



Serving Linn, Benton, and Lincoln Counties

AUTUMN COLORS ON THE SOUTH SANTIAM RIVER WEST OF CASCADIA (LINN COUNTY)

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OREGON HISTORICAL COUNTY RECORDS GUIDE (PHOTO NO. LINNDA0042)

FY 2012 – 2013 BUDGET

COMMUNITY SERVICES CONSORTIUM

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

June 7, 2012

COMMUNITY SERVICES CONSORTIUM FY 2012-2013 BUDGET

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GOVERNING BOARD AND ADVISORY COUNCILS

GOVERNING BOARD

BENTON COUNTY

Commissioner Jay Dixon
Commissioner Linda Modrell
Commissioner Annabelle Jaramillo, Chair +

LINN COUNTY

Commissioner Bill Hall
Commissioner Terry Thompson
Commissioner + *

LINN COUNTY

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

+ Executive Committee Members

* At time of budget process, position vacant

COMMUNITY ACTION ADVISORY COUNCIL

BENTON COUNTY

Martha Clemons, Vice-Chair
Fabiola Sandoval

LINCOLN COUNTY

Carol Adams
Chloe Rice
David Huntington
Wayne Tapp
Michelle Amberg
Franki Trujillo-Dalbey

LINN COUNTY

Claus Sass, Chair
Kim DeMarcus
John Donovan
Holly Ryan
Will Tucker

HEAD START POLICY COUNCIL

LINCOLN CITY

Rachelle McMaster
Nestor Isodoro-Fernandez
Alisha Kolin
Jeremy Kelso
Andrea Balthaser
Melissa Wigmore

NEWPORT

Samantha Brown
Edgar Herrera
Felisa Alatraste
Leslye Abarca

TOLEDO

Jason Gauthier

POLICY COUNCIL COMMUNITY PARTNERS

Marianne Reynolds

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2012 - 2013

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

This recession has been a long, tough road for everyone who works with individuals and families in need. The call for help is not diminishing in most of our programs. In fact, rising food insecurity and foreclosure proceedings are just two examples of increasing need. Yet July 1 begins another year of deep cuts for CSC.

CSC believes that there is light at the end of the tunnel---but we will not see significant improvements in fiscal year 2012-13. It is small comfort to say that our predictions of a slow recovery have been accurate. We hope for signs that funding and need will balance out in 2014-15. In the meantime, we have structured our response to the recession by combining spending reductions with investments in areas that will reap future savings.

Our internet-based phone system and our video conferencing systems are fully paid for and will reduce overall long-distance and travel costs an estimated \$50,000 every year. Community, staff and board meetings do not require hours on the road. Office relocations costs were minimized. Office-to-office calling is easier and promotes a feeling of unity in the organization. Conference calling costs have been slashed as have mileage charges, but flexibility for staff has increased. These were great investments in our future.

Strong administrative services are vital to helping staff meet an explosion of reporting requirements, as well as helping to decipher the latest restrictions on programs and service delivery. Our Finance and HR software will help us to keep internal service levels high while we maintain the lower staffing levels we implemented in 2011-12. Our revised 2011 – 2015 Strategic Plan is also helping us focus on preserving core services.

Our Strategy

This year, after a lengthy process of staff and community consultation and revision, we completed our first full strategic plan in many years. Our strategic course, with goals for the agency as well as its programs, is key to successfully weathering the recession and its aftermath.

Our vision remains the same:

Our Vision: To end poverty in Linn, Benton and Lincoln counties. While a vision typically describes where we want to go, our focus groups were insistent that we use the “ugly poverty word” to remind ourselves that poverty exists in our midst. To those who say ending poverty is impossible, planning participants respond that it IS impossible if we don’t make it our goal.

Our mission defines the path to achieve our vision. The importance of working in partnership on long-term improvement was a key theme. Our community fortunes rise and fall together and we know that the fight to end poverty requires participation and collaboration from every resident. Thus, we stressed these elements in a new statement of our purpose.

Our Mission: In partnership with a caring community, we help people in Linn, Benton and Lincoln counties to access tools and resources to overcome poverty and build brighter and more stable futures.

Our philosophy is unchanged, affirming our agency-wide belief in the capability of individuals and families in Linn, Benton and Lincoln counties.

Our Philosophy: We believe people are capable of great things when offered the proper tools. We treat each client with dignity and respect, and offer a supportive setting where each person learns and develops new skills.

We want to be a part of a continuum of services, using our talents where they fit best into the community. After much examination of our community and the strengths of our agency, we selected focus areas. These areas may change as needs change in the three counties, but our current priorities are set forth in this statement:

Our Focus: Our priorities, programs and core services are determined by assessing the changing needs of our communities. Our current priorities are:

- 1. Jobs and financial help;**
- 2. Quality education and training;**
- 3. Adequate food and nutrition; and,**
- 4. Safe, decent and affordable housing.**

Finally, while we set draft organizational goals for the agency in 2011, we needed to complete the planning process by setting goals for each of the focus areas. Our Community Action Advisory Council played a central role in representing the interests of community members as we arrived at these key directions:

Our final full strategic plan is included below:

2011 - 2015 STRATEGIC PLAN:

I. ORGANIZATIONAL GOALS:

We will focus our resources on building organizational strength by demonstrating the value of our services and enlarging our financial base.

Our strategic goals to promote this objective are:

GOAL 1: Articulate our vision and set agency-wide strategic goals that inform and guide our agency decisions in every facet of our operations.

GOAL 2: Develop a system to define, measure and track progress for every program every year.

GOAL 3: Ensure that our Annual Budget and Multi-Year Strategic Plan, agency reports, program goals, and performance evaluations connect to and support each other.

GOAL 4: Identify, evaluate and select the best geographic location for a permanent valley office.

GOAL 5: Build our donor base and our fundraising activities to \$50,000/yr. by 6/30/15.

II. SERVICE GOALS:

Scarce and unpredictable funding has forced staffing reductions and led us to focus on developing more innovative and effective delivery methods to reach a broad geographical area with our core services.

Our strategic goals to promote this objective are:

GOAL 1: Develop a strategic rural service delivery plan to meet the needs of communities where we cannot afford to maintain permanent facilities.

GOAL 2: Reach a shared definition of the criteria for “core programs” and ensure their continued effective operation.

GOAL 3: Develop an approach to intake and communication with clients for every program that promotes awareness of other opportunities at CSC and in the community.

III. ISSUE AREA GOALS:

Our method of conducting business must maximize resources and minimize duplication both within the agency and within our wider community.

Our strategic goals to promote this objective are:

GOAL 1: We will help to convene and engage the community on our priority issues, leveraging collaborations and partnerships to increase impact.

GOAL 2: Our employees and board members will articulate the vision and the overarching goals for each priority issue area. Departments will collaborate to ensure that goals emphasize issues, not departments.

ISSUE 1: JOBS AND FINANCIAL HELP

Objective: Offering resources and opportunities to create long-term financial stability.

Goal 1: Increase the range of opportunities for participants to connect with employers.

Goal 2: Integrate long-term learning into offerings of “safety net” services.

ISSUE 2: QUALITY EDUCATION AND TRAINING

Objective: Connecting participants with opportunities to develop skills for future success.

Goal 1: Strengthen linkages that help participants access a comprehensive, lifetime continuum of learning.

Goal 2: Incorporate a future goal-setting component into all service plans.

ISSUE 3: ADEQUATE FOOD AND NUTRITION

Objective: Focus: Building healthy futures through nutritious food.

Goal 1: Improve the nutritional benefit of all food offerings.

Goal 2: Use food distribution networks to connect clients to other resources.

ISSUE 4: SAFE, DECENT, AFFORDABLE HOUSING

Objective: Building a strong foundation for success with safe, decent affordable housing.

Goal 1: Work with community partners to assure a continuum of safe, decent, affordable housing for low-income residents.

Goal 2: Design and implement a service delivery model that promotes continuing progress towards stability.

You will see the agency goals, and priority issue goals reflected in the departmental goals and strategies in this plan. We are committed to a structure and a way of thinking that emphasizes our vision for the issues in our communities, rather than a vision for our separate departments. We believe that, in this way, we are much better prepared to meet the challenges of the coming years.

CSC has suffered cumulative budget cuts of roughly 30% in the last three years, but it remains a strong, determined, forward-thinking agency focused squarely on helping Linn, Benton and Lincoln counties to thrive through jobs and financial help, quality education and training, adequate food and nutrition; and, safe, decent and affordable housing.

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 final supplemental budget for 2011-12 was \$27,311,529. By comparison, our total 2012-2013 budget is substantially lower at \$23,629,421 - a decrease of 13.48% or \$3,629,421. The decrease of almost \$3.7 million dollars leaves CSC revenues just slightly higher than the \$22,089,200 level of FY 2007-2008.

CSC continues to be competitive for grant renewals and new opportunities based on our reputation for quality, our low administrative costs and our ability to leverage additional funding. Our grants are intended to provide services to our participants and our communities. However, while we must try to contain the cost of service delivery, we have not abandoned our commitment to paying a living wage. Being grant-funded, however, means that there are no guarantees that past revenues will continue, or that they will increase to cover mounting costs.

We will continue to be diligent in searching for new sources of funding, balancing the dollars, the services and the programs designed to help our neighbors thrive. We believe this budget ensures necessary programs and services to individuals and communities in the three-county area.

Background

Community Services Consortium has been a Community Action Agency since 1980 with an organizational status under ORS 190 as a Council of Governments. **We have entered into our 32nd year of service to our communities in Benton, Linn, and Lincoln counties.** CSC also includes five non-profit entities under IRS 501(c) (3) for charitable donations to Linn Benton Food Share, Head Start in Lincoln County, Community Housing Services, Linn-Benton Volunteers (RSVP), and Housing, Employment and Learning Programs for Self-Sufficiency (HELPS).

Our staff collaborate with various federal, state and local partners in the community to serve targeted groups of individuals. We offer services such as job search assistance, training support, employment skills, work experience, and occupational training; alternative high schools, charter schools and youth programs such as YouthBuild; emergency and transitional housing; utility assistance; homebuyer and financial management classes; foreclosure counseling; housing rehabilitation, home weatherization and construction management for community building projects; Head Start early education and family training; emergency food assistance and coordination of volunteer gleaning groups; retired and senior volunteer opportunities and many others. We try to offer individuals a comprehensive mix of services within these various programs to best assist our participants to access tools and resources to overcome poverty and build brighter and more stable futures.

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

Fiscal Fitness

Our CSC internal systems are sound. **As an example, for the 20th 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 13 years.** This confirms that our fiscal systems are running smoothly and transparently. Our administrative overhead rate remains about 3.5% in this FY13 budget. We have implemented a multi-year plan for providing services that is evaluated annually and we produce an annual report showing our performance achievements on those long-term strategies.

GENERAL BUDGET INFORMATION

Community Services Consortium presents its organizational structure in operational 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 (a merged department formerly consisting of Emergency Services and Housing and Community Resources), Linn Benton Food Share, Child Development Services, Retired and Senior Volunteer Program and Community Relations and Development.

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

Based on our annual financial audit for the fiscal year ended June 30, 2011, **we are pleased to announce that the cost of administrative overhead,**

information technology and communication services was less than 3.6% of direct grant expenditures. This rate is substantially lower than in many other organizations and reflects our organization's diligence in maximizing services to our communities.

Our budget displays a three-year trend of revenues and expenditures by showing the Audit Report figures for fiscal year ending 6/30/11, the Adopted Budget (including Supplemental budgets) for fiscal year ending 6/30/12, and the Projected Budget for fiscal year ending 6/30/13. We believe that a three-year summary of information is valuable in making decisions about the budget we are proposing for adoption. We present the differences in the Proposed Supplemental Budget from FY12 and the Proposed Budget for FY13 in both a dollar change and a percentage change format.

A final Supplemental Budget for FY12 will be presented to the CSC Governing Board simultaneously with the adoption of this FY13 budget, and those amounts are also presented in this budget document for a more comprehensive analysis.

We also show the total agency staffing in Full Time Equivalents (FTE). Each department discusses its accomplishments for the prior year and goals for the FY13 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 staffing decrease of about 8 Full Time Equivalents (FTE) is primarily spread across three major departments. The Workforce and Education Department is reducing 7.07 FTE due primarily to the conclusion of ARRA funding for National Emergency Grants (NEGs) and loss of federal funding under the DOL Youthbuild program. A reduced model of this program continues under Workforce Investment Act funding and other sources.

Under the new Housing and Energy Services Department (H & ES), our Emergency Services programs shows an increase (3.28 FTE) due to some potential new grants which we were encouraged to submit. The other part of H & ES (our former Housing and Community Resources department) is experiencing a loss of (4.92 FTE) primarily from the conclusion of ARRA weatherization and solar photovoltaic programs and \$2.2 million dollars of

funding – resulting in a net decrease of 1.65 FTE in staffing. Along with these cuts, Administration, Finance and IT departments have made combined reductions of almost .72 FTE.

CSC management and our AFSCME union agreed to carry over the 2011-12 Labor Agreement for a second year. No salary increase is provided for FY13. CSC expects to negotiate a new collective bargaining agreement for FY14. The same salary and benefits are provided to management employees as represented employees.

Our health costs are increasing a comparatively minimal 8.89% overall, with CSC paying 87.4% and employees paying 12.6% of the premiums. This is based on our positive history and some very fruitful negotiations by our benefits agent.

We did not experience any increase in our PERS benefits for FY13 during the second year of the biennium period. We have been alerted to expect substantial increases in the next rating cycle, based on the continuing low earnings on PERS investments in this recession. We are grateful for this respite in a year of other less fortunate news.

PROGRAM SUMMARIES

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

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

Additionally, our organization is the umbrella agency to five non-profit subsidiaries in various departments. Those non-profit entities are included in five departments and are adopted 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 are 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 significant decrease, about 13.5%, to our total funding in this budget as compared to the Supplemental FY12 budget, with a corresponding decrease of almost 12% in staffing. Most of our grants require certain levels of funding to be allocated directly to benefit participants.

Adjustments for any funding changes for FY13 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 has experienced an overall growth in the last thirteen years from revenues and expenditures of 13.7 million dollars for the fiscal year ended 6/30/99 to our projected budget of approximately 23.6 million dollars for fiscal year ended 6/30/13. Adjusting for the peak (over \$31million) during the height of the federal economic stimulus package, CSC has grown steadily for over a decade in order to meet the needs of Linn, Benton and Lincoln counties. While funding remains tight, we anticipate that CSC will continue to provide client services in our current priority areas with efficient administrative and program delivery models. We will work to ensure that maximum effort continues to be devoted to assisting our communities.

Special thanks for the preparation of this budget go to the members of the FY12-13 budget team including Clay Martin and the Workforce and Education team; Terry Knoll and the Housing and Energy Services team; Mike Gibson and the Linn-Benton Food Share and RSVP teams; Suzanne Miller and the Child Development Services team; Dee Team and the Community Relations and Development team; and members of the Administrative Department including Elaine Lahey, Susanne Lee and Patty Collins, and especially Finance staff Karen Sky, Denice Stout, Debbie Clearwater, Kellie Oxford, and Cherry Condon.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Martha Lyon', with a long horizontal flourish extending to the right.

Martha Lyon

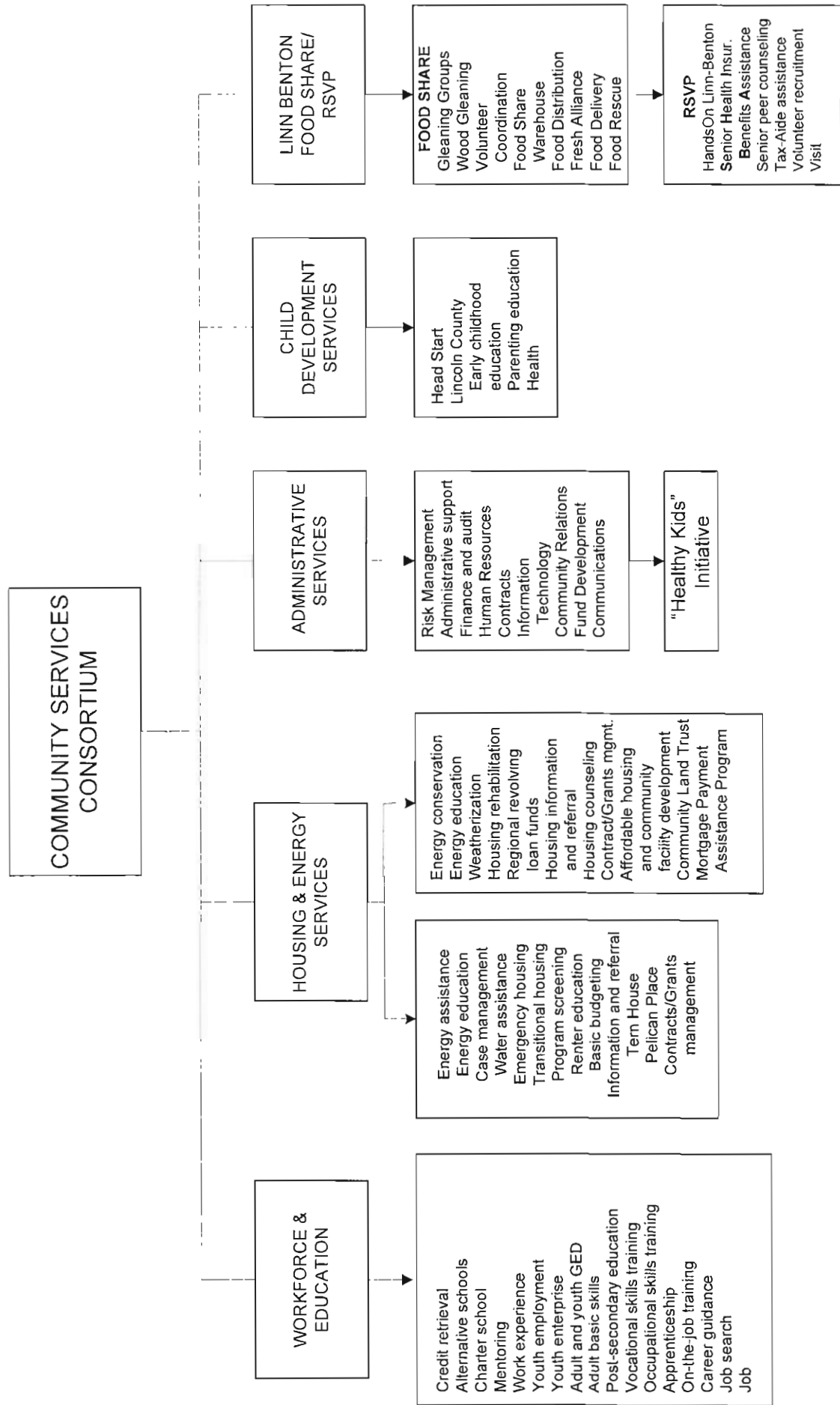
Executive Director

A handwritten signature in blue ink, appearing to read 'Debbie Jackson', with a long horizontal flourish extending to the right.

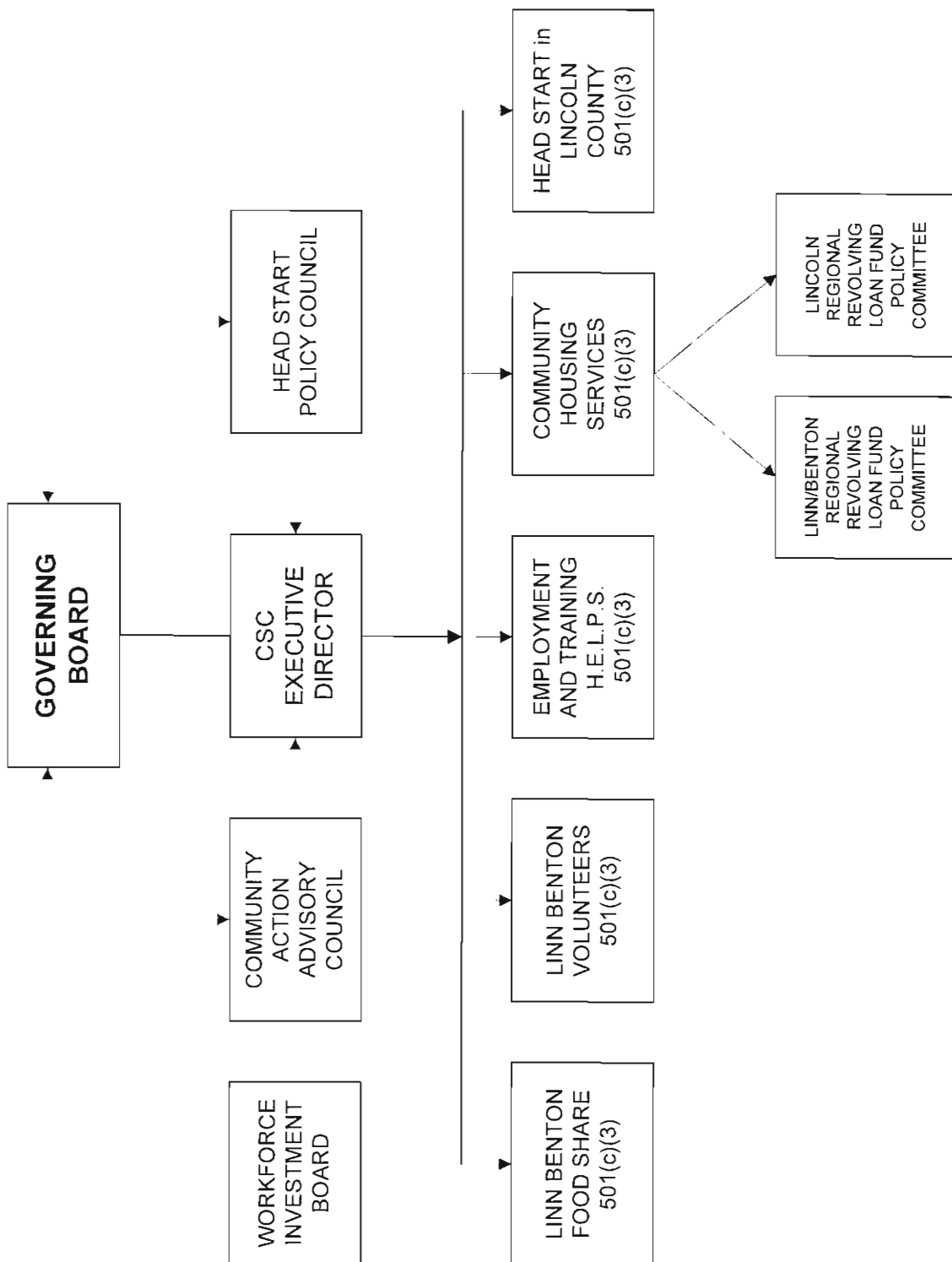
Debbie Jackson

Finance Director

COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



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



COMMUNITY SERVICES CONSORTIUM

SUPP 1 & 2

SUMMARY BUDGET	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	14,281,384	12,571,061	9,297,401	-3,273,660	-26.04%
STATE FUNDS	2,765,826	3,034,971	3,251,841	216,870	7.15%
LOCAL FUNDS	1,284,221	2,791,597	2,662,449	-129,148	-4.63%
MISCELLANEOUS FUNDS	7,971,604	8,913,899	8,417,730	-496,169	-5.57%

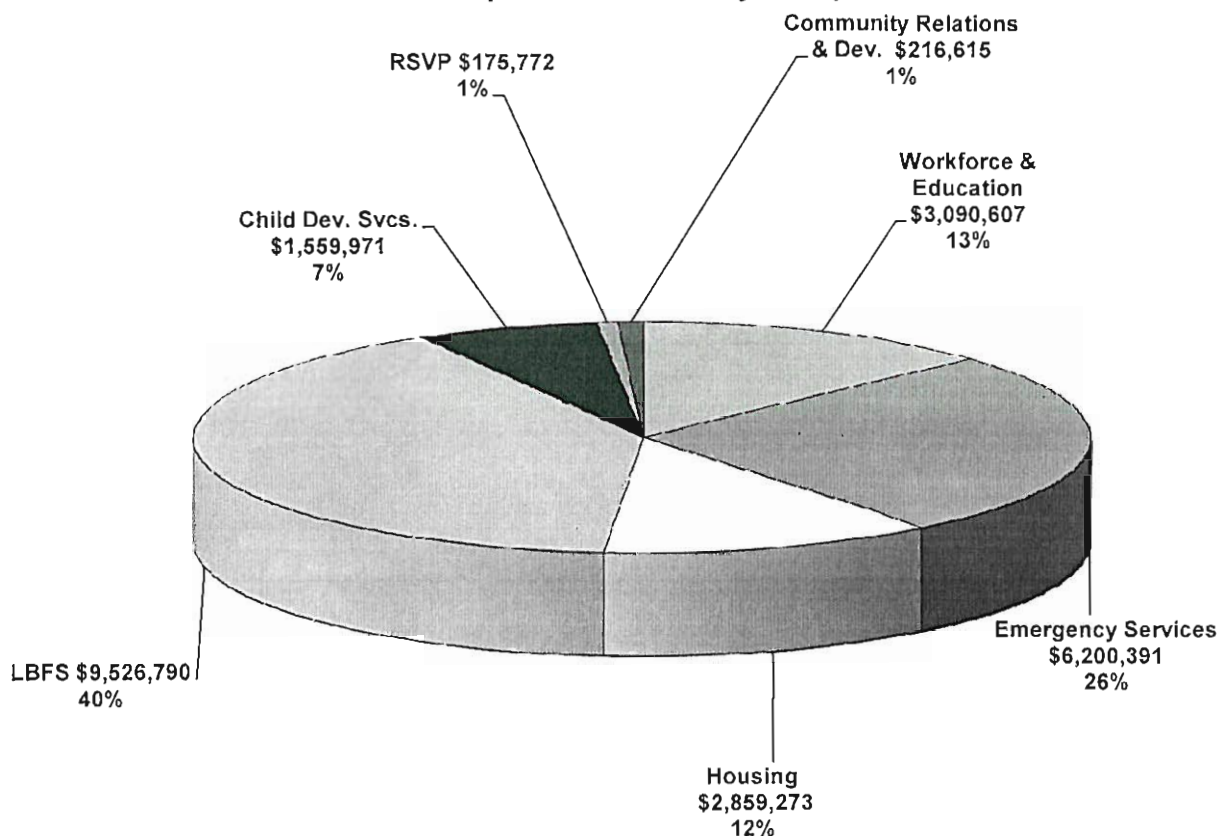
TOTAL FUNDS	26,303,035	27,311,529	23,629,421	-3,682,107	-13.48%
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DEPARTMENT BUDGET BY CATEGORY

FTE	138.09	106.46	98.31	-8.16	-7.66%
TOTAL PERSONAL SERVICES	8,064,220	6,493,407	5,930,263	-563,144	-8.67%
TOTAL MATERIALS/SERVICES	17,763,056	20,798,290	17,690,038	-3,108,252	-14.94%
TOTAL CAPITAL OUTLAY	73,747	19,500	9,120	-10,380	-53.23%
CHANGE IN FUND BALANCE	402,012	332	0	-332	-100.00%

TOTAL EXPENDITURES	26,303,035	27,311,529	23,629,421	-3,682,107	-13.48%
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Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SUPP 1&2

SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE	WORKFORCE & EDUCATION
FEDERAL FUNDS						
WIA Adult	585,567	612,172	610,111	-2,061	-0.34%	610,111
WIA Youth	828,899	751,877	745,479	-6,398	-0.85%	745,479
WIA Dislocated Workers	820,959	646,403	608,866	-37,537	-5.81%	608,866
WIA Career Readiness	0	18,936	10,000	-8,936	-47.19%	10,000
WIA Special Projects	15,000	0	0	0	0.00%	0
EWRT (Empl Work Training Funds)	102,600	0	0	0	0.00%	0
High Risk Youth	16,731	16,731	16,731	0	0.00%	16,731
CSBG	249,825	301,312	256,533	-44,779	-14.86%	0
CSBG interagency	0	61,407	0	-61,407	-100.00%	0
JOBS	282,022	80,150	99,100	18,950	23.64%	99,100
Youthbuild - USA	2,095	0	0	0	0.00%	0
Youthbuild - AMERICORPS	43,853	71,000	79,561	8,561	12.06%	79,561
DOL Youthbuild	511,136	114,237	0	-114,237	-100.00%	0
OYCC	39,172	41,300	41,322	22	0.05%	41,322
WIA Local Admin	267,903	0	0	0	0.00%	0
OJJDP - Youth Mentoring	16,962	24,000	14,500	-9,500	-39.58%	14,500
DHS (Independent Living Skills)	127,272	128,001	128,001	0	0.00%	128,001
WIB Board Support	31,250	14,625	0	-14,625	-100.00%	0
LIHEAP	3,070,911	2,735,347	3,014,112	278,765	10.19%	0
LIHEAP Education	135,699	190,376	142,072	-48,304	-25.37%	0
LIHEAP Leverage	81,573	51,477	27,003	-24,474	-47.54%	0
LIHEAP WX EE	26,462	31,936	174,902	142,966	547.67%	0
ESGP	98,024	90,723	90,723	0	0.00%	0
Continuum of Care	76,122	76,122	76,122	0	0.00%	0
HOME TBA	352,025	431,399	410,409	-20,990	-4.87%	0
HSP	41,010	33,010	29,661	-3,349	-10.15%	0
BPA Energy Education	7,775	9,235	7,404	-1,831	-19.83%	0
Project Passport - New FY13	0	0	43,311	43,311	100.00%	0
VA Support Services - New FY13	0	0	250,000	250,000	100.00%	0
CDBG Adair Village	17,633	600	18,209	17,609	3034.83%	0
CDBG Lincoln City	220,142	120,000	120,000	0	0.00%	0
CDBG Albany	355,408	180,000	0	-180,000	-100.00%	0
CDBG Toldeo	0	0	29,616	29,616	100.00%	0
RD HPG - LINN HSG	0	40,000	58,583	18,583	46.46%	0
RD HPG - 501c3	33,575	0	40,000	40,000	100.00%	0
CDBG Benton County	0	24,000	0	-24,000	-100.00%	0
CDBG Newport	12,458	120,000	120,000	0	0.00%	0
DOE	87,223	125,000	88,970	-36,030	-28.82%	0
LIEAP WX	675,601	481,888	0	-481,888	-100.00%	0
BPA	97,112	80,000	89,302	9,302	11.63%	0
RCAC	20,868	21,680	35,000	13,320	61.44%	0
Neighborhood Stabilization	179,945	0	0	0	0.00%	0
USDA	489,410	507,000	458,000	-49,000	-9.66%	0
Head Start HHS	769,316	930,915	999,373	68,458	7.35%	0
SHIBA	12,000	12,000	12,000	0	0.00%	0
MIPPA	5,749	3,886	2,500	-1,386	-35.67%	0
CNCS RSVP	105,917	91,258	87,634	-3,624	-3.97%	0
DHS Healthy Kids	79,329	77,500	80,000	2,500	3.23%	0
CNCS - Americorp Vista	46,278	15,000	22,462	7,462	49.74%	0
NFMC -Nat'l Foreclosure Counsel	9,526	12,000	14,829	2,829	23.58%	0
OAHAC -Mortgage Payment Assist	240,900	140,000	70,000	-70,000	-50.00%	0
				0	0.00%	
Subtotal	11,289,237	9,514,503	9,222,401	-292,102	-3.07%	2,353,671
FEDERAL ARRA STIMULUS						
ARRA CSBG	21,734	0	0	0	0.00%	0
ARRA HPRP	462,281	115,854	0	-115,854	-100.00%	0
ARRA 1A Adult	11,638	0	0	0	0.00%	0
ARRA 1B Youth	28,631	0	0	0	0.00%	0
ARRA 1E Dislocated Worker	185,514	0	0	0	0.00%	0
ARRA OYEI	312,139	30,000	0	-30,000	-100.00%	0
ARRA NEG HP	493,759	0	0	0	0.00%	0
ARRA NEG IP	257,926	240,169	0	-240,169	-100.00%	0

EMERGENCY SERVICES	HOUSING & COMM. RES	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	RETIRED/SENIOR VOLUNTEER	COMMUNITY RELATIONS DEV
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	0	0	0
42,427	0	124,841	0	0	89,265
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	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
2,609,406	404,706	0	0	0	0
142,072	0	0	0	0	0
27,003	0	0	0	0	0
13,202	161,700	0	0	0	0
90,723	0	0	0	0	0
76,122	0	0	0	0	0
410,409	0	0	0	0	0
29,661	0	0	0	0	0
7,404	0	0	0	0	0
43,311	0	0	0	0	0
250,000	0	0	0	0	0
0	18,209	0	0	0	0
0	120,000	0	0	0	0
0	0	0	0	0	0
0	29,616	0	0	0	0
0	58,583	0	0	0	0
0	40,000	0	0	0	0
0	0	0	0	0	0
0	120,000	0	0	0	0
0	88,970	0	0	0	0
0	0	0	0	0	0
0	89,302	0	0	0	0
0	35,000	0	0	0	0
0	0	0	0	0	0
0	0	372,000	86,000	0	0
0	0	0	999,373	0	0
0	0	0	0	12,000	0
0	0	0	0	2,500	0
0	0	0	0	87,634	0
0	0	0	0	0	80,000
0	0	0	0	0	22,462
0	14,829	0	0	0	0
0	70,000	0	0	0	0
3,741,740	1,250,915	496,841	1,085,373	102,134	191,727
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	0	0	0

COMMUNITY SERVICES CONSORTIUM

SUPP 1&2						
SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE	WORKFORCE & EDUCATION
ARRA NEG OJT	0	131,755	0	-131,755	-100.00%	0
ARRA DOL SESP	245,000	203,000	50,000	-153,000	-75.37%	50,000
ARRA Weatherization	900,581	892,000	0	-892,000	-100.00%	0
ARRA WIA ADMIN	10,000	0	0	0	0.00%	0
ARRA OGTC	40,898	98,780	25,000	-73,780	-74.69%	25,000
ARRA DOE -SERC	22,047	1,345,000	0	-1,345,000	-100.00%	0
Subtotal	2,992,148	3,056,558	75,000	-2,981,558	-97.55%	75,000
STATE FUNDS						
Dept. of Education (Charter School)	367,696	375,000	363,000	-12,000	-3.20%	363,000
OYCC	0	17,000	0	-17,000	-100.00%	0
Oregon Historic Cemetery	0	2,995	0	-2,995	-100.00%	0
BACK TO WORK OREGON	0	68,194	47,736	-20,458	-30.00%	47,736
EHA	282,029	202,259	196,503	-5,756	-2.85%	0
EHA Discretionary 2nd Chance	6,949	0	0	0	0.00%	0
Housing Plus S.S. - Tern	9,906	17,200	17,200	0	0.00%	0
SHAP	68,550	41,333	41,333	0	0.00%	0
GFFP	29,461	30,500	35,624	5,123	16.80%	0
LIRHF	23,535	15,581	16,754	1,173	7.53%	0
OEAP	919,311	1,239,244	1,223,763	-15,481	-1.25%	0
ECHO Energy Education	120,000	60,000	49,680	-10,320	-17.20%	0
Echo WX	402,920	389,000	506,351	117,351	30.17%	0
SENATE BILL 1552	0	0	175,099	175,099	100.00%	0
Valley IDA	0	0	30,600	30,600	100.00%	0
Linkage	2,459	2,500	2,500	0	0.00%	0
Head Start/OPP/OPK	524,952	471,598	471,598	0	0.00%	0
SHOW	0	10,000	9,000	-1,000	-10.00%	0
SR. Medicare Fraud	6,000	13,967	0	-13,967	-100.00%	0
Oregon DHS	0	0	10,500	10,500	100.00%	0
Document Recording Fee	0	24,000	0	-24,000	-100.00%	0
Subtotal	2,765,826	3,034,971	3,251,840	216,869	7.15%	410,736
LOCAL FUNDS						
Meyer Memorial Foundation	49,472	22,000	0	-22,000	-100.00%	0
Donations - ES	938	8,000	8,000	0	0.00%	0
OLGA	68,669	581,533	468,354	-113,179	-19.46%	0
NW Natural	0	49,890	30,890	-19,000	-38.08%	0
Oregon Heat	17,145	121,758	125,020	3,262	2.68%	0
GAP	900	18,900	21,691	2,791	14.77%	0
SOS	15,498	16,085	16,085	0	0.00%	0
CPI	0	12,987	12,987	0	0.00%	0
Corvallis EHA-EA	0	8,000	8,000	0	0.00%	0
Albany Water Assistance	3,390	49,908	49,908	0	0.00%	0
Tern House - Rental Income	34,629	30,400	30,400	0	0.00%	0
Pelican Place - Rental Income	48,614	71,982	71,982	0	0.00%	0
Comm Dev - Fund Balance	0	0	23,750	23,750	100.00%	0
WALMART Foundation	9,000	0	0	0	0.00%	0
OYCC Foundation	0	15,800	39,200	23,400	248.10%	39,200
J YOUNG TRUST	0	5,646	0	-5,646	-100.00%	0
Benton County	20,500	20,500	20,500	0	0.00%	0
BC Master Gardener Assoc	0	725	0	-725	-100.00%	0
BC Natural Resources	0	6,500	0	-6,500	-100.00%	0
OWCCD - Funds for SMT	0	92,000	0	-92,000	-100.00%	0
SHOP	80,085	15,000	15,000	0	0.00%	0
Loan Repayments	6,000	0	0	0	0.00%	0
OLIEE	191,455	175,000	129,000	-46,000	-26.29%	0
Rebates	5,932	10,000	0	-10,000	-100.00%	0
Lincoln County RLF	120,840	50,000	74,593	24,593	49.19%	0
Linn-Benton RLF	74,951	80,000	140,228	60,228	75.29%	0
Lincoln Regional Loan	0	0	40,000	40,000	100.00%	0
Acquisition/Rehab Fund Balance	0	167,000	167,442	442	0.26%	0
Other Projects	718	5,000	0	-5,000	-100.00%	0

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COMMUNITY SERVICES CONSORTIUM

SUPP 1&2						
SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE	WORKFORCE & EDUCATION
City of Corvallis	34,450	36,000	36,000	0	0.00%	0
City of Corvallis - SHIBA	0	1,750	1,500	-250	-14.29%	0
Donations - LBFS	78,709	459,218	522,211	62,993	13.72%	0
Holiday Food Drive	0	30,000	35,000	5,000	16.67%	0
Linn County	18,000	20,000	17,000	-3,000	-15.00%	0
Confederated Tribes -Siletz	0	4,567	0	-4,567	-100.00%	0
Other Foundations	20,496	10,000	18,700	8,700	87.00%	0
Other Donations	6,245	6,000	8,300	2,300	38.33%	6,000
Food Recovery	45,053	39,786	51,831	12,045	30.28%	0
Share Contributions	21,815	278,304	299,963	21,659	7.78%	0
Central Lincoln PUD	47,709	70,000	40,000	-30,000	-42.86%	0
Lincoln Community Land Trust	31,365	12,000	43,080	31,080	359.00%	0
TERN	0	17,618	5,600	-12,018	-68.21%	0
PELICAN	154,323	20,740	12,018	-8,722	-42.05%	0
LB Vision Volunteers	3,320	6,000	0	-6,000	-100.00%	0
United Way - RSVP	20,000	13,000	18,000	5,000	38.46%	0
HOAP RLF	12,000	12,000	12,000	0	0.00%	0
NSP Program Income	0	120,000	4,000	-116,000	-96.67%	0
Bank of American Foundation	42,000	0	0	0	0.00%	0
Mill City -General Fund	0	0	25,000	25,000	100.00%	0
NW Energy ED	0	0	19,215	19,215	100.00%	0
Subtotal	1,284,221	2,791,597	2,662,449	-129,148	-4.63%	45,200
MISCELLANEOUS FUNDS						
Miscellaneous	62,883	7,000	159,208	152,208	2274.40%	16,000
Linn-Benton Volunteers	6,710	11,000	3,773	-7,227	-65.70%	0
Inkind	0	17,000	17,000	0	0.00%	0
Service Clubs	0	1,000	1,000	0	0.00%	0
W&E Fund Balance	83,831	0	0	0	0.00%	0
Other Fee For Service	3,153	24,408	0	-24,408	-100.00%	0
RSVP Fund Balance	29,574	1,458	5,865	4,407	402.26%	0
Youthbuild - Fee For Service	78,093	80,000	38,000	-42,000	-52.50%	38,000
School Fee For Service	248,040	108,056	80,000	-28,056	-25.96%	80,000
Oregon Juvenile Court Pgm	0	1,836	0	-1,836	-100.00%	0
Donations/Grants	93,363	138,010	0	-138,010	-100.00%	0
Sales of Houses	10,470	140,000	150,000	10,000	7.14%	0
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%	0
ES Misc Energy Asst Fund Bal	0	11,384	11,384	0	0.00%	0
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%	0
Trust Management	0	9,955	0	-9,955	-100.00%	0
Miscellaneous (Keg & Barrel)	0	17,022	0	-17,022	-100.00%	0
WX FFS	0	133,000	36,000	-97,000	-72.93%	36,000
Non-USDA Food	7,234,606	7,975,000	7,850,000	-125,000	-1.57%	0
Donations	0	2,500	3,000	500	20.00%	0
AC Vista Summer Program	0	0	20,000	20,000	100.00%	0
VISTA Host Sites	47,436	66,265	0	-66,265	-100.00%	0
Housing Fund Balances - Combined	0	105,000	0	-105,000	-100.00%	0
YB FFS Construction	73,446	57,506	36,000	-21,506	-37.40%	36,000
Subtotal	7,971,604	8,913,899	8,417,730	-496,169	-5.57%	206,000
TOTAL FUNDS	26,303,035	27,311,528	23,629,420	-3,682,108	-13.48%	3,090,607

EMERGENCY SERVICES	HOUSING & COMM. RES	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	RETIRED/SENIOR VOLUNTEER	COMMUNITY RELATIONS DEV
0	0	36,000	0	0	0
0	0	0	0	1,500	0
0	0	522,211	0	0	0
0	0	35,000	0	0	0
0	0	17,000	0	0	0
0	0	0	0	0	0
0	0	5,000	0	13,700	0
0	0	0	0	2,300	0
0	0	51,831	0	0	0
0	0	299,963	0	0	0
0	40,000	0	0	0	0
0	43,080	0	0	0	0
5,600	0	0	0	0	0
12,018	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	18,000	0
0	12,000	0	0	0	0
0	4,000	0	0	0	0
0	0	0	0	0	0
0	25,000	0	0	0	0
0	19,215	0	0	0	0
860,935	733,308	987,506	0	35,500	0
0	4,000	134,320	0	0	4,888
0	0	0	0	3,773	0
0	0	0	0	17,000	0
0	0	0	0	1,000	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	5,865	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	150,000	0	0	0	0
1,500	0	0	0	0	0
11,384	0	0	0	0	0
5,000	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	7,850,000	0	0	0
0	0	0	3,000	0	0
0	0	0	0	0	20,000
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
17,884	154,000	7,984,320	3,000	27,638	24,888
6,200,391	2,859,273	9,526,790	1,559,971	175,772	216,615

COMMUNITY SERVICES CONSORTIUM

		SUPP 1&2			DOLLAR CHANGE	% OF CHANGE
OPERATING BUDGET		AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
	FTE	138.09	106.46	98.31	-8.16	-7.66%
5010	Salaries	5,669,362	4,274,942	4,088,300	-186,641	-4.37%
5020	Client Salaries	168,120	88,892	59,362	-29,530	-33.22%
	TOTAL SALARIES	5,837,482	4,363,834	4,147,662	-216,171	-4.95%
5320	PERS	404,016	453,734	417,011	-36,723	-8.09%
5330	Workers' Comp	4,202	2,862	2,669	-192	-6.73%
5335	SAIF Insurance	13,302	36,210	31,514	-4,696	-12.97%
5340	Unemployment	120,779	256,536	53,147	-203,389	-79.28%
5350	Health Insurance	1,016,450	854,251	796,952	-57,299	-6.71%
5360	Dental Insurance	133,109	108,274	94,394	-13,880	-12.82%
5370	Life Insurance	43,252	33,498	31,631	-1,868	-5.58%
5375	Flexible Spending Costs	1,673	1,326	976	-350	-26.38%
5380	Employee Assistance Program	629	2,930	2,720	-210	-7.15%
5382	OSGP Match	71,710	59,154	49,950	-9,204	-15.56%
5386	Non Taxable Fringe Pgm	983	45	0	-45	-100.00%
5390	FICA	431,401	320,754	301,637	-19,117	-5.96%
5395	Vacation Accrued	-14,769	0	0	0	0.00%
	TOTAL FRINGE	2,226,738	2,129,573	1,782,601	-346,973	-16.29%
	TOTAL PERSONAL SERVICES	8,064,220	6,493,407	5,930,263	-563,144	-8.67%
5510	Audit & Accounting	53,585	50,537	45,764	-4,773	-9.44%
5520	Data Connection/Services	9,502	3,065	8,576	5,512	279.84%
5530	Legal	5,960	16,155	5,004	-11,151	-69.03%
5540	Other Purchased Services	786,749	1,547,296	197,102	-1,350,194	-87.26%
5550	Contract Services/Training	3,154	121,908	88,336	-33,571	-27.54%
5610	Educational Confer/Train	153,625	76,016	75,957	-59	-0.08%
5620	Meetings	10,489	11,930	8,333	-3,598	-30.16%
5630	Dues	10,765	11,747	22,988	11,240	95.68%
5710	Mileage	100,166	69,423	57,779	-11,644	-16.77%
5720	Vehicle Operating Cost	69,110	111,310	64,991	-46,319	-41.61%
5730	Vehicle Insurance	13,193	15,771	17,462	1,691	10.72%
5740	Other Transportation Cost	21,845	22,653	21,529	-1,124	-4.96%
5910	Rent	436,762	431,494	351,664	-79,830	-18.50%
5920	Utilities	65,276	51,953	53,136	1,184	2.28%
5930	Telephone	54,260	53,438	29,099	-24,339	-45.55%
5935	Cell Phone	18,782	14,363	12,102	-2,261	-15.74%
5940	Maintenance, Repair, Janitorial	122,655	94,791	57,721	-37,070	-39.11%
5950	General Insurance	82,406	117,677	90,044	-27,633	-23.48%
5970	Space Rent	43,803	135,440	21,595	-113,845	-84.06%
5980	Space Utilities	17,872	19,069	19,035	-35	-0.18%
6110	Office Supplies	61,542	40,912	32,361	-8,551	-20.90%
6120	Postage/Shipping	27,468	35,906	31,856	-4,050	-11.28%
6130	Photocopy	50,032	44,100	42,047	-2,053	-4.65%
6140	Printing	33,705	29,744	33,510	3,766	12.66%
6145	Software	33,859	13,945	15,277	1,333	9.56%
6150	Advertising/Recruitment	20,953	13,842	10,389	-3,452	-24.94%
6160	Program Supplies	7,822,917	9,143,178	8,797,496	-345,682	-3.78%
6170	Rental Rehab Loans	0	0	412,443	412,443	100.00%
6180	Owner Rehab Loans	580,463	232,332	90,540	-141,792	-61.03%

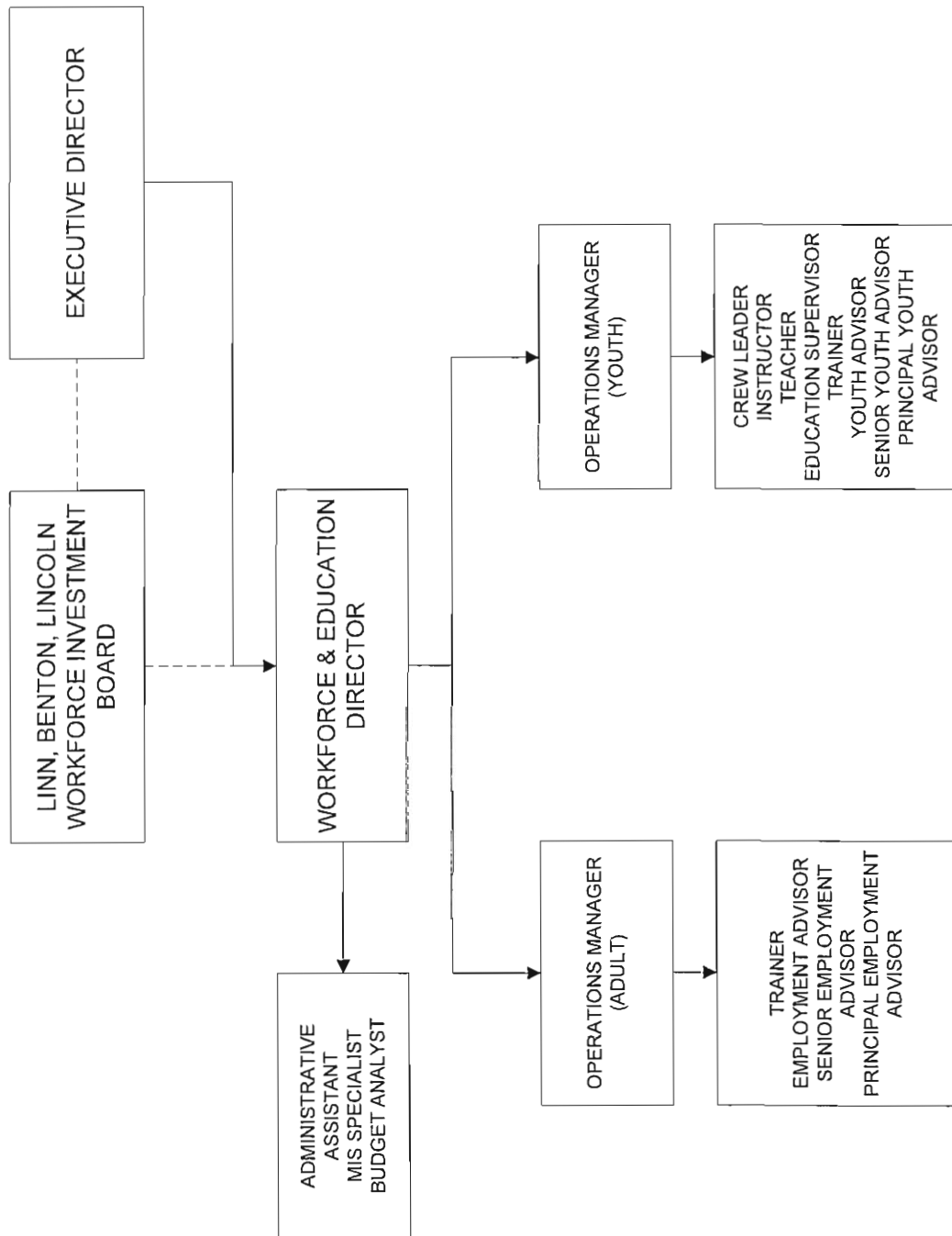
WORKFORCE & EDUCATION	EMERGENCY SERVICES	HOUSING	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	RETIRED-SENIOR VOLUNTEER	COMMUNITY RELATIONS DEV
24.50	23.90	18.88	7.02	20.15	1.59	2.27
1,122,070	925,643	799,485	324,257	737,227	76,912	102,708
59,362	0	0	0	0	0	0
1,181,432	925,643	799,485	324,257	737,227	76,912	102,708
104,684	92,082	86,086	37,651	77,080	8,992	10,435
714	609	550	204	481	46	66
9,308	2,975	5,677	5,883	6,563	114	995
14,587	12,033	10,393	4,215	9,583	1,000	1,335
226,327	134,377	182,601	65,564	163,876	5,819	18,389
26,695	18,629	17,587	8,923	19,430	1,133	1,997
8,231	6,230	6,364	2,655	6,026	339	1,786
317	291	165	67	0	63	74
692	541	527	244	589	31	96
12,806	10,143	10,447	4,841	9,189	621	1,902
0	0	0	0	0	0	0
85,838	59,694	61,161	24,806	56,398	5,884	7,857
0	0	0	0	0	0	0
490,198	337,603	381,557	155,054	349,215	24,041	44,932
1,671,630	1,263,246	1,181,042	479,310	1,086,442	100,952	147,640
11,576	14,961	12,018	1,900	3,600	1,080	629
8,020	133	3	20	400	0	0
65	291	3,898	150	600	0	0
58,462	18,483	93,033	2,850	10,000	774	13,500
40,000	14,521	23,715	100	10,000	0	0
15,258	9,223	27,926	2,100	18,000	1,450	2,000
4,053	1,220	260	500	1,500	50	750
16,267	1,141	770	60	4,000	250	500
16,669	11,212	15,268	2,050	5,000	2,400	5,180
18,615	827	21,049	23,000	1,500	0	0
7,318	1,003	4,356	3,500	1,200	85	0
0	0	229	17,000	0	4,300	0
183,505	63,546	82,224	15,000	0	3,996	3,393
15,261	6,838	4,237	1,800	25,000	0	0
8,473	14,707	3,669	1,100	0	1,150	0
2,900	126	4,296	600	2,500	0	1,680
8,854	27,281	2,306	2,650	15,000	600	1,030
20,720	29,369	21,593	6,350	9,599	1,285	1,128
0	5,935	410	0	0	15,250	0
0	35	0	19,000	0	0	0
6,250	13,851	4,376	2,150	2,361	1,796	1,577
3,099	10,259	3,211	10,000	1,426	1,201	2,660
8,432	16,992	3,700	3,300	7,000	1,223	1,400
2,206	11,397	1,552	13,600	1,000	3,405	350
10,084	821	1,522	100	1,000	550	1,200
1,551	4,080	2,278	1,400	1,000	0	80
36,322	28,686	3,836	8,710,600	15,000	2,045	1,007
0	0	412,443	0	0	0	0
0	0	90,540	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

		SUPP 1&2			DOLLAR CHANGE	% OF CHANGE
OPERATING BUDGET		AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
6190	Other Supplies	0	0	242,832	242,832	100.00%
6210	Contract-Soc Serve Agency	154,465	6,001	5,000	-1,001	-16.69%
6230	Contract-Weatherization	477,650	1,273,821	50,000	-1,223,821	-96.07%
6250	OJT Reimbursements	495	153,022	62,000	-91,022	-59.48%
6270	Emp Generating Services	0	0	0	0	0.00%
6320	Equipment Rental	13,542	6,839	5,092	-1,746	-25.53%
6330	Equipment Repair	16,909	41,820	46,162	4,342	10.38%
6340	Expendable Equipment	106,810	85,749	50,462	-35,287	-41.15%
6350	Building Renovations, Remodel	0	31,480	13,776	-17,703	-56.24%
6410	Books/Subscriptions	4,872	4,466	3,825	-642	-14.37%
6470	Miscellaneous (Admin)	29,738	10,407	310	-10,097	-97.02%
6620	Indirect	789,209	896,813	874,016	-22,798	-2.54%
6630	Infrastrcture	233,376	298,529	242,019	-56,509	-18.93%
6650	Communication Services	66,207	64,676	68,174	3,498	5.41%
6710	Transportation	86,172	53,124	18,399	-34,725	-65.37%
6720	Child Care	4,225	6,956	3,975	-2,981	-42.86%
6730	Health Care	30,748	5,692	4,587	-1,105	-19.41%
6740	Residential Support	106,168	35,161	6,689	-28,472	-80.98%
6750	Clothing	19,178	5,643	3,145	-2,498	-44.27%
6760	Emergency	0	1,042	900	-142	-13.63%
6770	Personal Grooming	76	3,174	3,225	51	1.61%
6780	Meals	61,606	94,108	94,198	90	0.10%
6790	Tuition & Fees (Skills)	22,916	32,004	3,290	-28,714	-89.72%
6800	Tuition & Fees (Vocation)	148,570	282,861	286,387	3,526	1.25%
6810	Training & Supplies	58,041	33,170	199,773	166,603	602.27%
6820	Motel Vouchers	370	0	0	0	0.00%
6830	Rent Vouchers	0	0	0	0	0.00%
6840	Acquisition Costs	0	126,160	148,953	22,793	18.07%
6850	Relocation Costs	0	13,581	9,223	-4,358	-32.09%
6860	Incentive Payments	240,804	110,442	51,206	-59,236	-53.64%
6870	Miscellaneous	4,940	98,057	98,661	604	0.62%
6880	Client Assistance	4,033,820	4,486,665	4,348,465	-138,200	-3.08%
7000	Building Cost	315,468	120	31,150	31,030	25958.67%
7002	SDC Charges/Permits	1,352	6,185	0	-6,185	-99.99%
7005	Electrical	0	0	0	0	100.00%
7006	Excavation/Site Work	5,435	0	0	0	100.00%
7007	Finish Work	0	0	0	0	100.00%
7008	Floor Coverings	6,186	0	0	0	100.00%
7012	Grading / Paving	0	0	0	0	100.00%
7015	Landscaping	95	0	0	0	100.00%
7019	Siding	0	0	0	0	100.00%
7020	Small Tools	16	0	0	0	100.00%
7021	Site Utilities	4,411	528	0	-528	-99.92%
7023	Appliances	3,340	0	0	0	100.00%
7024	Property Taxes	4,948	0	0	0	100.00%
7025	Interest Expense	0	0	0	0	100.00%
TOTAL MATERIALS-SERVICES		17,763,056	20,798,290	17,690,038	-3,108,253	-14.94%
6310	TOTAL CAPITAL OUTLAY	73,747	19,500	9,120	-10,380	-53.23%
3010	FUND BAL. INCREASE (DECR)	402,012	332	0	-332	-100.00%
TOTAL EXPENDITURES		26,303,035	27,311,529	23,629,421	-3,682,109	-13.48%

1-14

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

The Workforce & Education (W&E) department is guided by the Linn, Benton, Lincoln Workforce Investment Board (LBL WIB). The LBL WIB is charged with developing strategy, priorities, and policies for most of the W&E department's programs and services. The W&E department works to respond to this direction as well as support the mission and priorities of CSC. In 2011-2012, the LBL WIB was incorporated into CSC.

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

The Workforce & Education Mission:

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

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

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

Solid Foundation for Employment

This includes all of the youth programs and adult basic skills training. The focus of these programs is to improve work and life skills to lay the foundation for future employment. They emphasize the basic employment credential – high school diploma or GED – to support continuing post-secondary education or entry into the workforce. Some of the accomplishments in this area for 2011-2012 are as follows:

- Successfully administered summer youth employment projects in each county in the region. These programs provided employment and an opportunity to learn about work and working together for about 50 youth.

- Continued effective youth enterprises and programs that provide employment, mentoring, training, and leadership including YouthBuild, the Youth Garden, and the Santiam Wilderness Academy.
- Continued work with over 200 young people interested in credit recovery, pursuing their GED, or gaining work experience.
- Met all youth state measures and exceeded performance for the attainment of a diploma or GED.
- Consolidated alternative schools in the Valley creating better consistency and aligning education efforts.
- Provided about 100 adults with Basic Skills Training and worked with many of them to pursue their GED.

The following goals will contribute to creating a solid foundation for employment in 2012-13:

- Continue to align youth programs internally to consistently combine education, work experience, and credential attainment.
- Develop youth programs to support a better linkage with adult services thereby providing a better continuum of service for participants.
- Continue to support and build capacity for core youth programs (YouthBuild, Youth Garden, and Career Tech).
- Seek resources and opportunities to recapture adult basic education.

Enhanced Employability

This includes all of the occupational and vocational skills training and support of employment-related post-secondary education. The focus of these programs is to provide opportunities to develop needed skills that serve to facilitate job retention and improved wages for adults and dislocated workers. They emphasize the importance of lifelong learning as a key to long-term career success. Some of the accomplishments in this area for 2011-2012 are as follows:

- Provided almost 50 occupational skills training opportunities including training in healthcare, construction, transportation, and finance.
- Provided training through the Weatherization Training Center leading to well over 300 certificates including BPI Building Analyst, BPI Building Envelope Professional, Heating Professional, Duct Sealing, and lead inspection.
- Implemented a cohort training program for the Oregon Green Tech Certificate program in partnership with The Oregon Consortium/Oregon Workforce Alliance (TOC/OWA) and Linn Benton Community College.

The following goals will contribute to providing enhanced employability in 2012-13:

- Continue the scholarship program for training that will consolidate funds for greater impact and improve the consistency of awards for training and

improve the likelihood of training participant success by requiring more planning and preparation by each scholarship applicant for training.

- Respond to the priorities for training identified by the local Workforce Investment Board, employment and training consortia, statewide occupational prioritization for training, and local employers.
- Continue to address long-term sustainability of the Weatherization Training Center and continue to pursue partnership opportunities for the Center.
- Continue to support the National Career Readiness Certificate (NCRC) program.

Self-Sufficient Employment

This includes all of the career guidance, job search, and job placement services for adults and dislocated workers. The focus of these programs is to work closely with participants to develop and implement a career path. They emphasize self-sufficient employment, but recognize the need (particularly in these challenging times) for survival employment. The key is to help participants realize the best possible job in any given circumstance. Some of the accomplishments in this area for 2011-2012 are as follows:

- As a part of Worksource Oregon, facilitated the employment of well over 4,000 participants in our region.
- Provided intensive employment services to about 3,500 participants including career guidance, job search, and job placement.
- Provided supportive services having a direct link to training for over 60 participants.
- Provided over 20 participants throughout the region with on-the-job training opportunities (OJTs) in areas including healthcare, software, green building, and manufacturing
- Met or exceeded all employment-related state performance measures.

The following goals will contribute to facilitating self-sufficient employment in 2012-13:

- Strengthen efforts supporting training-related job placement.
- Build on the success of the on-the-job training program by creating improved business relationships and outreach.

All of these program achievements and goals are tempered by significant reductions in state and federal funding and continued uncertainty about the future of funding. Demand remains high while available resources have been cut dramatically.

Linn, Benton, Lincoln Workforce Investment Board

The LBL WIB is a business-led, public-private organization established by the Workforce Investment Act. The LBL WIB works through a wide array of partners to address workforce development issues in our region in order to support a skilled, work-ready workforce that assures the prosperity of local employers and the self-sufficient employment for job-seekers. The following goals are critical to the LBL WIB's success for 2012-13:

- Complete the local workforce development strategic planning process resulting in a new 5-year plan.
- Establish an enhanced performance measurement reporting system.
- Respond to guidance received from likely changes to federal and state policy and legislation.

WORKFORCE & EDUCATION

SUPP #1 & 2

	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
SUMMARY BUDGET					

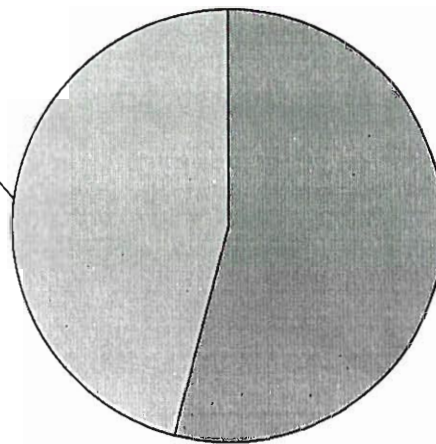
SOURCE OF REVENUES

FEDERAL FUNDS	5,276,925	3,223,136	2,428,671	-794,465	-24.65%
STATE FUNDS	367,696	463,189	410,736	-52,453	-11.32%
LOCAL FUNDS	15,245	131,238	45,200	-86,038	-65.56%
MISCELLANEOUS FUNDS	549,446	414,375	206,000	-208,375	-50.29%
TOTAL FUNDS	6,209,311	4,231,938	3,090,607	-1,141,331	-26.97%

DEPARTMENT BUDGET BY CATEGORY

FTE	59.08	31.57	24.50	-7.07	-22.38%
TOTAL PERSONAL SERVICES	3,649,918	2,076,187	1,671,630	-404,556	-19.49%
TOTAL MATERIALS/SERVICES	2,543,146	2,155,752	1,418,977	-736,775	-34.18%
TOTAL CAPITAL OUTLAY	16,247	0	0	0	0.00%
TOTAL FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	6,209,311	4,231,938	3,090,607	-1,141,331	-26.97%

MATERIALS &
SERVICES
49%



PERSONAL
SERVICES
51%

WORKFORCE & EDUCATION**SUPP #1 & 2**

SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
WIA Title IB Adult	585,567	612,172	610,111	-2,061	-0.34%
WIA Title IB Youth	828,899	751,877	745,479	-6,398	-0.85%
WIA Title IB Dislocated Workers	820,959	646,403	608,866	-37,537	-5.81%
WIA (Special projects)	15,000	0	0	0	0.00%
WIA Career Readiness	0	18,936	10,000	-8,936	-47.19%
EWRT (Empl Work Training Funds)	102,600	0	0	0	0.00%
High Risk Youth	16,731	16,731	16,731	0	0.00%
JOBS	282,022	80,150	99,100	18,950	23.64%
Youthbuild - USA	2,095	0	0	0	0.00%
Youthbuild - AMERICORPS	43,853	71,000	79,561	8,561	12.06%
DOL Youthbuild	511,136	114,237	0	-114,237	-100.00%
WIA Local Admin	267,903	0	0	0	0.00%
OJJDP - Youth Mentoring	16,962	24,000	14,500	-9,500	-39.58%
OYCC	39,172	41,300	41,322	22	0.05%
DHS (Independent Living Skills)	127,272	128,001	128,001	0	0.00%
WIB Board Support	31,250	14,625	0	-14,625	-100.00%
Subtotal	3,691,420	2,519,432	2,353,671	-165,761	-6.58%
FEDERAL ARRA STIMULUS					
ARRA 1A Adult	11,638	0	0	0	0.00%
ARRA 1B Youth	28,631	0	0	0	0.00%
ARRA 1E DW	185,514	0	0	0	0.00%
ARRA OYEI	312,139	30,000	0	-30,000	-100.00%
ARRA NEG HP	493,759	0	0	0	0.00%
ARRA Summer Youth	0	0	0	0	0.00%
ARRA NEG IP	257,926	240,169	0	-240,169	-100.00%
ARRA NEG OJT	0	131,755	0	-131,755	-100.00%
ARRA DOL WX SESP	245,000	203,000	50,000	-153,000	-75.37%
ARRA OGTC	40,898	98,780	25,000	-73,780	-74.69%
ARRA WIA ADMIN	10,000	0	0	0	0.00%
Subtotal	1,585,505	703,704	75,000	-628,704	-89.34%
STATE FUNDS					
Dept of Education (Charter School)	367,696	375,000	363,000	-12,000	-3.20%
OYCC Foundation	0	17,000	0	-17,000	-100.00%
Oregon Historic Cemetery	0	2,995	0	-2,995	-100.00%
Back to Work Oregon	0	68,194	47,736	-20,458	-30.00%
Subtotal	367,696	463,189	410,736	-52,453	-11.32%

WORKFORCE & EDUCATION

WORKFORCE & EDUCATION				SUPP #1 & 2	
SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
Confederated Tribes of the Siletz	0	4,567	0	-4,567	-100.00%
Edith Stewart	0	0	0	0	0.00%
Oregon Community Foundations	0	0	0	0	0.00%
OYCC Foundation	0	15,800	39,200	23,400	248.10%
Santiam OWEB	0	0	0	0	0.00%
OWP -Oregon Workforce Partner	0	0	0	0	0.00%
Bank of America	0	0	0	0	0.00%
Meyer Memorial Foundation	0	0	0	0	0.00%
Ford Family Foundation	0	0	0	0	0.00%
YB USA - Walmart	0	0	0	0	0.00%
Walmart Foundation	9,000	0	0	0	0.00%
J Young Trust	0	5,646	0	-5,646	-100.00%
Donations - WED YB	6,245	6,000	6,000	0	0.00%
BC Master Gardener Assoc	0	725	0	-725	-100.00%
OWCCD Funds for SMT	0	92,000	0	-92,000	-100.00%
Benton County - Nat. Resource	0	6,500	0	-6,500	-100.00%
Subtotal	15,245	131,238	45,200	-86,038	-65.56%
MISCELLANEOUS FUNDS					
Misc. Grants (Spirit Mt.& Watershed	62,883	7,000	16,000	9,000	228.57%
Trust Management	0	9,955	0	-9,955	-100.00%
Fund Balance	83,831	0	0	0	0.00%
Other Fee For Service	3,153	0	0	0	0.00%
Youthbuild - Fee For Service	78,093	80,000	38,000	-42,000	-52.50%
YB FFS Construction	73,446	57,506	36,000	-21,506	-37.40%
WX Training	0	0	0	0	0.00%
WX FFS	0	133,000	36,000	-97,000	-72.93%
WX Program Income	0	0	0	0	0.00%
School Fee For Service	248,040	108,056	80,000	-28,056	-25.96%
Oregon Juvenile Court Pgm	0	1,836	0	-1,836	-100.00%
Barrel to Keg Race Proceeds	0	17,022	0	-17,022	-100.00%
Subtotal	549,446	414,375	206,000	-208,375	-50.29%
TOTAL FUNDS	6,209,311	4,231,938	3,090,607	-1,141,331	-26.97%

WORKFORCE & EDUCATION

DEPARTMENT BUDGET	SUPP #1 & 2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
FTE	59.08	31.57	24.50	-7.07	-22.38%
5010 Salaries	2,536,547	1,273,269	1,122,070	-151,199	-11.87%
5020 Client Salaries	168,120	88,892	59,362	-29,530	-33.22%
TOTAL SALARIES	2,704,667	1,362,161	1,181,432	-180,729	-13.27%
5320 PERS	177,207	136,519	104,684	-31,835	-23.32%
5330 Workers' Comp	1,919	853	714	-140	-16.39%
5335 SAIF Ins.	14,082	10,813	9,308	-1,505	-13.92%
5340 Unemployment	29,713	149,639	14,587	-135,052	-90.25%
5350 Health Insurance	436,109	261,016	226,327	-34,689	-13.29%
5360 Dental Insurance	56,931	30,486	26,695	-3,791	-12.44%
5370 Life Insurance	19,359	9,904	8,231	-1,673	-16.90%
5375 Flexible Spending Costs	830	515	317	-199	-38.53%
5380 Employee Assistance Program	0	821	692	-129	-15.75%
5382 OSGP Match	31,928	16,054	12,806	-3,248	-20.23%
5386 Non Taxable Fringe Pgm	60	0	0	0	0.00%
5390 FICA	200,080	97,405	85,838	-11,567	-11.87%
5395 Vacation Accrued	-22,968	0	0	0	0.00%
TOTAL FRINGE	945,251	714,026	490,198	-223,828	-31.35%
TOTAL PERSONAL SERVICES	3,649,918	2,076,187	1,671,630	-404,556	-19.49%
5510 Audit & Accounting	15,232	12,251	11,576	-675	-5.51%
5520 Data Services	7,647	2,048	8,020	5,972	391.68%
5530 Legal	0	0	65	65	100.00%
5540 Other Purchased Services	427,204	271,914	58,462	-213,452	-78.50%
5550 Contract Services/Training	77	93,319	40,000	-53,319	-57.14%
5610 Educational Confer/Train	53,097	24,113	15,258	-8,855	-36.72%
5620 Meetings	5,632	5,349	4,053	-1,296	-24.23%
5630 Dues	3,801	4,266	16,267	12,001	381.32%
5710 Mileage	44,563	22,892	16,669	-6,223	-27.18%
5720 Vehicle Operating Cost	18,147	51,103	18,615	-32,488	-63.57%
5730 Vehicle Insurance	0	5,275	7,318	2,043	38.73%
5740 Other Transportation Cost	3,460	0	0	0	0.00%
5910 Rent	298,919	290,895	183,505	-107,390	-36.92%
5920 Utilities	25,133	8,533	15,261	6,728	78.85%
5930 Telephone	21,768	13,321	8,473	-4,848	-36.39%
5935 Cell Phone	8,772	3,730	2,900	-830	-22.25%
5940 Maintenance, Repair, Janitorial	34,787	14,257	8,854	-5,403	-37.90%
5950 General Insurance	24,837	25,207	20,720	-4,487	-17.80%
5970 Space Rent	1,736	248	0	-248	-100.00%
5980 Space Utilities	0	40	0	-40	-100.00%
6110 Office Supplies	29,948	9,981	6,250	-3,731	-37.38%
6120 Postage/Shipping	7,829	5,224	3,099	-2,125	-40.68%

6130 Photocopy	17,573	11,049	8,432	-2,617	-23.69%
6140 Printing	9,513	4,368	2,206	-2,162	-49.50%
6145 Software	27,456	11,834	10,084	-1,750	-14.79%
6150 Advertising/Recruitment	4,148	4,613	1,551	-3,062	-66.38%
6160 Program Supplies	112,260	53,279	36,322	-16,957	-31.83%
6210 Contract-Social Service	12,487	0	0	0	0.00%
6250 OJT Reimbursements	495	153,022	62,000	-91,022	-59.48%
6320 Equipment Rental	4,161	2,056	1,040	-1,016	-49.42%
6330 Equipment Repair	998	2,837	2,466	-371	-13.08%
6340 Expendable Equipment	24,229	10,614	2,269	-8,345	-78.62%
6350 Building Renovations, Remodel	0	223	225	2	0.90%
6410 Books/Subscriptions	4,234	2,794	1,862	-932	-33.36%
6470 Miscellaneous (Admin)	460	0	0	0	0.00%
6620 Indirect	388,072	280,905	246,405	-34,500	-12.28%
6630 Infrastructure	151,389	147,315	105,540	-41,775	-28.36%
6650 Communication Services	27,634	21,953	18,806	-3,147	-14.34%
6710 Transportation	86,172	53,124	18,399	-34,725	-65.37%
6720 Child Care	4,225	5,456	3,475	-1,981	-36.31%
6730 Health Care	30,621	5,192	4,087	-1,105	-21.28%
6740 Residential Support	106,168	35,161	6,689	-28,472	-80.98%
6750 Clothing	19,178	5,643	3,145	-2,498	-44.27%
6760 Emergency	0	1,042	900	-142	-13.63%
6770 Personal Grooming	76	3,174	3,225	51	1.61%
6780 Meals	8,563	6,262	6,598	336	5.37%
6790 Tuition & Fees (Skills)	22,916	32,004	3,290	-28,714	-89.72%
6800 Tuition & Fees (Vocation)	148,049	282,861	286,387	3,526	1.25%
6810 Training & Supplies	57,865	30,983	77,773	46,791	251.02%
6850 Relocation Costs	0	13,581	9,223	-4,358	-32.09%
6860 Incentive Payments	240,804	110,442	51,206	-59,236	-53.64%
TOTAL MATERIALS/SERVICES	2,543,146	2,155,752	1,418,977	-736,775	-34.18%
6310 TOTAL CAPITAL OUTLAY	16,247	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)		0	0	0	0.00%
TOTAL EXPENDITURES	6,209,311	4,231,938	3,090,607	-1,141,331	-26.97%

HOUSING and ENERGY SERVICES

March 31, 2012, saw the retirement of long-time CSC employee and Housing and Community Resources Director, Tom Hatley. In a time of dwindling resources we merged Housing and Community Resources Department with the Emergency Services Department to create the Housing and Energy Services (HES) Department. This not only added to the economic stability of both departments, but has merged two departments that have demonstrated their willingness and their ability to be innovative. Going forward we hope to set the standard for collaboration and wrap-around services, providing enhanced service integration to better meet the needs of those we serve. Together the Department now provides the following services:

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. Lower-income families often pay three to four times more of their income for energy than the average American family. Congress stated adequate home heating is a necessary aspect of shelter and the lack of home heating poses a threat to life, health and/or safety, and that low-income households often lack access to energy suppliers because of their structure and credit practices.

While the Federal Low Income Home Energy Assistance Program (LIHEAP) is our largest utility assistance program, it is also an easy target for Federal cost saving measures. Not only can program funds fluctuate significantly from year to year (6,100 households served in FY 2007-2008 vs. 10,193 households in FY 2009-2010 vs. 6,169 projected households to be served in FY 2012-13), the program has started as early as October and as late as January. CSC has worked to continue to educate our legislators and work with both private and public utilities to assist in bringing more stability to the program.

Today **CSC is the utility assistance “One Stop / One Door agency”**. The One Stop approach decreases confusion, stress, and economic costs to clients. It allows CSC to utilize available funds as effectively as possible, matching client needs with the best and most effective opportunity to meet their needs.

Clients are also provided with information and referrals to other services and benefits available through CSC and elsewhere in the community, further enhancing the value of their contact with CSC. One stop. One application. Multiple resources to meet the need.

Finally, HES integrates long-term learning into safety net services. Clients are encouraged to conserve energy by taking part in four different levels of energy education services.

Goal

- Provide assistance to low-income households to reduce the burden of high heating and utility bills, particularly those with the lowest incomes that pay a high proportion of household income for home energy.

In order to accomplish this, we will:

- Use Low Income Home Energy Assistance Program (LIHEAP) funds to reduce the winter heating costs of 6,169 households and to prevent over 2,442 of these households from having their heat disconnected.
- Continue to use private fuel fund monies to prevent 4,801 households from having their utilities disconnected.
- Provide 4,179 households with energy conservation education designed to assist them in reducing their household's energy burden and increase resources available to meet their other household needs.
- Provide energy education workshops to 600 households wanting to learn about energy conservation, save money and install self-help materials.
- Enroll 175 households completing an energy education workshop into the in-home energy audit program.
- Sponsor the energy education curriculum for 4th and 5th grade students in Lincoln County based on the successful Energy Smarts Team program.
- Determine eligibility for 190 City of Albany residential water customers to reduce their monthly water bill.
- Screen eligibility for 50 City of Corvallis residential water customers to prevent their water service from being disconnected.

Housing Programs

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

Goals

- Promote the economic independence of eligible households who are homeless or "at risk" of becoming homeless by helping them access and maintain safe, stable and affordable housing.
- Provide short-term rent/mortgage assistance, utility assistance and supportive services when other resources are not immediately available.
- Assist eligible households as they move toward self-sufficiency by identifying and removing barriers, integrating services and developing and implementing plans for financial and personal stability while residing in permanent rental housing for 12 months.

- Help people gain the skills, strategies, and self-confidence they need to obtain and maintain housing.

In order to accomplish this we will:

- Provide over 5,000 households with information and referrals to other social service agencies.
- Provide 8,027 nights of shelter to women and children fleeing domestic violence situations and/or families with children who are homeless or at risk of becoming homeless. Three months after receiving assistance, 75% of those served will still be in permanent housing.
- Provide 5,782 nights of shelter to households who are homeless or at risk of becoming homeless. Three months after receiving assistance, 75% of those served will still be in permanent housing.
- Use City of Corvallis funds and matching state funds to provide 1,465 nights of shelter to women and children fleeing domestic violence and/or to families with children who are homeless or at risk of becoming homeless. Three months after receiving assistance, 75% of those served will still be in permanent housing.
- Use Low Income Rental Housing Fund (LIRHF), Emergency Housing Assistance (EHA), Continuum of Care and matching HOME Tenant Based Assistance, (TBA) funds to provide over 61,130 nights of transitional shelter to households who are homeless or at risk of homelessness and have a plan and the motivation to become self-sufficient. 100% of those enrolled will complete a case plan and 70% of those completing the case plan will take action on their identified barriers. 80% of the households enrolled in the program will be residing in permanent housing at the end of the program.
- Use Housing Plus funds to provide permanent supportive housing services to 6 households residing in Tern House and 12 households residing in Pelican Place.
- Offer 10 cycles of the Second Chance Renter Rehabilitation Program to low-income people who are unable to obtain housing due to poor credit and/or poor rental history.
- Participate in three homeless resource fairs to assist individuals and families who are homeless or living in poverty learn about and access available services.

Goal

- Provide assistance to community partners that provide services to those who are homeless or at risk of homelessness.

In order to accomplish this we will:

- Contract with Lincoln County Food Share to provide emergency food boxes, hot meals and emergency food bags.
- Monitor contract performance and provide technical assistance as needed.

- Coordinate the Point in Time Count (aka One Night Shelter Count).
- Provide eligibility screening for over 600 households applying for We Care emergency assistance.
- Sponsor an agency resource fair designed to help educate and inform local agency staff about what resources are available for those we serve.

Weatherization

CSC's Weatherization Program assists households to save energy and improve their living conditions through the installation of weatherization materials and related services. Activities include whole house diagnostics, blower door and duct testing, installation of attic and wall insulation, air sealing, mobile home roof caps, refrigerator replacement, energy education, and testing for safety, efficiency and reliability of combustible appliances and heating systems. Additional base load measures are performed to reduce electricity usage.

Goal

- Help low-income residents increase energy savings and home comfort level overall by reducing heating and cooling costs.

In order to accomplish this we will:

- Assist low-income households in saving energy and improve their living conditions through the provision of weatherization materials and services and safety checks of combustible appliances.
- Provide for the replacement of heating systems when appropriate.
- Work to complete weatherization of all mobile homes in a park.
- Integrate the weatherization program with other housing and rehabilitation programs.
- Weatherize 160 housing units with funds from the American Recovery and Reinvestment Act, Low-Income Energy Assistance Program, US Department of Energy, State of Oregon Utility funds, Bonneville Power Administration, Northwest Gas, utility rebates, and private contracts. This includes the weatherization of approximately 80 units in Linn County, 40 units in Lincoln County, and 40 units in Benton County.
- Provide energy education to clients whose homes are being weatherized to build habits that reduce energy consumption in the future.
- Install solar photovoltaic panels in multifamily projects and group homes

Housing Rehabilitation

The Housing Rehabilitation program receives grant funds that are dedicated to improving housing conditions of low and moderate-income homeowners within a targeted area. Loans are made to individual homeowners to hire licensed and bonded contractors to complete identified rehabilitation needs. The program is designed to address local needs and the criteria required by granting agencies.

Goal

- To assist low- to-moderate-income homeowners in improving the conditions of their housing through repair and rehabilitation.

In order to accomplish this we will:

- Partner with cities, counties and agencies to maintain and upgrade housing for low and moderate-income households.
- Develop and submit new housing rehabilitation applications on behalf of Albany for the Linn-Benton area and for Lincoln City for the Lincoln County area.
- Use program income to continue housing rehabilitation activities in Newport.
- Continue to develop and expand the Lincoln Regional Revolving Loan Fund and the Linn-Benton Regional Revolving Loan Fund.
- Explore opportunities to blend acquisition-rehabilitation projects and self-help to create homeownership opportunities.
- Continue to explore opportunities to address mobile homes and the replacement of older, deteriorated mobile homes with newer manufactured housing.

Community Development

CSC works with individuals, governmental agencies, non-profit and for-profit organizations to provide new affordable housing opportunities, community facilities, and grant and program management services.

Goal

- To create safe, decent, and affordable housing and facilities for low-income households.

In order to accomplish this we will:

- Pursue opportunities to partner with other organizations to develop affordable housing and community facilities that address the needs of low-income people and special needs groups.
- Utilize program income to acquire and rehabilitate foreclosed single-family homes for the Neighborhood Stabilization Program.
- Work with the Lincoln County Land Trust to acquire and rehabilitate properties for low-income buyers.
- Explore ways to provide single-family homes and/or land for development of single-family homes for first-time homebuyers.
- Work with non-profit agencies to develop housing and community facility projects.
- Continue working in all three counties to implement action steps of the 10-Year Housing Plan.

Community Housing Services

Community Housing Services, a 501(c)(3) was created in January 2000 to manage loan portfolios of cities and counties, to set up and administer Regional Revolving Loan Funds and to receive private funds to assist low-income households with affordable housing needs.

Goals

- Help low and moderate income households maintain, improve or acquire their own permanent housing.

In order to accomplish this we will:

- Administer the Linn-Benton, and Lincoln Regional Revolving Loan Funds.
- Pursue grant opportunities in order to continue housing counseling activities.
- Continue grant activities relating to the Linn, Benton, and Lincoln Regional Housing Centers. Assist clients with homeowner education, counseling and access to services. Promote homeownership activities and services with partner agencies.
- Assist the Mortgage Payment Assistance Program applicants and participants and work in partnership with the Oregon Homeownership Stabilization Initiative (OHSI) to administer Hardest Hit Funds programs.
- Continue to provide foreclosure prevention counseling.
- Continue to provide information about available programs and services to potential homeowners.
- Pursue opportunities to acquire or develop affordable housing for first-time homebuyers.

HOUSING & ENERGY SERVICES

SUMMARY BUDGET	Supp #1 & 2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		

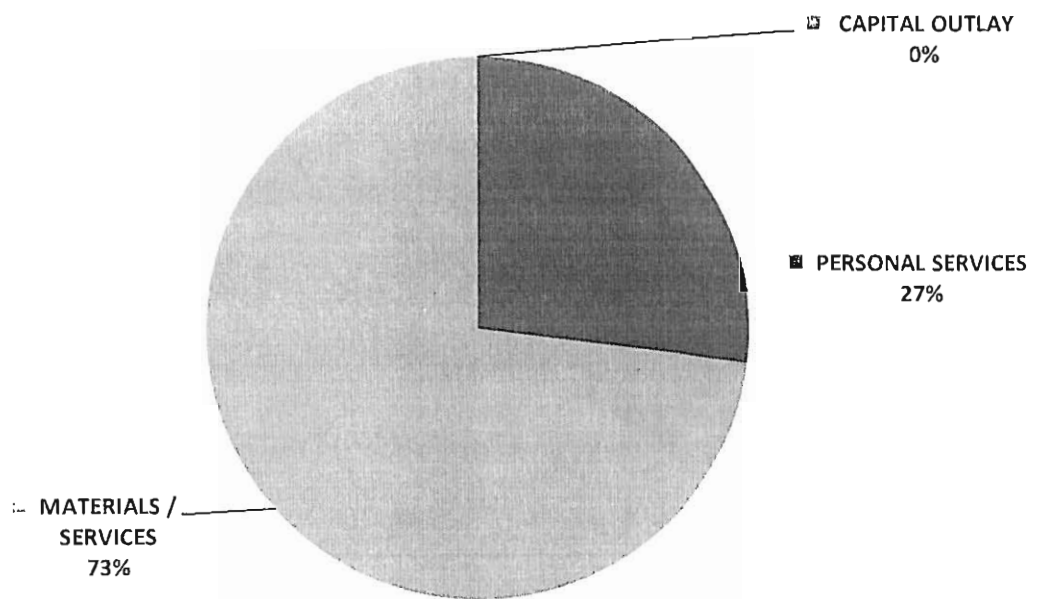
SOURCE OF REVENUES

FEDERAL FUNDS	7,294,324	7,429,397	4,992,655	-2,436,742	-32.80%
STATE FUNDS	1,803,295	2,033,217	2,300,883	267,666	13.16%
LOCAL FUNDS	971,596	1,843,183	1,594,243	-248,940	-13.51%
MISCELLANEOUS FUNDS	10,470	176,502	171,884	-4,618	-2.62%
TOTAL FUNDS	10,079,686	11,482,298	9,059,664	-2,422,634	-21.10%

DEPARTMENT BUDGET BY CATEGORY

FTE	49.38	44.42	42.77	-1.65	-3.71%
TOTAL PERSONAL SERVICES	2,648,163	2,643,383	2,444,288	-199,095	-7.53%
TOTAL MATERIALS/SERVICES	7,236,533	8,828,583	6,614,256	-2,214,327	-25.08%
TOTAL CAPITAL OUTLAY	57,500	10,000	1,120	-8,880	-88.80%
CHANGE IN FUND BALANCE	137,490	332	0	0	-100.00%
TOTAL EXPENDITURES	10,079,686	11,482,298	9,059,664	-2,422,302	-21.10%

Note: This summary shows the combined Housing and Emergency which have been merged for FY13.



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	PROPOSED FY 13	EMERGENCY SERVICES	HOUSING SERVICES	501© 3
FEDERAL FUNDS				
LIHEAP	3,014,112	2,609,406	404,706	
LIHEAP Education	142,072	142,072		
LIHEAP Leverage	27,003	27,003		
LIHEAP WX EE	13,202	13,202		
ESGP	90,723	90,723		
Continuum of Care	76,122	76,122		
CSBG	42,427	42,427		
HOME TBA	410,409	410,409		
HOME TBA - Deposit Only	0	0		
HSP	29,661	29,661		
BPA Energy Education	7,404	7,404		
PROJECT PASSPORT	43,311	43,311		
VETERANS ADMIN FORECLOSURE	250,000	250,000		
CDBG Adair Village	18,209			18,209
CDBG Lincoln City	120,000			120,000
CDBG Lincoln County	0			0
CDBG Philomath	0		0	
CDBG Toldeo	29,616		29,616	
CDBG Waldport	0			0
RD HPG - LINN	58,583		58,583	
RD HPG - 501C3	40,000			40,000
CDBG Newport	120,000			120,000
DOE	88,970		88,970	
LIEAP WX	161,700		161,700	
BPA	89,302		89,302	
NFMC -Nat'l Foreclosure Counsel	14,829		14,829	
RCAC	35,000			35,000
OAHAC -Mortgage Payment Assist	70,000			70,000
Subtotal	4,992,655	3,741,740	847,706	403,209
STATE FUNDS				
EHA	196,503	196,503		
Housing Plus S.S. - Tern	17,200	17,200		
Housing Plus Pelican	54,600	54,600		
SHAP	21,333	21,333		
LIRHF	16,754	16,754		
OEAP	1,223,763	1,223,763		
ECHO Energy Education	49,680	49,680		
ECHO WX	506,351		506,351	
SHOW	9,000		9,000	
SENATE BILL 1552 - FORECLOSURE	175,099			175,099
Valley IDA	30,600			30,600
Subtotal	2,300,883	1,579,833	515,351	205,699

HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	PROPOSED FY 13	EMERGENCY SERVICES	HOUSING SERVICES	501© 3
LOCAL FUNDS				
OLGA	468,354	468,354		
NW Natural Energy Ed	30,890	30,890		
Oregon Heat	125,020	125,020		
GAP	21,691	21,691		
SOS	16,085	16,085		
CPI	12,987	12,987		
Corvallis EHA-EA	8,000	8,000		
Donations - ES	8,000	8,000		
Albany Water Assistance	49,908	49,908		
Tern House - Rental Income	30,400	30,400		
Pelican Place - Rental Income	71,982	71,982		
Tern House - Rental Replacement	5,600	5,600		
Pelican Place - Rental Replacement	12,018	12,018		
OLIEE	129,000		129,000	
SHOP	15,000			15,000
Lincoln Regional Loan Fund	74,593			74,593
Linn Benton RLF	140,228			140,228
Regional Housing Ctr - Lincoln	40,000			40,000
Acquisition/Rehab - Fund Balance	167,442			167,442
Central Lincoln PUD	40,000		40,000	
Lincoln County Land Trust LCLT	43,080		28,080	15,000
HOAP RLF - Fund Balance	12,000			12,000
NSP Program Income	4,000		4,000	
Fund Balances - combined	23,750			23,750
Mill City - General Fund	25,000		25,000	
NW Energy ED	19,215		19,215	
Subtotal	1,594,243	860,935	245,295	488,013
MISCELLANEOUS FUNDS				
ES Misc Housing Fund Bal	1,500	1,500		
ES Misc Energy Asst Fund Bal	11,384	11,384		
Reach Fee Fund Bal	5,000	5,000		
Miscellaneous	4,000		4,000	
Sale of Houses	150,000		150,000	
Subtotal	171,884	17,884	154,000	0
TOTAL FUNDS	9,059,664	6,200,391	1,762,352	1,096,921

HOUSING & ENERGY SERVICES

OPERATING BUDGET		PROPOSED FY 13	EMERGENCY SERVICES	HOUSING SERVICES	501© 3
FTE		42.77	23.90	12.53	6.35
5010	Salaries	1,725,128	925,643	539,967	259,517
5020	Client Salaries	0	0	0	0
TOTAL SALARIES		1,725,128	925,643	539,967	259,517
5320	PERS	178,168	92,082	58,518	27,568
5330	Workers' Comp	1,158	609	365	185
5335	SAIF Insurance	8,652	2,975	5,131	546
5340	Unemployment	22,427	12,033	7,020	3,374
5350	Health Insurance	316,978	134,377	144,483	38,118
5360	Dental Insurance	36,216	18,629	15,351	2,236
5370	Life Insurance	12,594	6,230	4,456	1,908
5375	Flexible Spending Costs	455	291	102	63
5380	Employee Assistance Program	1,068	541	365	162
5382	OSGP Match	20,591	10,143	7,237	3,210
5386	Non Taxable Fringe Pgm	0	0	0	0
5390	FICA	120,854	59,694	41,307	19,853
5395	Vacation Accrued	0	0	0	0
TOTAL FRINGE		719,160	337,603	284,336	97,222
TOTAL PERSONAL SERVICES		2,444,288	1,263,246	824,303	356,739
5510	Audit & Accounting	26,979	14,961	9,018	3,000
5520	Data Connection/Services	136	133	3	0
5530	Legal	4,189	291	3,208	690
5540	Other Purchased Services	111,516	18,483	81,705	11,328
5550	Contract Services/Training	38,236	14,521	23,115	600
5610	Educational Confer/Train	37,149	9,223	18,876	9,050
5620	Meetings	1,480	1,220	130	130
5630	Dues	1,911	1,141	690	80
5710	Mileage	26,480	11,212	1,906	13,362
5720	Vehicle Operating Cost	21,876	827	21,049	0
5730	Vehicle Insurance	5,359	1,003	4,356	0
5740	Other Transportation Cost	229	0	0	229
5910	Rent	145,770	63,546	67,354	14,870
5920	Utilities	11,075	6,838	3,671	566
5930	Telephone	18,376	14,707	2,367	1,302
5935	Cell Phone	4,422	126	2,582	1,714
5940	Maintenance, Repair, Janitorial	29,587	27,281	1,418	888
5950	General Insurance	50,962	29,369	16,203	5,390
5970	Space Rent	6,345	5,935	410	0
5980	Space Utilities	35	35	0	0
6110	Office Supplies	18,227	13,851	3,061	1,315

HOUSING & ENERGY SERVICES

OPERATING BUDGET		PROPOSED FY 13	EMERGENCY SERVICES	HOUSING SERVICES	501© 3
6120	Postage/Shipping	13,470	10,259	2,020	1,191
6130	Photocopy	20,692	16,992	2,336	1,364
6140	Printing	12,949	11,397	816	736
6145	Software	2,343	821	22	1,500
6150	Advertising/Recruitment	6,358	4,080	612	1,666
6160	Program Supplies	32,522	28,686	3,302	534
6170	Rental Rehab Loans	412,443	0	0	412,443
6180	Owner Rehab Loans	90,540	0	90,540	0
6190	Other Supplies	242,832	0	242,832	0
6210	Contract-Soc Serve Agency	5,000	5,000	0	0
6230	Contract-Weatherization	50,000	0	50,000	0
6320	Equipment Rental	3,552	2,547	525	480
6330	Equipment Repair	18,696	17,108	1,508	80
6340	Expendable Equipment	21,006	16,507	4,141	358
6350	Building Renovations, Remodel	3,551	3,551	0	0
6410	Books/Subscriptions	863	126	697	40
6470	Miscellaneous (Admin)	10	0	0	10
6620	Indirect	355,789	202,497	113,835	39,457
6630	Infrastruture	72,560	39,578	21,258	11,724
6650	Communication Services	28,894	13,499	11,433	3,962
6810	Training & Supplies	120,000	0	120,000	0
6840	Acquisition Costs	148,953	0	0	148,953
6870	Miscellaneous	11,279	11,229	0	50
6880	Client Assistance	4,348,464	4,318,465	0	30,000
7000	Building Cost	31,150	100	11,050	20,000
TOTAL MATERIALS-SERVICES		6,614,256	4,937,145	938,049	739,062
6310	TOTAL CAPITAL OUTLAY	1,120	0	0	1,120
3010	FUND BAL. INCREASE (DECR)	0	0	0	0
TOTAL EXPENDITURES		9,059,664	6,200,391	1,762,352	1,096,921

EMERGENCY SERVICES

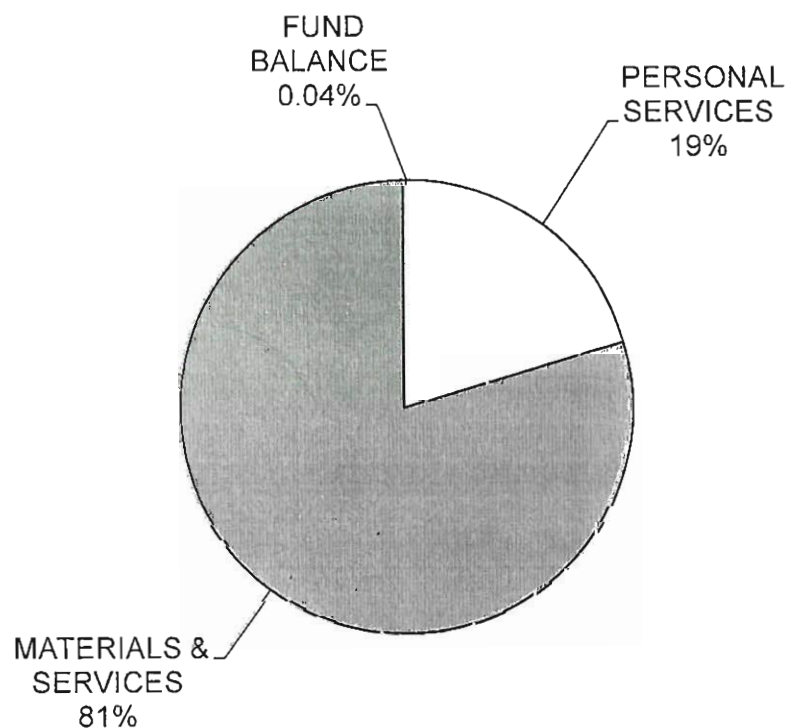
SUMMARY BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		

SOURCE OF REVENUES

FEDERAL FUNDS	4,368,011	3,847,229	3,741,740	-105,489	-2.74%
STATE FUNDS	1,400,375	1,610,217	1,579,833	-30,384	-1.89%
LOCAL FUNDS	201,746	969,443	860,935	-108,508	-11.19%
MISCELLANEOUS FUNDS	0	35,502	17,884	-17,618	-49.63%
TOTAL FUNDS	5,970,133	6,462,390	6,200,391	-261,999	-4.05%

DEPARTMENT BUDGET BY CATEGORY

FTE	24.42	20.62	23.90	3.28	15.89%
TOTAL PERSONAL SERVICES	1,298,577	1,236,916	1,263,246	26,330	2.13%
TOTAL MATERIALS/SERVICES	4,626,086	5,225,474	4,937,145	-288,329	-5.52%
TOTAL CAPITAL OUTLAY	15,000	0	0	0	0.00%
TOTAL FUND BALANCE	30,470	0	0	0	0.00%
TOTAL EXPENDITURES	5,970,133	6,462,390	6,200,391	-261,999	-4.05%



EMERGENCY SERVICES

SUPP #1

SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
LIHEAP	3,070,911	2,735,347	2,609,406	-125,941	-4.60%
LIHEAP Education	135,699	190,376	142,072	-48,304	-25.37%
LIHEAP Leverage	81,573	51,477	27,003	-24,474	-47.54%
LIHEAP WX EE	26,462	31,936	13,202	-18,734	-58.66%
ESGP	98,024	90,723	90,723	0	0.00%
Continuum of Care	76,122	76,122	76,122	0	0.00%
CSBG	2,724	81,750	42,427	-39,323	-48.10%
HOME TBA	352,025	431,399	410,409	-20,990	-4.87%
HSP	41,010	33,010	29,661	-3,349	-10.15%
BPA Energy Education	7,775	9,235	7,404	-1,831	-19.83%
PROJECT PASSPORT	0	0	43,311	43,311	100.00%
VETERANS Supportive Services	0	0	250,000	250,000	100.00%
Subtotal	3,892,325	3,731,375	3,741,740	10,365	0.28%
FED ARRA STIMULUS					
ARRA CSBG	13,405	0	0	0	0.00%
ARRA HPRP	462,281	115,854	0	-115,854	-100.00%
Subtotal	475,686	115,854	0	-115,854	-100.00%
STATE FUNDS					
EHA	282,029	202,259	196,503	-5,756	-2.85%
EHA Discretionary 2nd Chance	6,949	0	0	0	0.00%
Housing Plus SS Tern	0	17,200	17,200	0	0.00%
Housing Plus SS Pelican	0	54,600	54,600	0	0.00%
Second Chance Landlord Guar.	0	0	0	0	0.00%
SHAP	48,550	21,333	21,333	0	0.00%
LIRHF	23,535	15,581	16,754	1,173	7.53%
OEAP	919,311	1,239,244	1,223,763	-15,481	-1.25%
ECHO Energy Education	120,000	60,000	49,680	-10,320	-17.20%
Subtotal	1,400,375	1,610,217	1,579,833	-30,384	-1.89%
LOCAL FUNDS					
OLGA	68,669	581,533	468,354	-113,179	-19.46%
NW Natural Energy Ed	0	49,890	30,890	-19,000	-38.08%
Oregon Heat	17,145	121,758	125,020	3,262	2.68%
GAP	900	18,900	21,691	2,791	14.77%
SOS	15,498	16,085	16,085	0	0.00%
CPI	0	12,987	12,987	0	0.00%

EMERGENCY SERVICES

SUPP #1

SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
Corvallis EHA - EA	0	8,000	8,000	0	0.00%
Donations - ES	938	8,000	8,000	0	0.00%
Albany Water Assistance	3,390	49,908	49,908	0	0.00%
Tern House Rental Income	34,629	30,400	30,400	0	0.00%
Tern Housing Plus	9,906	0	0	0	0.00%
Tern Rental Replacement	0	0	5,600	5,600	100.00%
Pelican Place Rental Income	48,614	71,982	71,982	0	0.00%
Pelican Housing Plus	2,058	0	0	0	0.00%
Pelican Rental Replacement	0	0	12,018	12,018	100.00%
Subtotal	201,746	969,443	860,935	-108,508	-11.19%
MISCELLANEOUS					
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	11,384	11,384	0	0.00%
REACH Fee Fund Bal	0	5,000	5,000	0	0.00%
Rental Replacement	0	17,618	0	-17,618	-100.00%
Subtotal	0	35,502	17,884	-17,618	-49.63%
TOTAL FUNDS	5,970,133	6,462,390	6,200,391	-261,999	-4.05%

EMERGENCY SERVICES

DEPARTMENT BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
FTE	24.42	20.62	23.90	3.28	15.89%
5010 Salaries	949,834	869,529	925,643	56,114	6.45%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	949,834	869,529	925,643	56,114	6.45%
5320 PERS	71,587	93,474	92,082	-1,392	-1.49%
5330 Workers' Comp	707	565	609	44	7.75%
5335 SAIF Insurance	2,879	3,788	2,975	-813	-21.47%
5340 Unemployment	21,493	28,675	12,033	-16,642	-58.04%
5350 Health Insurance	144,609	143,076	134,377	-8,699	-6.08%
5360 Dental Insurance	19,848	19,325	18,629	-696	-3.60%
5370 Life Insurance	6,896	6,353	6,230	-123	-1.94%
5375 Flexible Spending Costs	377	383	291	-93	-24.15%
5380 Employee Assistance Pgm	0	539	541	3	0.49%
5382 OSGP Match	9,866	10,683	10,143	-540	-5.05%
5386 Non Taxable Fringe Pgm	100	0	0	0	0.00%
5390 FICA	70,380	60,526	59,694	-832	-1.37%
TOTAL FRINGE	348,743	367,387	337,603	-29,784	-8.11%
TOTAL PERSONAL SERVICES	1,298,577	1,236,916	1,263,246	26,330	2.13%
5510 Audit & Accounting	20,835	21,071	14,961	-6,110	-29.00%
5520 Data Services	66	105	133	28	26.77%
5530 Legal	0	231	291	60	25.97%
5540 Other Purchased Services	7,952	1,959	18,483	16,524	943.66%
5550 Contract Services/Training	0	17,412	14,521	-2,890	-16.60%
5610 Educational Confer/Train	6,317	10,572	9,223	-1,349	-12.76%
5620 Meetings	591	2,556	1,220	-1,337	-52.29%
5630 Dues	805	1,421	1,141	-281	-19.75%
5710 Mileage	11,904	15,020	11,212	-3,808	-25.35%
5720 Vehicle Operating Cost	2,005	1,356	827	-529	-39.00%
5730 Vehicle Insurance	1,057	1,317	1,003	-314	-23.83%
5740 Other Transportation Cost	75	0	0	0	0.00%
5910 Rent	64,605	75,738	63,546	-12,192	-16.10%
5920 Utilities	12,704	6,632	6,838	207	3.12%
5930 Telephone	8,336	16,468	14,707	-1,761	-10.69%
5935 Cell Phone	0	189	126	-63	-33.53%
5940 Maintenance, Repair, Janitorial	18,245	35,082	27,281	-7,801	-22.24%
5950 General Insurance	22,853	52,616	29,369	-23,247	-44.18%
5970 Space Rent	1,255	6,717	5,935	-782	-11.65%
5980 Space Utilities	0	29	35	5	18.27%
6110 Office Supplies	16,246	14,566	13,851	-715	-4.91%
6120 Postage/Shipping	5,928	12,220	10,259	-1,961	-16.05%
6130 Photocopy	12,978	17,392	16,992	-400	-2.30%
6140 Printing	5,810	8,144	11,397	3,253	39.95%

EMERGENCY SERVICES

DEPARTMENT BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
6145 Software	0	594	821	228	38.38%
6150 Advertising/Recruitment	1,236	3,141	4,080	940	29.92%
6160 Program Supplies	41,249	53,982	28,686	-25,296	-46.86%
6210 Contract-Soc Serve Agency	106,922	6,001	5,000	-1,001	-16.69%
6320 Equipment Rental	463	1,784	2,547	764	42.83%
6330 Equipment Repair	46	21,093	17,108	-3,985	-18.89%
6340 Expendable Equipment	26,417	19,517	16,507	-3,010	-15.42%
6350 Building Renovations, Remodel	0	20,257	3,551	-16,705	-82.47%
6410 Books/Subscriptions	132	102	126	23	22.66%
6620 Indirect	160,382	206,737	202,497	-4,241	-2.05%
6630 Infrastructure	22,908	26,138	39,578	13,439	51.42%
6650 Communications Services	11,422	16,170	13,499	-2,671	-16.52%
6800 Tuition & Fees (Vocation)	521	0	0	0	0.00%
6870 Miscellaneous	0	44,359	11,229	-33,131	-74.69%
6880 Client Assistance	4,033,822	4,486,665	4,318,465	-168,200	-3.75%
7000 Building Costs	0	120	100	-20	-16.67%
TOTAL MATERIALS/SERVICES	4,626,086	5,225,474	4,937,145	-288,329	-5.52%
6310 TOTAL CAPITAL OUTLAY	15,000	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	30,470	0	0	0	0.00%
TOTAL EXPENDITURES	5,970,133	6,462,390	6,200,391	-261,999	-4.05%

HOUSING

SUPP #1 & 2

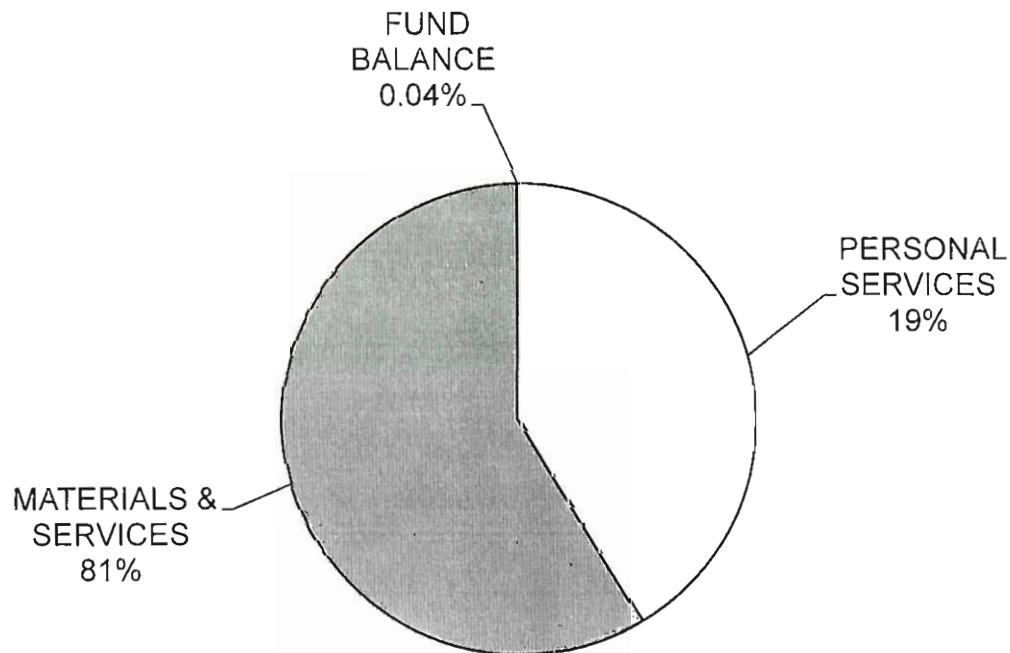
SUMMARY BUDGET	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	2,926,313	3,582,168	1,250,915	-2,331,253	-65.08%
STATE FUNDS	402,920	423,000	721,050	298,050	70.46%
LOCAL FUNDS	769,850	873,740	733,308	-140,432	-16.07%
MISCELLANEOUS FUNDS	10,470	141,000	154,000	13,000	9.22%
TOTAL FUNDS	4,109,553	5,019,908	2,859,273	-2,160,635	-43.04%

DEPARTMENT BUDGET BY CATEGORY

FTE	24.96	23.80	18.88	-4.92	-20.69%
TOTAL PERSONAL SERVICES	1,349,586	1,406,467	1,181,042	-225,425	-16.03%
TOTAL MATERIALS/SERVICES	2,610,446	3,603,109	1,677,111	-1,925,998	-53.45%
TOTAL CAPITAL OUTLAY	42,500	10,000	1,120	-8,880	-88.80%
TOTAL FUND BALANCE	107,020	332	0	-332	-100.00%
TOTAL EXPENDITURES	4,109,553	5,019,908	2,859,273	-2,160,635	-43.04%



HOUSING:**SUPP #1&2**

SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CDBG Adair Village	17,633	600	18,209	17,609	3034.83%
CDBG Lincoln City	220,142	120,000	120,000	0	0.00%
CDBG Albany	355,408	180,000	0	-180,000	-100.00%
CDBG Toledo	0	0	29,616	29,616	100.00%
RD HPG - LINN (HSG)	0	40,000	58,583	18,583	46.46%
RD HPG - 501C3	33,575	0	40,000	40,000	100.00%
CDBG Benton County	0	24,000	0	-24,000	-100.00%
CDBG Newport	12,458	120,000	120,000	0	0.00%
CSBG	44,965	0	0	0	0.00%
BPA	97,112	80,000	89,302	9,302	11.63%
DOE	87,223	125,000	88,970	-36,030	-28.82%
LIHEAP	0	0	404,706	404,706	100.00%
LIHEAP WX	675,601	481,888	161,700	-320,188	-66.44%
NFMC -Nat'l Foreclosure	9,526	12,000	14,829	2,829	23.58%
RCAC	20,868	21,680	35,000	13,320	61.44%
OAHAAC -Mortgage Assistance	240,900	140,000	70,000	-70,000	-50.00%
Neighborhood Stabilization	179,945	0	0	0	0.00%
Subtotal	1,995,356	1,345,168	1,250,915	-94,253	-7.01%
FEDERAL ARRA STIMULUS					
ARRA DOE Weatherization	900,581	892,000	0	-892,000	-100.00%
ARRA CSBG	8,329	0	0	0	0.00%
ARRA DOE SERC	22,047	1,345,000	0	-1,345,000	-100.00%
Subtotal	930,957	2,237,000	0	-2,237,000	-100.00%
STATE FUNDS					
ECHO WX	402,920	389,000	506,351	117,351	30.17%
SHOW	0	10,000	9,000	-1,000	-10.00%
Document Recording Fee	0	24,000	0	-24,000	-100.00%
Senate Bill 1552	0	0	175,099	175,099	100.00%
Valley IDA	0	0	30,600	30,600	100.00%
Subtotal	402,920	423,000	721,050	298,050	70.46%
LOCAL FUNDS					
Fund Balances - combined	0	105,000	23,750	-81,250	-77.38%
Mill City -General Fund	0	0	25,000	25,000	100.00%
SHOP	80,085	15,000	15,000	0	0.00%
OLIEE	191,455	175,000	129,000	-46,000	-26.29%
Lincoln RLF	120,840	50,000	74,593	24,593	49.19%
Linn Benton RLF	74,951	80,000	140,228	60,228	75.29%
Regional Housing Ctr-Lincoln	0	0	40,000	40,000	100.00%
Acquisition/Rehab -Fund Bal	0	167,000	167,442	442	0.26%
Foundations	0	10,000	0	-10,000	-100.00%

HOUSING:

SOURCE OF REVENUES	SUPP #1&2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
Other Projects	718	5,000	0	-5,000	-100.00%
Central Lincoln PUD	47,709	70,000	40,000	-30,000	-42.86%
Lincoln County Land Trust	31,365	12,000	43,080	31,080	359.00%
HOAP RLF - fund balance	12,000	12,000	12,000	0	0.00%
NSP Program Income	0	120,000	4,000	-116,000	-96.67%
Rebates	5,932	10,000	0	-10,000	-100.00%
Meyer Memorial	44,472	22,000	0	-22,000	-100.00%
Loan Repayments	6,000	0	0	0	0.00%
NW Energy ED	0	20,740	19,215	-1,525	-7.35%
Pelican - 12 plex	154,323	0	0	0	0.00%
Subtotal	769,850	873,740	733,308	-140,432	-16.07%
MISCELLANEOUS					
Miscellaneous	0	1,000	4,000	3,000	400.00%
Donations/Grants	10,470	0	0	0	0.00%
Sale of Houses	0	140,000	150,000	10,000	7.14%
Subtotal	10,470	141,000	154,000	13,000	9.22%
TOTAL FUNDS	4,109,553	5,019,908	2,859,273	-2,160,635	-43.04%

HOUSING:

SUPP #1 & 2

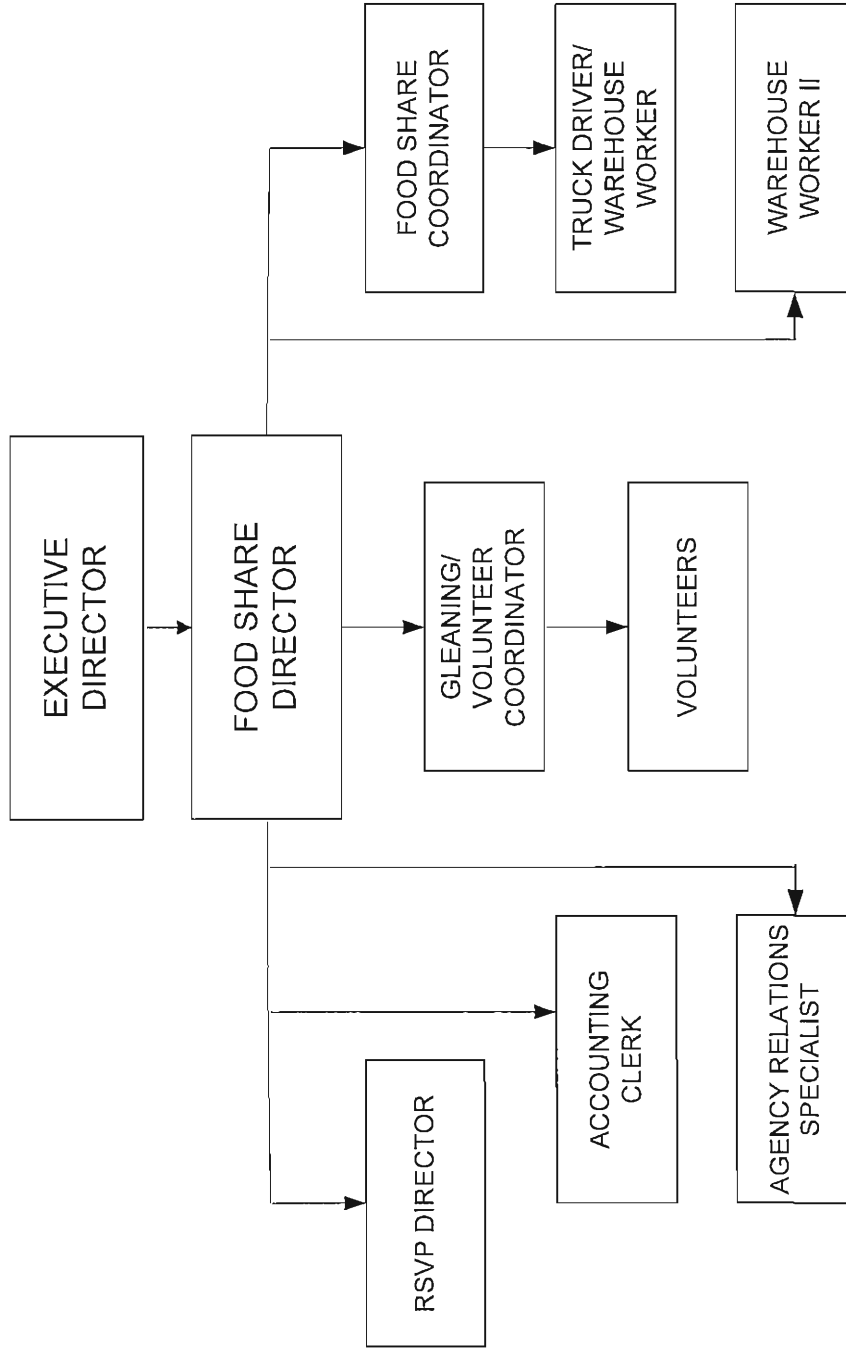
DEPARTMENT BUDGET	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE	WX	HSG	501c3
FTE	24.96	23.80	18.88	-4.92	-20.69%	11.47	1.06	6.35
5010 Salaries	961,605	939,079	799,485	-139,594	-14.87%	489,807	50,160	259,517
5020 Client Salaries	0	0	0	0	0.00%	0	0	0
TOTAL SALARIES	961,605	939,079	799,485	-139,594	-14.87%	489,807	50,160	259,517
5320 PERS	66,443	101,707	86,086	-15,621	-15.36%	53,267	5,251	27,568
5330 Workers' Comp	712	667	550	-117	-17.61%	334	31	185
5335 SAIF Insurance	-14,856	8,347	5,677	-2,670	-31.99%	5,014	117	546
5340 Unemployment	5,467	5,940	10,393	4,453	74.97%	6,367	652	3,374
5350 Health Insurance	214,210	228,668	182,601	-46,067	-20.15%	133,635	10,848	38,118
5360 Dental Insurance	25,871	27,154	17,587	-9,567	-35.23%	14,185	1,166	2,236
5370 Life Insurance	7,074	7,959	6,364	-1,595	-20.04%	4,031	425	1,908
5375 Flexible Spending Costs	71	208	165	-43	-20.79%	92	10	63
5380 Employee Assistance Pgm	0	671	527	-144	-21.53%	333	32	162
5382 OSGP Match	11,834	14,466	10,447	-4,019	-27.78%	6,604	633	3,210
5386 Non Taxable Fringe Pgm	380	45	0	-45	-100.00%	0	0	0
5390 FICA	70,774	71,555	61,161	-10,394	-14.53%	37,470	3,837	19,853
5395 Vacation Accrued	0	0	0	0	0.00%	0	0	0
TOTAL FRINGE	387,982	467,388	381,557	-85,830	-18.36%	261,333	23,003	97,222
TOTAL PERSONAL SERVICES	1,349,586	1,406,467	1,181,042	-225,424	-16.03%	751,140	73,163	356,739
5510 Audit & Accounting	9,344	10,056	12,018	1,962	19.51%	8,172	846	3,000
5520 Data Services	0	227	3	-224	-98.68%	0	3	0
5530 Legal	4,917	15,174	3,898	-11,276	-74.31%	3,040	168	690
5540 Other Purchased Services	319,293	1,201,916	93,033	-1,108,883	-92.26%	80,600	1,105	11,328
5550 Contract Services/Training	0	4,577	23,715	19,138	518.13%	22,499	616	600
5610 Educational Confer/Train	50,612	21,813	27,926	6,113	28.02%	18,381	495	9,050
5620 Meetings	624	635	260	-375	-59.06%	0	130	130
5630 Dues	1,805	1,385	770	-615	-44.40%	600	90	80
5710 Mileage	26,210	14,120	15,268	1,148	8.13%	1,302	604	13,362
5720 Vehicle Operating Cost	25,838	37,351	21,049	-16,302	-43.65%	21,000	49	0
5730 Vehicle Insurance	6,180	4,495	4,356	-139	-3.09%	4,334	22	0
5740 Other Transportation Cost	1,494	6,557	229	-6,328	-96.51%	0	0	229
5910 Rent	40,954	36,239	82,224	45,985	226.89%	63,402	3,952	14,870
5920 Utilities	4,350	10,253	4,237	-6,016	-58.68%	3,400	271	566
5930 Telephone	8,235	5,035	3,669	-1,366	-27.13%	2,000	367	1,302
5935 Cell Phone	6,144	6,384	4,296	-2,088	-32.71%	2,400	182	1,714
5940 Maintenance, Repair, Janitorial	16,243	17,282	2,306	-14,976	-86.66%	0	1,418	888
5950 General Insurance	14,573	14,746	21,593	6,847	46.43%	14,683	1,520	5,390
5970 Space Rent	39,818	115,425	410	-115,015	-99.64%	0	410	0
6110 Office Supplies	8,997	8,964	4,376	-4,588	-51.18%	2,500	561	1,315
6120 Postage/Shipping	3,132	4,474	3,211	-1,263	-28.23%	1,500	520	1,191
6130 Photocopy	7,756	4,222	3,700	-522	-12.36%	1,500	836	1,364
6140 Printing	878	326	1,552	1,226	476.07%	500	316	736
6145 Software	126	0	1,522	1,522	100.00%	0	22	1,500
6150 Advertising/Recruitment	3,085	3,138	2,278	-860	-27.41%	500	112	1,666
6160 Program Supplies	349,708	196,305	3,836	-192,469	-98.05%	3,150	152	534
6170 Rental Rehab Loans	0	0	412,443	412,443	100.00%	0	0	412,443
6180 Owner Rehab Loans	580,463	232,332	90,540	-141,792	-61.03%	0	90,540	0
6190 Other Supplies	0	0	242,832	242,832	100.00%	242,832	0	0
6230 Contract-Weatherization	477,650	1,273,821	50,000	-1,223,821	-96.07%	50,000	0	0
6320 Equipment Rental	8,689	2,024	1,005	-1,019	-50.35%	500	25	480
6330 Equipment Repair	2,726	1,590	1,588	-2	-0.13%	1,500	8	80
6340 Expendable Equipment	25,378	15,618	4,499	-11,119	-71.19%	4,000	141	358
6410 Books/Subscriptions	118	970	737	-233	-24.02%	600	97	40
6470 Miscellaneous (Admin)	28,961	10,107	10	-10,097	-99.90%	0	0	10

HOUSING:

SUPP #1 & 2

DEPARTMENT BUDGET	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE	WX	HSG	501c3
6620 Indirect	163,928	161,512	153,292	-8,220	-5.09%	102,706	11,129	39,457
6630 Infrastructure	18,924	22,054	32,982	10,928	49.55%	18,140	3,118	11,724
6650 Communications Services	11,675	8,069	15,395	7,326	90.79%	10,313	1,120	3,962
6810 Training & Supplies	0	0	120,000	120,000	100.00%	0	120,000	0
6820 Motel Vouchers	370	0	0	0	0.00%	0	0	0
6840 Acquisition Costs	0	126,160	148,953	22,793	18.07%	0	0	148,953
6870 Miscellaneous	0	1,042	50	-992	-95.20%	0	0	50
6880 Client Assistance	0	0	30,000	30,000	100.00%	0	0	30,000
7000 Building Costs	315,468	0	31,050	31,050	100.00%	11,050	0	20,000
7002 SDC Charges/Permits	1,352	6,185	0	-6,185	-100.00%	0	0	0
7006 Excavation/Site Work	5,435	0	0	0	0.00%	0	0	0
7008 Floor Coverings	6,186	0	0	0	0.00%	0	0	0
7015 Landscaping	95	0	0	0	0.00%	0	0	0
7020 Small Tools	16	0	0	0	0.00%	0	0	0
7021 Site Utilities	4,411	528	0	-528	-100.00%	0	0	0
7023 Appliances	3,340	0	0	0	0.00%	0	0	0
7024 Property Taxes	4,948	0	0	0	0.00%	0	0	0
TOTAL MATERIALS/SERVICES	2,610,446	3,603,109	1,677,111	-1,926,000	-53.45%	697,104	240,945	739,062
6310 TOTAL CAPITAL OUTLAY	42,500	10,000	1,120	-8,880	-88.80%	0	0	1,120
3010 FUND BAL. INCREASE (DECR)	107,020	332	0	-332	-100.00%	0	0	0
TOTAL EXPENDITURES	4,109,553	5,019,908	2,859,273	-2,160,636	-43.04%	1,448,244	314,108	1,096,921

LINN BENTON FOOD SHARE



LINN BENTON FOOD SHARE

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

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

High unemployment and increases in the cost of food, gasoline and utilities are leaving many families and individuals unable to purchase an adequate supply of food. Requests for emergency food help are at an all time high. Oregon currently has highest rate of childhood food insecurity in the country.

Goals:

- Develop a food supply that is adequate in quantity, quality, and variety to prevent hunger in Linn and Benton counties.
- Increase access to food of desirable quality for low-income people by developing new avenues for the distribution of donated foods through programs that increase individual and community food security.
- Continue to develop and strengthen funding resources to adequately staff our operations.
- Continue to develop stable funding to maintain our warehouse, vehicles, and equipment.
- Link low-income persons to other services in the community through the quarterly newspaper “The Compass”, and through the distribution of English and Spanish resource directories.
- Help non-profit agencies that provide food as part of a broader range of services to stretch their resources by providing them ample supplies of low-cost nutritious food.
- Expand Fresh Alliance program into other supermarkets.
- Build a fund for eventual expansion of the Food Share Warehouse.

Accomplishments:

- Supplied food for 163,300 persons at emergency food pantries.
- Supplied food for 268,000 meals at community meal sites and shelters.
- Coordinated 18 agency food drives or fund-raising events.
- Promoted education and public awareness about hunger issues.
- Expanded and strengthened Fresh Alliance program by picking up perishable foods at the Wal-Mart in Albany.
- Distributed non food goods such as refrigerators, freezers bookcases, computers, desks, furniture and appliances to our member agencies.
- Distributed half a million pounds of food more than last year.

GLEANNING / VOLUNTEERS

The Gleaning/Volunteer program of Linn Benton Food Share provides opportunities for 14 gleaning groups, made up of over 6,800 low-income individuals, in Linn and Benton counties, who play active roles in securing food for their families.

In order to alleviate the conditions of poverty, Linn Benton Food Share's Gleaning/Volunteer program has worked with farmers/growers and local food industries to keep food from going to waste for over 25 years. The Gleaning program accepts and collects donations of food, firewood, and other non-food items. These donations are then allocated to low-income gleaners who share evenly with members who are not able to actively participate.

The Gleaning/Volunteer program of Linn Benton Food Share has set the following goals in order to help low-income individuals in Linn and Benton counties supplement their food supply and gain skills to become more self-sufficient.

Accomplishments

- Provided over two million pounds of nutritious food to low-income families and individuals.
 - Continued assisting gleaning program in distributing over 540 cords of firewood to low income families who burned wood as primary heat source.
 - Provided gas vouchers to gleaning groups through grants from Weyerhaeuser, Community 101, Altrusa, Zonta, and other donors to assist in picking up donated food.
 - Provided ongoing support, outreach and educational materials to address key issues discovered in the 2010-11 Gleaning Survey, such as low participation in SNAP program, and that over 30% of individuals surveyed have diabetes.
 - Continued to distribute *Healthy Eating For Diabetics* recipe books to emergency and non-emergency food agencies. The diabetic cookbook is available to the general public through Community Services Consortium's web site at www.csc.gen.or.us.
 - Provided ongoing assistance to gleaning groups with grant-writing skills, resulting in 12 gleaning groups receiving over \$90,000 in grants during 2011-12.
 - Continued to host successful monthly *Community Repack Open House* events and other volunteer opportunities.
- Provided classes and workshops on food handler certification, agency and home safety, fundraising, board development, and non-profit tax preparation.

Goals

- Develop additional food resources by soliciting donations from local farmers, manufacturers, and food processors.
- Develop additional revenue sources to aid gleaning groups in accessing and distributing food donations.
- Provide group stability by continuing to present workshops on fundraising, grant writing, non-profit tax preparation, volunteer management, and board development.
- Increase gleaning members' self-sufficiency by providing continued training on how to store, cook, and preserve donated food items in order to receive maximum nutritional benefits.
- Continue to work with other organizations to increase awareness and access to programs aiding low-income individuals throughout Linn and Benton counties.
- Coordinate volunteer activities throughout the community to enhance the mission of Linn Benton Food Share and the Gleaning/Volunteer Program.
- Continue to host monthly Community Re-pack projects at LBFS warehouse to increase visibility.
- Place OSU interns within the gleaning program to assist in distributing food and promote a deeper understanding of individuals and families in poverty.
- Educate the community through hunger awareness activities, participation in forums and public presentations to help garner support for Linn Benton Food Share, the LBFS Gleaning Program, and Community Services Consortium.
- Continue helping gleaning groups acquire and distribute firewood to low-income households in Linn and Benton counties who are dependent on wood to heat their homes.

FOOD SHARE AND VOLUNTEER

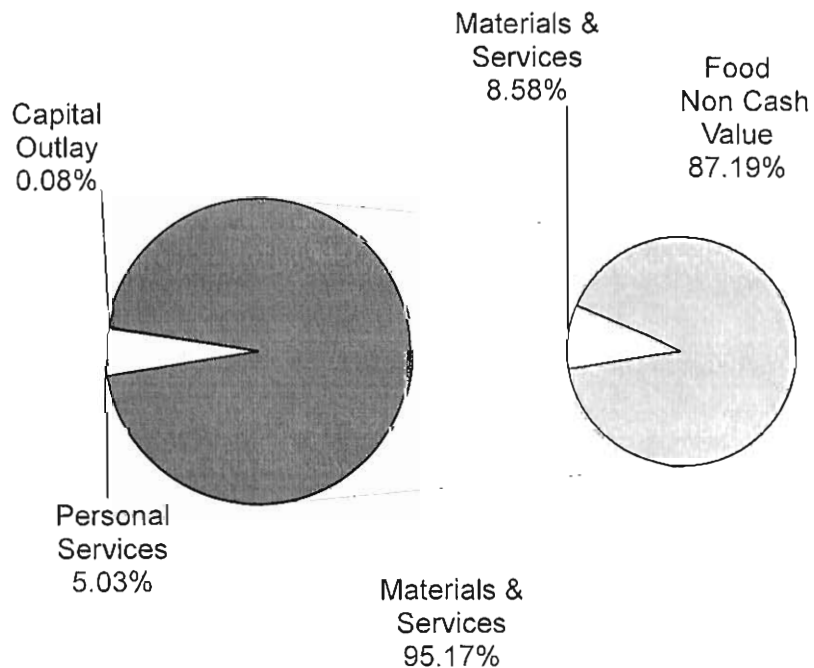
SUMMARY BUDGET	Supp. #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY12	PROPOSED FY13		

SOURCE OF REVENUES

FEDERAL FUNDS	615,203	545,840	496,841	-48,999	-8.98%
STATE FUNDS	51,920	53,000	58,124	5,123	9.67%
LOCAL FUNDS	268,077	883,808	987,506	103,698	11.73%
MISCELLANEOUS FUNDS	<u>7,280,409</u>	<u>8,087,000</u>	<u>7,984,320</u>	<u>-102,680</u>	<u>-1.27%</u>
TOTAL FUNDS	<u>8,215,609</u>	<u>9,569,648</u>	<u>9,526,790</u>	<u>-42,857</u>	<u>-0.45%</u>

DEPARTMENT BUDGET BY CATEGORY

FTE	6.90	6.93	7.02	0.09	1.35%
TOTAL PERSONAL SERVICES	454,526	460,759	479,310	18,552	4.03%
TOTAL MATERIALS/SERVICES	7,498,819	9,099,389	9,039,480	-59,909	-0.66%
TOTAL CAPITAL OUTLAY	0	9,500	8,000	-1,500	-15.79%
CHANGE IN FUND BALANCE	<u>262,265</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>8,215,609</u>	<u>9,569,648</u>	<u>9,526,790</u>	<u>-42,857</u>	<u>-0.45%</u>



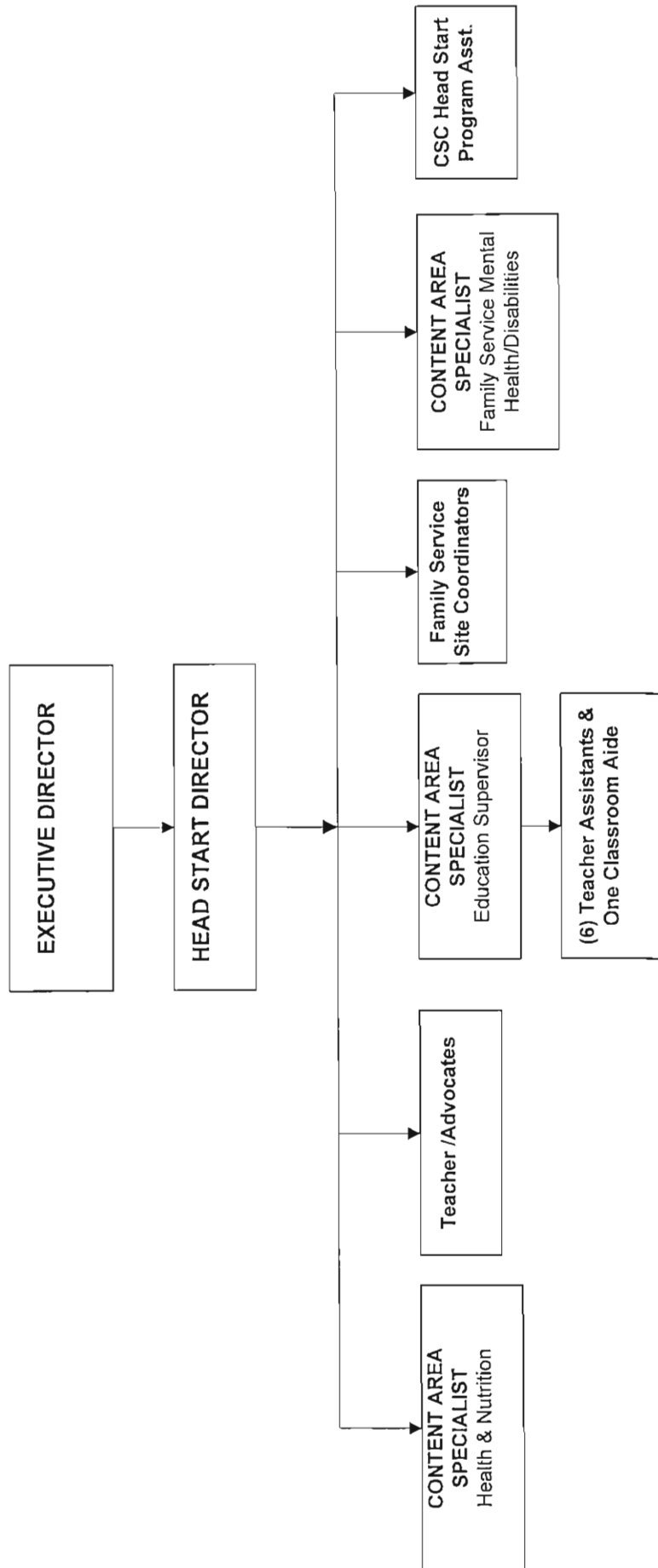
FOOD SHARE AND VOLUNTEER

SUMMARY BUDGET	Supp. #2			DOLLAR CHANGE	% OF CHANGE	LBFS		
	AUDITED FY 11	ADOPTED FY12	PROPOSED FY13			VOLUNTEER	WAREHOUSE	FOOD SHARE
FEDERAL FUNDS								
CSBG	125,793	124,840	124,841	1	0.00%	57,841	0	67,000
USDA	489,410	421,000	372,000	-49,000	-11.64%	0	0	372,000
Subtotal	615,203	545,840	496,841	-48,999	-8.98%	57,841	0	439,000
STATE FUNDS								
Linkage	2,459	2,500	2,500	0	0.00%	0	0	2,500
SHAP	20,000	20,000	20,000	0	0.00%	0	0	20,000
GFFP	29,461	30,500	35,624	5,123	16.80%	0	0	35,624
DEQ RESTR.	0	0	0	0	0.00%	0	0	0
Subtotal	51,920	53,000	58,124	5,123	9.67%	0	0	58,124
LOCAL FUNDS								
Benton County	20,500	20,500	20,500	0	0.00%	0	0	20,500
City of Corvallis	32,000	36,000	36,000	0	0.00%	0	0	36,000
Donations - LBFS	78,709	459,218	522,211	62,993	13.72%	0	0	522,211
Bank of American Foundtn	42,000	0	0	0	0.00%	0	0	0
Holiday Food Drive	0	30,000	35,000	5,000	16.67%	0	0	35,000
Linn County	18,000	20,000	17,000	-3,000	-15.00%	0	0	17,000
Other Foundations	10,000	0	5,000	5,000	100.00%	2,500	0	2,500
Food Recovery	45,053	39,786	51,831	12,045	30.28%	11,345	0	40,486
Share Contributions	21,815	278,304	299,963	21,659	7.78%	32,563	5,000	262,400
Subtotal	268,077	883,808	987,506	103,698	11.73%	46,409	5,000	936,097
MISCELLANEOUS FUNDS								
Grants & Contracts	45,803	112,000	134,320	22,320	19.93%	12,150	90,000	32,170
Fund Balance	0	0	0	0	0.00%	0	0	0
Non-USDA food	7,234,606	7,975,000	7,850,000	-125,000	-1.57%	0	0	7,850,000
Subtotal	7,280,409	8,087,000	7,984,320	-102,680	-1.27%	12,150	90,000	7,882,170
TOTAL FUNDS	8,215,609	9,569,648	9,526,790	-42,857	-0.45%	116,399	95,000	9,315,391

FOOD SHARE AND VOLUNTEER

DEPARTMENT BUDGET	Supp. #2			DOLLAR CHANGE	% OF CHANGE	LBFS		
	AUDITED FY 11	ADOPTED FY12	PROPOSED FY13			VOLUNTEER	WAREHOUSE	FOOD SHARE
FTE	6.90	6.93	7.02	0.09	1.35%	1.01	0.00	6.01
5010 Salaries	316,269	316,483	324,257	7,773.59	2.46%	45,153	0	279,103
5020 Client Salaries	0	0	0	0.00	0.00%	0	0	0
TOTAL SALARIES	316,269	316,483	324,257	7,774	2.46%	45,153	0	279,103
5320 PERS	25,128	37,262	37,651	389.51	1.05%	5,513	0	32,138
5330 Workers' Comp	203	202	204	2.73	1.35%	30	0	175
5335 SAIF Insurance	4,839	5,702	5,883	180.84	3.17%	955	0	4,928
5340 Unemployment	382	1,899	4,215	2,316.44	221.99%	587	0	3,628
5350 Health Insurance	63,111	59,196	65,564	6,367.92	10.76%	16,566	0	48,998
5360 Dental Insurance	8,028	8,097	8,923	826.25	10.20%	1,952	0	6,971
5370 Life Insurance	2,609	2,489	2,655	165.78	6.66%	398	0	2,257
5375 Flexible Spending Costs	67	67	67	-0.30	-0.45%	1	0	66
5380 Employee Assistance Pgm	0	276	244	-31.94	-11.58%	31	0	213
5382 OSGP Match	4,570	4,874	4,841	-33.77	-0.69%	609	0	4,232
5386 Non Taxable Fringe Pgm	440	0	0	0.00	0.00%	0	0	0
5390 FICA	23,331	24,211	24,806	594.68	2.46%	3,454	0	21,351
5395 Vacation Accrued	5,549	0	0	0.00	0.00%	0	0	0
TOTAL FRINGE	138,257	144,276	155,054	10,778	7.47%	30,096	0	124,958
TOTAL PERSONAL SERVICES	454,526	460,759	479,310	18,552	4.03%	75,249	0	404,061
5510 Audit & Accounting	2,078	2,300	1,900	-400.00	-17.39%	200	0	1,700
5520 Data/Connection Services	20	25	20	-5.00	-20.00%	0	0	20
5530 Legal	0	150	150	0.00	0.00%	50	0	100
5540 Other Purchased Services	1,850	2,700	2,850	150.00	5.56%	350	0	2,500
5550 Contract Services/Training	60	100	100	0.00	0.00%	0	0	100
5610 Educational Confer/Train	1,728	1,800	2,100	300.00	16.67%	400	0	1,700
5620 Meetings	423	450	500	50.00	11.11%	250	0	250
5630 Dues	50	50	60	10.00	20.00%	0	0	60
5710 Mileage	1,714	1,800	2,050	250.00	13.89%	800	0	1,250
5720 Vehicle Operating Cost	22,386	20,000	23,000	3,000.00	15.00%	0	0	23,000
5730 Vehicle Insurance	3,402	3,500	3,500	0.00	0.00%	0	0	3,500
5740 Other Transportation Cost	14,500	13,000	17,000	4,000.00	30.77%	16,000	0	1,000
5910 Rent	15,812	17,300	15,000	-2,300.00	-13.29%	3,000	0	12,000
5920 Utilities	650	925	1,800	875.00	94.59%	300	0	1,500
5930 Telephone	1,177	1,375	1,100	-275.00	-20.00%	100	0	1,000
5935 Cell Phone	0	600	600	0.00	0.00%	0	0	600
5940 Maintenance, Repair, Janitorial	2,137	2,550	2,650	100.00	3.92%	750	0	1,900
5950 Insurance-Property	5,234	9,300	6,350	-2,950.00	-31.72%	550	0	5,800
5980 Space Utilities	17,872	19,000	19,000	0.00	0.00%	0	0	19,000
6110 Office Supplies	1,777	2,150	2,150	0.00	0.00%	550	0	1,600
6120 Postage/Shipping	8,263	10,050	10,000	-50.00	-0.50%	500	0	9,500
6130 Photocopy	2,725	3,200	3,300	100.00	3.13%	800	0	2,500
6140 Printing	12,071	13,600	13,600	0.00	0.00%	100	0	13,500
6145 Software	0	50	100	50.00	200.00%	0	0	100
6150 Advertising/Recruitment	5,844	1,300	1,400	100.00	7.69%	200	0	1,200
6160 Program Supplies	7,305,178	8,821,100	8,710,600	-110,500.00	-1.25%	600	0	8,710,000
6320 Equipment Rental	181	500	500	0.00	0.00%	100	0	400
6330 Equipment Repair	7,631	10,000	19,000	9,000.00	90.00%	0	2,000	17,000
6340 Expendable Equipment	9,484	15,000	9,000	-6,000.00	-40.00%	1,000	3,000	5,000
6350 Building Renovations, Remodel	0	11,000	10,000	-1,000.00	-9.09%	0	10,000	0
6410 Books/Subscriptions	52	100	100	0.00	0.00%	50	0	50
6620 Indirect	45,317	57,717	65,500	7,783.00	13.48%	11,500	0	54,000
6630 Infrastructure	5,976	7,186	9,500	2,314.00	32.20%	2,500	0	7,000
6650 Communications Services	3,227	4,511	5,000	489.00	10.84%	500	0	4,500
6870 Miscellaneous/Building fund	0	45,000	80,000	35,000.00	77.78%	0	80,000	0
TOTAL MATERIALS/SERVICES	7,498,819	9,099,389	9,039,480	-59,909	-0.66%	41,150	95,000	8,903,330
6310 TOTAL CAPITAL OUTLAY	0	9,500	8,000	-1,500.00	-15.79%	0	0	8,000
3010 FUND BAL. INCREASE (DECR)	262,265	0	0	0.00	0.00%	0	0	0
TOTAL EXPENDITURES	8,215,609	9,569,648	9,526,790	-42,857	-0.45%	116,399	95,000	9,315,391

CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES

Head Start is one of the nation's first child development programs to implement a two-generation approach, working with both children and their low-income parents as primary teachers of their own children. Teachers are also “advocates” for the children and their families. In 2012 / 2013 CSC Head Start will provide federal and state funded preschool services to 160 Lincoln County children and their families. The number served may vary dependent upon funding changes

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 eleven domains of learning, as well as a structure for school readiness and regular review of child's progress measured in all domains as well as the use of Classroom Assessment Scoring System “CLASS” measurement outcomes.

CSCHS supports and understands that:

- Children who are hungry, who have never been to a doctor, who have few or no books at home, who are more likely to witness violence - have different types of needs than their middle and upper income peers and can benefit from the program.
- Eligible children benefit from intensive, targeted, community-based services resulting in greater school and life success because of Head Start.
- Research indicates that Head Start generates long-term improvements in important outcomes such as schooling attainment, earnings, and crime reduction.¹

The program's foundation is parent and community partnerships. CSCHS services have been based on partnerships since starting in 1996: partnerships with parents, communities, and CSC departments, all within the context of CSC's mission. The program's focus is school readiness with measurable outcomes.

The Head Start vision: Ensure school readiness for all children and a compassionate, caring partnership with all Head Start parents.

- Support at-risk families to achieve success and self-sufficiency with dignity.
- Provide experiences for enrolled preschool children to grow socially, emotionally, physically and mentally, as demonstrated in outcome measures to ensure school readiness.

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

- Provide every parent with opportunities to participate in program-shared decision making and to increase their self-sufficiency.
- Connect families to a wide variety of needed services through other CSC programs and community agencies.

The Need

CSCHS in Lincoln County is a vital program for enrolled children, families and the Lincoln County community. CSCHS has increased the number served per year from 97 to 160 through competitive grants over the past eleven years. The program last year had an average of 86 children/families on the waiting list.

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

Accomplishments

- Maintained full 160 student enrollment and average 86 family waitlist.
- Received Pro Bono services from a community partner to assist in family counseling, support and referrals as well as counsel for our teachers, resulting in a savings of thousands of dollars and an increase in the value of the program.
- In Partnership with Friends of Head Start and Businesses for Excellence in Youth we have provided supplemental food for children on the weekend through the “Back Packs for Kids” program.
- Mental Health – Olalla Center in Lincoln County contracted to continue to provide observation, consultation and training to staff and parents regarding children and mental health issues.
- All staff received intensive training in Zoo Phonics to focus on reading and continued Positive Behavior Intervention Support Trainings.
- Continued partnership with Early Childhood Special Education to assess children with potential developmental challenges to ensure inclusion and appropriate learning environments. We have reached well over the 10% mandated number to 13% at year end.
- Education Supervisor is now trained and certified to provide CLASS observations and appropriate feed-back and reporting.

- Sent two staff members to become CLASS certified trainers for increased classroom monitoring and ongoing quality improvement and monitoring.
- Received \$10,000 from Spirit Mountain for special Hatch Computers for enhanced learning for children. \$4,500 from Spirit Mountain to add another computer as well as play equipment and classroom supplies. Received a Federal Grant allowing us to purchase a climbing structure for Newport site as well as have class trainings in movement.
- Partnered with the Rotary of Newport and held a "Literacy Night" for over sixty families who received a gift of a book and children were signed up for their first library cards.
- Currently 7 of our Staff began as Head Start Parents and 7 staff members are bilingual. Three members of our on-call staff are currently Head Start Parents.
- Upgraded our Computer and Server capacity.
- Have an active Health Services Advisory Committee that meets regularly.
- Have continued to support staff in their ongoing degree attainments.

GOALS

- Recruit additional community partners for our Policy Council.
- Continue to maintain a robust and involved Health Services Advisory Committee in order to have health specialists available to the program year-round.
- Seek specialized volunteer to assist with volunteer recruitment.
- Complete our policy and procedures in all departments by September of 2012
- Expand services to South County when funds are available
- Continue to partner closely with ECSE to ensure we meet our mandated enrollment number of children with recognized disabilities
- Increase CLASS observations and use findings to identify areas for program improvement; plan trainings and inform staff evaluations. Ensure minimum 4 level achievements.
- Maintain all education plans for timely completion by staff of degree requirements by fall of 2013
- Ensure monitoring protocols for all reporting are efficient and meet requirements.
- Prepare for successful Federal Monitoring.
- Prepare for three year community assessment and contract with consultant
- Create 7 year succession plan
- Create back pack program for Toledo site
- Complete Disaster Preparedness and Pest Management Plans

CHILD DEVELOPMENT SERVICES

Supp #1 & 2

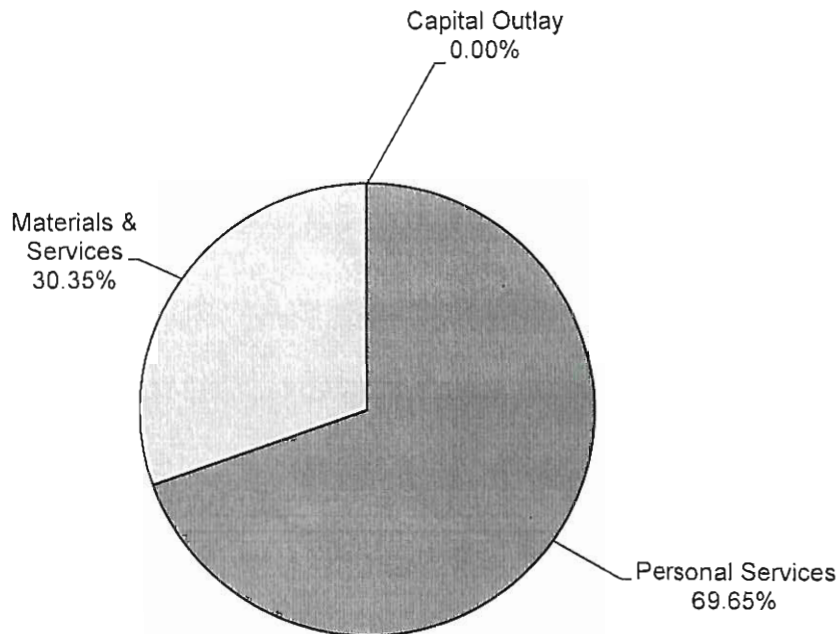
SUMMARY BUDGET	AUDITED FY 11	ADOPTED FY12	PROPOSED FY13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	769,316	1,016,915	1,085,373	68,458	6.73%
STATE FUNDS	524,952	471,598	471,598	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	47,559	25,010	3,000	-22,010	-88.00%
TOTAL FUNDS	1,341,827	1,513,523	1,559,971	46,448	3.07%

DEPARTMENT BUDGET BY CATEGORY

FTE	17.98	19.27	20.15	0.88	4.59%
TOTAL PERSONAL SERVICES	1,024,807	1,049,364	1,086,442	28,856	3.53%
TOTAL MATERIALS/SERVICES	314,763	464,159	473,529	-18,618	2.02%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	2,257	0	0	0	0.00%
TOTAL EXPENDITURES	1,341,827	1,513,523	1,559,971	10,238	3.07%



CHILD DEVELOPMENT SERVICES

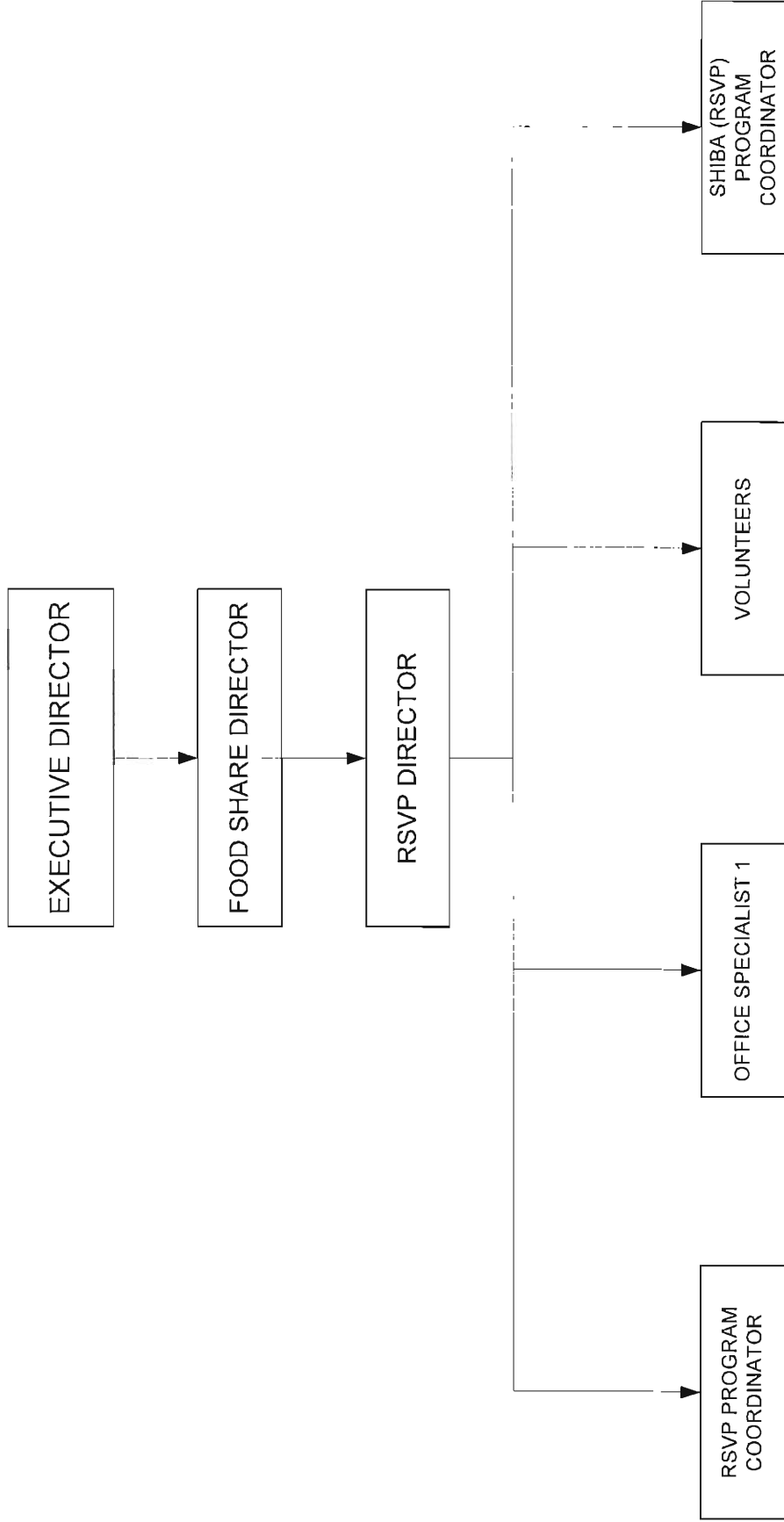
Supp #1 & 2

SOURCE OF REVENUES	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FEDERAL FUNDS							
Head Start/HHS	769,316	930,915	999,373	68,458	7.35%	999,373	0
USDA	0	86,000	86,000	0	0.00%	86,000	0
Subtotal	769,316	1,016,915	1,085,373	68,458	6.73%	1,085,373	0
STATE FUNDS							
Head Start/OPP/OPK	524,952	471,598	471,598	0	0.00%	471,598	0
				0	0.00%		
Subtotal	524,952	471,598	471,598	0	0.00%	471,598	0
MISCELLANEOUS FUNDS							
Donations	7,695	19,000	3,000	-16,000	-84.21%	0	3,000
Miscellaneous Grants	39,864	6,010	0	-6,010	-100.00%	0	0
Subtotal	47,559	25,010	3,000	-22,010	-88.00%	0	3,000
TOTAL FUNDS	1,341,827	1,513,523	1,559,971	46,448	3.07%	1,556,971	3,000

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	Supp #1 & 2			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY 11	ADOPTED FY12	PROPOSED FY13				
FTE	17.98	19.27	20.15	0.88	4.59%	20.15	0.00
5010 Salaries	683,596	682,168	737,227	55,059	8.07%	737,227	0
5020 Client Salaries	0	0	0	0	0.00%	0	0
TOTAL SALARIES	683,596	682,168	737,227	55,059	8.07%	737,227	0
5320 PERS	49,404	67,497	77,080	9,583	14.20%	77,080	0
5330 Workers' Comp	515	449	481	32	7.13%	481	0
5335 SAIF Insurance	5,419	6,074	6,563	489	8.05%	6,563	0
5340 Unemployment	63,450	69,216	9,583	-59,633	-86.15%	9,583	0
5350 Health Insurance	136,185	138,596	163,876	25,280	18.24%	163,876	0
5360 Dental Insurance	18,179	17,754	19,430	1,676	9.44%	19,430	0
5370 Life Insurance	5,620	5,144	6,026	882	17.15%	6,026	0
5375 Flexible Spending Costs	136	0	0	0	0.00%	0	0
5380 Employee Assistance Program	629	488	589	101	20.70%	589	0
5382 OSGP Match	10,453	9,792	9,189	-603	-6.16%	9,189	0
5386 Non Taxable Fringe Pgm	3	0	0	0	0.00%	0	0
5390 FICA	50,472	52,186	56,398	4,212	8.07%	56,398	0
5395 Vacation Accrued	744	0	0	0	0.00%	0	0
TOTAL FRINGE	341,211	367,196	349,215	-17,981	-4.90%	349,215	0
TOTAL PERSONAL SERVICES	1,024,807	1,049,364	1,086,442	37,078	3.53%	1,086,442	0
5510 Audit & Accounting	4,601	4,000	3,600	-400	-10.00%	3,600	0
5520 Data Services	1,717	400	400	0	0.00%	400	0
5530 Legal	1,043	600	600	0	0.00%	600	0
5540 Other Purchased Services	11,193	12,269	10,000	-2,269	-18.49%	10,000	0
5550 Contracted Services/Training	2,017	3,500	10,000	6,500	285.71%	10,000	0
5610 Educational Confer/Train	36,616	15,000	18,000	3,000	20.00%	18,000	0
5620 Meetings	1,990	1,500	1,500	0	0.00%	1,500	0
5630 Dues	3,667	4,000	4,000	0	0.00%	4,000	0
5710 Mileage	7,287	5,000	5,000	0	0.00%	5,000	0
5720 Vehicle Operating Cost	734	1,500	1,500	0	0.00%	1,500	0
5730 Vehicle Insurance	2,392	1,000	1,200	200	20.00%	1,200	0
5920 Utilities	22,189	25,000	25,000	0	0.00%	25,000	0
5930 Telephone	13,115	15,000	0	-15,000	-100.00%	0	0
5935 Cell Phone	3,268	2,500	2,500	0	0.00%	2,500	0
5940 Maintenance, Repair, Janitorial	49,436	23,763	15,000	-8,763	-36.88%	15,000	0
5950 General Insurance	12,632	14,000	9,599	-4,401	-31.44%	9,599	0
5970 Space Rent	994	0	0	0	0.00%	0	0
6110 Office Supplies	2,375	2,361	2,361	0	0.00%	2,361	0
6120 Postage/Shipping	1,135	1,423	1,426	3	0.21%	1,426	0
6130 Photocopy	7,223	7,000	7,000	0	0.00%	7,000	0
6140 Printing	567	1,000	1,000	0	0.00%	1,000	0
6145 Software	512	1,000	1,000	0	0.00%	1,000	0
6150 Advertising/Recruitment	1,561	1,000	1,000	0	0.00%	1,000	0
6160 Program Supplies	13,090	14,696	15,000	304	2.07%	12,000	3,000
6330 Equipment Repair	5,501	6,000	6,000	0	0.00%	6,000	0
6340 Expendable Equipment	15,522	25,000	15,000	-10,000	-40.00%	15,000	0
6410 Books/Subscriptions	166	500	500	0	0.00%	500	0
6470 Miscellaneous (Admin)	316	300	300	0	0.00%	300	0
6620 Indirect	0	148,499	170,505	22,006	14.82%	170,505	0
6630 Infrastructure	25,216	26,348	44,525	18,177	68.99%	44,525	0
6650 Communications Services	9,528	12,000	13,013	1,013	8.44%	13,013	0
6710 Transportation	0	0	0	0	0.00%	0	0
6720 Child Care	0	1,500	500	-1,000	-66.67%	500	0
6730 Health Care	127	500	500	0	0.00%	500	0
6780 Meals	52,785	86,000	86,000	0	0.00%	86,000	0
TOTAL MATERIALS/SERVICES	314,763	464,159	473,529	9,370	2.02%	470,529	3,000
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0
3010 FUND BAL. INCREASE (DECR)	2,257	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	1,341,827	1,513,523	1,559,971	46,448	3.07%	1,556,971	3,000

LINN BENTON RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)



LINN BENTON RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

Linn-Benton RSVP is a Senior Corps national service program dedicated to providing outstanding community service opportunities for adult volunteers age 55 and above. We have nearly four decades of experience matching volunteers with opportunities to meet targeted community needs. While a variety of volunteer opportunities are available, our primary goal is to respond to clearly defined local needs. Based on our national focus areas, community needs assessments and the skills and interests of our volunteers, through the next fiscal year we have chosen three primary focus areas – healthy futures, education and financial stability.

RSVP and its Volunteer Center, HandsOn Linn-Benton had an active network of 725 volunteers who gave 113,867 hours of service to the community in calendar year, for a total in-kind value of \$2,432,199. RSVP volunteers help a wide variety of nonprofits including health and nutrition, economic development, mentoring, public safety and more. The volunteers are honored with an annual luncheon that includes the presidential service awards. The signature programs - Senior Health Insurance Benefits Assistance-SHIBA, Senior Peer Counseling, AARP Tax-Aide and VISIT - address critical human needs in our focus areas. Our role in convening a task force on Service Learning has brought together key stakeholders in the field of education from Corvallis and Albany School Districts and Oregon State University.

Accomplishments 2011-2012

- **SHIBA** – Medicare counseling, advocacy and education
 - 27 volunteers served 1,128 individual clients, a 15% increase, with 1,452 total client contacts.
 - Monthly volunteer meetings in each county; two large trainings
 - Provided 15 classes on New to Medicare or Medicare ABCD to 375 persons.
 - Enrolled 75 clients in Part D low-income subsidy assistance, a 215% increase.
- **Senior Peer Counseling** – 10 volunteers, 33 clients
 - Linn County program put on hold due to funding decrease.
- **Tax-Aide** – 53 volunteers gave 5,959 hours of time and e-filed 3,316 tax forms
 - Earned income, education and child tax credits, totaling \$1,515,417.
- **HandsOn Linn-Benton**
 - 1,500 volunteer referrals sent to nonprofits.
 - Taught 20 nonprofits on effective utilization of new website.
- **Service Learning**
 - Trained 18 staff members from 12 nonprofits in service learning management.
 - Held three workshops for educators – two Albany SD, one Corvallis High School.

- **VISIT – Friendly Visiting Program** trained ten new volunteers.
- **Increased** private and business donations by 15% over past fiscal year.
- **Recruited** 87 new long-term volunteers; 36 boomers, age 55-65.

Goals 2012-2013

- Increase public awareness of RSVP signature program services.
- Recruit, train volunteers and provide support for our signature programs and volunteers.
- Secure new sources of funding, including large fundraiser for programs.
- Develop two new programs: Stop Medicare Fraud and VISIT
- Provide Service Learning Training for 12 nonprofit and for-profit businesses.
- Transition HandsOn Linn-Benton to community partner.

RETIRED & SENIOR VOLUNTEER PROGRAM

SUPP 1&2

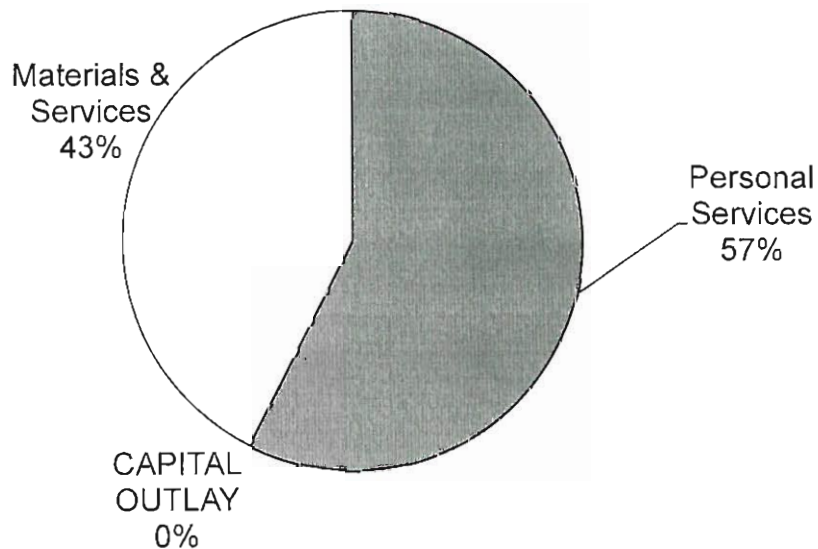
SUMMARY BUDGET	AUDITED FY 11	ADOPTED FY12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	123,666	112,601	102,134	-10,467	-9.30%
STATE FUNDS	6,000	13,967	10,500	-3,467	-24.82%
LOCAL FUNDS	41,266	23,250	35,500	12,250	52.69%
MISCELLANEOUS FUNDS	36,284	30,458	27,638	-2,820	-9.26%
TOTAL FUNDS	207,216	180,276	175,772	-4,504	-2.50%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.67	1.74	1.59	-0.15	-8.70%
TOTAL PERSONAL SERVICES	151,369	108,303	100,952	-7,350	-6.79%
TOTAL MATERIALS/SERVICES	55,848	71,973	74,820	2,847	3.96%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	207,216	180,276	175,772	-4,503	-2.50%



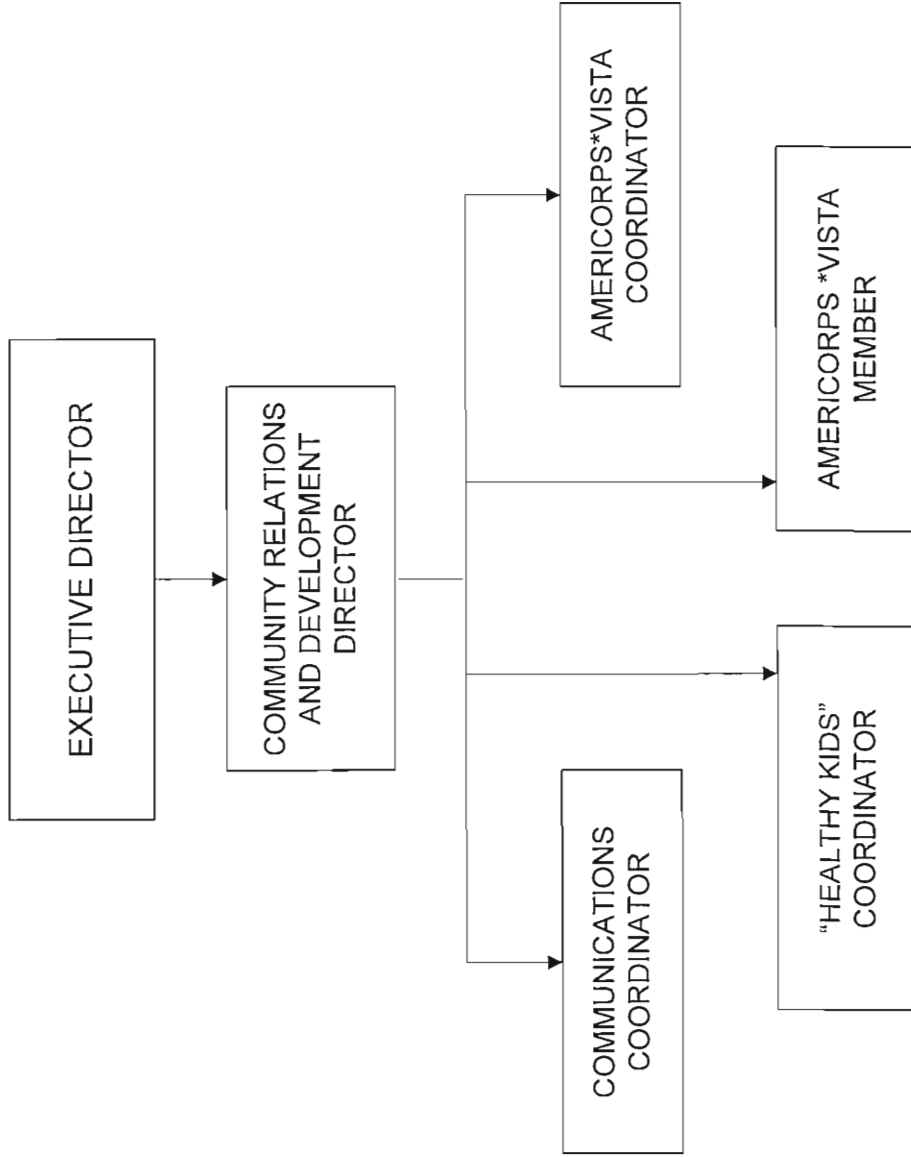
RETIRED & SENIOR VOLUNTEER PROGRAM

SUMMARY BUDGET	SUPP 1&2			DOLLAR CHANGE	% OF CHANGE	RSVP	501(c)(3) Non-match	TOTAL RSVP-501c3
	AUDITED FY 11	ADOPTED FY12	PROPOSED FY13					
FEDERAL FUNDS								
CSBG	0	5,457	0	-5,457	-100.00%	0	0	0
SHIBA	12,000	12,000	12,000	0	0.00%	0	12,000	12,000
MIPPA	5,749	3,886	2,500	-1,386	-35.67%	0	2,500	2,500
CNCS - RSVP	105,917	91,258	87,634	-3,624	-3.97%	87,634	0	87,634
Subtotal	123,666	112,601	102,134	-10,467	-9.30%	87,634	14,500	102,134
STATE FUNDS								
STATE DHS	0	13,967	10,500	-3,467	-24.82%	10,500	0	10,500
SR. Medicare Fraud	6,000	0		0	0.00%	0	0	0
Subtotal	6,000	13,967	10,500	-3,467	-24.82%	10,500	0	10,500
LOCAL FUNDS								
United Way - Benton Co.-RSVP	5,000	0	0	0	0.00%	0	0	0
UWBLC - SHIBA	0	0	2,500	2,500	100.00%	2,500	0	2,500
UWBLC - Tax-Aide	0	0	2,500	2,500	100.00%	2,500	0	2,500
City of Corvallis	2,450	0	0	0	0.00%	0	0	0
City of Corvallis - SHIBA	0	1,750	1,500	-250	-14.29%	1,500	0	1,500
LBvision Vol.	3,320	6,000	0	-6,000	-100.00%	0	0	0
OTHER LOCAL	5,496	0	0	0	0.00%	0	0	0
United Way - Linn Co.-RSVP	15,000	13,000	13,000	0	0.00%	13,000	0	13,000
Foundation Grants	0	0	11,200	11,200	100.00%	0	11,200	11,200
Meyer Memorial Trust	5,000	0	0	0	0.00%	0	0	0
Spirit Mountain	5,000	0	2,500	2,500	100.00%	0	2,500	2,500
Private & Corp Donations	0	2,500	2,300	-200	-8.00%	2,300	0	2,300
Subtotal	41,266	23,250	35,500	12,250	52.69%	21,800	13,700	35,500
MISCELLANEOUS FUNDS								
Manual & Res Guide Sales	0	0	0	0	0.00%	0	0	0
Inkind	0	17,000	17,000	0	0.00%	17,000	0	17,000
Linn-Benton Volunteers 501c3	6,710	11,000	3,773	-7,227	-65.70%	0	3,773	3,773
Service Clubs	0	1,000	1,000	0	0.00%	0	1,000	1,000
Fund Balance	29,574	1,458	5,865	4,407	402.26%	0	5,865	5,865
CNCS MATCH ALL	0	0	0	0	0.00%	0	0	0
Subtotal	36,284	30,458	27,638	-2,820	-9.26%	17,000	10,638	27,638
TOTAL FUNDS	207,216	180,276	175,772	-4,504	-2.50%	136,934	38,838	175,772

RSVP

		SUPP 1&2					RSVP	501(c) (3) Non-Match
DEPARTMENT BUDGET		AUDITED FY 11	ADOPTED FY12	PROPOSED FY13	DOLLAR CHANGE	% OF CHANGE		
FTE		2.67	1.74	1.59	-0.15	-8.70%	1.39	0.20
5010	Salaries	120,018	77,363	76,912	-452	-0.58%	62,022	14,890
5020	Client Salaries	0	0	0	0	0.00%	0	0
TOTAL SALARIES		120,018	77,363	76,912	-452	-0.58%	62,022	14,890
5320	PERS	8,439	8,205	8,992	787	9.59%	7,251	1,741
5330	Workers' Comp	77	49	46	-3	-5.81%	37	9
5335	SAIF	179	133	114	-19	-14.46%	92	22
5340	Unemployment	145	464	1,000	536	215.48%	806	194
5350	Health Insurance	10,451	10,582	5,819	-4,764	-45.02%	4,692	1,126
5360	Dental Insurance	2,023	2,800	1,133	-1,668	-59.56%	913	219
5370	Life Insurance	795	881	339	-542	-61.55%	273	66
5375	Flexible Spending Costs	60	59	63	4	6.58%	51	12
5380	Employee Assistance Pgm	0	88	31	-57	-64.43%	25	6
5382	OSGP Match	1,386	1,760	621	-1,139	-64.72%	501	120
5386	Non Taxable Fringe	0	0	0	0	0.00%	0	0
5390	FICA	8,963	5,917	5,884	-34	-0.57%	4,745	1,139
5395	Vacation Accrued	-1,166	0	0	0	0.00%	0	0
TOTAL FRINGE		31,351	30,940	24,041	-6,899	-22.30%	19,387	4,654
TOTAL PERSONAL SERVICES		151,369	108,303	100,952	-7,350	-6.79%	81,408	19,544
5510	Audit & Accounting	841	500	1,080	580	216.00%	0	1,080
5520	Data/Connection Services	30	120	0	-120	-100.00%	0	0
5540	Other Purchased Services	2,310	1,749	774	-975	-55.75%	354	420
5610	Educational Confer/Train	2,020	1,218	1,450	232	19.05%	1,000	450
5620	Meetings	0	0	50	50	100.00%	0	50
5630	Dues	636	625	250	-375	-60.00%	200	50
5710	Mileage	1,337	2,746	2,400	-346	-12.60%	2,000	400
5730	Vehicle Insurance	162	184	85	-99	-53.80%	60	25
5740	Other Transportation Cost	2,317	3,096	4,300	1,204	38.89%	3,550	750
5910	Rent	5,054	4,482	3,996	-486	-10.84%	2,746	1,250
5930	Telephone	1,044	1,127	1,150	23	2.04%	400	750
5935	Cell Phone	0	0	0	0	0.00%	0	0
5940	Maintenance, Repair, Janitorial	291	300	600	300	200.00%	0	600
5950	Ins-Vol liability, personal, auto	1,235	744	1,285	541	72.72%	485	800
5970	Space Rent	0	13,050	15,250	2,200	16.86%	15,000	250
6110	Office Supplies	668	1,640	1,796	156	9.51%	160	1,636
6120	Postage/Shipping	825	1,165	1,201	36	3.09%	1,201	0
6130	Photocopy	205	137	1,223	1,086	892.70%	523	700
6140	Printing	870	1,686	3,405	1,719	201.96%	2,100	1,305
6145	Software	4,295	467	550	83	17.77%	270	280
6160	Program Supplies	530	1,200	2,045	845	70.42%	-2,992	5,037
6340	Expendable Equipment	2,844	0	3,187	3,187	100.00%	0	3,187
6410	Books/Subscriptions	0	0	300	300	100.00%	0	300
6620	Indirect	17,536	20,288	13,640	-6,648	-32.77%	2,531	11,109
6630	Infrastructure	4,980	3,290	3,298	8	0.24%	471	2,827
6650	Communications Services	1,249	320	773	453	241.56%	0	773
6780	Meals (volunteer)	258	1,846	1,600	-246	-13.34%	1,100	500
6810	Training & Supplies	176	2,187	2,000	-187	-8.57%	450	1,550
6870	Miscellaneous (Vol Recognition)	4,132	7,405	7,132	-273	-3.69%	5,230	1,902
TOTAL MATERIALS/SERVICES		55,848	71,973	74,820	2,847	3.96%	36,839	37,981
6310	Total Capital Outlay	0	0	0	0	0.00%	0	0
3010	Fund Balance Increase (Decr)	0	0	0	0	0.00%	0	0
TOTAL EXPENDITURES		207,216	180,276	175,772	-4,503	-2.50%	118,247	57,525

COMMUNITY RELATIONS AND DEVELOPMENT



COMMUNITY RELATIONS AND DEVELOPMENT

The Community Outreach and Development (CRD) department coordinates all CSC community relations efforts including communicating opportunities to those who need help and those who can give help. In collaboration with our IT department, CRD will conclude the re-design of our website by the end of the fiscal year, and focus on a revised integrated marketing plan for 2012-13 in light of reduced funding and staffing for the department.

CRD will also oversee the winding up of a very successful 6-year run as the local VISTA sponsor but will continue to guide the Healthy Kids insurance program to help provide health insurance coverage for children in need.

Accomplishments:

- Conventional and social media increased the visibility of CSC's community impact and led to individual donations topping \$20,000.
- CSC's inaugural 2011 Barrel to Keg Relay Race fundraising event was a hard-won success, fielding a full slate of 250 runners and finishing in the black.
- The July 2012 race was expanded to include walking teams and nearly triple the entry numbers. A sponsor dinner coordinated by Harris Bridge Winery will precede the event.
- CSC coordinated and managed 10 VISTA sites that helped all three counties focus on homeless and housing issues.
- The Regional Ten-Year-Plan-to-End-Homelessness will be completed by July 1, 2012, after community consultations in all three counties helped shape and identify opportunities for joint strategies. CSC took the lead on this project after our volunteer had to exit the program suddenly.
- CSC met its Healthy Kids enrollment goals for 11-12 and set the stage to expand the program for 12-13.

Goals

- Revise the integrated marketing plan in light of budget reductions to incorporate volunteers, interns and board members to a larger extent.
- Help engage community partners to achieve and track progress towards the goals of the Regional Housing Plan.
- Select and update new donor/prospect database to ensure more targeted communications with interested supporters.
- Develop an improved donor appreciation system.

COMMUNITY RELATIONS & DEVELOPMENT

SUMMARY BUDGET	Supp. #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		

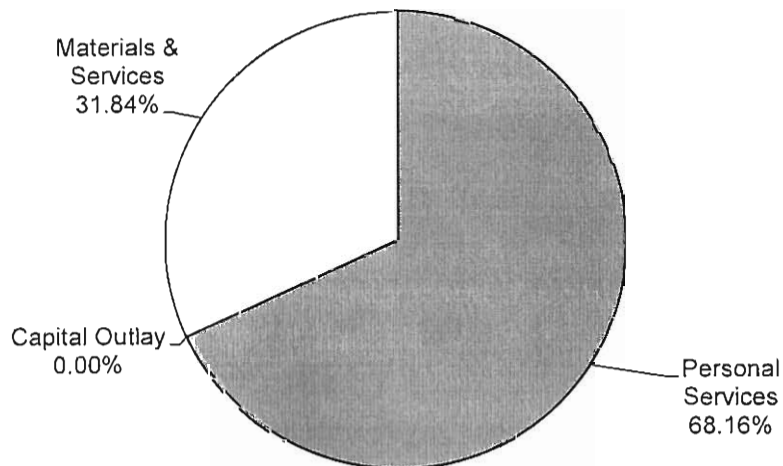
SOURCE OF REVENUES

FEDERAL FUNDS	201,950	243,172	191,727	-51,445	-21.16%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	47,436	90,673	24,888	-65,785	-72.55%
TOTAL FUNDS	249,386	333,845	216,615	-117,230	-35.12%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.08	2.54	2.27	-0.27	-10.62%
TOTAL PERSONAL SERVICES	135,438	155,413	147,640	-7,773	-5.00%
TOTAL MATERIALS/SERVICES	113,948	178,432	68,975	-109,457	-61.34%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	249,386	333,845	216,615	-117,230	-35.12%

FY12 includes
Internet Phones



COMMUNITY RELATIONS & DEVELOPMENT

SOURCE OF REVENUES	Suppl. #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13		
FEDERAL FUNDS					
CSBG	76,343	89,265	89,265	0	0.00%
CSBG - Interagency	0	61,407	0	-61,407	-100.00%
DHS HEALTHY KIDS	79,329	77,500	80,000	2,500	3.23%
CNCS - AMERICORPS VISTA	46,278	15,000	22,462	7,462	49.74%
Subtotal	201,950	243,172	191,727	-51,445	-21.16%
FEDERAL ARRA FUNDS					
CSBG ARRA	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
		0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
AC VISTA -Ford Foundation	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Miscellaneous Grants	0	0	4,888	4,888	100.00%
Program Reimbursements	0	0	0	0	0.00%
Fee for Service	0	24,408	20,000	-4,408	-18.06%
AC Vista Summer Program	0	0	0	0	0.00%
Vista Host Sites	47,436	66,265	0	-66,265	-100.00%
Subtotal	47,436	90,673	24,888	-65,785	-72.55%
TOTAL FUNDS	249,386	333,845	216,615	-117,230	-35.12%

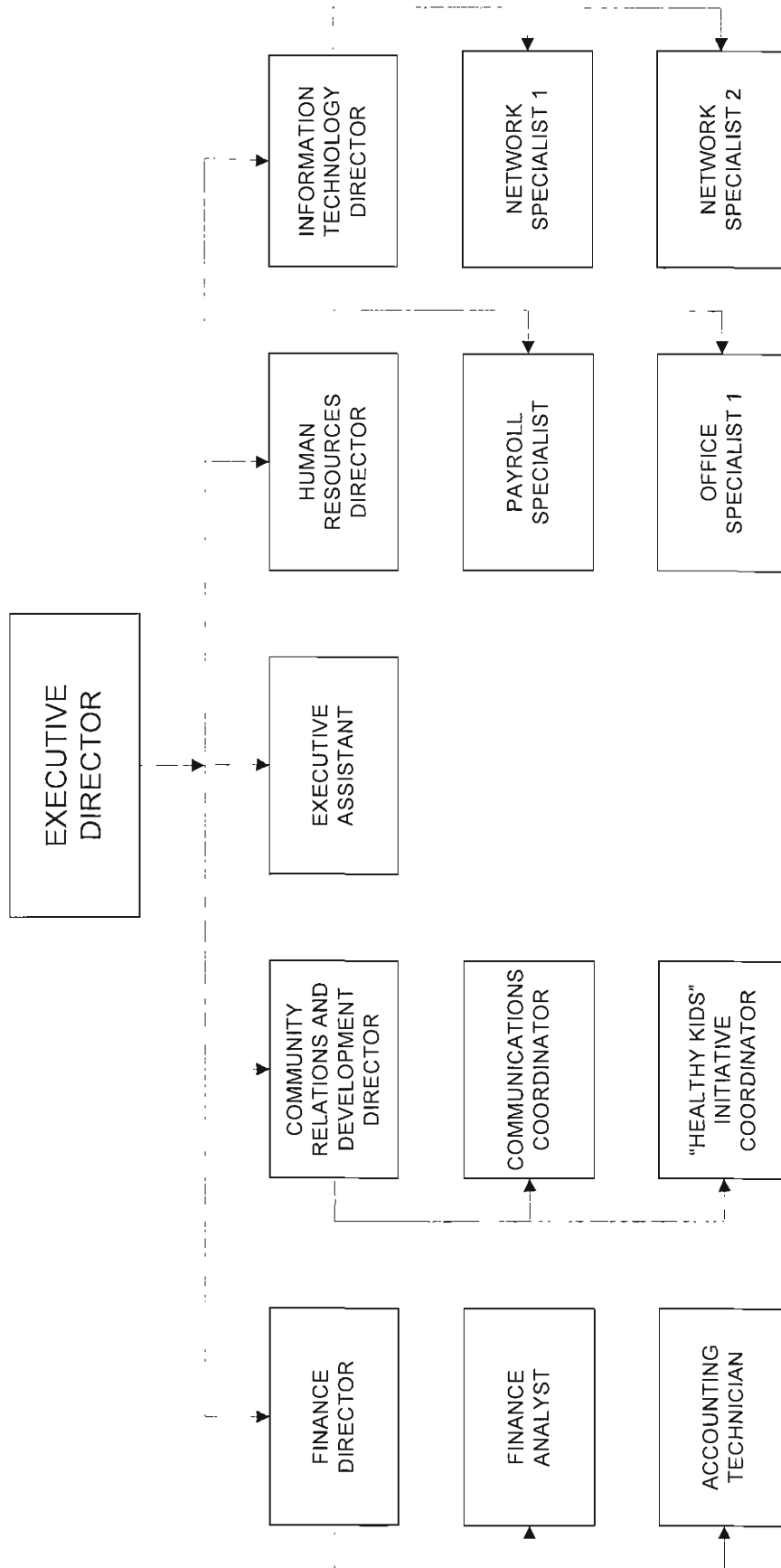
FY12 includes Barrel to Keg and
Interagency IP Phones

COMMUNITY RELATIONS & DEVELOPMENT

DEPARTMENT BUDGET	Suppl. #2			DOLLAR CHANGE	% OF CHANGE	CSBG	A/C VISTA	HEALTHY KIDS	TOTAL
	AUDITED FY 11	ADOPTED FY 12	PROPOSED FY 13						
FTE	2.08	2.54	2.27	0	-10.62%	0.83	0.20	1.25	2.27
5010 Salaries	101,494	117,051	102,708	-14,344	-12.25%	49,898	8,689	44,121	102,708
5020 Client Salaries	0	0	0	0	0.00%	0	0	0	0.00
TOTAL SALARIES	101,494	117,051	102,708	-14,344	-12.25%	49,898	8,689	44,121	102,708
5320 PERS	5,808	9,070	10,435	1,365	15.05%	5,070	883	4,483	10,435
5330 Workers' Comp	69	77	66	-11	-14.10%	24	6	36	66
5335 SAIF Insurance	758	1,353	995	-358	-26.47%	117	112	766	995
5340 Unemployment	127	702	1,335	633	90.20%	649	113	574	1,335
5350 Health Insurance	11,775	13,117	18,389	5,272	40.19%	9,588	1,407	7,393	18,389
5360 Dental Insurance	2,228	2,657	1,997	-660	-24.84%	904	282	811	1,997
5370 Life Insurance	899	768	1,786	1,018	232.66%	490	507	789	1,786
5375 Flexible Spending Costs	132	92	74	-19	-20.35%	2	9	63	74
5380 Employee Assistance Program	0	47	96	49	205.84%	25	6	65	96
5382 OSGP Match	1,674	1,524	1,902	378	24.81%	495	117	1,290	1,902
5386 Non Taxable Fringe Pgm	0	0	0	0	0.00%	0	0	0	0
5390 FICA	7,402	8,955	7,857	-1,097	-12.25%	3,817	665	3,375	7,857
5395 Vacation Accrued	3,071	0	0	0	0.00%	0	0	0	0
TOTAL FRINGE	33,944	38,362	44,932	6,570	17.13%	21,180	4,107	19,645	44,932
TOTAL PERSONAL SERVICES	135,438	155,413	147,640	-7,773	-5.00%	71,078	12,796	63,766	147,640
5510 Audit & Accounting	653	359	629	270	75.21%	529	0	100	629
5520 Data Services	21	140	0	-140	-100.00%	0	0	0	0
5530 Legal	0	0	0	0	0.00%	0	0	0	0
5540 Other Purchased Services	16,947	54,789	13,500	-41,289	-75.36%	11,500	2,000	0	13,500
5550 Contract Services/Training	1,000	3,000	0	-3,000	-100.00%	0	0	0	0
5610 Educational Confer/Train	3,236	1,500	2,000	500	33.33%	1,500	0	500	2,000
5620 Meetings	1,229	1,440	750	-690	-47.92%	500	250	0	750
5630 Dues	0	0	500	500	100.00%	500	0	0	500
5710 Mileage	7,151	7,845	5,180	-2,665	-33.97%	2,000	250	2,930	5,180
5740 Other Transportation Cost	0	0	0	0	0.00%	0	0	0	0
5910 Rent	7,200	6,840	3,393	-3,447	-50.39%	1,520	400	1,473	3,393
5920 Utilities	249	610	0	-610	-100.00%	0	0	0	0
5930 Telephone	584	1,112	0	-1,112	-100.00%	0	0	0	0
5935 Cell Phone	597	960	1,680	720	75.00%	480	0	1,200	1,680
5940 Maintenance, Repair, Janitorial	1,515	1,557	1,030	-527	-33.85%	500	300	230	1,030
5950 General Insurance	1,043	1,064	1,128	64	6.02%	564	0	564	1,128
5970 Space Rent	0	0	0	0	0.00%	0	0	0	0
5980 Space Utilities	0	0	0	0	0.00%	0	0	0	0
6110 Office Supplies	1,531	1,250	1,577	327	26.16%	636	100	841	1,577
6120 Postage/Shipping	356	1,350	2,660	1,310	97.04%	2,500	50	110	2,660
6130 Photocopy	1,572	1,100	1,400	300	27.27%	1,000	100	300	1,400
6140 Printing	3,998	620	350	-270	-43.55%	300	50	0	350
6145 Software	1,469	0	1,200	1,200	100.00%	1,200	0	0	1,200
6150 Advertising/Recruitment	5,074	250	80	-170	-68.00%	0	0	80	80
6160 Program Supplies	903	2,616	1,007	-1,609	-61.51%	200	0	807	1,007
6210 Contract-Soc Serve Agency	35,056	0	0	0	0.00%	0	0	0	0
6320 Equipment Rental	21	475	0	-475	-100.00%	0	0	0	0
6330 Equipment Repair	7	300	0	-300	-100.00%	0	0	0	0
6340 Expendable Equipment	2,935	0	0	0	0.00%	0	0	0	0
6350 Building Renovations, Remodel	0	0	0	0	0.00%	0	0	0	0
6410 Books/Subscriptions	170	0	200	200	100.00%	200	0	0	200
6470 Miscellaneous (Admin)	0	0	0	0	0.00%	0	0	0	0
6620 Indirect	13,974	21,155	22,177	1,022	4.83%	12,479	4,849	4,849	22,177
6630 Infrastructure	3,984	66,197	6,596	-59,601	-90.04%	3,429	1,317	1,850	6,596
6650 Communications Services	1,473	1,653	1,688	35	2.12%	1,288	0	400	1,688
TOTAL MATERIALS/SERVICES	113,948	178,432	68,975	-109,457	-61.34%	43,075	9,666	16,234	68,975
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0	0
3020 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%	0	0	0	0
TOTAL EXPENDITURES	249,386	333,845	216,615	-117,230	-35.12%	114,153	22,462	80,000	216,615

FY12 includes interagency Internet Phones

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

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

Accomplishments

- Completed final revisions to 2011-15 agency strategic plan, including vision and goals for priority service areas, and revised vision, mission, philosophy and priority area statements to guide changes to programs and services.
- Re-examined and revised role of Community Action Advisory Board in agency planning.
- Began reorganization of Administrative Services to achieve greater effectiveness and efficiency.
- Revised major housing-related contracts to improve processes and reduce risk.
- Relocated administrative services to achieve cost savings.

Goals

- Design, test and implement the agency "report card".
- Explore community interest in a "one-stop" concept for related human service agencies in the valley.
- Complete research, design and implementation of Administrative Department reorganization, improving systems and process flow.

HUMAN RESOURCES

Accomplishments

- Along with Finance, began study of electronic time-keeping systems.
- Began the reorganization of Administrative Services.
- Completed the implementation of the Workforce and Education reorganization.
- Completed Housing and Emergency Services classification study.

Goals

- Develop a goal-related performance management system.
- Work with Finance to implement the full capacity of HR and Finance software in order to expand services to staff and management at the lowest cost, including addressing electronic timekeeping.

Human Resources (cont.)

- Assist in the reorganization of Administrative Services.
- Revise agency Personnel Policies and risk management policies to improve internal consistency, address changes in the agency and the work environment, and take advantage of insurance premium savings.

FINANCE

Accomplishments

- Along with HR, began study of electronic time-keeping systems.
- Complied with extensive and frequent ARRA reporting to federal grantors, Governing Board and departments without adding additional staff.
- Finance Director acted as the interim Human Resources Director and improved processes and documentation as well as providing cross-training for Administrative Department depth.
- Produced the annual Comprehensive Annual Financial Report (CAFR) and annual agency Budget.
- Researched and selected software to create a better link between Finance and HR.
- Received an unqualified audit opinion and awarded Certificate of Achievement for Excellence in Financial Reporting for the **19th consecutive year**.

Goals

- Work with HR to implement the full capacity of Finance and HR software in order to expand services to staff and management at the lowest cost, including addressing electronic timekeeping.
- Assist in the reorganization of the Administrative Services.
- Update and implement the Financial Management Policy manual.
- Maintain and continue to improve the financial and internal control systems necessary to ensure an unqualified audit opinion and a Certificate of Achievement for Excellence in Financial Reporting for the 20th consecutive year.

INFORMATION TECHNOLOGY

Accomplishments

- Designed and completed support process for computer moves, network cabling, and server and connectivity changes to accommodate multiple office moves in July and August.

Information Technology (cont.)

- Replaced stand-alone PBX and landline-based phone systems at 9 locations with a Voice over Internet Protocol (VoIP) agency-wide telephone system.
- Collaborated with Community Resources and Development on a document design style guide and a complete revamping of the CSC website (due to be completed by July).
- Provided technical support services to The Oregon Consortium / Oregon Workforce Alliance as a way to generate revenue for IT operations.

Goals

- Enable remote desktop access to LifeSize video conferencing system, from computer webcams outside the CSC firewall.
- Enable toolbars on all user desktops for automatic access agency logos and letterheads and folders.
- Set up an automatic reservation system that is integrated on the Exchange Server calendars for reservation of conference rooms, video equipment and other resources.
- Provide automatic call distribution assistance for the Energy Assistance (LIHEAP) program.
- Continue to provide outsourced technical support services to The Oregon Consortium / Oregon Workforce Alliance as a way of generate revenue for IT operations.

ADMINISTRATION
(For Informational purposes only)

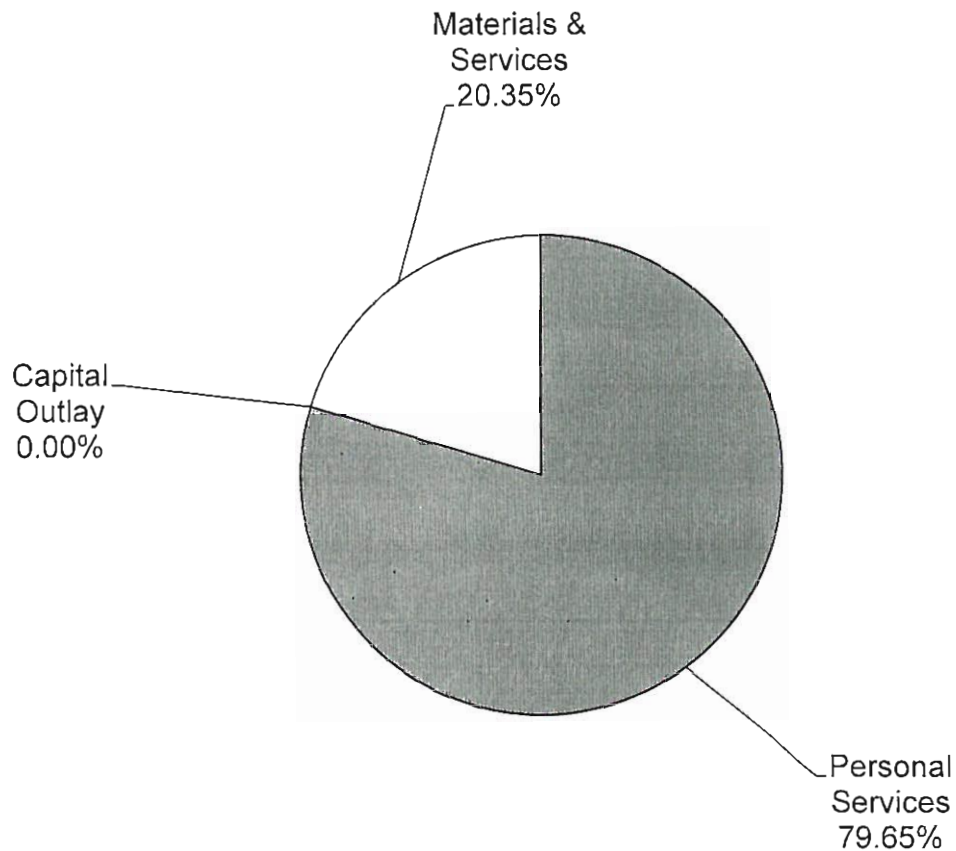
SUMMARY BUDGET	ADOPTED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	4,000	0	-4,000	-100.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
PROGRAM REIMBURSEMENTS	1,009,000	882,000	872,500	-9,500	-1.08%
TOTAL FUNDS	1,009,000	886,000	872,500	-13,500	-1.52%

DEPARTMENT BUDGET BY CATEGORY

FTE	10.84	9.33	8.73	-0.60	-6.46%
TOTAL PERSONAL SERVICES	746,933	705,668	691,700	-13,968	-1.98%
TOTAL MATERIALS/SERVICES	262,067	180,332	180,800	468	0.26%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	1,009,000	886,000	872,500	-13,500	-1.52%



ADMINISTRATION

(For informational purposes only)

SOURCE OF REVENUES	ADOPTED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG - Agencywide	0	4,000	0	-4,000	-100.00%
Subtotal	0	4,000	0	-4,000	-100.00%
STATE FUNDS					
	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Miscellaneous	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue				0	0.00%
Donations				0	0.00%
Program Reimbursements	1,009,000	882,000	872,500	-9,500	-1.08%
Subtotal	1,009,000	882,000	872,500	-9,500	-1.08%
TOTAL FUNDS	1,009,000	886,000	872,500	-13,500	-1.52%

ADMINISTRATION

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

	ADOPTED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
FTE	10.84	9.33	8.73	-0.60	-6.46%
5010 Salaries	523,709	506,197	480,218	-25,979	-5.13%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	523,709	506,197	480,218	-25,979	-5.13%
5320 PERS	56,624	53,881	53,610	-271	-0.50%
5330 Workers' Comp	290	272	254	-18	-6.46%
5335 SAIF	1,193	884	841	-43	-4.86%
5340 Unemployment	2,891	3,037	6,243	3,206	205.56%
5350 Health Insurance	85,233	88,119	94,151	6,032	6.85%
5360 Dental Insurance	0	10,790	9,832	-959	-8.88%
5370 Life Insurance	4,486	4,354	3,970	-383	-8.80%
5375 Flexible Spending Costs	277	302	344	43	14.11%
5380 Employee Assistance Pgm	318.71	282	264	-18	-6.46%
5382 OSGP Match	5821.26	5,598	5,236	-362	-6.46%
5386 Non Taxable Fringe Pgm	0.00	0	0	0	0.00%
5390 F.I.C.A.	42564.76	31,954	36,737	4,783	14.97%
5395 Vacation Accrued	0.00	0	0	0	0.00%
TOTAL FRINGE	199,699	199,471	211,481	12,010	6.02%
TOTAL PERSONAL SERVICES	723,408	705,668	691,700	-13,969	-1.98%
5510 Audit & Accounting	2,000	2,250	2,406	156	6.93%
5520 Data/Connection Services	8,120	9,000	9,000	0	0.00%
5530 Legal	10,000	6,000	6,000	0	0.00%
5540 Other Purchased Services	83,650	30,500	29,500	-1,000	-3.28%
5610 Educational Confer/Train	15,369	10,800	15,650	4,850	44.91%
5620 Meetings	6,500	6,500	6,500	0	0.00%
5630 Dues	6,010	9,289	9,044	-245	-2.64%
5710 Mileage	3,500	2,700	2,700	0	0.00%
5910 Rent	38,851	40,752	38,382	-2,370	-5.82%
5920 Utilities	1,576	2,000	800	-1,200	-60.00%
5930 Telephone	2,900	3,000	0	-3,000	-100.00%
5935 Cell Phone	600	600	600	0	0.00%
5940 Maintenance, repair, janitorial	6,000	7,400	7,400	0	0.00%
5950 General Insurance	5,000	2,500	3,000	500	20.00%
5970 Space Rent	5,802	7,512	7,512	0	0.00%
6110 Office Supplies	7,000	7,500	4,115	-3,385	-45.13%
6120 Postage/Shipping	1,500	1,000	1,000	0	0.00%
6130 Photocopy	1,000	500	500	0	0.00%
6140 Printing	5,500	2,000	2,000	0	0.00%
6145 Software	300	110	110	0	0.00%
6150 Advertising/Recruitment	4,130	1,640	1,000	-640	-39.02%
6160 Program Supplies	2,388	2,000	2,000	0	0.00%
6320 Equipment Rental	300	300	300	0	0.00%
6330 Equipment Repair	1,000	500	500	0	0.00%
6340 Expendable Equipment	17,700	2,000	2,800	800	40.00%
6350 Building Renovations, Remodeling	0	0	0	0	0.00%
6410 Books/Subscriptions	1,466	650	549	-101	-15.54%
6470 Miscellaneous Costs	1,485	885	935	50	5.65%
6620 Indirect	0	0	0	0	0.00%
6630 Infrastructure	13,927	14,371	19,819	5,448	37.91%
6650 Communications Services	8,493	6,073	6,678	605	9.96%
TOTAL MATERIALS/SERVICES	262,067	180,332	180,800	468	0.26%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	985,475	886,000	872,500	-13,501	-1.52%

INFORMATION TECHNOLOGY

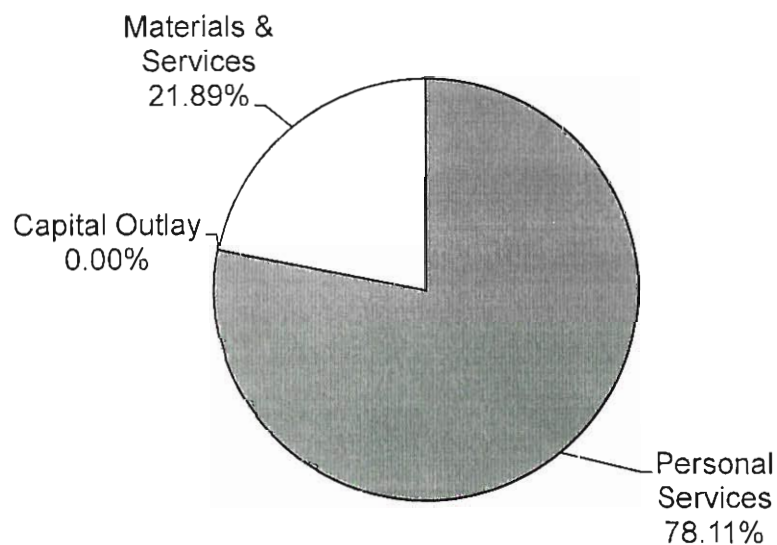
SUMMARY BUDGET	ADOPTED FY11	ADOPTED FY12	PROPOSED FY13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	6,000	6,000	0	0.00%
PROGRAM REIMBURSEMENTS	278,000	245,000	257,850	12,850	5.24%
TOTAL FUNDS	278,000	251,000	263,850	12,850	5.12%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.75	2.60	2.48	-0.12	-4.62%
TOTAL PERSONAL SERVICES	206,499	204,553	206,097	1,544	0.76%
TOTAL MATERIALS/SERVICES	59,501	46,447	57,753	11,306	24.34%
TOTAL CAPITAL OUTLAY	12,000	0	0	0	0.00%
TOTAL FUND BALANCE	0	0	0	0	0.00%
TOTAL EXPENDITURES	278,000	251,000	263,850	12,850	5.12%



INFORMATION TECHNOLOGY

SOURCE OF REVENUES	ADOPTED FY11	ADOPTED FY12	PROPOSED FY12	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
TOCOWA	0	6,000	6,000	0	0.00%
Subtotal	0	6,000	6,000	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	278,000	245,000	257,850	12,850	5.24%
	0	0	0	0	0.00%
Subtotal	278,000	245,000	257,850	12,850	5.24%
TOTAL FUNDS	278,000	251,000	263,850	12,850	5.12%

Note: FY13 increase is due to moving all agency phone costs and internet into this function.

INFORMATION TECHNOLOGY

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

DEPARTMENT BUDGET	ADOPTED FY11	ADOPTED FY12	PROPOSED FY13	DOLLAR CHANGE	% OF CHANGE
FTE	2.75	2.60	2.48	-0.12	-4.62%
5010 Salaries	147,163	140,209	137,053	-3,156	-2.25%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	147,163	140,209	137,053	-3,156	-2.25%
5320 PERS	11,247	15,827	16,274	446	2.82%
5330 Workers' Comp	80	76	72	-3	-4.62%
5335 SAIF	210	200	196	-5	-2.25%
5340 Unemployment	147	841	1,782	940	211.79%
5350 Health Insurance	34,489	30,422	33,938	3,516	11.56%
5360 Dental Insurance	0	3,508	3,534	26	0.73%
5370 Life Insurance	1,122	1,122	1,146	24	2.14%
5375 Flexible Spending Costs	0	0	3	3	100.00%
5380 Employee Assistance Program	121	121	92	-29	-24.00%
5382 OSGP Match	1,500	1,500	1,524	24	1.60%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	11,258	10,726	10,485	-241	-2.25%
5395 Vacation Accrued	0	0	0	0	0.00%
TOTAL FRINGE	60,174	64,343	69,044	4,701	7.31%
TOTAL PERSONAL SERVICES	207,336	204,553	206,097	1,544	0.76%
5510 Audit & Accounting	0	0	0	0	0.00%
5520 Data/Connection Services	18,936	18,936	17,340	-1,596	-8.43%
5540 Other Purchased Services	10,000	5,000	4,000	-1,000	-20.00%
5610 Educational Confer/Train	1,300	1,300	1,300	0	0.00%
5620 Meetings	400	400	400	0	0.00%
5630 Dues	350	350	350	0	0.00%
5710 Mileage	4,920	2,500	2,500	0	0.00%
5910 Rent	10,746	10,824	7,552	-3,272	-30.23%
5920 Utilities	600	487	1,781	1,294	365.71%
5930 Telephone	750	750	16,560	15,810	#####
5940 Maintenance, Repair, Janitorial	1,320	1,000	1,000	0	0.00%
6110 Office Supplies	329	200	200	0	0.00%
6120 Postage/Shipping	50	50	50	0	0.00%
6130 Photocopy	180	180	180	0	0.00%
6140 Printing	100	100	100	0	0.00%
6145 Software	2,550	1,000	1,000	0	0.00%
6330 Equipment Repair	2,600	1,300	500	-800	-61.54%
6340 Expendable Equipment	3,900	1,600	2,500	900	56.25%
6410 Books/Subscriptions	470	470	440	-30	-6.38%
TOTAL MATERIALS/SERVICES	59,501	46,447	57,753	11,306	24.34%
6310 TOTAL CAPITAL OUTLAY	12,000	0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	278,837	251,000	263,850	12,850	5.12%

Note: FY13 increase is due to moving all agency phone costs and internet into this function

COMMUNICATION SERVICES

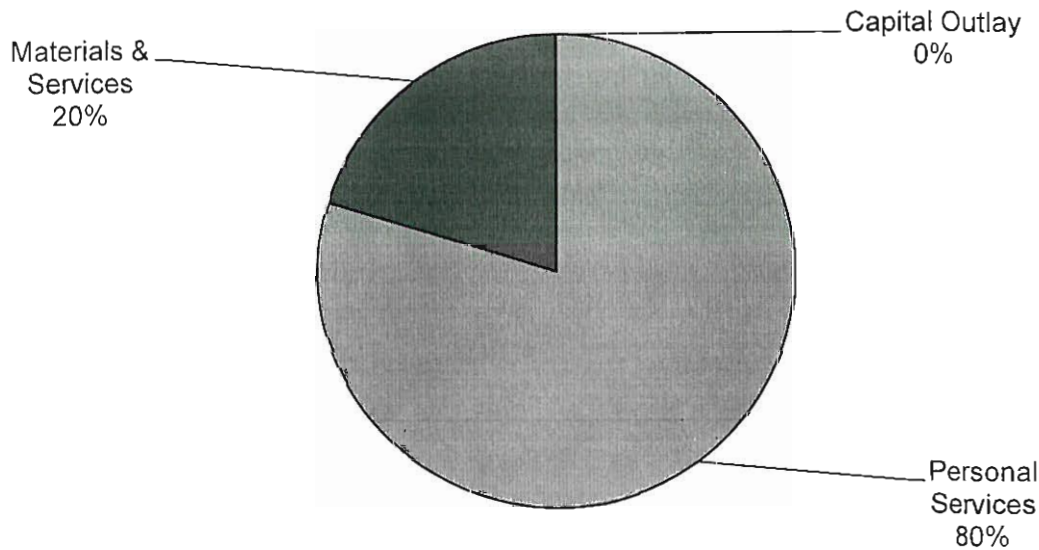
SUMMARY BUDGET	ADOPTED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

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	99,500	74,997	73,006	-1,992	-2.66%
TOTAL FUNDS	99,500	74,997	73,006	-1,992	-2.66%

DEPARTMENT BUDGET BY CATEGORY

FTE	1.50	0.80	0.81	0.01	1.54%
TOTAL PERSONAL SERVICES	89,001	56,114	58,220	2,105	3.75%
TOTAL MATERIALS/SERVICES	10,499	18,883	14,786	-4,097	-21.70%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	99,500	74,997	73,006	-1,992	-2.66%



COMMUNICATION SERVICES

SOURCE OF REVENUES	ADOPTED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
	0	0	0	0	0.00%
	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	99,500	74,997	73,006	-1,992	-2.66%
Subtotal	99,500	74,997	73,006	-1,992	-2.66%
TOTAL FUNDS	99,500	74,997	73,006	-1,992	-2.66%

COMMUNICATION SERVICES

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

DEPARTMENT BUDGET	ADOPTED FY 11	ADOPTED FY 12	PROPOSED FY 13	DOLLAR CHANGE	% OF CHANGE
FTE	1.50	0.80	0.81	0	1.54%
5010 Salaries	61,362	35,770	36,494	724	2.03%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	61,362	35,770	36,494	724	2.03%
5320 PERS	4,707	4,375	4,456	81	1.85%
5330 Workers' Comp	29	23	24	0	1.54%
5335 SAIF	96	51	52	1	2.03%
5340 Unemployment	61	215	474	260	221.05%
5350 Health Insurance	17,625	10,826	11,876	1,050	9.70%
5360 Dental Insurance	0	1,110	1,118	8	0.71%
5370 Life Insurance	757	378	295	-83	-21.98%
5375 Flexible Spending Costs	0	0	1	1	100.00%
5380 Employee Assistance Program	44	30	31	0	1.23%
5382 OSGP Match	900	600	607	7	1.23%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	3,420	2,736	2,792	55	2.03%
5395 Vacation Accrued	0	0	0	0	0.00%
TOTAL FRINGE	27,639	20,345	21,726	1,381	6.79%
TOTAL PERSONAL SERVICES	89,001	56,114	58,220	2,105	3.75%
5540 Other Purchased Services	3,300	6,000	2,000	-4,000	-66.67%
5610 Educational Confer/Train	100	75	500	425	666.67%
5620 Meetings	0	150	150	0	0.00%
5710 Mileage	0	150	717	567	478.00%
5910 Rent-Office	0	2,664	1,475	-1,189	-44.63%
5920 Utilities	0	150	0	-150	-100.00%
5930 Telephone	28	40	0	-40	-100.00%
5940 Maintenance, Repair, Janitorial	50	200	200	0	0.00%
6110 Office Supplies	600	214	214	0	0.00%
6120 Postage/Shipping	500	75	162	87	216.00%
6130 Photocopy	0	200	200	0	0.00%
6140 Printing	2,615	6,098	6,600	502	8.23%
6145 Software	100	600	600	0	0.00%
6150 Advertising/Recruitment	0	1,000	250	-750	-75.00%
6320 Equipment Rental	0	50	50	0	0.00%
6330 Equipment Repair	0	50	50	0	0.00%
6340 Expendable Equipment	1,100	0	0	0	0.00%
6630 Infrastructure	2,106	1,167	1,618	451	38.65%
6650 Communication Services	0	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	10,499	18,883	14,786	-4,097	-21.70%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	99,500	74,997	73,006	-1,992	-2.66%

COMMUNITY SERVICES CONSORTIUM

SALARY RANGE

AFSCME LOCAL 3563

EFFECTIVE JULY 1, 2012

COLA 0.00 %

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

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

COMMUNITY SERVICES CONSORTIUM
SALARY RANGE
NON-REPRESENTED
EFFECTIVE JULY 1, 2011

COLA 0.00%

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

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

COMMUNITY SERVICES CONSORTIUM

COST ALLOCATION PLAN

Indirect costs, federally defined, are as follows:

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

STATEMENT OF METHODOLOGY

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

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

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

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

BUDGET OPERATION AND MANAGEMENT

INTRODUCTION

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

CSC BUDGET POLICIES

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

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

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

PURPOSE OF THE BUDGET

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

ROLES OF PRIMARY PARTICIPANTS IN THE BUDGET PROCESS

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

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

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

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

BUDGET MANAGEMENT

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

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

5. Managing expenditures within available cash and/or appropriation limitations. This responsibility is carried out in conjunction with the Finance Director.

OPERATING BUDGET

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

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

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

9. Requests to re-budget or carry over expenditures to the next fiscal year must be accomplished prior to the cutoff date annually established and made known by the Budget Officer.

FUND BALANCES

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

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

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

GRANT AND CONTRACT ADMINISTRATION

1. All departments will obtain Governing Board approval prior to the submission of any application for grants or contracts from any public or private source.
2. Notice to the Governing Board will be in "Concept Paper" form and submitted for consideration at a regular Governing Board or Executive Committee meetings.
3. In conjunction with the Finance Director, the recipient department is responsible for all aspects of grant administration including report preparation and file and record maintenance.

4. All financial reporting, requests for reimbursement and grantor audits shall be coordinated with the Finance Department. No financial reporting or request for reimbursement or advance shall be sent without a Finance Department review.
5. Departments will prepare requests for reimbursement or advances as soon as possible to avoid cash flow problems.
6. The Finance Department will expedite review of advance or reimbursement requests in order to maximize income and reduce subsidization of grant and contract funds.
7. The Finance Director will prepare an annual Cost Allocation Plan in accordance with appropriate federal, state and agency guidelines to recover indirect costs.
8. Each department will determine the amount of allowable indirect and program administration costs which may be recovered from grants and contracts, and identify the source of revenue to cover any remaining portion that cannot be included in a grant or contract.
9. Each department will coordinate with the Finance Director on a written procedure for allocating indirect and program administration costs to the grants and contracts within their departments. The Finance Director will review and approve the procedure.

BUDGET TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

Chart of Accounts: A list and description of line items used to classify expenditures in the budget. To ensure agency wide consistency, all expenditures must be classified under items listed in the Chart of Accounts.

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

Fees: Revenues generated by charges for services.

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

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

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

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

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

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

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

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

Object Codes: See Chart of Accounts

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

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

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

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

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

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

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

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

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

GLOSSARY

ALBANY	Housing rehabilitation program for City of Albany
ALBANY WATER ASSISTANCE	City of Albany Assistance to provide assistance to city of Albany residential water customers
AMERICORPS	CNCS program for education awards based on community service
AMERICORPS*VISTA	Capacity building component/program of CNCS
ARRA	American Recovery and Reinvestment Act
ARRA CSBG	Community Services Block Grant (funds allocated under the American Recovery & Reinvestment Act)
ARRAHRP	American Recovery & Reinvestment Act funds (designated for homeless prevention & rapid re-housing)
BANK OF AMERICA	Grant for Linn Benton Food Share
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
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
CERTIFIED TRAINER	Authorized trainers to provide services under WIA
CHARTER SCHOOL	Lincoln County School District Charter High School
CHS	Community Housing Services
CLPUD	Central Lincoln Peoples Utility District
CLT	Community Land Trust
CNCS	Corporation for National and Community Services – oversees AmeriCorps, AmeriCorps*VISTA, RSVP
CONTINUUM OF CARE	Department of Housing and Urban Development grant to Emergency Services to provide a linkage between housing, local service providers and clients
CONTRACTS/GRANTS	Miscellaneous grant or contract income from sources other than federal, state or local resources
CORE SERVICES	Available to individuals both adult and dislocated workers through the One-Stop Delivery system

CORVALLIS	City of Corvallis grant for Linn Benton Food Share and Emergency Services
CORVALLIS-EHA-EA	City of Corvallis funds to be matched by Department of Human Services
CPI	Consumers Power Energy Assistance Program to provide utility assistance to low-income residential customers of Consumers Power, Inc.
CSBG	Community Services Block Grant
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DONATIONS	Individual donations to CSC programs
ECHO	Energy Conservation Helping Organizations. Set aside funds from private electric companies
ECHO-ENERGY EDUCATION	Funds allocated to provide energy education services
EHA	State of Oregon Emergency Housing Account funds for services to people who are homeless or at-risk of homelessness
EMERGENCY SERVICES ENERGY ASSISTANCE FUND BALANCE	Funds designated to be used as "energy assistance"
EMERGENCY SERVICES MISC HOUSING FUND BALANCE	Funds designated to be used as "housing assistance"
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
EWTF	Employer Workforce Training Fund
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid by grant funding. Example: fees for housing and/or community facility development assistance; fees paid by businesses for services
GAP	Northwest Natural Gas energy assistance program
GED	General Educational Development: a high school equivalency certificate
GFFP	General Food Fund Program
HEAD START/HHS	Federal funds from the U.S. Department of Health and Human Services to operate Head Start
HEAD START/OPK	State funds from the Oregon Pre-Kindergarten program to operate Head Start
HEALTHY KIDS PROGRAM	Low or no cost insurance for qualified children 18 and under
HIGH RISK YOUTH	Special funding for high-risk youth
HOAP	Home Ownership Assistance Program
HOLIDAY FOOD DRIVE	Donations to Linn Benton Food Share to support holiday food drive

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

LINKAGE	State linkage grant for Linn Benton Food Share to link Food Share clients with other services
LINCOLN REGIONAL REHAB	Housing Rehabilitation Program for Lincoln County
LINN-BENTON REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINN COUNTY	Linn County contracts for Linn Benton Food Share
LIRHF	Oregon Housing and Community Services Department's Low Income Rental Housing Fund used as match for
LOC	Learning Opportunity Centers: five certified alternative schools that are part of the Workforce & Education department youth services
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
NEG	National Emergency Grant - DOL funds to provide services to dislocated workers specific to identified layoffs
NAWDP	National Association of Workforce Development Professionals
NON-USDA FOOD	Value of commodities other than those from USDA
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education
NSP	Neighborhood Stabilization Program
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OEAP CM E2C2	Oregon Energy Assistance Program funds set aside to provide energy education with case management
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department
OHCS	Oregon Housing and Community Services
OJJDP	Office of Juvenile Justice for Delinquency Prevention
OJT	On-the-Job Training
OLGA	Oregon Low-income Gas Assistance to provide utility assistance to low-income residential customers of NW Natural Gas
OLIEE	Oregon Low-Income Energy Efficiency program funded by Northwest Natural Gas
ONE STOP CENTERS	Certified Work Source Centers offering a full range of services including information and referrals, employment and training programs, and client resources. A partnership of WIA, OED, VRD, and DHS

OREGON HEAT	Pacific Power and Light energy assistance program
OWP	Oregon Workforce Partnership
OYEI	Oregon Youth Employment Initiative
OYCC	Oregon Youth Conservation Corps for summer youth employment and training
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT PASSPORT	Dept of Housing and Urban Development Continuum of Care grant transferred from the Trueman Center to CSC to provide transitional housing
RAPID RESPONSE	Title IB WIA dollars reserved at the State for activities associated with business and industry closures or mass lay-offs
RCAC	Rural Community Assistance Corporation
RD HPG	Rural Development Housing Preservation Grants for housing rehabilitation
REBATES	Local utility company matching funds for weatherization
REACH FEE FUND BALANCE	Funds awarded as a pilot project to combine resource management, utility assistance, energy education, and weatherization to LIEAP eligible households who are high-energy users.
REGIONAL HOUSING CENTER	One-Stop center for home ownership information and services in the region
RENTAL REPLACEMENT	Rental income set aside for building maintenance & repair as required by grant contract
RSVP	Retired and Senior Volunteer program
SASSI	Safe and Secure Seniors Independent program for crime and fire prevention
SECOND CHANCE LANDLORD GUARANTY	Funds designated as cost reimbursement to landlords renting to eligible "Second Chance" graduates
SEEARP	State Energy Efficiency Appliance Rebate Program
SENATE BILL 1552	Funds allocated to provide foreclosure counseling and other housing referrals
SESP	State Energy Sector Partnership
SHAP	State of Oregon Homeless Assistance Program
SHARE CONT	Share contribution payments to Linn Benton Food Share from member agencies (freight and handling charges)
SHARE RESERVES	Share contribution payment reserves
SHIBA	Senior Health Insurance Benefits Assistance offering free counseling to people on Medicare
SHOP	Self-Help Home Ownership Opportunity Program

SHOW	State Home Oil Weatherization
SHS	Samaritan Health Services
SNRC	Summer Natural Resource Crew in Lincoln County
SOS	Central Lincoln Public Utility District's energy assistance program
TANF - CORVALLIS	Self Sufficiency Program of DHS; funds to be used as match for Corvallis-EHA-EA funds
TERN HOUSE RENTAL INCOME	Income & expenses generated from TERN HOUSE, a permanent affordable housing facility
USDA	US Department of Agriculture reimbursement for handling USDA commodity foods and budgeted value of USDA foods
UWLC	United Way of Linn County
UWBLC	United Way of Benton and Lincoln Counties
VALLEY IDA	Matched savings account that enables low-income households to build assets
VETERANS SUPPORTIVE SVCS	Collaborative grant with St. Vincent de Paul Society of Lane County, Inc. to provide supportive services to very low-income homeless Veterans and their families
VRD	Vocational Rehabilitation Division
WALDPORT CDBG	Housing rehabilitation program for Waldport
WIA	Workforce Investment Act - Implemented July 1, 2000
WIA/AREA	Comprises the area of coverage receiving local Workforce Investment Act services
WIA ADDITIONAL	Title IB WIA state reserves for on-going activities assistance i.e., company layoffs
WIA STATE WIDE STRATEGIES	Program incentives and technical assistance
WIB	Workforce Investment Board
WILLIAMS WEATHERIZATION	Settlement funds for weatherization
W & E	CSC's Workforce & Education department
WX	Weatherization
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school. Sometimes funded in part by Department of Housing & Urban Development