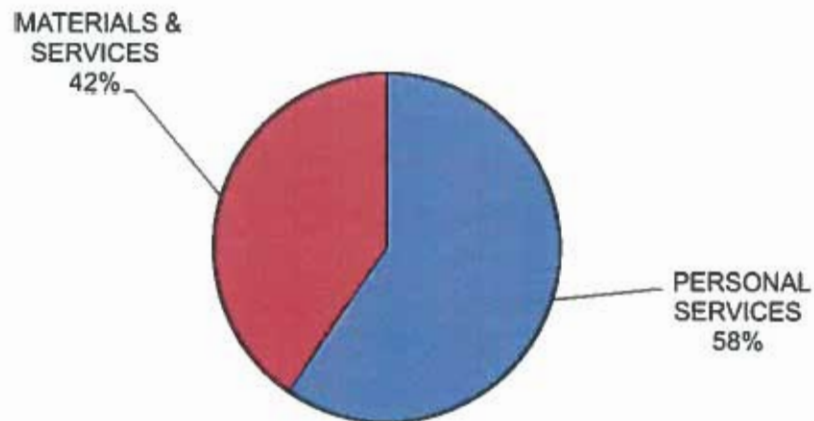
SUMMARY BUDGET	AUDITED	ADOPTED	PROPOSED	DOLLAR CHANGE	% OF CHANGE
	FY 16	FY 17	FY 18		

SOURCE OF REVENUES

FEDERAL FUNDS	1,790,239	2,165,106	2,238,699	73,593	3.40%
STATE FUNDS	454,852	1,145,000	1,165,000	20,000	1.75%
LOCAL FUNDS	49,688	86,666	132,000	45,334	52.31%
MISCELLANEOUS FUNDS	242,934	450,018	279,077	-170,941	-37.99%
TOTAL FUNDS	2,537,713	3,846,790	3,814,776	-32,014	-0.83%

DEPARTMENT BUDGET BY CATEGORY

FTE	29.03	35.94	37.13	1.19	3.30%
TOTAL PERSONAL SERVICES	1,652,117	2,120,327	2,269,808	149,481	7.05%
TOTAL MATERIALS/SERVICES	985,054	1,726,462	1,544,968	-181,494	-10.51%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-99,458	0	0	0	0.00%
TOTAL EXPENDITURES	2,537,713	3,846,790	3,814,776	-32,014	-0.83%



WORKFORCE & EDUCATION

SUPP #2

SOURCE OF REVENUES	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
ONWIB Adult	176,769	0	0	0	0.00%
NWOW Youth	294,478	550,000	549,999	-1	0.00%
ONWIB DW	205,545	12,842	0	-12,842	-100.00%
Incite Adult - DW	196,962	364,000	380,000	16,000	4.40%
Incite Youth	291,596	516,000	516,000	0	0.00%
Incite DW	200,872	0	0	0	0.00%
Job Driven NEG	1,199	0	0	0	0.00%
CSBG	0	45,000	0	-45,000	-100.00%
CDBG	0	11,800	0	-11,800	-100.00%
JOBS	188,242	199,000	392,150	193,150	97.06%
Youthbuild - AMERICORPS	101,917	154,500	85,000	-69,500	-44.98%
OYCC	0	88,500	128,650	40,150	45.37%
DHS (Independent Living Skills)	132,659	188,464	186,900	-1,564	-0.83%
Local Industry Sector Strategies	0	35,000	0	-35,000	-100.00%
Subtotal	1,790,239	2,165,106	2,238,699	73,593	3.40%
STATE FUNDS					
DHS (Independent Living Skills) - moved to Federal	262	0	0	0	0.00%
DHS-TANF Reinvestment	0	770,000	770,000	0	0.00%
Dept of Education (Charter School)	383,853	375,000	395,000	20,000	5.33%
OYCC Foundation	63,057	0	0	0	0.00%
Subtotal	454,852	1,145,000	1,165,000	20,000	1.75%

WORKFORCE & EDUCATION

SUPP #2

SOURCE OF REVENUES	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
Lincoln County - SNRC	5,285	0	0	0	0.00%
City of Lincoln	0	0	40,000	40,000	100.00%
Lincoln City Open Spaces	0	20,000	20,000	0	0.00%
Samaritan Foundation	0	66,666	22,000	-44,666	-67.00%
Benton County Foundation	1,380	0	0	0	0.00%
Ford Family Foundation	0	0	50,000	50,000	100.00%
Donations - WED YB	43,023	0	0	0	0.00%
Subtotal	49,688	86,666	132,000	45,334	52.31%
MISCELLANEOUS FUNDS					
Boys and Girls Club	52,175	0	0	0	0.00%
Lincoln County - Youth Dev Coalition	50,528	49,600	0	-49,600	-100.00%
Lincoln County Charter School (Donations)	10	0	0	0	0.00%
Benton County - Youth Development Coalition	50,000	50,000	0	-50,000	-100.00%
Benton Learning Center	2,266	0	0	0	0.00%
WIA Student Enterprises	1,275	0	0	0	0.00%
Trust Management	10,000	20,000	20,000	0	0.00%
United Way Benton	0	75,000	75,000	0	0.00%
Benton FFS Learning Ctr	0	1,800	0	-1,800	-100.00%
YB Donations	100	0	7,500	7,500	100.00%
Youthbuild - Fee For Service	11,654	0	75,000	75,000	100.00%
YB FFS Construction	2,394	40,000	0	-40,000	-100.00%
WX Training	23,184	0	0	0	0.00%
WX FFS	0	15,000	35,000	20,000	233.33%
Lincoln Donations	15,060	5,000	7,500	2,500	50.00%
Linn County Youth Development Coalition	0	65,800	8,400	-57,400	-87.23%
School Fee For Service (Grant 2200)	556	7,000	0	-7,000	-100.00%
Garden Gnome Run Proceeds	355	2,000	2,000	0	0.00%
Barrel to Keg Race Proceeds	0	118,818	0	-118,818	-100.00%
Fund Balance	23,377	0	48,677	48,677	100.00%
Subtotal	242,934	450,018	279,077	-170,941	-37.99%
TOTAL FUNDS	2,537,713	3,846,790	3,814,776	-32,014	-0.83%

WORKFORCE & EDUCATION

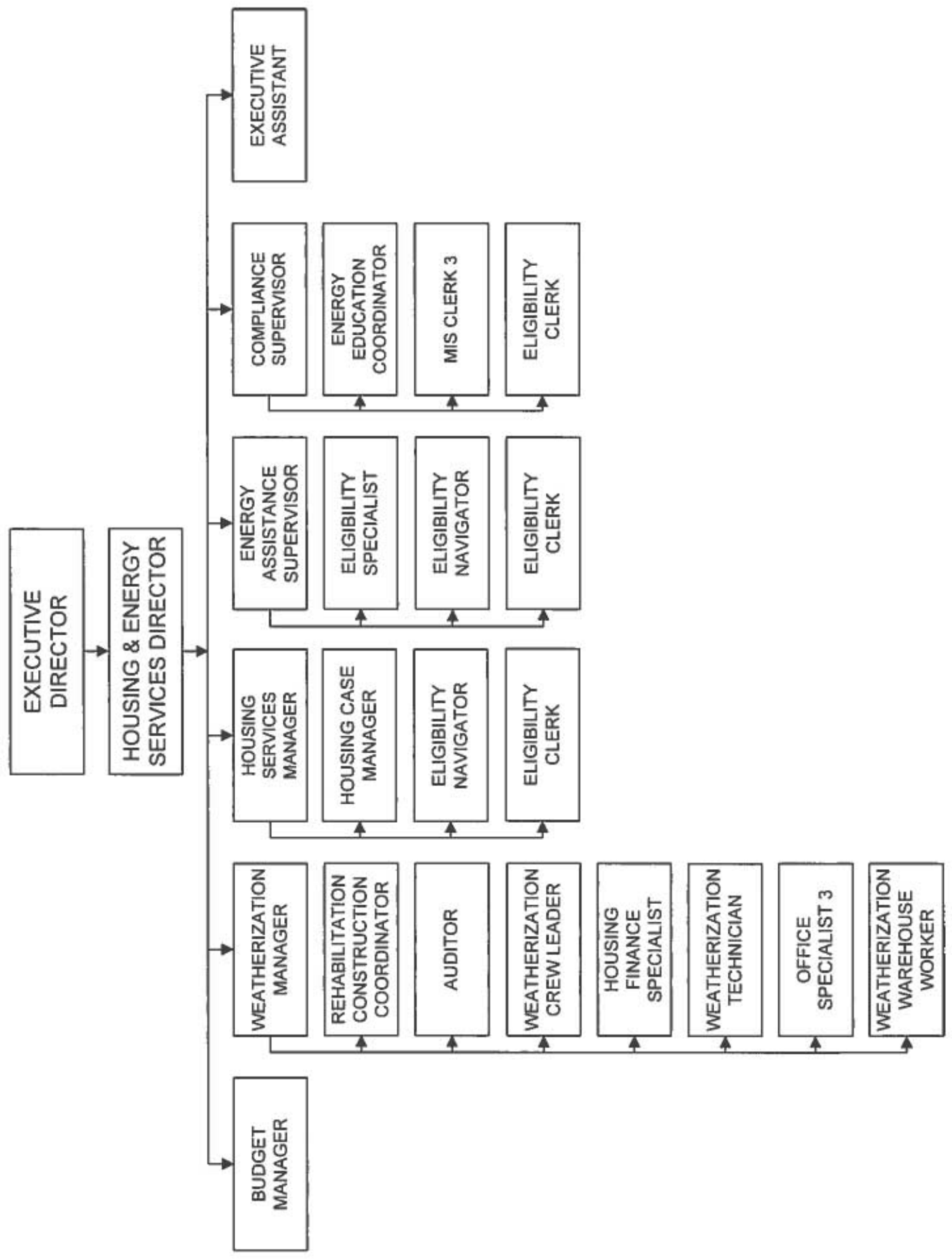
SUPP #2

DEPARTMENT BUDGET	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
FTE	29.03	35.94	37.13	1.19	3.30%
5010 Salaries	1,115,445	1,412,205	1,421,732	9527	0.67%
5020 Client Salaries	66,149	0	66,345	66345	100.00%
TOTAL SALARIES	1,181,594	1,412,205	1,488,077	75872	5.37%
5320 PERS	106,421	155,078	194,471	0	0.00%
5330 Workers' Comp	949	2,435	2,552	39393	25.40%
5335 SAIF Ins.	14,683	16,629	17,695	117	4.80%
5340 Unemployment	28,803	6,966	2,843	1067	6.42%
5350 Health Insurance	198,408	342,161	362,324	-4122	-59.18%
5360 Dental Insurance	22,678	37,983	49,682	20163	5.89%
5370 Life Insurance	8,771	13,826	16,256	11699	30.80%
5375 Flexible Spending Costs	278	1,046	659	2430	17.57%
5380 Employee Assistance Program	0	953	1,133	-387	-37.01%
5382 OSGP Match	10,780	24,395	25,353	179	18.81%
5386 Non Taxable Fringe Pgm	220	0	0	958	3.93%
5390 FICA	87,506	106,650	108,763	0	0.00%
5395 Vacation Accrued	-8,974	0	0	2113	1.98%
TOTAL FRINGE	470,523	708,122	781,731	73609	10.39%
TOTAL PERSONAL SERVICES	1,652,117	2,120,327	2,269,808	149481	7.05%
5510 Audit & Accounting	11,505	15,907	8,507	-7400	-46.52%
5520 Data Services	6,060	8,134	11,900	3766	46.30%
5540 Other Purchased Services	43,850	31,470	32,320	850	2.70%
5550 Contract Services/Training	1,652	63,999	22,800	-41199	-64.37%
5610 Educational Confer/Train	5,657	19,509	26,620	7111	36.45%
5620 Meetings	324	0	0	0	0.00%
5630 Dues	1,800	500	500	0	0.00%
5710 Mileage	20,657	32,933	36,200	3267	9.92%
5720 Vehicle Operating Cost	20,292	26,985	30,312	3327	12.33%
5730 Vehicle Insurance	13,035	13,361	14,765	1404	10.51%
5740 Other Transportation Cost	19	0	9,500	9500	100.00%
5910 Rent	91,600	100,091	86,795	-13296	-13.28%
5920 Utilities	15,765	13,239	9,802	-3437	-25.96%
5930 Telephone	2,080	4,030	4,150	120	2.98%
5935 Cell Phone	9,805	13,161	19,871	6710	50.98%
5940 Maintenance, Repair, Janitorial	7,182	9,034	9,250	216	2.39%
5950 General Insurance	16,499	17,114	12,459	-4655	-27.20%

5970 Space Rent	3,821	4,000	2,200	-1800	-45.00%
5980 Space Utilities	20	0	0	0	0.00%
6110 Office Supplies	13,784	12,171	12,902	731	6.01%
6120 Postage/Shipping	613	1,784	2,261	477	26.74%
6130 Photocopy	9,054	7,140	14,890	7750	208.54%
6140 Printing	848	3,667	3,112	-556	-15.15%
6145 Software	10,575	13,417	12,500	-917	-6.83%
6150 Advertising/Recruitment	739	600	2,100	1500	350.00%
6160 Program Supplies	20,193	52,569	58,669	6100	11.60%
6190 Other Supplies	0	0	500	500	100.00%
6210 Contract-Social Service	0	401,500	375,000	-26500	-6.60%
6230 Contract-Weatherization	458	0	0	0	0.00%
6250 OJT Reimbursements	48,949	0	26,500	26500	100.00%
6320 Equipment Rental	0	3,516	4,644	1128	32.08%
6330 Equipment Repair	145	2,586	3,110	524	20.26%
6340 Expendable Equipment	0	4,347	3,424	-923	-21.23%
6410 Books/Subscriptions	51	5,100	5,506	406	7.96%
6470 Miscellaneous (Admin)	1,588	0	0	0	0.00%
6620 Indirect	248,736	257,808	282,778	24970	9.69%
6630 Infrastructure	104,894	83,403	70,532	-12871	-15.43%
6650 Communication Services	7,463	16,529	0	-16529	-100.00%
6710 Transportation	2,089	22,465	25,244	2779	12.37%
6730 Health Care	3,005	9,500	4,000	-5500	-57.89%
6740 Residential Support	72	0	3,500	3500	100.00%
6750 Clothing	296	17,000	20,590	3590	21.12%
6760 Emergency	46	0	0	0	0.00%
6770 Personal Grooming	38	4,500	5,000	500	11.11%
6780 Meals	1,532	916	846	-70	-7.64%
6790 Tuition & Fees (Skills)	10,810	16,780	9,540	-7240	-43.15%
6800 Tuition & Fees (Vocation)	64,456	104,925	77,747	-27178	-25.90%
6810 Training & Supplies	9,259	19,732	10,856	-8876	-44.99%
6850 Relocation Costs	0	0	8,889	8889	100.00%
6860 Incentive Payments	125,277	291,040	162,379	-128661	-44.21%
6870 Miscellaneous	394	0	0	0	0.00%
7000 Building Costs	28,067	0	0	0	0.00%
				0	0.00%
TOTAL MATERIALS/SERVICES	985,054	1,726,462	1,544,968	-181,494	-10.51%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0.00	0.00%
3010 FUND BAL. INCREASE (DECR)	-99,458	0	0	0.00	0.00%
TOTAL EXPENDITURES	2,537,713	3,846,790	3,814,776	-32,014	-0.83%

Housing & Energy Services

HOUSING & ENERGY SERVICES



HOUSING & 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 that the lack of home heating posed a threat to life, health and 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 throughout CSC and elsewhere in the community, further enhancing the value of their contact with CSC.

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

- Restructured the energy assistance program delivery model to better serve clients in their local communities and to minimize seasonal fluctuations in services.
- Secured a year round location for service delivery in Lebanon (the River Center).
- Expanded remote location intake for clients in a number of rural areas of Linn, Benton, and Lincoln counties.
- Utilized technology and local partnerships for collection of documents as a way to reduce the transportation burden on clients.
- Developed a partnership with the Siletz Tribe to ensure we are coordinating effectively and not providing duplicative services to tribal members.
- Revised our authorization process, enhancing our ability to identify eligibility and payment errors, leading to improved monitoring outcomes.

Goals

- Analyze and evaluate the restructured program delivery model to improve and enhance convenience and access to the program, as well as other CSC services.
- Continue to expand outreach efforts and local partnership opportunities to ensure equitable delivery of our services.
- Continue to streamline and improve the authorization process to reduce the time between client payment pledges and delivery of funds to the utility provider.

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 or maintain housing. Households move toward economic stability by identifying and removing barriers, integrating services and developing plans for financial and personal stability.

Accomplishments

- We have adopted a restructured process that uses a more robust assessment and wrap-around case management and navigation model. Clients are being assessed longitudinally to evaluate any improvements needed in the service delivery process.
- We expanded outreach and partnerships with communities of color and other historically underrepresented populations to ensure our staff and clients reflect the community we serve.
- Using the foundation established by the fair housing grant, we have lead and participated in regional efforts to build more equitable access to housing through education, technical assistance, and capacity building for partner organizations.
- The second annual Linn-Benton Veterans' Stand Down event was a resounding success. The event was organized and coordinated by our Supportive Services for Veterans and Families (SSVF) staff.
- We have expanded our SSVF program to include an outreach component to locate homeless veterans in the community and connect them with services.
- We successfully coordinated the annual Point-in-Time Homeless Count efforts in each county.

Goals

- Develop and implement a client database to facilitate tracking outcomes, outputs, and client contacts with CSC housing programs.
- Utilize a nationally accepted vulnerability assessment tool to catalogue and prioritize the needs of all homeless individuals in the CSC service area. This assessment process will allow CSC to categorize and measure the needs of the homeless population with a greater degree of accuracy than the Point-In- Time Count currently provides.
- Expand the "no-wrong-door," coordinated service delivery entry and referral system used in Linn County to Lincoln and Benton Counties.

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

- Overhead expenses were reduced by a move to our new warehouse facility, (shared with YouthBuild). This move co-located our Building Sciences training facility and the YouthBuild classrooms, and housed all Weatherization staff in one place.
- We have expanded our production by adding additional technicians to the crew and by re-invigorating our partnership with YouthBuild. We are still a hybrid (contractor-crew) program, but can operate more nimbly when not constrained by contractor schedules which have prioritized new construction opportunities over our jobs.
- Utilizing technology, we have created streamlined paperwork processing and job tracking features. These improvements have contributed to the increase in job completion.
- Program staff and management have expanded technical assistance to the statewide network of Community Action Agency weatherization providers through peer exchange opportunities and fee for service training activities.
- Building on the pilot Healthy Homes project, being conducted in a collaborative partnership with Samaritan Hospital and Linn County Public Health, we have applied for a three year, \$600,000 grant from the EPA. If we are successful in obtaining this award, we will utilize the funding to expand the program to Benton and Lincoln Counties.

Goals

- Continue to gather and analyze outcomes of the current Healthy Homes pilot project to identify ways to institutionalize and expand this much needed service.
- Continue to identify ways to collaborate with other housing programs and training efforts to improve the non energy health benefits of our clients, decrease the carbon footprint, and preserve the housing stock in the tri-county area.
- Utilize national and statewide benchmarks and strategies for improving the efficiency of the program and streamline costs.
- Reevaluate and restructure the Energy Education program to improve client-supported energy conservation.

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 partners with cities, counties, non-profits and other agencies to develop and maintain affordable housing stock in Linn, Benton and Lincoln counties.

Accomplishments

- We completed research on the titles of all CHS loans to identify homes that had been foreclosed upon or otherwise removed from the CHS portfolio due to title transfers. This list is being evaluated for any opportunities to recoup funds lost due to title transfers and foreclosures which were not reported to CSC.
- We have researched methods to maximize the resources in the loan funds to expand housing opportunities in the tri-county area and worked with housing partners to discuss options.

Goals

- Work with the CHS Board and local partners to streamline, redesign, and restart the rehab program and expand housing opportunities in the tri-county area.

HOUSING & ENERGY SERVICES

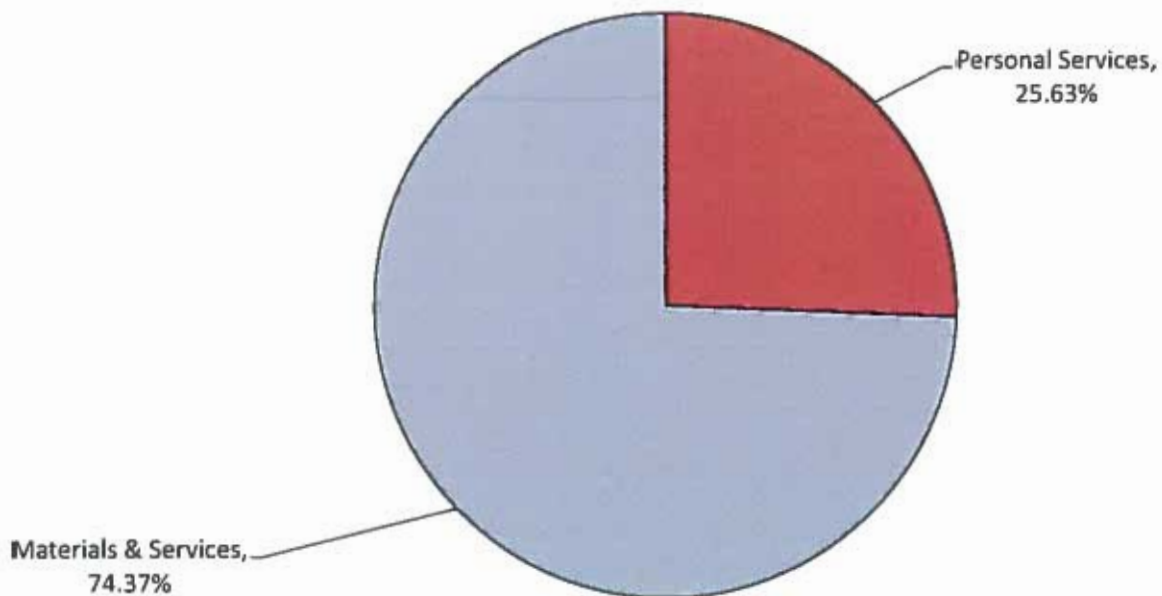
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18		

SOURCE OF REVENUES

FEDERAL FUNDS	3,393,401	4,003,371	3,761,376	-241,995	-6.04%
STATE FUNDS	2,439,543	3,827,338	2,292,470	-1,534,868	-40.10%
LOCAL FUNDS	403,953	1,840,172	2,076,134	235,962	12.82%
MISCELLANEOUS FUNDS	15,106	56,884	50,500	-6,384	-11.22%
TOTAL FUNDS	6,252,003	9,727,766	8,180,481	-1,547,285	-15.91%

DEPARTMENT BUDGET BY CATEGORY

FTE	31.02	35.92	33.61	-2.31	-6.43%
TOTAL PERSONAL SERVICES	1,740,484	2,141,212	2,096,888	-44,324	-2.07%
TOTAL MATERIALS/SERVICES	4,374,463	7,516,553	6,083,593	-1,432,960	-19.06%
TOTAL CAPITAL OUTLAY	0	70,000	0	-70,000	-100.00%
CHANGE IN FUND BALANCE	137,056	0	0	0	0.00%
TOTAL EXPENDITURES	6,252,003	9,727,766	8,180,481	-1,547,285	-15.91%



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18		
FEDERAL FUNDS					
LIHEAP - ENERGY ASSISTANCE	1,570,925	1,909,474	1,873,062	-36,412	-1.91%
LIHEAP Education	134,685	110,212	115,883	5,670	5.14%
LIHEAP WX EE	5,344	15,007	16,917	1,910	12.73%
LIHEAP WX	344,104	406,626	421,492	14,866	3.66%
ESGP	153,506	154,865	151,644	-3,221	-2.08%
Continuum of Care	71,560	71,560	71,560	0	0.00%
CSBG	51,920	52,351	50,000	-2,351	-4.49%
HOME TBA	199,443	239,671	197,847	-41,824	-17.45%
HSP	32,418	31,053	32,419	1,366	4.40%
BPA Energy Education	8,896	8,896	8,895	-1	-0.01%
PROJECT PASSPORT	64,099	47,068	49,552	2,484	5.28%
C of C LBHASHP	0	117,529	134,102	16,573	14.10%
Veterans Supportive Services	296,882	282,000	284,820	2,820	1.00%
CDBG Albany Homeless Svc.	17,071	5,000	0	-5,000	-100.00%
CDBG Albany Wx	5,300	140,000	50,000	-90,000	-64.29%
DOL Vet's Stand Down Grant	7,000	7,000	7,000	0	0.00%
DOE	135,083	149,522	149,522	0	0.00%
BPA	84,742	157,612	145,136	-12,476	-7.92%
OAHAC -Mortgage Payment Assist	28,997	1,525	1,525	0	0.00%
HUD/LASO -Fair Housing Grant	29,811	87,300	0	-87,300	-100.00%
VA/CAPO - PIT Grant	10,400	9,100	0	-9,100	-100.00%
CSC Supportive Housing Program	141,215	0	0	0	0.00%
Subtotal	3,393,401	4,003,371	3,761,376	-241,995	-6.04%
STATE FUNDS					
EHA	287,587	759,866	214,497	-545,369	-71.77%
EHA VET DRF	26,873	0	0	0	0.00%
Elderly Rental Assistance	0	0	86,940	86,940	100.00%
DHA - AST Working Families	0	44,000	0	-44,000	-100.00%
Ferrell Gas	0	6,695	0	-6,695	-100.00%
Housing Plus S.S. - Tern	46,192	29,592	0	-29,592	-100.00%
Housing Plus Pelican	73,877	117,457	0	-117,457	-100.00%
SHAP	66,044	198,936	99,598	-99,338	-49.93%
LIRHF	17,630	16,782	16,324	-458	-2.73%
OEAP	1,549,753	1,788,314	1,196,990	-591,324	-33.07%
ECHO Energy Education	43,487	39,002	56,986	17,984	46.11%
ECHO WX	328,100	792,954	581,134	-211,820	-26.71%
SHOW	0	27,500	35,000	7,500	27.27%
Clean Energy Works	0	6,240	5,000	-1,240	-19.87%
Subtotal	2,439,543	3,827,338	2,292,470	-1,534,868	-40.10%

HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18		
LOCAL FUNDS					
OLGA	73,671	684,893	910,308	225,415	32.91%
NW Natural Energy Ed - FB	0	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	25,756	20,000	20,000	0	0.00%
Oregon Heat	12,110	77,909	36,800	-41,109	-52.77%
GAP	940	35,011	35,011	0	0.00%
SOS	16,521	19,243	22,880	3,637	18.90%
CPI	1,215	26,952	38,455	11,503	42.68%
Donations - ES	4,447	6,000	6,000	0	0.00%
Albany Water Assistance	1,215	49,908	49,908	0	0.00%
Tern House - Rental Income	32,062	27,584	27,584	0	0.00%
Pelican Place - Rental Income	87,062	69,782	66,982	-2,800	-4.01%
Tern House - Rental Replacement	0	5,600	5,600	0	0.00%
Pelican Place - Rental Replacement	0	12,018	12,018	0	0.00%
OLIEE	0	195,000	250,000	55,000	28.21%
Loan Repayments	12,000	0	0	0	0.00%
Acquisition/Rehab - Fund Balance	0	150,000	150,000	0	0.00%
Central Lincoln PUD	0	75,000	50,000	-25,000	-33.33%
Rebates	136,954	0	0	0	0.00%
Sam Health Social Accountability	0	20,000	0	-20,000	-100.00%
Mill City - General Fund	0	25,000	25,000	0	0.00%
City of Toledo Water Assistance	0	17,291	17,291	0	0.00%
Fund Balances - combined	0	11,180	11,180	0	0.00%
Housing Rehab Funds	0	303,209	332,526	29,317	9.67%
Vet's Stand Down	0	2,000	2,000	0	-0.02%
Subtotal	403,953	1,840,172	2,076,134	235,962	12.82%
MISCELLANEOUS FUNDS					
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.03%
ES Misc Energy Asst Fund Bal	0	11,384	10,000	-1,384	-12.16%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Miscellaneous	15,106	4,000	4,000	0	-0.01%
Consumer Power Inc.	0	30,000	30,000	0	0.00%
Willamette Neighborhood	0	5,000	0	-5,000	-100.00%
Subtotal	15,106	56,884	50,500	-6,384	-11.22%
TOTAL FUNDS	6,252,003	9,727,766	8,180,480	-1,547,286	-15.91%

HOUSING & ENERGY SERVICES

		SUPP #2				
OPERATING BUDGET		AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
	FTE	31.02	35.92	33.61	-2.31	-6.43%
5010	Salaries	1,237,520	1,490,994	1,401,858	-89,136	-5.98%
5020	Client Salaries	0	0	0	0	0.00%
	TOTAL SALARIES	1,237,520	1,490,994	1,401,858	-89,136	-5.98%
5320	PERS	116,777	145,027	181,224	36,197	24.96%
5330	Workers' Comp	1,043	2,265	2,208	-57	-2.51%
5335	SAIF Insurance	5,171	7,805	7,306	-499	-6.39%
5340	Unemployment	32,089	7,455	4,337	-3,118	-41.82%
5350	Health Insurance	205,410	304,002	311,171	7,168	2.36%
5360	Dental Insurance	25,287	44,037	46,685	2,648	6.01%
5370	Life Insurance	9,845	11,411	13,244	1,833	16.07%
5375	Flexible Spending Costs	362	383	583	200	52.36%
5380	Employee Assistance Program	0	859	887	28	3.25%
5382	OSGP Match	13,477	23,316	25,358	2,041	8.76%
5386	Non Taxable Fringe Pgm	100	0	0	0	0.00%
5390	FICA	92,759	103,657	102,027	-1,630	-1.57%
5395	Vacation Accrued	644	0	0	0	0.00%
	TOTAL FRINGE	502,964	650,218	695,030	44,812	6.89%
	TOTAL PERSONAL SERVICES	1,740,484	2,141,212	2,096,888	-44,324	-2.07%
5510	Audit & Accounting	19,961	23,365	22,364	-1,001	-4.28%
5520	Data Connection/Services	13,639	17,644	5,129	-12,515	-70.93%
5530	Legal	1,688	638	582	-56	-8.82%
5540	Other Purchased Services	22,212	190,564	3,433	-187,132	-98.20%
5550	Contract Services/Training	0	14,716	94,621	79,905	642.98%
5610	Educational Confer/Train	36,462	43,837	45,137	1,300	2.97%
5620	Meetings	1,063	3,460	2,382	-1,078	-31.16%
5630	Dues	1,499	1,606	1,700	94	5.84%
5710	Mileage	15,112	26,295	24,427	-1,868	-7.10%
5720	Vehicle Operating Cost	3,984	5,261	8,775	3,514	66.81%
5730	Vehicle Insurance	6,235	8,373	6,382	-1,990	-23.77%
5740	Other Transportation Cost	285	800	1,800	1,000	225.00%
5910	Rent	118,196	144,654	140,882	-3,773	-2.61%
5920	Utilities	21,482	12,616	10,636	-1,980	-15.69%
5930	Telephone	0	4,893	6,201	1,309	26.75%
5935	Cell Phone	1,510	2,995	3,794	799	26.68%
5940	Maintenance, Repair, Janitorial	59,238	28,385	21,196	-7,189	-25.33%
5950	General Insurance	29,836	39,074	39,273	199	0.51%
5970	Space Rent	2,580	4,904	4,992	89	1.81%
5980	Space Utilities	49	39	38	-1	-2.58%
6110	Office Supplies	23,992	23,660	21,647	-2,014	-8.51%

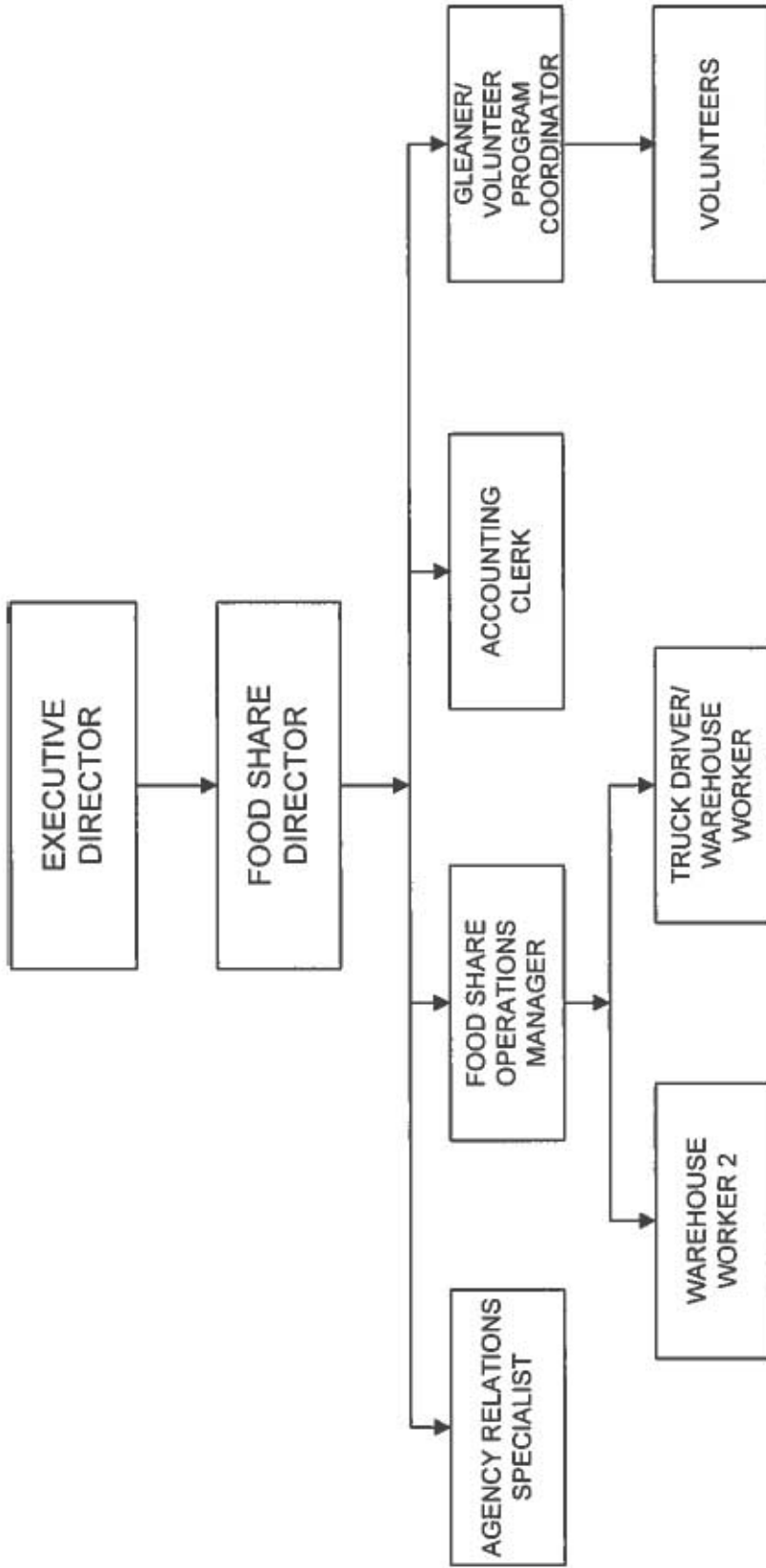
HOUSING & ENERGY SERVICES

SUPP #2

OPERATING BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18		
6120 Postage/Shipping	4,147	10,890	10,397	-493	-4.53%
6130 Photocopy	19,141	24,939	21,766	-3,173	-12.72%
6140 Printing	4,021	12,860	13,567	707	5.50%
6145 Software	279	2,073	1,500	-573	-27.64%
6150 Advertising/Recruitment	634	5,551	6,658	1,107	19.95%
6160 Program Supplies	74,608	101,724	175,824	74,099	72.84%
6170 Rental Rehac Loans	0	1,000	1,000	0	0.00%
6180 Owner Rehac Loans	165	268,485	268,485	0	0.00%
6190 Other Supplies	7,172	3,590	33,090	29,500	921.73%
6210 Contract-Soc Serve Agency	4,999	120,070	20	-120,050	-99.98%
6230 Contract-Weatherization	298,947	1,007,507	609,343	-398,164	-39.52%
6320 Equipment Rental	6,318	4,779	4,419	-360	-7.53%
6330 Equipment Repair	2,196	31,035	24,600	-6,435	-20.73%
6340 Expendacle Equipment	26,670	51,764	22,908	-28,857	-55.75%
6350 Building Renovations, Remodel	0	35,597	34,883	-714	-2.01%
6410 Books/Subscriptions	213	235	231	-4	-1.70%
6470 Miscellaneous (Admin)	2,137	6,433	3,933	-2,500	-38.86%
6620 Indirect	266,103	315,266	324,260	8,994	2.85%
6630 Infrastructure	87,332	76,046	90,401	14,355	18.88%
6650 Communication Services	10,234	21,279	7,673	-13,606	-63.94%
6740 Residential Support	107,178	0	0	0	0.00%
6780 Meals	0	78	78	0	0.00%
6790 Tuition & Fees (Skills)	0	1,000	1,000	0	0.00%
6800 Tuition & Fees (Vocation)	-49	0	0	0	0.00%
6840 Acquisition Costs	0	129,155	129,155	0	0.00%
6870 Miscellaneous	2,748	14,122	11,657	-2,466	-17.46%
6880 Client Assistance	3,070,246	4,671,891	3,820,001	-851,890	-18.23%
7000 Building Cost	0	1,402	1,352	-50	-3.57%
TOTAL MATERIALS-SERVICES	4,374,463	7,516,553	6,083,593	-1,432,960	-19.06%
6310 TOTAL CAPITAL OUTLAY	0	70,000	0	-70,000	-100.00%
3010 FUND BAL. INCREASE (DECR)	137,056	0	0	0	0.00%
TOTAL EXPENDITURES	6,252,003	9,727,766	8,180,481	-1,547,285	-15.91%

Linn Benton Food Share

LINN BENTON FOOD SHARE



LINN BENTON FOOD SHARE

CSC's Linn Benton Food Share is the regional food bank for Linn and Benton counties. Since 1981, Food Share has been committed to fulfilling the goal that "Everybody Eats."

Through our network of 68 non-profit 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 five million pounds of food each year to emergency food pantries, shelters, child care centers, community meal sites, and gleaning groups. Demand continues to be high.

Across the state there is a trend to more frequent use of emergency food pantries (averaging just over 4 times per year as opposed to 3.5 times in the past). Even with an improving overall economy, rural food insecurity has risen in Oregon, but the causes seem to have shifted.

Prior to passage of the Affordable Care Act, medical costs and related debt were the number one reasons households gave for seeking emergency food help.¹ Now, rising housing costs appear to be a major factor in elevated food insecurity.

Dr. Mark Edwards, of the OSU School of Public Policy and the Rural Studies Program surmised: "A very likely influence on food insecurity among Oregon's low income households is housing cost burden for renters. Prior research identifies the central role of housing costs in sapping household budgets and increasing food insecurity."²

Comparing FY 2015/16 to 2014/15, Benton County emergency food distribution increased 2.5%, while Linn County distributed 4.73% less. However, when compared with 2009/10 – the depths of the Great Recession – the 2015/16 numbers are disturbing: Benton County: +37.6%, Linn County: +12.15%. While capacity building and outreach efforts have played a role, they cannot fully account for these numbers.

The size of households receiving food assistance has also been trending smaller in both counties.³ This could signal another emerging trend: senior hunger. It is timely that LBFS has been given the opportunity to participate in the Commodity Supplemental Food Program from USDA to specifically address the over age 65 food

¹ In the 2016 Oregon Food Bank Hunger Factors report, when asked, "What can make food assistance less necessary?" respondents cited health care 50% less often than they did in 2012.

<http://www.oregonfoodbank.org/wp-content/uploads/2016/05/Hunger-Factors-FullRpt-v8-2.pdf>

² "When we compare recent food insecurity rates among renters in Oregon versus the rest of the U.S., Oregon had a food insecurity rate 8.2 percentage points higher than among renters in the rest of the U.S." "Food Insecurity in Oregon: Considering the Role of Housing (2013-2015)", Mark Edwards, School of Public Policy and the Rural Studies Program, Oregon State University.

<http://agsci.oregonstate.edu/sites/agscid7/files/oregonhungerreportoctober2016.pdf>

³ 2010/11 Avg Household Size: Linn County EFB: 3.499, Benton County EFB: 3.2

2016/17 Avg Household Size: Linn County EFB: 3.419 (-2.31%), Benton County EFB: 2.982 (-6.81%)

insecure population.⁴ This nutrition assistance program also expands CSC's avenues of outreach to the elderly in our community.

In summary, Linn Benton Food Share provides the opportunity for communities to come together through the vehicle of food: if you need food, you can find it; if you want to give back to your community, your place is here.

Accomplishments

- Completed warehouse expansion/racking project. Net result: 48 additional pallet spots with no construction required.
- Grew the Garfield Pop-up Pantry from 11 families in November 2015 to 56 households a year later (244 individuals, November 2016). The pantry also became a service site for CSC's energy assistance program, OSU Extension Master Gardeners/Seed to Supper, Corvallis/Benton County Library, Knights of Columbus winter coat program and blood pressure checks.
- We expanded the Intentional Production Program to five local farms (two Linn, three Benton) providing a bounty of 9,000 pounds of locally produced, organic fruits and vegetables (and duck eggs). LBFS volunteers, Albany Helping Hands and OSU Small Farms Program produced an additional 3,500 pounds.
- LBFS, in partnership with Corvallis Environmental Center, has conducted over 40 food tastings at various food pantry, low-income housing units and gleaning group sites in Linn and Benton Counties. This effort builds nutritional awareness and encourages trying new, whole, healthy foods available through the emergency food box program. This program has also resulted in client/volunteer relationship-building.

Goals

- Tangent warehouse:
 - Rethink the need vs. cost of new warehouse office space.
 - Establish an "edible landscape" on perimeter of existing warehouse grounds.
 - Explore possible farm production in partnership with OSU Small Farms Program and Corvallis Sustainability Coalition members, among others.
- Enhance funding stream for intentional production program.
- Engage CSC Youth programs in LBFS Farm project and possible mentoring opportunities with LBFS Intentional Farm partners.
- Expand nutrition and food education to four additional sites: gleaning groups, low-income housing units and emergency food box locations.
- Pursue a mobile food distribution partnership in the Albany area to reach populations that face barriers to accessing services.
- Develop new sources of revenue to deal with rising costs and continuing demand for food.

⁴ Currently caseload afforded to LBFS is limited to 300 persons. This figure is unlikely to expand.

GLEANING/VOLUNTEERS

The Gleaning/Volunteer Program supports 14 independent gleaning groups and LBFS. More than 6,300 low-income individuals participate annually in LBFS member gleaning groups. LBFS connects gleaners with individual donors, local farmers, and processors, to collect food, firewood, and more for distribution to low-income group members. All material collected by gleaning groups is shared between active members and "adoptee" households (those that are physically unable to participate). LBFS assists gleaning groups by offering trainings in board development, grant writing, volunteer management, conflict resolution, financial recordkeeping and non-profit tax preparation, among other topics.

The Gleaning/Volunteer program also recruits and engages community volunteers within the Food Share program as well as other CSC departments. Community volunteers play a key role in Linn Benton Food Share's efficiency, repacking over 275,000 pounds of bulk foods annually, while building understanding about the challenges of being poor.

Accomplishments

- Assisted by our grant writing workshops, all fourteen gleaning groups were awarded grants to improve services last year.
- Patio Project: Distributed over 10,000 donated vegetable starts, soil and containers to gleaning group members and emergency food pantry clients to encourage healthy lifestyles.
- Placed 40 OSU interns and volunteers in the Gleaning Program, Linn Benton Food Share and CSC departments. This includes "Experience Works" participants building job skills and work experience at CSC offices.
- Completed OSU Extension Master Preserver certification. Conducted 20 food preservation trainings at low-income housing units and gleaning group sites to further build nutritional and financial stability.

Goals

- Place 15 interns into gleaning groups with emphasis on public health and nutrition education for the gleaning group membership. Additionally, provide five placements for Experience Works participants.
- Complete OSU Master Gardeners' curriculum to enable us to provide assistance to gleaning, youth program and other gardening project sites.
- Develop a strategic plan to encourage gleaning membership retention, recruitment and group stability.
- Measure baseline gardening and food preservation activities of gleaning group membership to inform Patio Project and Food Preservation Training initiatives.

FOOD SHARE AND VOLUNTEER

SUPP #2

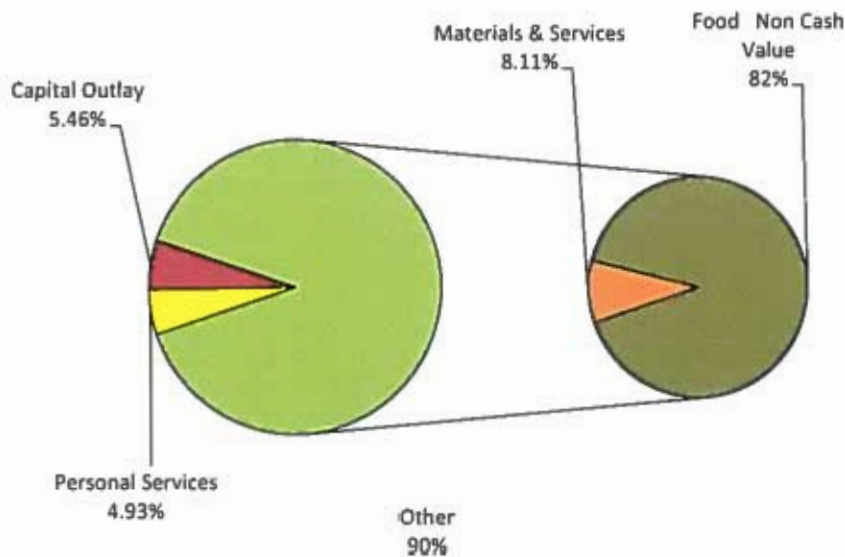
SUMMARY BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	574,811	485,000	570,000	85,000	17.53%
STATE FUNDS	65,617	85,401	50,000	-35,401	-41.45%
LOCAL FUNDS	1,164,116	1,147,378	1,171,771	24,393	2.13%
MISCELLANEOUS FUNDS	7,759,920	8,654,327	8,649,500	-4,827	-0.06%
TOTAL FUNDS	9,564,464	10,372,106	10,441,271	69,165	0.67%

DEPARTMENT BUDGET BY CATEGORY

FTE	7.26	6.94	7.10	0.16	2.26%
TOTAL PERSONAL SERVICES	498,444	483,451	514,279	30,828	6.38%
TOTAL MATERIALS/SERVICES	8,922,230	9,293,655	9,356,992	63,337	0.68%
TOTAL CAPITAL OUTLAY	0	595,000	570,000	-25,000	-4.20%
CHANGE IN FUND BALANCE	143,789	0	0	0	0.00%
TOTAL EXPENDITURES	9,564,464	10,372,106	10,441,271	69,165	0.67%



FOOD SHARE AND VOLUNTEER

SUPP #2

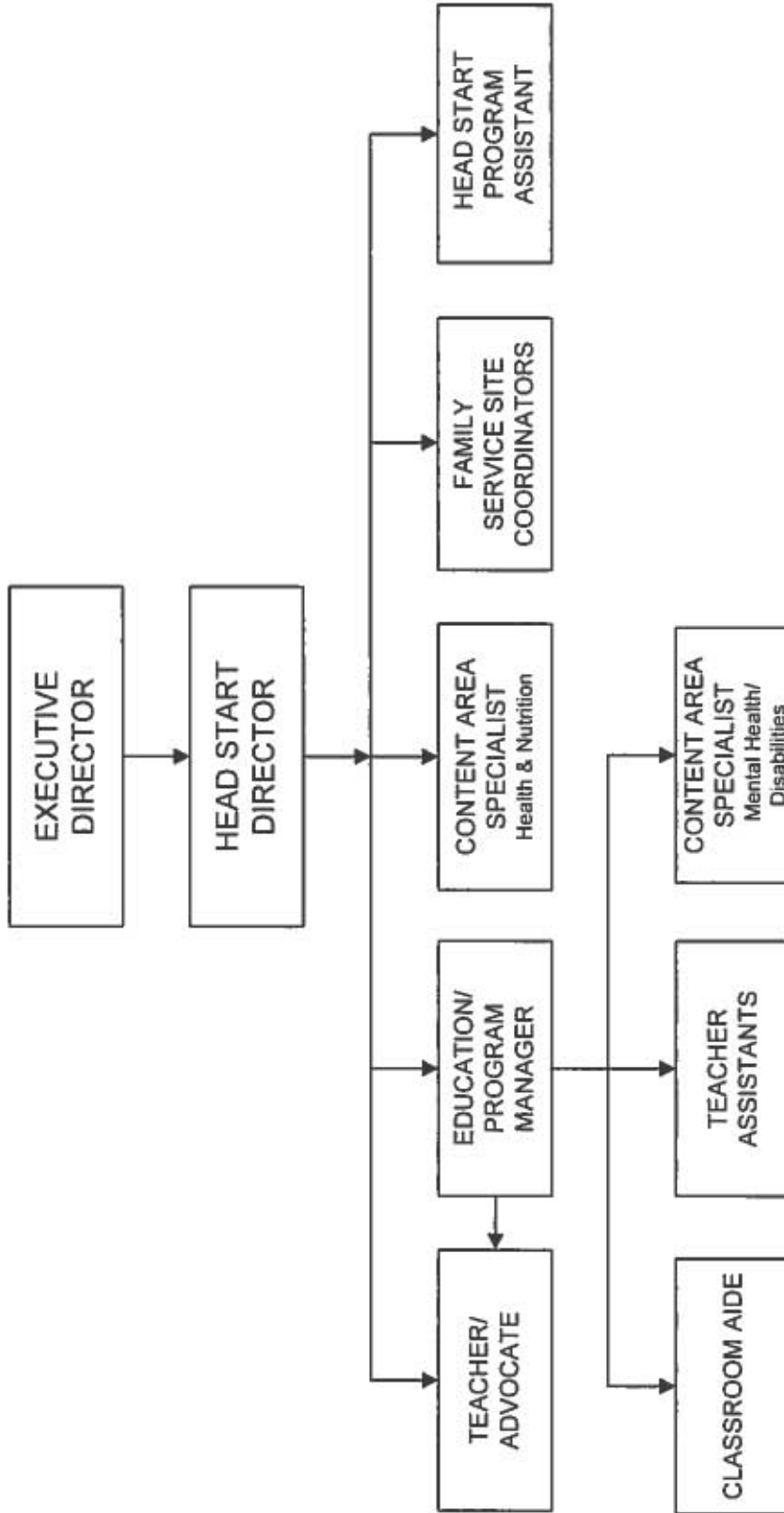
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	LBFS		FOOD SHARE
	AUDITED FY16	ADOPTED FY17	PROPOSED FY18			VOLUNTEER	WAREHOUSE	
FEDERAL FUNDS								
CSBG	63,259	60,000	60,000	0	0.00%	60,000	0	0
USDA	511,552	425,000	510,000	85,000	20.00%	0	0	510,000
Subtotal	574,811	485,000	570,000	85,000	17.53%	60,000	0	510,000
STATE FUNDS								
SHAP	16,000	16,000	0	-16,000	-100.00%	0	0	0
OHRF	49,617	69,401	50,000	-19,401	-27.95%	0	0	50,000
Subtotal	65,617	85,401	50,000	-35,401	-41.45%	0	0	50,000
LOCAL FUNDS								
Benton County	24,000	24,000	24,000	0	0.00%	0	0	24,000
City of Corvallis	30,000	32,000	22,000	-10,000	-31.25%	0	0	22,000
Donations - LBFS	710,886	653,152	695,672	42,520	6.51%	25,672	0	670,000
Holiday Food Drive	35,093	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
Intentional Production	9,020	12,500	12,500	0	0.00%	0	0	12,500
Other Foundations	0	12,000	8,500	-3,500	-29.17%	0	0	8,500
Food Recovery	2,128	50,626	51,999	1,373	2.71%	15,999	0	36,000
Share Contributions	335,889	311,000	305,000	-6,000	-1.93%	20,000	0	285,000
Subtotal	1,164,116	1,147,378	1,171,771	24,393	2.13%	61,671	0	1,110,100
MISCELLANEOUS FUNDS								
Grants & Contracts	51,646	336,327	331,500	-4,827	-1.44%	17,000	287,000	27,500
Fund Balance	0	318,000	318,000	0	0.00%	0	318,000	0
Non-USDA food	7,708,274	8,000,000	8,000,000	0	0.00%	0	0	8,000,000
Subtotal	7,759,920	8,654,327	8,649,500	-4,827	-0.05%	17,000	605,000	8,027,500
TOTAL FUNDS	9,564,464	10,372,106	10,441,271	69,165	0.67%	138,671	605,000	9,697,600

FOOD SHARE AND VOLUNTEER

DEPARTMENT BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	LBFS		FOOD SHARE
	AUDITED FY16	ADOPTED FY17	PROPOSED FY18			VOLUNTEER	WAREHOUSE	
FTE	7.26	6.94	7.10	0.16	2.26%	1.06	0.00	6.04
5010 Salaries	336,799	325,717	337,963	12,247	3.76%	59,037	0	278,926
5020 Client Salaries		0	0	0	0.00%	0	0	0
TOTAL SALARIES	336,799	325,717	337,963	12,247	3.76%	59,037	0	278,926
5320 PERS	40,823	41,893	54,716	12,822	30.61%	10,808	0	43,908
5330 Workers' Comp	212	477	487	10	2.18%	73	0	414
5335 SAIF Insurance	3,672	4,022	4,179	157	3.89%	775	0	3,403
5340 Unemployment	8,680	1,629	676	-953	-58.50%	118	0	558
5350 Health Insurance	65,448	64,471	68,631	4,160	6.45%	18,967	0	49,663
5360 Dental Insurance	7,749	10,742	10,926	184	1.72%	1,969	0	8,957
5370 Life Insurance	2,895	2,968	4,163	1,195	40.28%	664	0	3,499
5375 Flexible Spending Costs	63	71	71	0	0.37%	1	0	70
5380 Employee Assistance Pgm	0	244	244	0	0.05%	31	0	213
5382 OSGP Match	4,800	6,300	6,369	69	1.10%	918	0	5,451
5386 Non Taxable Fringe Pgm	40	0	0	0	0.00%	0	0	0
5390 FICA	24,806	24,918	25,854	936	3.76%	4,516	0	21,338
5395 Vacation Accrued	2,457	0	0	0	0.00%	0	0	0
TOTAL FRINGE	161,645	157,734	176,316	18,582	11.78%	38,840	0	137,476
TOTAL PERSONAL SERVICES	498,444	483,451	514,279	30,829	6.38%	97,877	0	416,402
5510 Audit & Accounting	3,445	3,420	3,960	540	15.79%	430	0	3,530
5520 Data/Connection Services	80	2,076	1,200	-876	-42.20%	0	0	1,200
5530 Legal	0	550	550	0	0.00%	50	0	500
5540 Other Purchased Services	3,295	4,600	18,850	14,250	409.78%	350	0	18,500
5550 Contract Services/Training	0	100	100	0	0.00%	0	0	100
5610 Educational Confer/Train	3,918	6,250	6,050	-200	-3.20%	1,250	0	4,800
5620 Meetings	1,426	3,000	3,250	250	8.33%	1,000	0	2,250
5630 Dues	50	150	150	0	0.00%	0	0	150
5710 Mileage	3,187	4,500	4,850	350	7.78%	1,150	0	3,700
5720 Vehicle Operating Cost	13,249	25,000	23,244	-1,756	-7.02%	0	0	23,244
5730 Vehicle Insurance	4,049	4,414	4,350	-64	-1.45%	0	0	4,350
5740 Other Transportation Cost	14,400	22,500	20,500	-2,000	-8.89%	19,000	0	1,500
5910 Rent	17,224	19,200	16,850	-2,350	-12.24%	2,850	0	14,000
5920 Utilities	253	2,900	2,900	0	0.00%	400	0	2,500
5930 Telephone	0	600	500	-100	-16.67%	0	0	500
5935 Cell Phone	840	1,730	1,730	0	0.00%	480	0	1,250
5940 Maintenance, Repair, Janitorial	2,510	3,000	3,000	0	0.00%	500	0	2,500
5950 Insurance-Property	6,731	7,192	5,799	-1,393	-19.37%	624	0	5,175
5980 Space Utilities	16,954	20,250	20,250	0	0.00%	0	0	20,250
6110 Office Supplies	2,053	1,970	2,300	330	16.77%	550	0	1,750
6120 Postage/Shipping	7,815	13,149	13,500	351	2.67%	250	0	13,250
6130 Photocopy	3,983	3,150	3,250	100	3.17%	750	0	2,500
6140 Printing	12,399	15,774	16,400	626	3.97%	150	0	16,250
6145 Software	105	400	150	-250	-62.50%	0	0	150
6150 Advertising/Recruitment	145	1,950	1,600	-350	-17.95%	100	0	1,500
6160 Program Supplies	8,713,471	8,945,000	9,029,053	84,053	0.94%	2,053	0	9,027,000
6320 Equipment Rental	0	484	475	-9	-1.86%	75	0	400
6330 Equipment Repair	2,354	17,000	16,050	-950	-5.59%	0	2,000	14,050
6340 Expendable Equipment	10,328	30,401	13,000	-17,401	-57.24%	1,000	3,000	9,000
6410 Books/Subscriptions	41	100	150	50	50.00%	50	0	100
6470 Miscellaneous (Admin)	730	0	0	0	0.00%	0	0	0
6520 Indirect	62,206	61,845	58,481	-3,364	-5.44%	5,732	0	52,749
6630 Infrastructure	12,844	17,000	14,500	-2,500	-14.71%	2,000	0	12,500
6650 Communications Services	2,145	4,000	0	-4,000	-100.00%	0	0	0
6870 Miscellaneous/Building fund	0	50,000	50,000	0	0.00%	0	50,000	0
TOTAL MATERIALS/SERVICES	8,922,230	9,293,655	9,356,992	63,337	0.68%	40,794	55,000	9,261,198
6310 TOTAL CAPITAL OUTLAY	0	595,000	570,000	-25,000	-4.20%	0	550,000	20,000
3010 FUND BAL. INCREASE (DECR)	143,789	0	0	0	0.00%	0	0	0
TOTAL EXPENDITURES	9,564,464	10,372,106	10,441,271	69,165	0.67%	138,671	605,000	9,697,600

Child Development Services

CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES

The primary program offering for CSC in Child Development Services is Head Start. In 2017/2018 CSC Head Start expects to provide preschool services to 160 Lincoln County children and their families.

Head Start was one of the nation's first child development programs to implement a two-generation approach, working with both children and their parents. 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 providing 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.

The Head Start vision is to ensure school readiness for all children and a compassionate, caring partnership with all Head Start parents. To accomplish this goal 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 shared program decision making and to increase their self-sufficiency.
- Connect families to a wide variety of needed services through other CSC programs and community agencies.

Accomplishments

- Our program's CLASS Instructional Support score in April 2016 was 3.88. This score exceeded our goal of 3.5 and the national average score of 2.88.
- We became licensed by the state (a new requirement).
- We received a five-star QRIS rating for all three sites; the highest possible rating. (QRIS is a quality rating and improvement system designed to help improve the availability and quality of early and school-age care and education programs.)
- We were awarded grants to expand to a full school day, school year classroom at each of our three sites, including funding to remodel our Newport facility.

Goals

Short Term

- School Readiness Goals: 80% of children transitioning to kindergarten in May 2018 will meet or exceed early math, early literacy and social emotional goals.
- Implement Conscious Discipline framework and philosophy in Head Start classrooms, aligning with Lincoln County School District. This is the first time LCSD and ECE providers will be implementing a single, unified approach to classroom management.
- Oversee the implementation of full school day, full school year classes.
- Collaborate with other departments at CSC to make all agency resources available to Head Start parents.
- Complete a diversity, equity and inclusion strategic plan for implementation beginning in 2018.

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:
This goal has been changed to a three year rolling start up of full day full year Head Start, which includes expansion of the Newport site. First classes (three) start 17/18 school year, followed by additional classes as funding becomes available from the federal government.

CHILD DEVELOPMENT SERVICES

SUPP #2

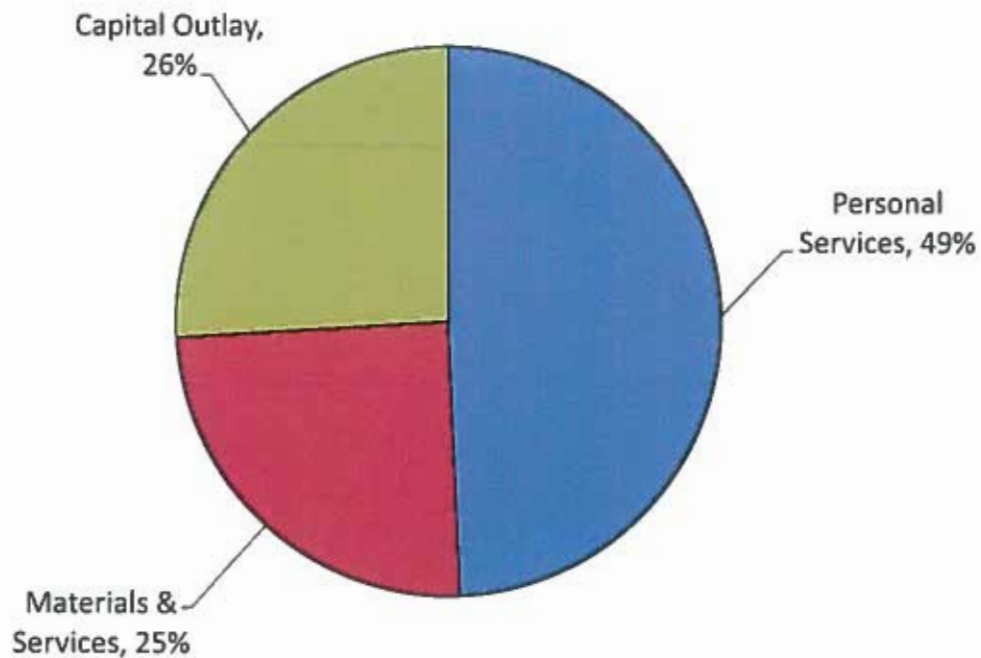
SUMMARY BUDGET	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	1,018,679	2,011,386	2,362,373	350,987	17.45%
STATE FUNDS	508,447	527,993	508,447	-19,546	-3.70%
LOCAL FUNDS	6,205	7,741	7,500	-241	-3.11%
MISCELLANEOUS FUNDS	54,466	72,622	55,622	-17,000	-23.41%
TOTAL FUNDS	1,587,797	2,619,742	2,933,942	314,200	11.99%

DEPARTMENT BUDGET BY CATEGORY

FTE	20.89	22.96	27.15	4.19	18.25%
TOTAL PERSONAL SERVICES	1,257,765	1,238,505	1,445,327	206,822	16.70%
TOTAL MATERIALS/SERVICES	316,775	619,657	727,035	107,378	17.33%
TOTAL CAPITAL OUTLAY	11,970	761,581	761,581	0	0.00%
CHANGE IN FUND BALANCE	1,287	0	0	0	0.00%
TOTAL EXPENDITURES	1,587,797	2,619,742	2,933,942	314,200	11.99%



CHILD DEVELOPMENT SERVICES

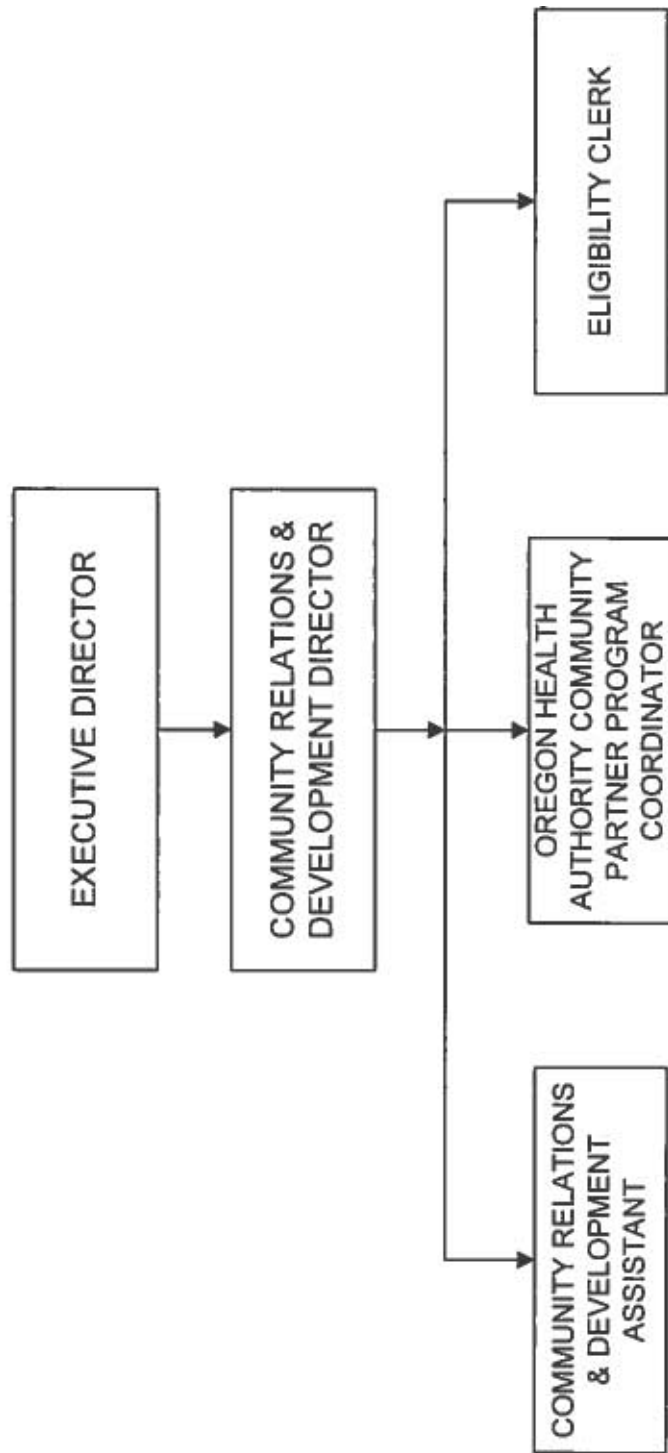
SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18				
FEDERAL FUNDS							
Head Start/HHS	913,454	959,787	959,787	0	0.00%	959,787	0
CSBG	25,000	0	5,000	5,000	100.00%	5,000	0
USDA	80,225	101,734	124,936	23,201	22.81%	124,936	0
Duration Startup	0	224,780	195,114	-29,666	-13.20%	195,114	0
Duration Operation	0	0	352,451	352,451	100.00%	352,451	0
Duration Construction	0	725,085	725,085	0	0.00%	725,085	0
Subtotal	1,018,679	2,011,386	2,362,373	350,987	17.45%	2,362,373	0
STATE FUNDS							
Head Start/OPP/OPK	508,447	508,447	508,447	0	0.00%	508,447	0
OPK 1-Time Funds	0	19,546	0	-19,546	-100.00%	0	0
Subtotal	508,447	527,993	508,447	-19,546	-3.70%	508,447	0
LOCAL FUNDS							
Lincoln County	5,455	7,741	7,500	-241	-3.11%	0	7,500
Lincoln City	750	0	0	0	0.00%	0	0
Subtotal	6,205	7,741	7,500	-241	-3.11%	0	7,500
MISCELLANEOUS FUNDS							
Donations	4,966	5,000	0	-5,000	-100.00%	0	0
Miscellaneous Grants	0	20,000	8,000	-12,000	-60.00%	0	8,000
Spirit Mountain Community Fund	49,500	47,622	47,622	0	0.00%	0	47,622
Subtotal	54,466	72,622	55,622	-17,000	-23.41%	0	55,622
TOTAL FUNDS	1,587,797	2,619,742	2,933,942	314,200	11.99%	2,870,820	63,122

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18				
FTE	20.20	22.96	27.15	4.19	18.25%	25.77	1.38
5010 Salaries	889,597	875,636	979,937	104,301	11.91%	948,568	31,369
5020 Client Salaries				0	0.00%	0	0
TOTAL SALARIES	889,597	875,636	979,937	104,301	11.91%	948,568	31,369
5320 PERS	86,277	83,648	118,931	35,282	42.18%	118,931	0
5330 Workers' Comp	745	1,255	1,551	295	23.52%	1,480	71
5335 SAIF Insurance	6,091	6,929	7,749	820	11.84%	7,501	248
5340 Unemployment	22,948	4,378	1,959	-2,418	-55.24%	1,897	63
5350 Health Insurance	149,570	158,610	207,437	48,827	30.78%	207,437	0
5360 Dental Insurance	18,332	19,319	22,233	2,914	15.08%	22,233	0
5370 Life Insurance	7,288	6,773	8,554	1,780	26.28%	8,554	0
5375 Flexible Spending Costs	155	71	66	-5	-7.01%	66	0
5380 Employee Assistance Program	450	525	642	117	22.23%	642	0
5382 OSGP Match	11,890	14,372	21,301	6,929	48.21%	19,951	1,350
5390 FICA	65,957	66,986	74,966	7,979	11.91%	72,566	2,400
5395 Vacation Accrued	-1,536	0	0	0	0.00%	0	0
TOTAL FRINGE	368,168	362,869	465,389	102,521	28.25%	461,257	4,131
TOTAL PERSONAL SERVICES	1,257,765	1,238,505	1,445,327	206,822	16.70%	1,409,825	35,500
5510 Audit & Accounting	5,276	4,684	5,034	350	7.46%	5,034	0
5520 Data Services	1,506	6,979	4,200	-2,779	-39.81%	4,200	0
5530 Legal	2,633	293	0	-293	-100.00%	0	0
5540 Other Purchased Services	22,909	20,177	20,575	398	1.97%	12,575	8,000
5550 Contracted Services/Training	0	3,800	6,000	2,200	57.89%	6,000	0
5610 Educational Confer/Train	9,048	13,513	17,300	3,787	28.03%	17,300	0
5620 Meetings	2,533	2,119	5,000	2,881	235.99%	5,000	0
5630 Dues	6,012	2,791	4,000	1,209	43.32%	4,000	0
5710 Mileage	5,006	5,079	10,000	4,921	96.88%	10,000	0
5730 Vehicle Insurance	-12	0	0	0	0.00%	0	0
5740 Other Transportation Cost	90	0	0	0	0.00%	0	0
5910 Rent	8,353	534	0	-534	-100.00%	0	0
5920 Utilities	23,055	20,000	35,000	15,000	75.00%	35,000	0
5935 Cell Phone	2,507	2,511	2,499	-11	-0.45%	2,499	0
5940 Maintenance, Repair, Janitorial	33,391	11,084	25,670	14,586	231.59%	25,670	0
5950 General Insurance	13,316	12,787	12,830	43	0.33%	12,830	0
5970 Space Rent	3	75	0	-75	-100.00%	0	0
6110 Office Supplies	2,471	1,051	2,499	1,449	237.84%	2,499	0
6120 Postage/Shipping	1,800	1,540	2,499	959	62.26%	2,499	0
6130 Photocopy	8,026	8,038	8,000	-38	-0.47%	8,000	0
6140 Printing	208	226	200	-25	-11.25%	200	0
6145 Software	-6	2,924	2,921	-3	-0.09%	2,921	0
6150 Advertising/Recruitment	-10	110	101	-9	-8.21%	101	0
6160 Program Supplies	11,694	12,020	20,000	7,980	66.39%	10,000	10,000
6320 Equipment Rental	0	4	0	-4	-100.00%	0	0
6330 Equipment Repair	10,679	4,006	5,000	994	24.80%	5,000	0
6340 Expendable Equipment	8,452	116,182	109,435	-6,748	-5.81%	104,575	4,860
6410 Books/Subscriptions	175	13	0	-13	-100.00%	0	0
6470 Miscellaneous (Admin)	712	22	0	-22	-100.00%	0	0
6620 Indirect	4,500	184,938	228,429	43,491	23.52%	223,667	4,762
6630 Infrastructure	46,854	61,668	68,149	6,481	10.51%	68,149	0
6650 Communications Services	6,300	12,493	757	-11,736	-93.94%	757	0
6780 Meals	79,214	101,734	124,936	23,201	22.81%	124,936	0
6870 Miscellaneous	80	0	0	0	0.00%	0	0
TOTAL MATERIALS/SERVICES	316,775	619,657	727,035	107,378	17.33%	699,413	27,622
6310 TOTAL CAPITAL OUTLAY	11,970	761,581	761,581	0	0.00%	761,581	0
3010 FUND BAL. INCREASE (DECR)	1,287	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	1,587,797	2,619,742	2,933,942	314,200	11.99%	2,870,819	63,122

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 community partnerships, fundraising, donor development, grant writing, volunteer recruitment and internships.

CRD intends to continue to operate as an Oregon Health Authority Community Partner grantee for Lincoln County through June 30, 2018. The Community Partner grant RFGP for FY 2018 has been submitted. Award notification is pending. As a Community Partner our Health Coordinator provides health insurance application assistance in English and Spanish to those in need.

Accomplishments

- CRD was tasked with a focus on funding to expand CSC's capacity related to inclusivity and diversity. This was accomplished through partnerships in the DHS Foundations grant for \$770,000 in partnership with DHS TANF, Family Tree Relief Nursery and Casa Latinos Unidos of Benton County; and the OHA grant (\$100,000) which serves over 70% non-English or English second language speakers.
- CRD was also tasked with expanding funding and partnerships to increase access to mental health services for CSC clients. To this end, CRD acquired a \$49,000 grant and \$8,000 for Head Start children; a \$253,000 partnership grant with Olalla Center; a \$24,000 grant for W&E youth and partnered with a private therapist to serve Career Tech students.
- CSC regional grant proposals resulted in \$2,724,257 in awarded funding.
- Administered the Community Services Block Grant reporting and moved the agency towards a more robust accounting of services and client accomplishments by including all departments in our CSBG report.
- Exceeded all OHA Community Partner program performance goals again this year, assisting over 600 families to gain health insurance coverage in Lincoln County.

Goals

- The management team will work to reorganize the functions of this department to reduce costs and focus on the highest priorities we can financially support.

COMMUNITY RELATIONS & DEVELOPMENT

SUPP #2

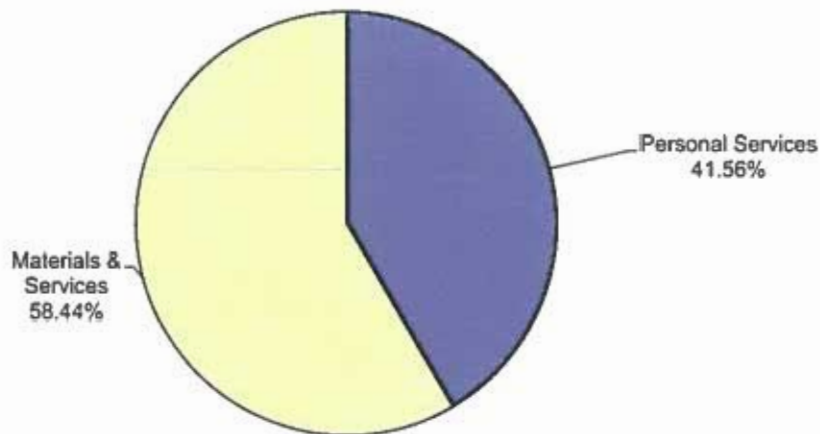
SUMMARY BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	89,512	287,500	77,000	-210,500	-73.22%
STATE FUNDS	75,000	100,000	100,000	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	26,827	73,516	81,414	7,898	10.74%
TOTAL FUNDS	244,670	461,016	258,414	-202,602	-43.95%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.40	2.73	2.45	-0.28	-10.24%
TOTAL PERSONAL SERVICES	156,349	191,618	157,157	-34,461	-17.98%
TOTAL MATERIALS/SERVICES	42,111	269,398	101,257	-168,141	-62.41%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-7,121	0	0	0	0.00%
TOTAL EXPENDITURES	244,670	461,016	258,414	-202,602	-43.95%



COMMUNITY RELATIONS & DEVELOPMENT

SUPP #2

SOURCE OF REVENUES	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	89,512	85,000	77,000	-8,000	-9.41%
CSBG - Interagency	0	202,500	0	-202,500	-100.00%
Subtotal	89,512	287,500	77,000	-210,500	-73.22%
STATE FUNDS					
OHA	75,000	100,000	100,000	0	0.00%
Subtotal	75,000	100,000	100,000	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Olalla (Warren Project)	0	13,846	41,414	27,568	299.10%
Fee for Service	26,827	59,670	40,000	-19,670	-32.96%
Subtotal	26,827	73,516	81,414	7,898	10.74%
TOTAL FUNDS	191,339	461,016	258,414	-202,602	-43.95%

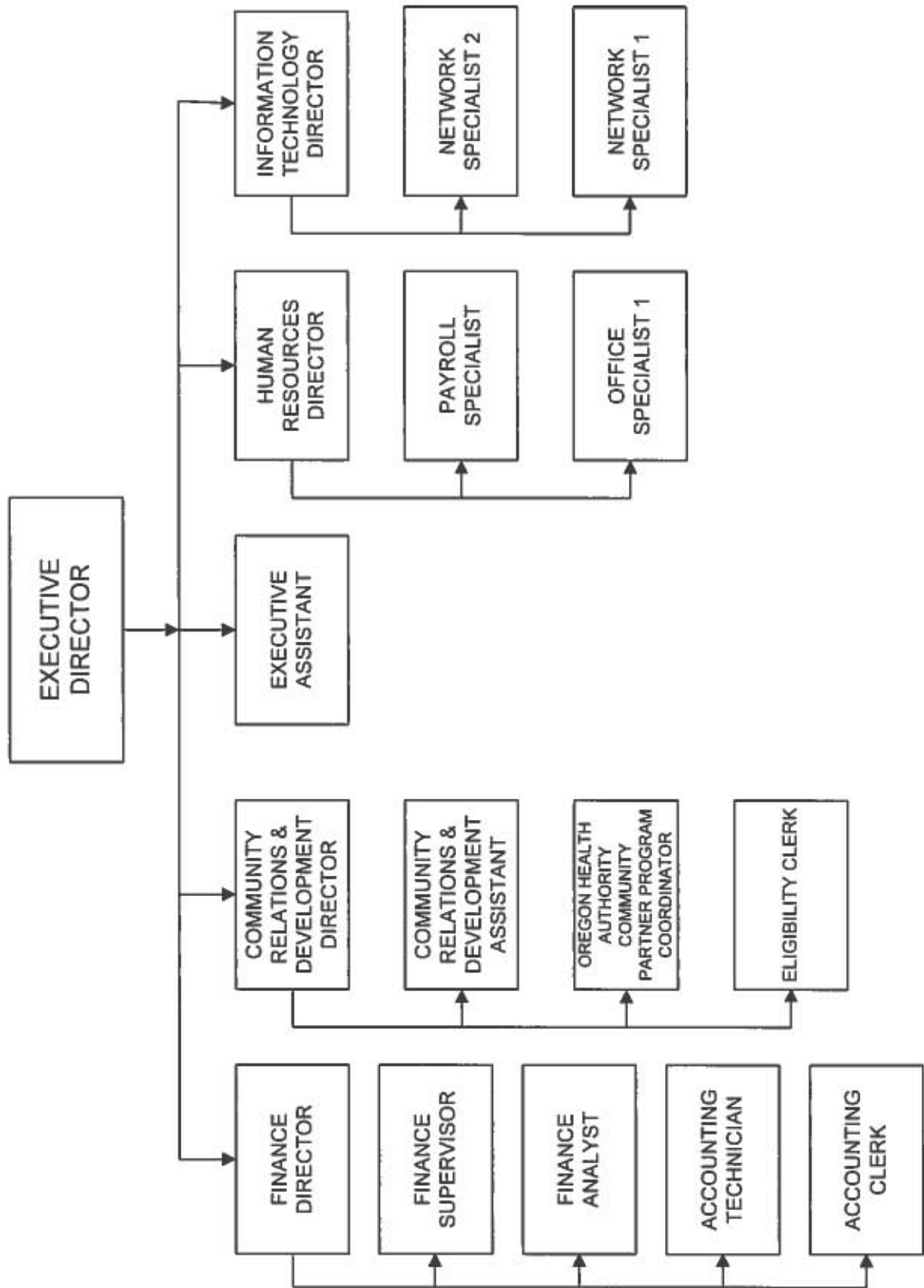
COMMUNITY RELATIONS & DEVELOPMENT

SUPP #2

DEPARTMENT BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE	CSBG	Barrel to Keg	OHA Health	Olalla Warren	TOTAL
FTE	2.40	2.73	2.45	-0.28	-10.24%	0.20	0.15	1.60	0.50	2.45
5010 Salaries	112,286	125,709	106,116	-19,593	-15.59%	12,764	8,357	57,136	27,858	106,116
5020 Client Salaries		0	0	0	0.00%	0	0	0	0	0
TOTAL SALARIES	112,286	125,709	106,116	-19,593	-15.59%	12,764	8,357	57,136	27,858	106,116
5320 PERS	10,707	12,104	13,010	905	7.48%	1,565	1,025	7,005	3,415	13,010
5330 Workers' Comp	71	188	168	-19	-10.17%	14	10	110	34	168
5335 SAIF Insurance	172	910	772	-138	-15.17%	101	66	385	220	772
5340 Unemployment	2,854	629	212	-416	-66.23%	26	17	114	56	212
5350 Health Insurance	19,575	29,695	19,477	-10,218	-34.41%	2,484	1,856	8,951	6,186	19,477
5360 Dental Insurance	2,406	5,199	2,587	-2,612	-50.24%	255	189	1,513	630	2,587
5370 Life Insurance	1,033	1,610	1,459	-150	-9.34%	141	125	774	418	1,459
5375 Flexible Spending Costs		4	4	0	0.00%	4	0	0	0	4
5380 Employee Assistance Program		97	74	-23	-23.81%	6	5	48	15	74
5382 OSGP Match	1,301	2,858	2,160	-698	-24.42%	135	135	1,440	450	2,160
5386 Non Taxable Fringe Pgm		0	0	0	0.00%	0	0	0	0	0
5390 FICA	8,479	9,616	8,118	-1,498	-15.58%	976	639	4,371	2,131	8,118
5395 Vacation Accrued	-2,535	3,000	3,000	0	0.00%	3,000	0	0	0	3,000
TOTAL FRINGE	44,063	65,909	51,041	-14,868	-22.56%	8,707	4,067	24,711	13,556	51,041
TOTAL PERSONAL SERVICES	156,349	191,618	157,157	-34,461	-17.98%	21,471	12,424	81,847	41,414	157,157
5510 Audit & Accounting	975	968	733	-235	-24.28%	733	0	0	0	733
5540 Other Purchased Services	7,365	20,000	45,000	25,000	225.00%	25,000	20,000	0	0	45,000
5610 Educational Confer/Train	918	718	718	0	0.00%	318	0	400	0	718
5620 Meetings	134	300	300	0	0.00%	300	0	0	0	300
5630 Dues	0	250	250	0	0.00%	250	0	0	0	250
5710 Mileage	3,396	6,500	6,500	0	0.00%	5,000	0	1,500	0	6,500
5910 Rent	2,543	2,456	2,388	-68	-2.77%	2,388	0	0	0	2,388
5920 Utilities	420	0	0	0	0.00%	0	0	0	0	0
5935 Cell Phone	964	1,200	1,200	0	0.00%	600	0	600	0	1,200
5940 Maintenance, Repair, Janitorial	0	500	500	0	0.00%	500	0	0	0	500
5950 General Insurance	1,398	1,517	1,074	-443	-29.20%	1,074	0	0	0	1,074
5970 Space Rent	360	0	0	0	0.00%	0	0	0	0	0
6110 Office Supplies	383	1,520	1,520	0	0.00%	0	620	900	0	1,520
6120 Postage/Shipping	385	2,910	2,910	0	0.00%	0	2,610	300	0	2,910
6130 Photocopy	928	1,700	1,700	0	0.00%	0	1,000	700	0	1,700
6140 Printing	308	800	1,509	709	88.63%	300	0	1,209	0	1,509
6150 Advertising/Recruitment	1,019	280	280	0	0.00%	0	80	200	0	280
6160 Program Supplies	5,176	143,900	12,055	-131,845	-91.62%	8,685	2,470	900	0	12,055
6210 Contract-Soc Serve Agency	3,140	0	0	0	0.00%	0	0	0	0	0
6340 Expendable Equipment	1,014	1,996	1,996	0	0.00%	0	0	1,996	0	1,996
6410 Books/Subscriptions	199	280	280	0	0.00%	280	0	0	0	280
6470 Miscellaneous (Admin)	543	0	0	0	0.00%	0	0	0	0	0
6620 Indirect	5,998	16,476	16,476	0	0.00%	8,042	795	7,639	0	16,476
6630 Infrastructure	4,281	63,810	3,618	-60,192	-94.33%	1,809	0	1,809	0	3,618
6650 Communications Services	264	1,067	0	-1,067	-100.00%	0	0	0	0	0
6870 Miscellaneous	0	250	250	0	0.00%	250	0	0	0	250
TOTAL MATERIALS/SERVICES	42,111	269,398	101,257	-168,141	-62.41%	55,529	27,575	18,153	0	101,257
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0	0	0
3020 FUND BAL. INCREASE (DECR)	-7,121	0	0	0	0.00%	0	0	0	0	0
TOTAL EXPENDITURES	191,339	461,016	258,414	-202,602	-43.95%	77,000	40,000	100,000	41,414	258,415

Administrative Services

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

- Partnered with Samaritan Health to provide a less expensive, more comprehensive community assessment that surveys the status of the social determinants of health in the three counties.
- Began a revised process of Strategic Planning as required by CSBG funding.
- Recruited a new slate of Community Action Advisory Council members with expanded participation by underrepresented communities and those with other critical skill sets.

Goals

- Revise the CAAC orientation and organization to help members give additional input specific to their skill sets.
- Complete a review and update of all policies and procedures, including those for exempt employees and financial policies.
- Implement new systems for identifying client needs, recording services, and analyzing progress.

HUMAN RESOURCES

The Human Resources (HR) department provides an array of services to support the agency, program operations, and staff. Services include, but are not limited to, risk management, training and development, compliance, conflict resolution, labor relations, benefit administration, recruitment and retention.

In our department, we strive to be subject matter experts and in turn, this drives employee satisfaction levels, service levels and mitigates risk. Our staff navigate challenges on a daily basis and our culture fosters hard work while having a bit of fun along the way.

Accomplishments

- (This position was only partially staffed for the majority of the year).
- Collective Bargaining Agreement renewed through FY 17-18.
- Recruitment data organized for compliance and data analytics.
- Personnel Policy Manual updated to reflect changes approved by Governing Board, general compliance and consistency with the Collective Bargaining Agreement. Review and prioritization underway for future updates.

Goals

- Streamline employee on-boarding for improved new employee engagement and efficient use of staff time.
- Initiate workflow and train staff on proper accident/injury reporting.
- Create data driven HR metrics to assist management staff in the allocation of resources.
- Continue revision of personnel policies to maintain compliance and meet the needs of the organization.
- Facilitate team building and other training opportunities.

FINANCE

The Finance department coordinates agency wide budget development, accounting functions for payroll and accounts payable, and preparation for numerous grant monitoring agencies and required financial audits. Finance also is responsible for extensive customized grant billing, compliance monitoring and various types of financial reporting.

Accomplishments

- The HR Director position was eliminated and replaced by an HR Generalist to achieve administrative efficiencies. The new position reports to the Finance Director.
- As an integral part of implementing a succession plan for the Finance Director position, we hired a Finance Manager who will supervise the accounting staff.
- Staff transition due to turnover in long term experienced employees in several positions created opportunities for restructuring and training to provide levels of progressive responsibility in the department and to complement the Director succession plan.
- Ensured that CSC received an unqualified audit opinion for FYE June 30, 2016.
- Awarded a Certificate of Achievement for Excellence in Financial Reporting for the 25th consecutive year.

Goals

- Implement the succession plan for the Finance Director position.
- Prepare and conduct a Request for Proposals for audit services for FYE June 30, 2018 and beyond.
- Investigate methods to further automate data exchange in Abila software processes, such as electronic funds transfer payments, external data import/exports, and bank reconciliations.

INFORMATION TECHNOLOGY

First and foremost, IT ensures that the confidential information CSC collects, reports, and transmits is secure. This involves network architecture and design, as well as internal training, to enable the constant monitoring and blocking of security threats to our system.

Information Technology supports CSC's diverse technological needs by deploying, maintaining, and managing the necessary software, hardware, networking, and telephony infrastructure required by our staff to work effectively with our clients.

IT support includes providing internal and external network, email, and phone connectivity to our many locations; providing staff with secure remote access to CSC network resources from anywhere; purchasing equipment and software; managing software licensing; providing secure storage, backup and archiving of staff and client data; maintaining and updating servers, computers, and phones; and providing helpdesk support to staff across all departments.

Accomplishments

- Upgraded and expanded our remote access systems. We tested and launched Parallels Web Access, allowing users quick and secure access to the CSC network from virtually anywhere, including multiple devices, without the need to install software. This breakthrough in remote access technology coupled with our portable VoIP phones provides a cost-effective convenience for mobile users, including staff who work in expanding and remote service areas such as Polk County and counties along the northern Oregon coast. It has also solved an access problem for staff stationed at partner sites who must rely on restrictive state computers.
- Four legacy servers were consolidated and/or replaced by virtualized servers which reduced the number of physical servers on the network and reduced the amount of maintenance, backup, and updating/upgrading that physical servers require, while at the same time reducing electricity use and heat output.
- We updated several general technology policies, with more to come in FY18 to address current data security concerns around mobile and emerging technology.
- The IT Director led a team of contractors and staff to create a client intake database system that will collect data about clients, services, and outcomes in order to customize services for our clients. The goal is that this intake system will improve wrap-around services and assist in measuring client outcomes. The "Touch Tracking Database System" prototype was pilot tested by the "Navigator" positions in the Housing & Energy Services department. In FY18, the plan is to modify the system to incorporate other CSC departments and connect to a coordinated entry system between community partners.

Goals

- Train Network Specialist II and plan an operations transition strategy in preparation for the IT Director's retirement and departure by July 2018.
- Review and update IT documentation of processes and practices.
- Work with Human Resources Director to continue updating Information Technology Policies.
- Deploy a secure cost-effective remote-access connectivity tool that will work from anywhere and on multiple devices to provide fast and relevant support for hardware, applications and users in a fast changing work environment.
- Research and recommend telecommunication options that will eventually replace existing phone system.
- Work with management team to reorganize and redefine the role of this department to include aspects of communications and data analytics.

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

- Produced 35 media releases, interviewed on eight radio shows, and ran hundreds of public service announcements via radio, print and social media.
 - Grew social media to include nine Facebook CSC program pages.
 - More than doubled website hits to 157,680 this year.
 - Updated CSC website pages for all departments.
 - Will complete a Blog upgrade prior to June.
- Developed newsletter templates for the seven county youth service programs, as well as agency and program brochures, posters, banners and other marketing materials.
- Worked with Departments to develop internships to assist in special research and reporting and to promote awareness of CSC interest areas as well as encouraging graduates to look at CSC as a future employer.

Goals

- This department will undergo reorganization in FY17-18 to increase efficiency and reduce administrative costs.

ADMINISTRATION

(For Informational purposes only)

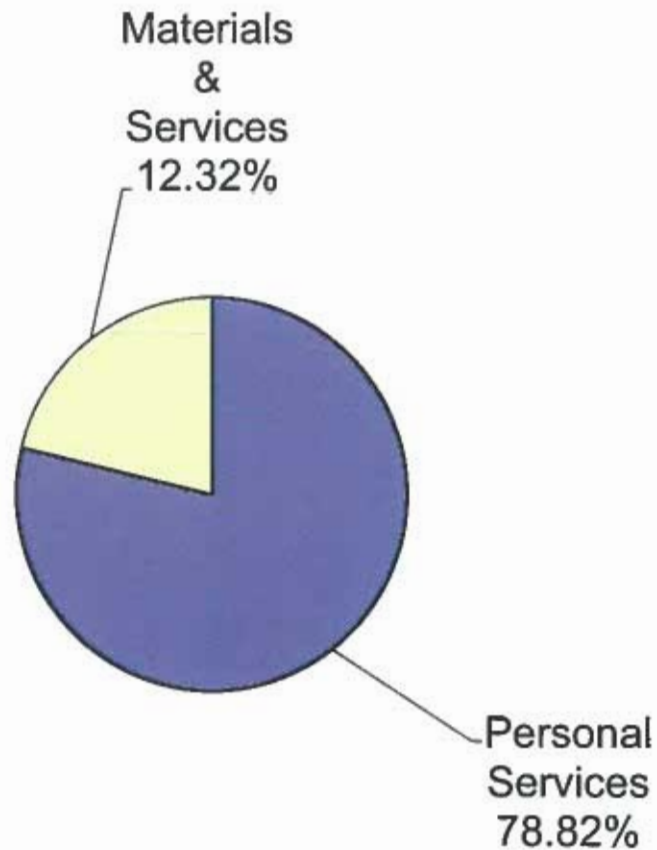
SUMMARY BUDGET	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	5,000	0	0	0	0.00%
MISCELLANEOUS FUNDS	810,871	916,000	984,000	68,000	7.42%
TOTAL FUNDS	815,871	916,000	984,000	68,000	7.42%

DEPARTMENT BUDGET BY CATEGORY

FTE	8.23	8.72	9.16	0.45	5.13%
TOTAL PERSONAL SERVICES	609,400	686,435	724,362	37,927	5.53%
TOTAL MATERIALS/SERVICES	186,012	229,565	194,638	-34,927	-15.21%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	20,459	0	65,000	65,000	100.00%
TOTAL EXPENDITURES	815,871	916,000	984,000	68,000	7.42%



ADMINISTRATION

(For informational purposes only)

SOURCE OF REVENUES	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	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					
Miscellaneous	5,000	0	0	0	0.00%
Subtotal	5,000	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue	11,808	0	0	0	0.00%
Contract	281	0	0	0	0.00%
Program Reimbursements	755,805	818,500	863,500	45,000	5.50%
Miscellaneous Revenue (CAPO)	34,822	40,000	48,000	8,000	20.00%
Discretionary Fund Balance	0	57,500	72,500	15,000	26.09%
SAIF Refund - Revenue Clearing	8,155	0	0	0	0.00%
Subtotal	810,871	916,000	984,000	68,000	7.42%
TOTAL FUNDS	815,871	916,000	984,000	68,000	7.42%

ADMINISTRATION

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

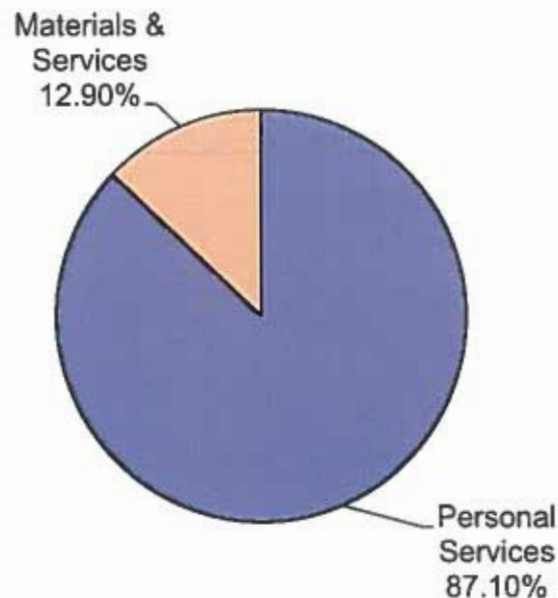
DEPARTMENT BUDGET	AUDITED FY 16	ADOPTED FY 17	PROPOSED FY 18	DOLLAR CHANGE	% OF CHANGE
FTE	8.23	8.72	9.16	0.45	5.13%
5010 Salaries	441,004	473,739	513,166	39,427	8.32%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	441,004	473,739	513,166	39,427	8.32%
5320 PERS	46,869	48,910	58,822	9,912	20.27%
5330 Workers' Comp	260	598	596	-3	-0.45%
5335 SAIF	-2,110	4,210	4,668	459	10.89%
5340 Unemployment	11,291	2,369	1,026	-1,342	-56.67%
5350 Health Insurance	69,876	95,738	82,890	-12,848	-13.42%
5360 Dental Insurance	8,067	10,220	10,403	183	1.79%
5370 Life Insurance	4,572	4,908	4,258	-650	-13.24%
5375 Flexible Spending Costs	300	462	330	-132	-28.57%
5380 Employee Assistance Pgm	3,001	264	254	-10	-3.74%
5382 OSGP Match	4,856	8,775	8,691	-84	-0.95%
5386 Non Taxable Fringe Pgm		0	0	0	0.00%
5390 F.I.C.A.	33,489	36,241	39,257	3,016	8.32%
5395 Vacation Accrued	-12,075	0	0	0	0.00%
TOTAL FRINGE	168,396	212,695	211,196	-1,499	-0.70%
TOTAL PERSONAL SERVICES	609,400	686,435	724,362	37,927	5.53%
5510 Audit & Accounting	2,741	2,978	2,981	3	0.10%
5520 Data/Connection Services	7,995	10,889	8,678	-2,211	-20.30%
5530 Legal	12,705	23,000	25,000	2,000	8.70%
5540 Other Purchased Services	29,241	37,983	27,773	-10,210	-26.88%
5550 Contract Services/Training	0	0	0	0	0.00%
5610 Educational Confer/Train	3,944	16,719	7,750	-8,969	-53.65%
5620 Meetings	3,569	9,300	8,050	-1,250	-13.44%
5630 Dues	10,539	14,973	10,299	-4,674	-31.22%
5710 Mileage	4,202	6,200	5,800	-400	-6.45%
5720 Vehicle Operating Cost	62	0	0	0	0.00%
5910 Rent	55,081	41,876	42,876	1,000	2.39%
5920 Utilities	1,124	0	2,250	2,250	100.00%
5930 Telephone	1	0	0	0	0.00%
5935 Cell Phone	0	840	600	-240	-28.57%
5940 Maintenance, repair, janitorial	8,312	6,600	7,500	900	13.64%
5950 General Insurance	3,931	4,267	4,366	99	2.32%
5970 Space Rent	0	5,851	5,851	0	0.00%
5980 Utilities-Space	14	0	0	0	0.00%
6110 Office Supplies	5,780	3,989	4,000	11	0.28%
6120 Postage/Shipping	3,624	3,169	3,000	-169	-5.33%
6130 Photocopy	-2,052	3,000	3,000	0	0.00%
6140 Printing	793	2,000	1,500	-500	-25.00%
6145 Software	176	210	200	-10	-4.76%
6150 Advertising/Recruitment	813	750	750	0	0.00%
6160 Program Supplies	0	1,579	100	-1,479	-93.67%
6320 Equipment Rental	0	300	0	-300	-100.00%
6330 Equipment Repair	0	500	500	0	0.00%
6340 Expendable Equipment	3,922	2,700	829	-1,871	-69.30%
6410 Books/Subscriptions	626	1,010	450	-560	-55.45%
6470 Miscellaneous Costs	2,754	1,708	1,540	-168	-9.84%
6630 Infrastructure	23,548	22,197	18,995	-3,203	-14.43%
6650 Communications Services	2,567	4,977	0	-4,977	-100.00%
TOTAL MATERIALS/SERVICES	186,012	229,565	194,638	-34,927	-15.21%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	20,459	0	65,000	65,000	100.00%
TOTAL EXPENDITURES	815,871	916,000	984,000	68,000	7.42%

INFORMATION TECHNOLOGY

SUMMARY BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
SOURCE OF REVENUES					
FEDERAL FUNDS	0	0	45,000	45,000	100.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
PROGRAM REIMBURSEMENTS	289,385	254,000	255,000	1,000	0.39%
TOTAL FUNDS	289,385	254,000	300,000	46,000	18.11%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.49	2.54	3.30	0.76	29.83%
TOTAL PERSONAL SERVICES	215,962	216,170	261,294	45,124	20.87%
TOTAL MATERIALS/SERVICES	73,989	37,830	38,707	876	2.32%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-566	0	0	0	0.00%
TOTAL EXPENDITURES	289,385	254,000	300,000	46,000	18.11%



INFORMATION TECHNOLOGY

SOURCE OF REVENUES	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	0	0	45,000	45,000	0.00%
Subtotal	0	0	45,000	45,000	100.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
TOCOWA	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	289,385	254,000	255,000	1,000	0.39%
Subtotal	289,385	254,000	255,000	1,000	0.39%
TOTAL FUNDS	289,385	254,000	300,000	46,000	18.11%

INFORMATION TECHNOLOGY

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

DEPARTMENT BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
FTE	2.49	2.54	3.30	0.76	29.83%
5010 Salaries	153,173	152,191	183,270	31,080	20.42%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	153,173	152,191	183,270	31,080	20.42%
5320 PERS	18,712	18,257	20,413	2,156	11.81%
5330 Workers' Comp	86	173	227	54	31.10%
5335 SAIF	240	1,174	1,449	275	23.47%
5340 Unemployment	3,897	771	367	-405	-52.48%
5350 Health Insurance	23,338	25,914	33,976	8,062	31.11%
5360 Dental Insurance	2,543	2,772	3,506	734	26.49%
5370 Life Insurance	1,263	1,385	1,520	135	9.73%
5375 Flexible Spending Costs	0	0	3	3	100.00%
5380 Employee Assistance Program	0	92	112	20	21.64%
5382 OSGP Match	1,500	1,800	2,431	631	35.07%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	11,447	11,643	14,020	2,378	20.42%
5395 Vacation Accrued	-237	0	0	0	0.00%
TOTAL FRINGE	62,789	63,980	78,023	14,044	21.95%
TOTAL PERSONAL SERVICES	215,962	216,170	261,294	45,124	20.87%
5520 Data/Connection Services	29,030	0	4,734	4,734	100.00%
5540 Other Purchased Services	1,997	3,199	3,199	0	0.00%
5610 Educational Confer/Train	0	500	1,000	500	200.00%
5620 Meetings	21	50	50	0	0.00%
5630 Dues	0	0	0	0	0.00%
5710 Mileage	2,989	2,400	2,200	-200	-8.33%
5740 Other Transportation Cost	0	100	150	50	50.00%
5910 Rent	13,377	10,464	9,907	-557	-5.32%
5920 Utilities	0	0	0	0	0.00%
5930 Telephone	20,777	11,692	11,860	168	1.44%
5935 Cell Phone	240	720	480	-240	-33.33%
5940 Maintenance, Repair, Janitorial	1,440	820	820	0	0.00%
6110 Office Supplies	581	300	400	100	33.33%
6120 Postage/Shipping	221	50	50	0	0.00%
6130 Photocopy	143	100	100	0	0.00%
6140 Printing	39	40	40	0	0.00%
6145 Software	1,176	3,152	2,020	-1,132	-35.91%
6330 Equipment Repair	300	200	200	0	0.00%
6340 Expendable Equipment	1,342	1,000	1,496	496	49.60%
6410 Books/Subscriptions	300	3,043	0	-3,043	-100.00%
6470 Miscellaneous (Admin)	16	0	0	0	0.00%
6630 Infrastructure	0	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	73,989	37,830	38,707	876	2.32%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	-566	0	0	0	0.00%
TOTAL EXPENDITURES	289,385	254,000	300,000	46,000	18.11%

COMMUNICATION SERVICES

SUMMARY BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	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	28,438	58,000	0	-58,000	-100.00%
TOTAL FUNDS	28,438	58,000	0	-58,000	-100.00%

DEPARTMENT BUDGET BY CATEGORY

FTE	1.70	0.61	0.00	-0.61	-100.00%
TOTAL PERSONAL SERVICES	28,070	42,844	0	-42,844	-100.00%
TOTAL MATERIALS/SERVICES	368	15,156	0	-15,156	-100.00%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	28,438	58,000	0	-58,000	-100.00%

COMMUNICATION SERVICES

SOURCE OF REVENUES	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	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	28,438	58,000	0	-58,000	-100.00%
Subtotal	28,438	58,000	0	-58,000	-100.00%
TOTAL FUNDS	28,438	58,000	0	-58,000	-100.00%

COMMUNICATION SERVICES

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

DEPARTMENT BUDGET	AUDITED FY16	ADOPTED FY17	PROPOSED FY18	DOLLAR CHANGE	% OF CHANGE
FTE	1.70	0.61	0.00	-0.61	-100.00%
5010 Salaries	15,519	27,742	0	-27,742	-100.00%
TOTAL SALARIES	15,519	27,742	0	-27,742	-100.00%
5320 PERS	1,873	2,672	0	-2,672	-100.00%
5330 Workers' Comp	17	42	0	-42	-100.00%
5335 SAIF	25	219	0	-219	-100.00%
5340 Unemployment	403	139	0	-139	-100.00%
5350 Health Insurance	7,590	7,882	0	-7,882	-100.00%
5360 Dental Insurance	679	1,074	0	-1,074	-100.00%
5370 Life Insurance	162	394	0	-394	-100.00%
5375 Flexible Spending Costs	0	1	0	-1	-100.00%
5380 Employee Assistance Program	0	19	0	-19	-100.00%
5382 OSGP Match	383	540	0	-540	-100.00%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	1,419	2,122	0	-2,122	-100.00%
TOTAL FRINGE	12,551	15,102	0	-15,102	-100.00%
TOTAL PERSONAL SERVICES	28,070	42,844	0	-42,844	-100.00%
5540 Other Purchased Services	0	2,500	0	-2,500	-100.00%
5610 Educational Confer/Train	0	1,000	0	-1,000	-100.00%
5620 Meetings	0	200	0	-200	-100.00%
5710 Mileage	68	2,500	0	-2,500	-100.00%
5935 Cell Phone	0	480	0	-480	-100.00%
6110 Office Supplies	0	660	0	-660	-100.00%
6120 Postage/Shipping	0	600	0	-600	-100.00%
6130 Photocopy	0	500	0	-500	-100.00%
6140 Printing	30	1,200	0	-1,200	-100.00%
6145 Software	270	900	0	-900	-100.00%
6150 Advertising/Recruitment	0	289	0	-289	-100.00%
6160 Program Supplies	0	1,500	0	-1,500	-100.00%
6410 Books/Subscriptions	0	287	0	-287	-100.00%
6630 Infrastructure	0	2,540	0	-2,540	-100.00%
TOTAL MATERIALS/SERVICES	368	15,156	0	-15,156	-100.00%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	28,438	58,000	0	-58,000	-100.00%

COMMUNITY SERVICES CONSORTIUM
 SALARY RANGE
 AFSCME LOCAL 3563
 EFFECTIVE JULY 1, 2014
 Updated Titles 9/2016
 JOB TITLES

COLA 2.00 %

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

	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	\$ 1,719 859.50 9.92 \$ 20,628	\$ 1,809 904.50 10.44 \$ 21,708	\$ 1,899 949.50 10.96 \$ 22,788	\$ 1,993 996.50 11.50 \$ 23,916	\$ 2,092 1,046.00 12.07 \$ 25,104	\$ 2,199 1,099.50 12.69 \$ 26,388	\$ 2,308 1,154.00 13.32 \$ 27,696	\$ 2,331 1,165.50 13.45 \$ 27,972	\$ 2,377 1,188.50 13.71 \$ 28,524	\$ 2,423 1,211.50 13.98 \$ 29,076
HS CLASSROOM AIDE ELIGIBILITY CLERK HEAD START TEACHING ASSISTANT 1 OFFICE SPECIALIST 1 WX WAREHOUSE WORKER	2	\$ 1,898 949.00 10.95 \$ 22,776	\$ 1,998 999.00 11.53 \$ 23,976	\$ 2,099 1,049.50 12.11 \$ 25,188	\$ 2,204 1,102.00 12.72 \$ 26,448	\$ 2,313 1,156.50 13.34 \$ 27,756	\$ 2,431 1,215.50 14.03 \$ 29,172	\$ 2,551 1,275.50 14.72 \$ 30,612	\$ 2,577 1,288.50 14.87 \$ 30,924	\$ 2,628 1,314.00 15.16 \$ 31,536	\$ 2,679 1,339.50 15.46 \$ 32,148
HS FAMILY SERVICES/ERSEA COORDINATOR HEAD START TEACHING ASSISTANT 2	3	\$ 2,100 1,050.00 12.12 \$ 25,200	\$ 2,210 1,105.00 12.75 \$ 26,520	\$ 2,317 1,158.50 13.37 \$ 27,804	\$ 2,437 1,218.50 14.06 \$ 29,244	\$ 2,556 1,278.00 14.75 \$ 30,672	\$ 2,685 1,342.50 15.49 \$ 32,220	\$ 2,818 1,409.00 16.26 \$ 33,616	\$ 2,846 1,423.00 16.42 \$ 34,152	\$ 2,903 1,451.50 16.75 \$ 34,836	\$ 2,959 1,479.50 17.07 \$ 35,508
ACCOUNTING CLERK FOODSHARE COMMUNITY RELATIONS & DEVELOPMENT ASSIST ELIGIBILITY SPECIALIST ELIGIBILITY NAVIGATOR EMPLOYMENT ADVISOR FS TRUCK DRIVER/WAREHOUSE WORKER HS FAMILY SERVICES SITE COORDINATOR INSTRUCTOR MIS CLERK 2 MPA ELIGIBILITY SPECIALIST OFFICE SPECIALIST 3 SERVICE COORDINATOR YOUTH ADVISOR	4	\$ 2,319 1,159.50 13.38 \$ 27,828	\$ 2,442 1,221.00 14.09 \$ 29,304	\$ 2,562 1,281.00 14.78 \$ 30,744	\$ 2,690 1,345.00 15.52 \$ 32,280	\$ 2,825 1,412.50 16.30 \$ 33,900	\$ 2,966 1,483.00 17.11 \$ 35,592	\$ 3,114 1,557.00 17.97 \$ 37,368	\$ 3,145 1,572.50 18.14 \$ 37,740	\$ 3,207 1,603.50 18.50 \$ 38,484	\$ 3,270 1,635.00 18.87 \$ 39,240
ACCOUNTING TECHNICIAN ADMINISTRATIVE ASSISTANT AGENCY RELATIONS SPECIALIST CREW LEADER ENERGY ED COORDINATOR FAMILY ADVOCATE 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	\$ 2,562 1,281.00 14.78 \$ 30,744	\$ 2,697 1,348.50 15.56 \$ 32,364	\$ 2,831 1,415.50 16.33 \$ 33,972	\$ 2,972 1,486.00 17.15 \$ 35,664	\$ 3,120 1,560.00 18.00 \$ 37,440	\$ 3,276 1,638.00 18.90 \$ 39,312	\$ 3,441 1,720.50 19.85 \$ 41,292	\$ 3,475 1,737.50 20.05 \$ 41,700	\$ 3,544 1,772.00 20.45 \$ 42,528	\$ 3,613 1,806.50 20.84 \$ 43,356
COMMUNICATIONS COORDINATOR GRANT ACCOUNTANT HOUSING RESOURCE COORDINATOR NETWORK SPECIALIST 1 PAYROLL SPECIALIST SENIOR CREW LEADER TEACHER 3/ADVOCATE TRAINER - NATURAL RESOURCE CONSERVATION WEATHERIZATION CREW LEADER	6	\$ 2,831 1,415.50 16.33 \$ 33,972	\$ 2,979 1,489.50 17.19 \$ 35,748	\$ 3,128 1,564.00 18.05 \$ 37,536	\$ 3,286 1,643.00 18.96 \$ 39,432	\$ 3,451 1,725.50 19.91 \$ 41,412	\$ 3,621 1,810.50 20.89 \$ 43,452	\$ 3,801 1,900.50 21.93 \$ 45,612	\$ 3,839 1,919.50 22.15 \$ 46,068	\$ 3,915 1,957.50 22.59 \$ 46,980	\$ 3,991 1,995.50 23.03 \$ 47,892
AUDITOR CASE MANAGER CASE MANAGER - HOUSING FINANCIAL ANALYST HS CONTENT SPEC. MENTAL HEALTH & DISABILITY HS CONTENT SPEC. HEALTH & NUTRITION NETWORK SPECIALIST 2 PROGRAM DEVELOPMENT ANALYST PRINCIPAL EMPLOYMENT ADVISOR PRINCIPAL YOUTH ADVISOR REHAB CONSTRUCTION COORDINATOR RESOURCE COORDINATOR TEACHER TRAINER - WEATHERIZATION	7	\$ 3,128 1,564.00 18.05 \$ 37,536	\$ 3,293 1,646.50 19.00 \$ 39,516	\$ 3,459 1,729.50 19.96 \$ 41,508	\$ 3,627 1,813.50 20.93 \$ 43,524	\$ 3,809 1,904.50 21.98 \$ 45,708	\$ 4,002 2,001.00 23.09 \$ 48,024	\$ 4,203 2,101.50 24.25 \$ 50,436	\$ 4,245 2,122.50 24.49 \$ 50,940	\$ 4,329 2,164.50 24.98 \$ 51,948	\$ 4,413 2,206.50 25.46 \$ 52,956
BUSINESS SERVICES COORDINATOR (WIB) FS GLEANER/VOLUNTEER PROG. COORD	8	\$ 3,457 1,728.50 19.94 \$ 41,484	\$ 3,638 1,819.00 20.99 \$ 43,656	\$ 3,821 1,910.50 22.04 \$ 45,852	\$ 4,011 2,005.50 23.14 \$ 48,132	\$ 4,213 2,106.50 24.31 \$ 50,556	\$ 4,423 2,211.50 25.52 \$ 53,076	\$ 4,643 2,321.50 26.79 \$ 55,716	\$ 4,689 2,344.50 27.05 \$ 56,268	\$ 4,782 2,391.00 27.59 \$ 57,384	\$ 4,875 2,437.50 28.13 \$ 58,500

COMMUNITY SERVICES CONSORTIUM
 SALARY RANGE
 NON-REPRESENTED
 EFFECTIVE JULY 1, 2014
 JOB TITLES

COLA 2.00%

LONGEVITY		
15 YR 1%	20 YR 3%	25 YR 5%
BASED ON STEP 6		
STEP L-1	STEP L-2	STEP L-3

	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	\$ 2,676 1,338.00 15.44 \$ 32,112	\$ 2,817 1,408.50 16.25 \$ 33,804	\$ 2,956 1,478.00 17.05 \$ 35,472	\$ 3,104 1,552.00 17.91 \$ 37,248	\$ 3,262 1,631.00 18.82 \$ 39,144	\$ 3,424 1,712.00 19.75 \$ 41,088	\$ 3,598 1,799.00 20.76 \$ 43,176	\$ 3,634 1,817.00 20.97 \$ 43,608	\$ 3,706 1,853.00 21.38 \$ 44,472	\$ 3,778 1,889.00 21.80 \$ 45,336
EXECUTIVE ASSISTANT	6	\$ 2,990 1,495.00 17.25 \$ 35,880	\$ 3,147 1,573.50 18.16 \$ 37,764	\$ 3,304 1,652.00 19.06 \$ 39,648	\$ 3,471 1,735.50 20.03 \$ 41,652	\$ 3,643 1,821.50 21.02 \$ 43,716	\$ 3,827 1,913.50 22.08 \$ 45,924	\$ 4,017 2,008.50 23.18 \$ 48,204	\$ 4,057 2,028.50 23.41 \$ 48,684	\$ 4,138 2,069.00 23.87 \$ 49,656	\$ 4,218 2,109.00 24.33 \$ 50,616
COMPLIANCE SUPERVISOR ENERGY ASSISTANCE SUPERVISOR FINANCE SUPERVISOR YOUTH PROGRAM COORDINATOR	7	\$ 3,341 1,670.50 19.28 \$ 40,092	\$ 3,516 1,758.00 20.28 \$ 42,192	\$ 3,690 1,845.00 21.29 \$ 44,280	\$ 3,876 1,938.00 22.36 \$ 46,512	\$ 4,068 2,034.00 23.47 \$ 48,816	\$ 4,272 2,136.00 24.65 \$ 51,264	\$ 4,486 2,243.00 25.88 \$ 53,832	\$ 4,531 2,265.50 26.14 \$ 54,372	\$ 4,621 2,310.50 26.66 \$ 55,452	\$ 4,710 2,355.00 27.17 \$ 56,520
EDUCATION SUPERVISOR FOOD SHARE COORDINATOR HS EDUCATION SUPERVISOR HUMAN RESOURCE GENERALIST YOUTHBUILD CONSTRUCTION COORDINATOR	8	\$ 3,729 1,864.50 21.51 \$ 44,748	\$ 3,925 1,962.50 22.64 \$ 47,100	\$ 4,122 2,061.00 23.78 \$ 49,464	\$ 4,330 2,165.00 24.98 \$ 51,960	\$ 4,544 2,272.00 26.22 \$ 54,528	\$ 4,771 2,385.50 27.53 \$ 57,252	\$ 5,010 2,505.00 28.90 \$ 60,120	\$ 5,060 2,530.00 29.19 \$ 60,720	\$ 5,180 2,580.00 29.77 \$ 61,920	\$ 5,261 2,630.50 30.35 \$ 63,132
FINANCE MANAGER HOUSING SERVICES MANAGER HS PROGRAM EDUCATION MANAGER	9	\$ 3,883 1,941.50 22.40 \$ 46,596	\$ 4,087 2,043.50 23.58 \$ 49,044	\$ 4,291 2,145.50 24.76 \$ 51,492	\$ 4,503 2,251.50 25.98 \$ 54,036	\$ 4,730 2,365.00 27.29 \$ 56,760	\$ 4,966 2,483.00 28.65 \$ 59,592	\$ 5,217 2,608.50 30.10 \$ 62,604	\$ 5,269 2,634.50 30.40 \$ 63,228	\$ 5,374 2,687.00 31.00 \$ 64,488	\$ 5,478 2,739.00 31.60 \$ 65,736
OPERATIONS MANAGER WEATHERIZATION PROGRAM MANAGER	10	\$ 4,157 2,078.50 23.98 \$ 49,884.0	\$ 4,375 2,187.50 25.24 \$ 52,500	\$ 4,591 2,295.50 26.49 \$ 55,092	\$ 4,820 2,410.00 27.81 \$ 57,840	\$ 5,061 2,530.50 29.20 \$ 60,732	\$ 5,315 2,657.50 30.66 \$ 63,780	\$ 5,582 2,791.00 32.20 \$ 66,984	\$ 5,638 2,819.00 32.53 \$ 67,656	\$ 5,749 2,874.50 33.17 \$ 68,988	\$ 5,861 2,930.50 33.81 \$ 70,332
COMMUNITY RELATIONS & DEVELOPMENT DIRECTOR HUMAN RESOURCE DIRECTOR REGIONAL MANAGER	11	\$ 4,444 2,222.00 25.64 \$ 53,328	\$ 4,678 2,339.00 26.99 \$ 56,136	\$ 4,911 2,455.50 28.33 \$ 58,932	\$ 5,156 2,578.00 29.75 \$ 61,872	\$ 5,414 2,707.00 31.23 \$ 64,968	\$ 5,688 2,844.00 32.82 \$ 68,256	\$ 5,970 2,985.00 34.44 \$ 71,640	\$ 6,030 3,015.00 34.79 \$ 72,360	\$ 6,149 3,074.50 35.48 \$ 73,788	\$ 6,269 3,134.50 36.17 \$ 75,228
FOODSHARE DIRECTOR IT DIRECTOR	12	\$ 4,755 2,377.50 27.43 \$ 57,060	\$ 5,005 2,502.50 28.88 \$ 60,060	\$ 5,258 2,629.00 30.33 \$ 63,096	\$ 5,516 2,758.00 31.82 \$ 66,192	\$ 5,794 2,897.00 33.43 \$ 69,528	\$ 6,085 3,042.50 35.11 \$ 73,020	\$ 6,387 3,193.50 36.85 \$ 76,644	\$ 6,451 3,225.50 37.22 \$ 77,412	\$ 6,579 3,289.50 37.96 \$ 78,948	\$ 6,706 3,353.00 38.69 \$ 80,472
FINANCE DIRECTOR HEAD START DIRECTOR	13	\$ 5,088 2,544.00 29.35 \$ 61,056	\$ 5,355 2,677.50 30.89 \$ 64,260	\$ 5,625 2,812.50 32.45 \$ 67,500	\$ 5,907 2,953.50 34.08 \$ 70,884	\$ 6,201 3,100.50 35.78 \$ 74,412	\$ 6,512 3,258.00 37.57 \$ 78,144	\$ 6,835 3,417.50 39.43 \$ 82,020	\$ 6,903 3,451.50 39.83 \$ 82,836	\$ 7,040 3,520.00 40.62 \$ 84,480	\$ 7,177 3,588.50 41.41 \$ 86,124
HOUSING & ENERGY SERVICES DIRECTOR WORKFORCE & EDUCATION DIRECTOR	14	\$ 5,445 2,722.50 31.41 \$ 65,340	\$ 5,731 2,865.50 33.06 \$ 68,772	\$ 6,020 3,010.00 34.73 \$ 72,240	\$ 6,321 3,160.50 36.47 \$ 75,852	\$ 6,634 3,317.00 38.27 \$ 79,608	\$ 6,969 3,484.50 40.21 \$ 83,628	\$ 7,313 3,656.50 42.19 \$ 87,756	\$ 7,386 3,693.00 42.61 \$ 88,632	\$ 7,532 3,766.00 43.45 \$ 90,384	\$ 7,679 3,839.50 44.30 \$ 92,148
EXECUTIVE DIRECTOR by contract with the Governing Board								\$ 9,100 4,550.00	\$ 9,100 4,550.00	\$ 9,100 4,550.00	\$ 9,100 4,550.00

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
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

CHARTER SCHOOL	Lincoln County Career Tech High School
CHS	Community Housing Services
CITY OF TOLEDO WATER	City of Toledo funds to provide bill payment assistance to City of Toledo residential water consumers
CLPUD	Central Lincoln Peoples Utility District
CNCS	Corporation for National and Community Services – oversees AmeriCorps
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
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
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
DHA – AST WORKING FAMILIES	DHS funds to provide rental housing to homeless families with children to divert them from enrolling the TANF program.
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DOL'S VET'S STAND DOWN GRANT	Department of Labor funds to provide resources at the annual Veteran's Stand Down event
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"
ERA	State Elderly Rental Assistance funds to provide rental assistance for those 58 and older who are homeless or at risk of becoming homeless.
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
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
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
HEALTHY HOMES	Funds from Samaritan Health Services to provide asthma reduction kits to weatherization households with children age three to thirteen.
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
HSP	Housing Stabilization Program - Department of Human Services match for EHA-EA and Corvallis EHA-EA
HSPC	Head Start Policy Council

HUD/LASO	Fair Housing Grant – HUD funds to provide fair housing education and outreach as well as technical assistance to residents of Linn, Benton and Lincoln County.
ILP	Independent Living Program - a program for foster children who are meeting the challenges of living independently - funded by Department of Human Services
INCITE	Local workforce board that covers Linn, Marion, Polk, and Yamhill Counties
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
LCLT	Lincoln Community Land Trust
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
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
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
NOW	Northwest Oregon Works Workforce Investment Board - Local workforce board that covers Lincoln, Clatsop, Columbia, Tillamook Counties
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
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
OHA	Oregon Health Authority
OHCS	Oregon Housing and Community Services
OHRF	Oregon Hunger Response Fund
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 WIOA, OED, VRD, and DHS.
OREGON HEAT	Pacific Power and Light energy assistance program
OWEB	Oregon Watershed Enhancement Board
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
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
ROMA	Results Oriented Management and Accountability - A performance-based reporting system designed to monitor and promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.
ROMA, NEXT GEN	Results Oriented Management and Accountability standards, proposed revisions 2016 (includes CSBG Organizational Standards).
RSVP	Retired and Senior Volunteer program
SAM HEALTH (BENTON AND LEBANON)	Healthy Homes assessments and remediation
SAMARITAN SOCIAL ACCOUNTABILITY	Short term rental assistance and security deposits for households experiencing homelessness

SECOND CHANCE LANDLORD GUARANTY	Funds designated as cost reimbursement to landlords renting to eligible "Second Chance" graduates
SENATE BILL 1552	Funds allocated to provide foreclosure counseling and other housing referrals
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
VA/CAPO	PIT Grant – Federal VA funds to provide resources to homeless Vets during the annual statewide Point-in-Time Homeless Count.
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
VET'S STAND DOWN DONATIONS/ GRANTS	Funds to provide resources to homeless Vets during the annual statewide Veteran's Stand Down event.
VRD	Vocational Rehabilitation Division
WALDPORT CDBG	Housing rehabilitation program for Waldport

WIOA	Workforce Innovation and Opportunity Act – Signed July 22, 2014
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.