

**FISCAL YEAR 2015 - 2016
BUDGET & MULTI-YEAR
STRATEGIC PLAN**

Serving Linn, Benton, and Lincoln Counties

**A BOARDWALK IN RIVERFRONT PARK ALONG THE WILLAMETTE RIVER
IN DOWNTOWN ALBANY (LINN COUNTY)**

About this image – Date created: October 2009, Photographer citation: Gary Halvorson

OREGON HISTORICAL COUNTY RECORDS GUIDE (PHOTO NO. linnDA0011d)

FY 2015 – 2016 BUDGET

COMMUNITY SERVICES CONSORTIUM

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

June 1, 2015

**COMMUNITY SERVICES CONSORTIUM
FY 2015-2016 BUDGET**

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GOVERNING BOARD AND ADVISORY COUNCILS

GOVERNING BOARD

BENTON COUNTY

Commissioner Jay Dixon
Commissioner Anne Schuster
Commissioner Annabelle Jaramillo +

LINCOLN COUNTY

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

LINN COUNTY

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

+ Executive Committee Members

COMMUNITY ACTION ADVISORY COUNCIL

BENTON COUNTY

Cookie Johnson

LINCOLN COUNTY

Melissa Drake
Belinda Goody

LINN COUNTY

Claus Sass, Chair
Stephany Koehne
Holly Ryan
Kim DeMarcus
Warren Stroup

HEAD START POLICY COUNCIL

LINCOLN CITY

Angela Lowe
Gabriela Carteno
Tiara Hagaman, Chair

NEWPORT

Katie Ison
Maria Tafoya
Ana Hernandez, Vice
Chair

TOLEDO

Morgan Savage

POLICY COUNCIL COMMUNITY PARTNERS

Sue Anderson

Budget Message

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2015-2016

To: Bill Hall, 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

I became the Executive Director of Community Services Consortium in the spring of 2008, just as we entered the Great Recession. During my tenure, there has never been a time of smooth financial sailing for CSC. Our cash revenues have swung between \$16 and \$24 million. Funding for some programs has doubled and then dropped to less than 2008 levels in the space of four years. Some stimulus programs appeared in June of 2008 and disappeared a year later. This year is no different. Yet, the agency has weathered all storms. Why is that?

First of all, CSC is staffed by exceptional people: Exceptionally dedicated, exceptionally determined, and exceptionally focused on helping their neighbors to become more resilient and, if possible, exit poverty altogether.

Secondly, we have great partners. From large agencies like DHS and Oregon Employment Department to small groups like volunteers creating warming shelters during the rainy and cold Oregon winters, ending poverty is a group effort. We work together, pooling resources to stitch together a customized plan to acquire skills and resources necessary to move from crisis to stability and beyond.

Finally, we operate in great communities. They are caring. They genuinely believe that the community is healthier when everyone has the opportunity to prosper. They are generous. Our neighbors share their time, talent and resources. They are creative, always coming to us with ideas for better ways to attack the issue.

We believe we continue to do good work in Linn, Benton and Lincoln Counties because our neighbors believe in 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.

Grant Funding Sources

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

Our adopted budget for 2014-2015 was \$23,278,259. Our recent Supplemental Budget raised that by \$684,272 to a revised total of \$23,962,551. By comparison, our 2015-2016 total budget is \$22,743,331 a **decrease of 5.09% or \$1,219,220**. This amount of total expenditures puts CSC projected funding at 2.26% more than our audited expenditures of \$22,241,407 from FY 2006-2007; a time when demand for our services was at a far lower level.

Our Strategy

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

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

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

Background

Community Services Consortium has been a Community Action Agency since May of 1980 when it was organized under ORS 190 as a Council of Governments. **We have just entered into our 35th year of service to Linn, Benton and Lincoln counties.**

CSC also manages four non-profit entities under IRS 501(c)(3) to allow additional sources of funding and partnership to Linn Benton Food Share, Head Start in Lincoln County, Housing, Employment and Learning Programs for Self-Sufficiency (HELPS) and finally, Career Tech High School (aka the Charter School), organized during FY14.

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

We collaborate with various federal, state and community partners to help our neighbors overcome barriers including low-income and low skill levels. We offer services such as job search assistance, training support, employment skills, work experience, and occupational training; alternative high schools, a charter school and a variety of youth programs that improve transitions from school to work; emergency and transitional housing; utility assistance; housing rehabilitation, home; Head Start early education and family training; emergency food assistance and coordination of volunteer gleaning groups; and many others. We try to offer individuals a comprehensive mix of resources and opportunities within these various programs to assist our participants to overcome the causes and conditions of poverty and to lead more self-sufficient lives.

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

Fiscal Fitness

Our CSC internal systems are sound. **As an example, for the 23rd 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 16 years.** This confirms that our fiscal systems are running smoothly and transparently. **Our administrative overhead rate is projected at 3.79% in this FY15-16 budget.** We have implemented a multi-year plan for providing services that is evaluated annually and we produce an annual report showing our performance achievements on those long-term strategies.

GENERAL BUDGET INFORMATION

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

The General Fund includes allocations for Administration, Information Technology and Communication Services: cost allocation pools which are shown in the Appendices at the back of our budget document. These services are provided to all

departments and are re-allocated within the departmental budget appropriations. The General Fund provides direct and indirect costs of Administrative overhead such as executive oversight, human resources and finance functions. Information Technology provides service design and direct service by administering our entire information network system. Communications Services provides for the costs of producing agency documents and internal and external communications like our Compass publication, our annual report, resource guides, our E-newsletter and blog.

Based on our annual financial audit for the fiscal year ended June 30, 2014, we are pleased to announce that the cost of administrative overhead, information technology and communication services was 3.92% 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 6/30/14, Adopted Budget (including a Supplemental budget) for fiscal year ending 6/30/15, and the Projected Budget for fiscal year ending 6/30/16. We believe that a three-year summary of information is valuable in making decisions about the budget we are proposing for adoption. We present the differences in the Adopted Supplemental Budget from FY15 and the Proposed Budget for FY16 in both a dollar change and a percentage change format.

One Supplemental Budget for FY15 was presented to the CSC Governing Board in March 2015 and is 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 FY16 budget period under the separate tabs for their department. A summary of the major revenue and expenditure changes agency-wide is presented here.

Our projected net staffing decrease of about 10.82 Full Time Equivalents (FTEs) is spread across the departments of our organization, primarily in our Workforce and Education department (6.11 FTE) and Housing and Energy Services department (3.06), Child Development Services department (.78 FTE) and Community Resources and Development department (.97 FTE) while Linn Benton Food Share increased slightly (.10 FTE). Small adjustments have been made to staffing in the Administrative Services (.44 FTE), and Information Technology (.04 FTE), as we continue to use technological enhancements to communicate with participants, volunteers and supporters in more efficient ways. Administratively and operationally, we feel we have reached the lowest staffing level possible to run the organization.

Final federal funding will not be known until the end of the first quarter of our fiscal year, which coincides with the adoption of a federal budget. If there are continuing resolutions before adopting the federal budget, the uncertainty of our final funding stretches out more into our fiscal year as well. The State of Oregon is still in their budget adoption process as well. CSC typically is able to add additional grants as these budgets proceed toward finalization, and will look for other opportunities for

additional funding, as well as collaborative partnering arrangements that are compatible or complementary to our funding.

CSC management and our AFSCME union agreed to a 2% cost of living increase for FY14-15, retroactive to the beginning of the fiscal year, after five years without an increase. For FY15-16, there is no further projected salary increase, and for FY16-17 an additional increment is planned to the employer portion of the deferred compensation Oregon Savings Growth Plan.

Our health costs, which are a significant portion of our fringe benefit package, only increased about 3.2%, due to a good experience rating and negotiation by our HR Director and our benefits agent, with CSC paying 88% and employees paying 12% of the premiums.

PROGRAM SUMMARIES

Each section of this manual is organized to display a departmental organization chart, program projects and goals and a summary budget consisting of a recap of projected revenues and expenditures, detailed revenue sources and detailed expenditures with categories of personal services, materials and services, and capital outlay. Some departments have chosen to present a further division of expenditures by categories such as a summary of types of services. For example, Linn Benton Food Share also discloses separate information about its Volunteer/Gleaning activities.

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

GENERAL TRENDS

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

We are projecting a decrease of about 5.09% to our total funding in this budget as compared to the Supplemental FY15 budget, with a decrease of 10.82 FTE or 11.6% in staffing. The two reductions are not equal because most of our grants require certain levels of funding be allocated directly to benefit participants.

Adjustments for any funding changes for FY16 after this budget is adopted will be approved by the Governing Board as the grant contracts are finalized and processed through our internal contract procedures and/or Supplemental Budget procedures during the fiscal year.

SUMMARY

CSC's audited revenues increased from \$13.7 million in 1999 to a high of \$28.7 in 2010. Our revenues had decreased to \$20.91million as of the June 30, 2014 audit, risen slightly to our FY15 Supplemental Budget of \$23.9 million and are projected to decrease more significantly to \$22.74 million for FY16. Projection of funding has become increasingly difficult with unpredictable state and federal budgets. CSC will continue to provide client services in similar program areas with efficient administrative and program delivery models to ensure that maximum effort continues to be devoted to assisting our communities, but we acknowledge that the numbers served will be fewer. We intend to mitigate that effect as far as we can by redoubling our efforts to find and create new resources and to leverage what the community already has to offer.

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

Sincerely,



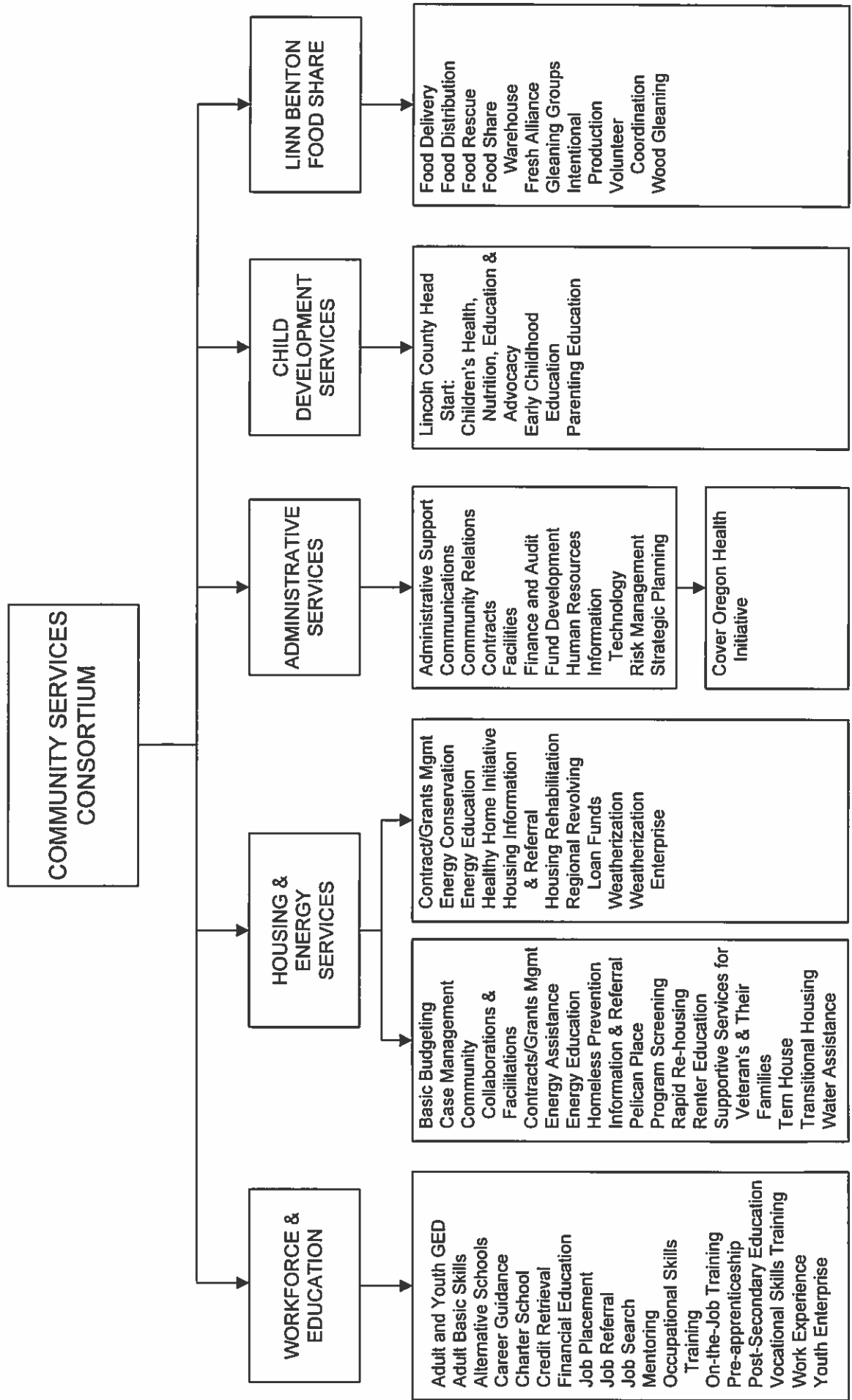
Martha Lyon
Executive Director



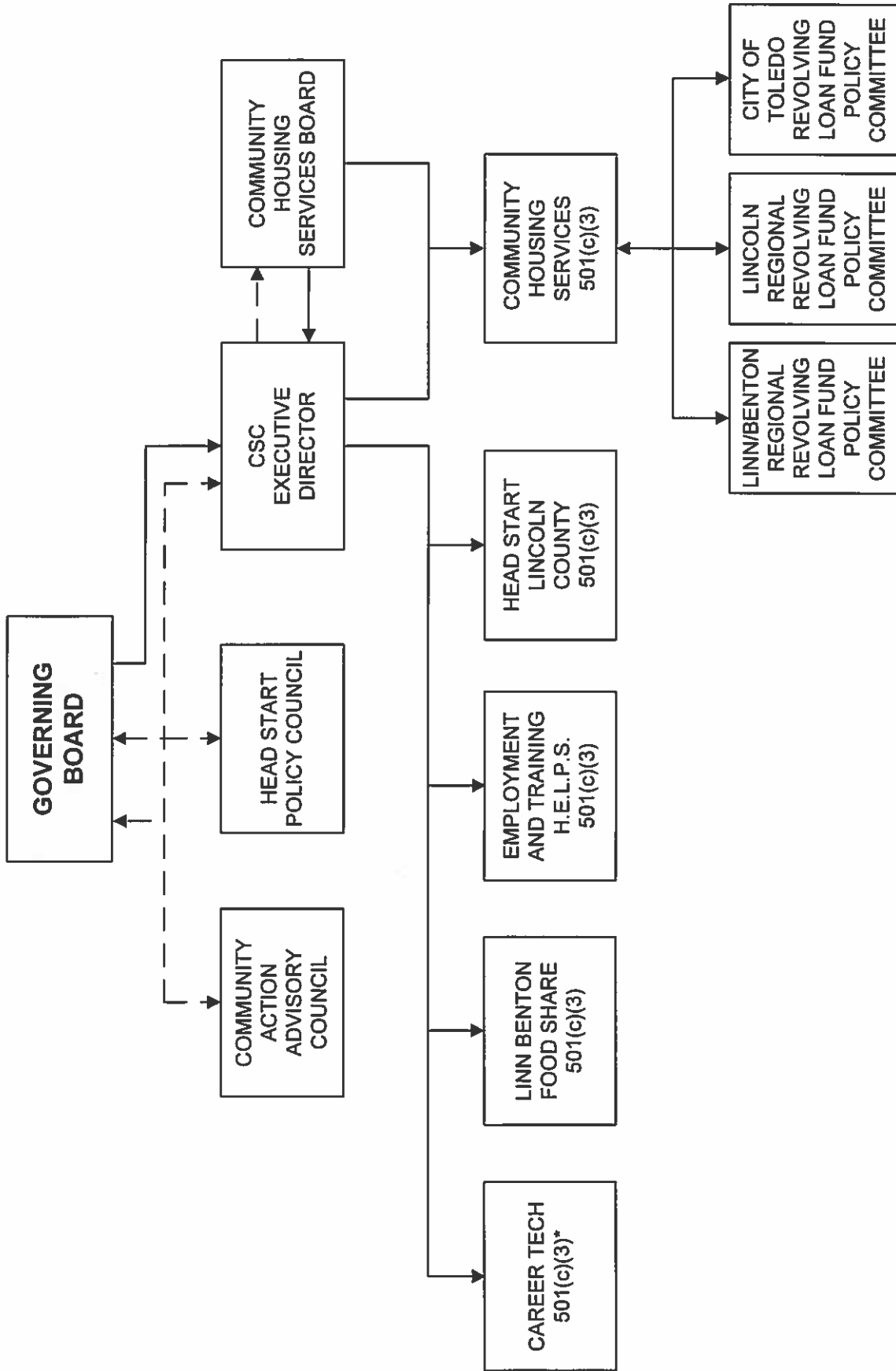
Debbie Jackson
Finance Director

CSC Totals

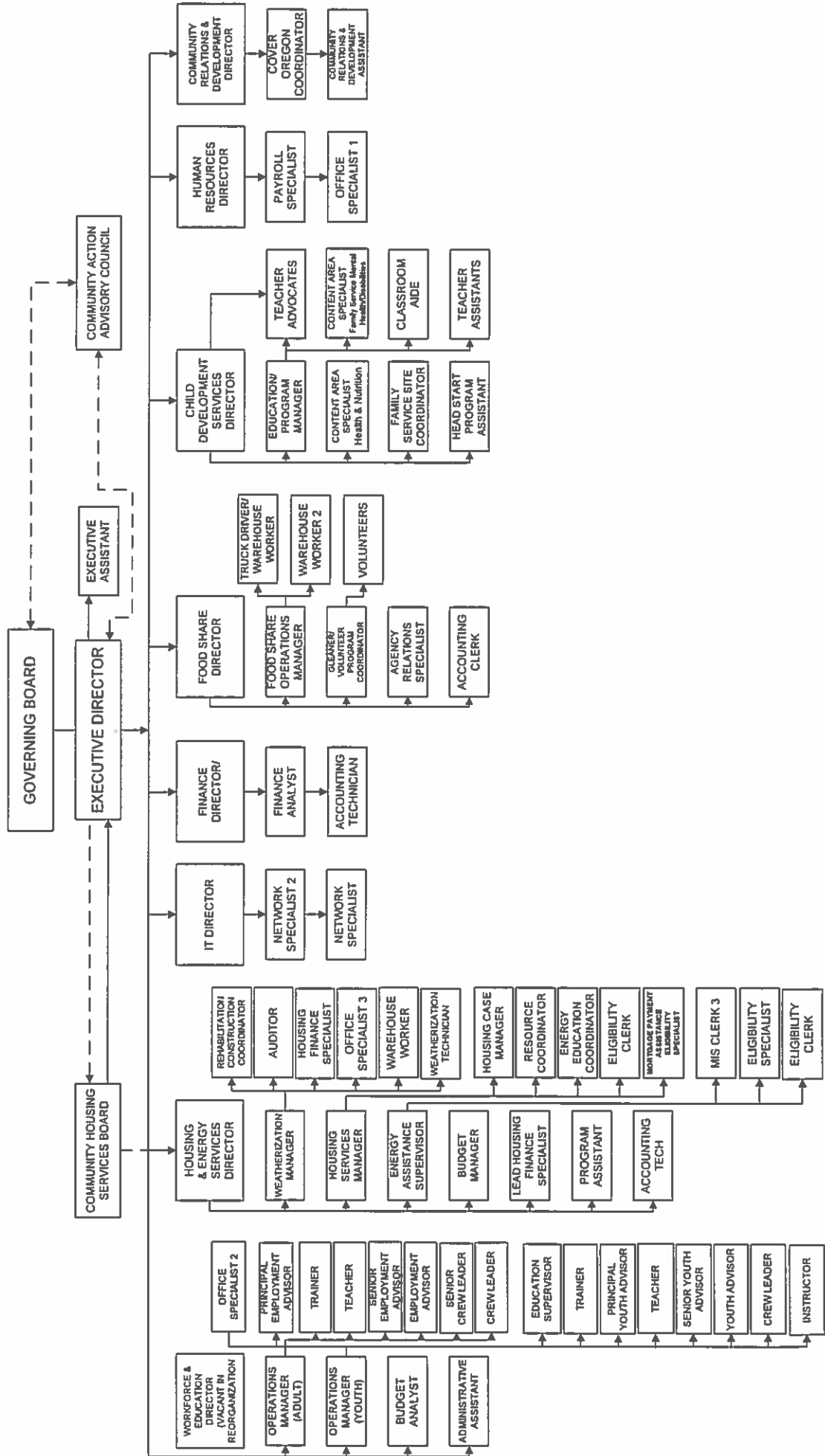
COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



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



COMMUNITY SERVICES CONSORTIUM ORGANIZATIONAL CHART



COMMUNITY SERVICES CONSORTIUM

SUPP #1

SUMMARY BUDGET	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
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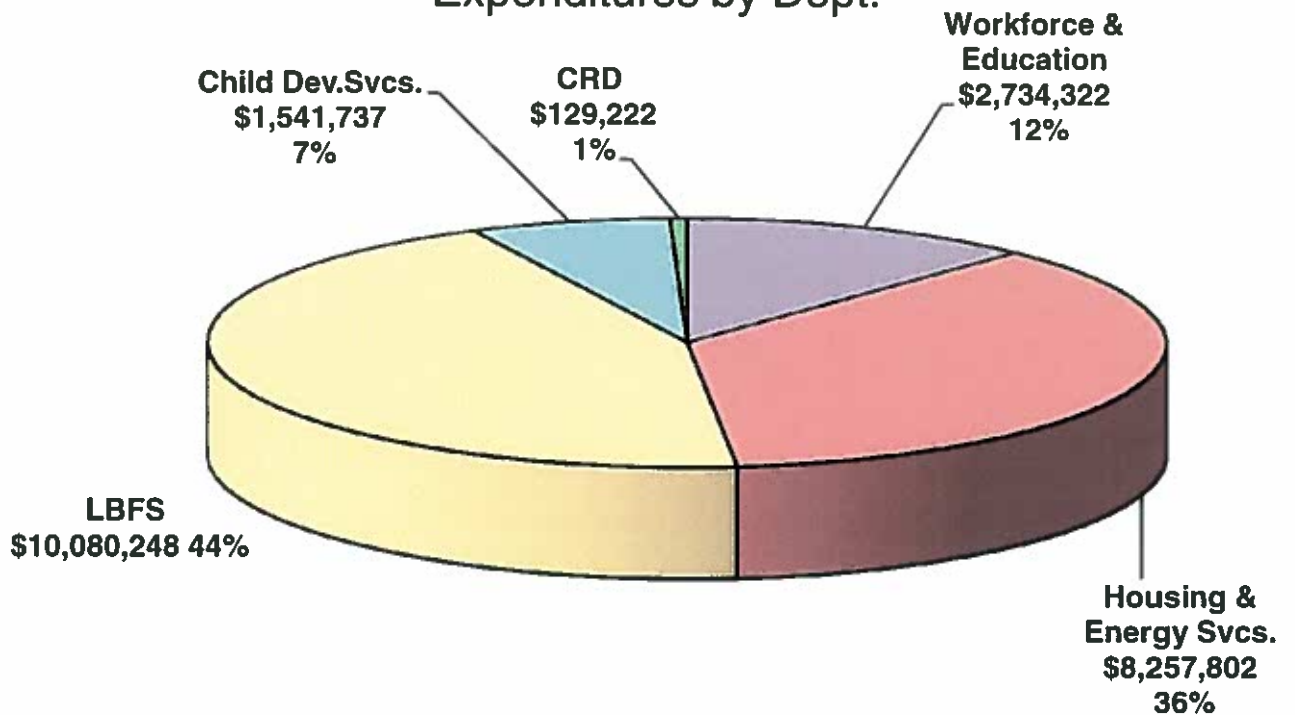
SOURCE OF REVENUES

FEDERAL FUNDS	7,489,564	8,554,384	7,592,610	-961,774	-11.24%
STATE FUNDS	2,867,665	3,476,573	3,124,166	-352,407	-10.14%
LOCAL FUNDS	1,842,300	3,247,514	3,127,831	-119,683	-3.69%
MISCELLANEOUS FUNDS	8,718,272	8,684,080	8,898,724	214,644	2.47%
TOTAL FUNDS	20,917,801	23,962,551	22,743,331	-1,219,220	-5.09%

DEPARTMENT BUDGET BY CATEGORY

FTE	84.10	93.44	82.62	-10.82	-11.58%
TOTAL PERSONAL SERVICES	5,236,493	5,712,197	4,981,829	-730,368	-12.79%
TOTAL MATERIALS/SERVICES	15,433,929	18,191,354	17,391,502	-799,852	-4.40%
TOTAL CAPITAL OUTLAY	50,532	59,000	370,000	311,000	627.12%
CHANGE IN FUND BALANCE	196,847	0	0	0	0.00%
TOTAL EXPENDITURES	20,917,801	23,962,551	22,743,331	-1,219,220	-5.09%

Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SUPP #1

SOURCE OF REVENUES	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NW WIB Adult	0	0	174,430	174,430	100.00%
NW WIB Youth	0	0	214,454	214,454	100.00%
NW WIB DW	0	0	147,188	147,188	100.00%
Incite Adult	0	0	195,000	195,000	100.00%
Incite Youth	0	0	222,000	222,000	100.00%
Incite DW	0	0	201,000	201,000	100.00%
WIA Adult	583,828	612,938	96,466	-516,472	-84.26%
WIA Youth	649,038	699,437	138,719	-560,718	-80.17%
WIA Dislocated Workers	589,618	607,404	112,644	-494,760	-81.45%
Job Driven NEG	0	20,000	70,920	50,920	354.60%
High Risk Youth	9,295	9,295	0	-9,295	-100.00%
Incentives	3,257	0	0	0	0.00%
DWT NEG	0	94,227	0	-94,227	-100.00%
Wilamette Housing - Health Equity	0	12,000	0	-12,000	-100.00%
CWRC	5,629	0	0	0	0.00%
CSBG	248,812	209,104	182,604	-26,500	-12.67%
CSBG interagency	6,010	209,728	0	-209,728	-100.00%
JOBS	165,029	165,000	199,000	34,000	20.61%
Youthbuild - AMERICORPS	39,066	99,000	164,000	65,000	65.66%
OYCC		77,000	86,000	9,000	11.69%
WIA Local Admin	147,382	0	0	0	0.00%
DHS (Independent Living Skills)	126,693	128,001	128,001	0	0.00%
LIHEAP	1,933,110	2,507,844	1,998,451	-509,393	-20.31%
LIHEAP Education	99,921	150,665	121,712	-28,953	-19.22%
LIHEAP Leverage	44,007	5,000	0	-5,000	-100.00%
LIHEAP WX EE	23,701	23,701	19,388	-4,313	-18.20%
REACH	2	0	0	0	0.00%
ESGP	103,513	110,530	128,864	18,334	16.59%
Continuum of Care	75,440	75,441	71,560	-3,881	-5.14%
HOME TBA	151,821	232,369	239,671	7,302	3.14%
HSP	31,053	31,054	31,053	-1	0.00%
BPA Energy Education	38,407	8,404	8,896	492	5.85%
C of C LBHASHP	107,391	124,841	117,529	-7,312	-5.86%
C of C Project Passport	47,964	48,924	47,068	-1,856	-3.79%
VA Support Services	100,486	276,080	282,000	5,920	2.14%
CDBG Albany Homeless Svc	0	0	12,900	12,900	100.00%
CDBG Albany Rehab	0	80,000	61,300	-18,700	-23.37%
CDBG Albany Wx	0	10,000	10,000	0	0.00%
RD HPG - 501c3	6,582	39,665	39,665	0	0.00%
DOE	144,786	129,522	129,640	118	0.09%
LIEAP WX Roll Over	242,179	98,831	368,360	269,529	372.72%
BPA	210,595	123,267	104,073	-19,194	-15.57%
RCAC	1,306	0	0	0	0.00%
USDA	480,268	511,016	519,208	8,192	1.60%
Head Start HHS	897,599	969,742	942,816	-26,926	-2.78%
NFMC -Nat'l Foreclosure Counsel	3,654	0	0	0	0.00%
Cover Oregon Kids	53,656	5,879	0	-5,879	-100.00%
RD HPG Lincoln	34,691	0	0	0	0.00%
OAHAC -Mortgage Payment Assist	69,725	48,476	6,030	-42,446	-87.56%
OHCS Pre-mediation Foreclosure	14,050	0	0	0	0.00%
Subtotal	7,489,564	8,554,384	7,592,610	-961,774	-11.24%
STATE FUNDS					
Dept. of Education (Charter School)	304,161	336,600	375,000	38,400	11.41%
Oregon Historic Cemetery	0	4,000	0	-4,000	-100.00%
BACK TO WORK OREGON	142,203	178,736	0	-178,736	-100.00%
ODOT	0	5,000	0	-5,000	-100.00%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
174,430	0	0	0	0
214,454	0	0	0	0
147,188	0	0	0	0
195,000	0	0	0	0
222,000	0	0	0	0
201,000	0	0	0	0
96,466	0	0	0	0
138,719	0	0	0	0
112,644	0	0	0	0
70,920	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	31,000	59,500	0	92,104
0	0	0	0	0
199,000	0	0	0	0
164,000	0	0	0	0
86,000	0	0	0	0
0	0	0	0	0
128,001	0	0	0	0
0	1,998,451	0	0	0
0	121,712	0	0	0
0	0	0	0	0
0	19,388	0	0	0
0	0	0	0	0
0	128,864	0	0	0
0	71,560	0	0	0
0	239,671	0	0	0
0	31,053	0	0	0
0	8,896	0	0	0
0	117,529	0	0	0
0	47,068	0	0	0
0	282,000	0	0	0
0	12,900	0	0	0
0	61,300	0	0	0
0	10,000	0	0	0
0	39,665	0	0	0
0	129,640	0	0	0
0	368,360	0	0	0
0	104,073	0	0	0
0	0	0	0	0
0	0	425,000	94,208	0
0	0	0	942,816	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	6,030	0	0	0
0	0	0	0	0
2,149,822	3,829,160	484,500	1,037,024	92,104
375,000	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SUPP #1

SOURCE OF REVENUES	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16		
Local Industry Sector Strategy	6,898	110,000	0	-110,000	-100.00%
CWRC (STATE)	0	78,360	0	-78,360	-100.00%
EHA	198,776	207,697	247,995	40,298	19.40%
Ferrell Gas (FG)	0	0	6,249	6,249	100.00%
Housing Plus S.S. - Tern	7,139	17,200	29,592	12,392	72.05%
Housing Plus Pelican	30,946	30,550	117,457	86,907	384.47%
SHAP	82,962	90,428	90,428	0	0.00%
OHRF	51,218	48,100	48,000	-100	-0.21%
LIRHF	0	16,782	16,782	0	0.00%
OEAP	1,015,903	1,201,533	1,208,917	7,384	0.61%
ECHO Energy Education	31,185	54,002	54,002	0	0.00%
Echo WX	516,787	521,531	426,106	-95,425	-18.30%
Valley IDA	0	6,000	0	-6,000	-100.00%
HOAP - Home Ownership Assist	3,354	0	0	0	0.00%
Linkage	0	700	0	-700	-100.00%
Head Start/OPP/OPK	471,598	493,638	493,638	0	0.00%
SHOW	0	11,000	10,000	-1,000	-9.09%
DEL WX	4,535	0	0	0	0.00%
Document Recording Fee	0	0	0	0	0.00%
Cover Oregon (Reclassified)	0	64,715	0	-64,715	-100.00%
Subtotal	2,867,665	3,476,573	3,124,166	-352,407	-10.14%
LOCAL FUNDS					
Edith Stewart	0	30,150	0	-30,150	-100.00%
Donations - WED	3,200	4,000	0	-4,000	-100.00%
Santiam OWEB	0	23,500	0	-23,500	-100.00%
Oregon Community Foundations	0	10,000	0	-10,000	-100.00%
Donations - ES	1,276	8,000	3,500	-4,500	-56.25%
OLGA	81,419	690,195	684,893	-5,302	-0.77%
NW Natural En Ed Fund Bal	0	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	0	28,938	0	-28,938	-100.00%
Meyer Memorial Trust / CAPO	26,000	39,000	39,000	0	0.00%
Oregon Heat	10,420	77,909	89,115	11,206	14.38%
GAP	370	35,011	35,011	0	0.00%
SOS	15,628	16,085	19,243	3,158	19.63%
CPI	1,805	23,126	26,952	3,826	16.54%
Albany Water Assistance	3,675	49,908	49,908	0	0.00%
Tern House - Rental Income	36,130	30,410	27,584	-2,826	-9.29%
Pelican Place - Rental Income	80,308	71,982	64,782	-7,200	-10.00%
Rural Benton County	5,000	0	0	0	0.00%
Comm Dev - Fund Balance	0	11,952	11,952	0	0.00%
OYCC Foundation	111,872	0	0	0	0.00%
Benton County	22,000	22,000	24,000	2,000	9.09%
BC Natural Resources	0	5,000	0	-5,000	-100.00%
Linn County Summer Youth Emp	0	20,000	0	-20,000	-100.00%
SHOP	30,000	45,000	0	-45,000	-100.00%
OLIEE	69,723	200,000	100,000	-100,000	-50.00%
Rebates	8,252	0	0	0	0.00%
Acquisition/Rehab Fund Balance	0	150,000	150,000	0	0.00%
City of Corvallis	35,695	37,000	38,000	1,000	2.70%
Donations - LBFS	671,088	616,374	630,122	13,748	2.23%
Holiday Food Drive	31,279	35,000	35,000	0	0.00%
Linn County	17,100	17,100	17,100	0	0.00%
Intentional Production	0	0	10,500	10,500	100.00%
Other Foundations	20,000	8,000	12,000	4,000	50.00%
Food Recovery	44,845	48,104	48,788	684	1.42%
Share Contributions	283,197	310,301	296,888	-13,413	-4.32%
Central Lincoln PUD	49,159	87,500	70,000	-17,500	-20.00%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	0	0	0	0
0	0	0	0	0
0	247,995	0	0	0
0	6,249	0	0	0
0	29,592	0	0	0
0	117,457	0	0	0
0	74,428	16,000	0	0
0		48,000	0	0
0	16,782	0	0	0
0	1,208,917	0	0	0
0	54,002	0	0	0
0	426,106	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	493,638	0
0	10,000	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
375,000	2,191,528	64,000	493,638	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	3,500	0	0	0
0	684,893	0	0	0
0	6,591	0	0	0
0	0	0	0	0
0	39,000	0	0	0
0	89,115	0	0	0
0	35,011	0	0	0
0	19,243	0	0	0
0	26,952	0	0	0
0	49,908	0	0	0
0	27,584	0	0	0
0	64,782	0	0	0
0	0	0	0	0
0	11,952	0	0	0
0	0	0	0	0
0	0	24,000	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	100,000	0	0	0
0	0	0	0	0
0	150,000	0	0	0
0	0	38,000	0	0
0	0	630,122	0	0
0	0	35,000	0	0
0	0	17,100	0	0
0	0	10,500	0	0
0	0	12,000	0	0
0	0	48,788	0	0
0	0	296,888	0	0
0	70,000	0	0	0

COMMUNITY SERVICES CONSORTIUM

SUPP #1

SOURCE OF REVENUES	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16		
Lincoln Community Land Trust	178,339	48,040	0	-48,040	-100.00%
TERN Rental Replacement	0	5,600	5,600	0	0.00%
PELICAN Rental Replacement	0	12,018	12,018	0	0.00%
HOAP RLF	0	1,332	0	-1,332	-100.00%
Housing Rehab Funds	0	366,314	543,209	176,895	48.29%
Mill City -General Fund	0	25,000	25,000	0	0.00%
Benton County Foundation	4,520	0	0	0	0.00%
Samaritan Health Services Social Accr	0	25,000	25,000	0	0.00%
NW Energy ED	0	0	20,000	20,000	100.00%
Lincoln County	0	6,075	6,075	0	0.00%
Subtotal	1,842,300	3,247,514	3,127,831	-119,683	-3.69%
MISCELLANEOUS FUNDS					
Miscellaneous	148,233	88,251	207,076	118,825	234.65%
Benton Learning Center	1,126	0	0	0	0.00%
Other Fee For Service	50,074	30,000	30,393	393	1.31%
Youthbuild - Fee For Service	17,950	12,000	40,000	28,000	333.33%
School Fee For Service	121,034	120,000	120,000	0	0.00%
Sales of Houses (Assets)	0	203,371	203,371	0	0.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	11,384	11,384	0	0.00%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Trust Management	0	19,000	12,500	-6,500	-34.21%
WX FFS	0	50,000	30,000	-20,000	-40.00%
Wetland Conservancy	0	7,000	0	-7,000	-100.00%
Benton FFS	0	5,000	9,500	4,500	90.00%
Nature Conservancy	0	7,000	0	-7,000	-100.00%
Lincoln Donations	3,879	3,800	0	-3,800	-100.00%
Non-USDA Food	8,310,946	7,950,000	8,000,000	50,000	0.63%
LBFS Fund Balance	0	12,000	223,000	211,000	1858.33%
Donations	6,427	5,000	5,000	0	0.00%
YB FFS Construction	11,382	0	0	0	0.00%
WX FFS Training	28,781	0	0	0	0.00%
Mid Coast Watershed Council	8,079	12,000	0	-12,000	-100.00%
Yth Development Coalition	0	64,774	0	-64,774	-100.00%
In-Kind Donations - Americorps Matc	0	75,000	0	-75,000	-100.00%
Garden Gnome Run Proceeds	10,361	2,000	0	-2,000	-100.00%
Subtotal	8,718,272	8,684,080	8,898,724	214,644	2.47%
TOTAL FUNDS	20,917,801	23,962,551	22,743,331	-1,219,220	-5.09%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	0	0	0	0
0	5,600	0	0	0
0	12,018	0	0	0
0	0	0	0	0
0	543,209	0	0	0
0	25,000	0	0	0
0	0	0	0	0
0	25,000	0	0	0
0	20,000	0	0	0
0	0	0	6,075	0
0	2,009,358	1,112,398	6,075	0
0	4,000	196,350	0	6,725
0	0	0	0	0
0	0	0	0	30,393
40,000	0	0	0	0
120,000	0	0	0	0
0	203,371	0	0	0
0	1,500	0	0	0
0	11,384	0	0	0
0	5,000	0	0	0
10,000	2,500	0	0	0
30,000	0	0	0	0
0	0	0	0	0
9,500	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	8,000,000	0	0
0	0	223,000	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	0
0	0	0	0	0
0	0	0	0	0
209,500	227,755	8,419,350	5,000	37,118
2,734,322	8,257,802	10,080,248	1,541,737	129,222

COMMUNITY SERVICES CONSORTIUM

SUPP #1

OPERATING BUDGET		AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
	FTE	84.10	93.44	82.62	-10.82	-11.58%
5010	Salaries	3,639,495	3,939,876	3,405,078	-534,798	-13.57%
5020	Client Salaries	3,983	15,754	0	-15,754	-100.00%
	TOTAL SALARIES	3,643,478	3,955,630	3,405,078	3,405,078	-13.92%
5320	PERS	368,524	398,664	374,071	-24,593	-6.17%
5330	Workers' Comp	2,833	5,890	5,227	-662	-11.24%
5335	SAIF Insurance	33,326	32,043	38,165	6,122	19.11%
5340	Unemployment	68,977	74,713	88,531	13,818	18.49%
5350	Health Insurance	657,600	781,909	654,584	-127,324	-16.28%
5360	Dental Insurance	78,250	94,753	91,613	-3,140	-3.31%
5370	Life Insurance	27,444	27,615	28,556	941	3.41%
5375	Flexible Spending Costs	943	937	1,133	196	20.92%
5380	Employee Assistance Program	170	2,528	2,060	-468	-18.52%
5382	OSGP Match	47,717	44,072	39,726	-4,346	-9.86%
5386	Non Taxable Fringe Pgm	902	0	0	0	0.00%
5390	FICA	267,356	290,443	250,084	-40,358	-13.90%
5395	Vacation Accrued	38,973	3,000	3,000	0	0.00%
	TOTAL FRINGE	1,593,015	1,756,567	1,576,751	1,576,752	-10.24%
	TOTAL PERSONAL SERVICES	5,236,493	5,712,197	4,981,829	4,981,829	-12.79%
5510	Audit & Accounting	40,063	40,088	39,630	-458	-1.14%
5520	Data Connection/Services	5,615	5,769	5,784	15	0.27%
5530	Legal	8,919	4,564	4,473	-91	-1.99%
5540	Other Purchased Services	113,374	160,396	80,097	-80,298	-50.06%
5550	Contract Services/Training	3,210	127,600	43,334	-84,266	-66.04%
5610	Educational Confer/Train	73,467	58,487	74,567	16,080	27.49%
5620	Meetings	7,029	7,983	7,579	-404	-5.07%
5630	Dues	20,596	22,692	7,403	-15,289	-67.38%
5710	Mileage	46,328	46,104	52,715	6,610	14.34%
5720	Vehicle Operating Cost	96,534	57,117	61,279	4,162	7.29%
5730	Vehicle Insurance	16,440	21,633	28,937	7,303	33.76%
5740	Other Transportation Cost	13,313	23,229	19,500	-3,729	-16.05%
5910	Rent	347,544	400,008	280,107	-119,901	-29.97%
5920	Utilities	75,217	53,387	48,079	-5,308	-9.94%
5930	Telephone	2,296	8,120	10,317	2,197	27.06%
5935	Cell Phone	13,689	14,215	14,655	440	3.10%
5940	Maintenance, Repair, Janitorial	102,504	38,562	34,237	-4,325	-11.21%
5950	General Insurance	55,468	66,611	68,619	2,008	3.01%
5970	Space Rent	2,648	2,125	2,084	-41	-1.92%
5980	Space Utilities	17,381	20,038	20,287	249	1.24%
6110	Office Supplies	33,028	24,467	22,010	-2,457	-10.04%
6120	Postage/Shipping	15,165	24,920	25,831	911	3.66%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
23.95	32.41	6.87	18.53	0.85
1,025,657	1,286,431	309,861	734,098	49,031
0	0	0	0	0
1,025,657	1,286,431	309,861	734,098	49,031
120,820	130,076	39,616	78,837	4,722
1,644	2,033	472	1,020	59
16,443	8,766	4,942	7,513	502
26,667	33,447	8,056	19,086	1,275
193,605	239,911	64,369	147,214	9,486
24,290	37,207	11,544	17,612	961
8,690	10,357	2,792	6,105	611
504	488	71	66	4
642	596	244	552	26
10,444	14,806	4,200	9,796	480
0	0	0	0	0
78,463	88,008	23,704	56,158	3,751
0	0	0	0	3,000
482,211	565,696	160,009	343,959	24,876
1,507,868	1,852,127	469,870	1,078,057	73,906
10,117	20,817	3,856	4,423	417
4,014	1,750	20	0	0
65	3,858	550	0	0
23,483	17,015	4,600	10,000	25,000
13,265	27,469	100	2,500	0
20,221	36,528	5,500	12,000	318
1,100	2,729	2,250	1,200	300
600	2,403	150	4,000	250
14,450	26,265	3,500	3,500	5,000
12,846	21,433	26,500	500	0
15,771	8,705	4,460	0	0
0	1,000	18,500	0	0
104,886	150,232	22,104	0	2,885
13,982	11,197	2,900	20,000	0
6,079	3,638	600	0	0
2,538	7,837	1,680	2,000	600
2,849	15,888	3,000	12,000	500
14,606	35,541	7,294	10,575	603
0	2,084	0	0	0
0	37	20,250	0	0
3,051	15,369	1,970	1,000	620
1,259	10,112	10,350	1,500	2,610

COMMUNITY SERVICES CONSORTIUM

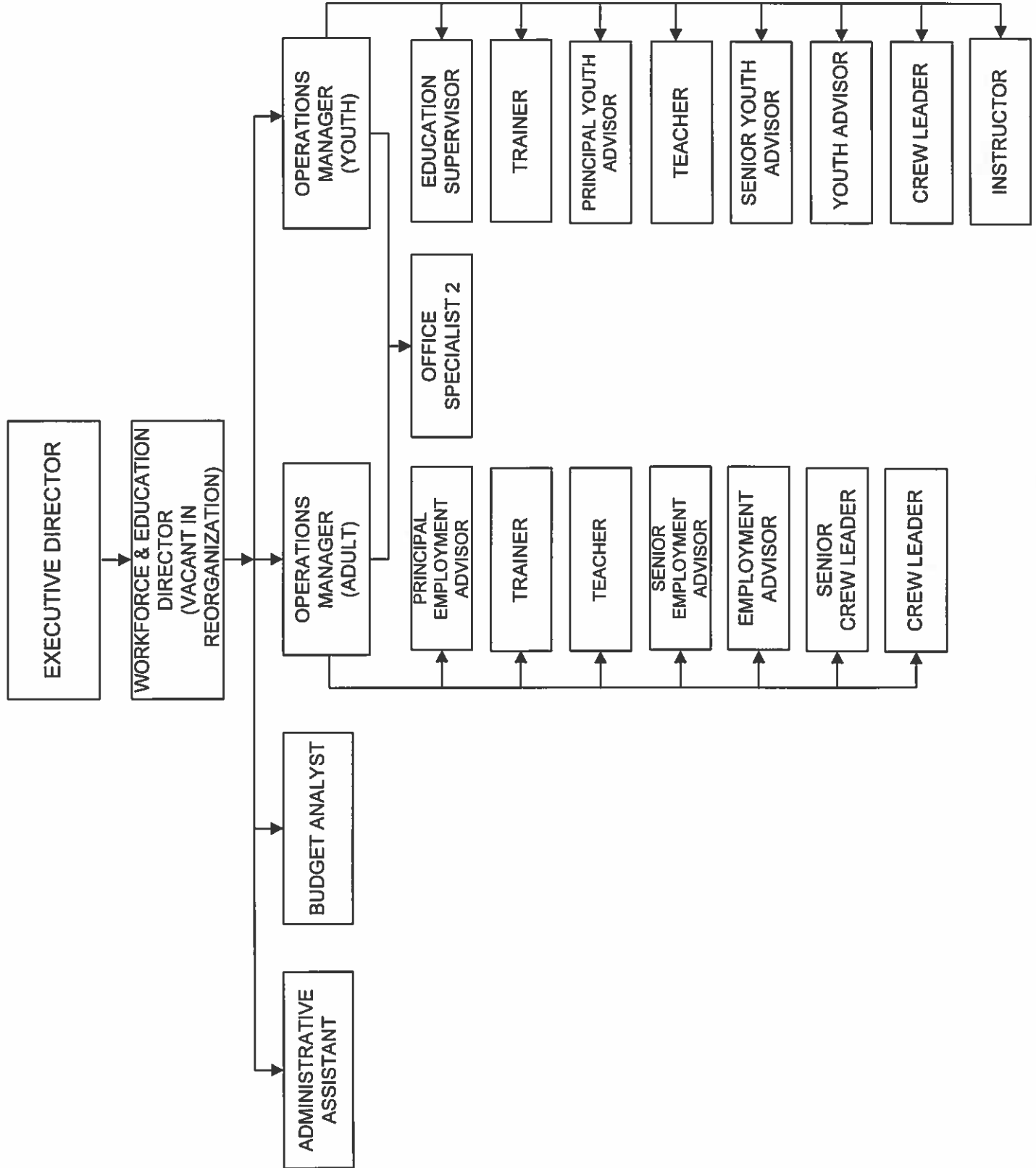
SUPP #1

OPERATING BUDGET	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
6130 Photocopy	41,264	35,345	39,851	4,505	12.75%
6140 Printing	17,744	30,417	27,415	-3,002	-9.87%
6145 Software	23,216	9,603	16,662	7,059	73.50%
6150 Advertising/Recruitment	2,611	8,904	9,216	312	3.50%
6160 Program Supplies	9,370,095	9,206,983	9,026,117	-180,866	-1.96%
6170 Rental Rehab Loans	0	0	96,000	96,000	100.00%
6180 Owner Rehab Loans	36,416	418,142	446,833	28,691	6.86%
6190 Other Supplies	3,812	153,187	129,811	-23,376	-15.26%
6210 Contract-Soc Serve Agency	36,363	44,000	43,999	-1	0.00%
6230 Contract-Weatheri\$Xation	290,768	464,445	418,624	-45,821	-9.87%
6250 OJT Reimbursements	96,530	174,501	106,163	-68,338	-39.16%
6320 Equipment Rental	1,953	4,619	10,037	5,418	217.29%
6330 Equipment Repair	8,760	46,697	49,466	2,769	5.93%
6340 Expendable Equipment	92,092	65,982	67,887	1,905	2.89%
6350 Building Renovations, Remodel	1,480	11,869	16,000	4,131	34.81%
6410 Books/Subscriptions	8,239	3,069	5,688	2,619	85.35%
6470 Miscellaneous (Admin)	622	2,283	3,771	1,488	65.18%
6620 Indirect	617,552	912,974	877,126	-35,848	-3.93%
6630 Infrastructure	268,122	340,261	273,240	-67,021	-19.70%
6650 Communication Services	66,964	73,299	74,579	1,280	1.75%
6710 Transportation	4,301	2,885	10,341	7,456	358.44%
6720 Child Care	0	574	474	-100	-17.42%
6730 Health Care	601	100	20,000	19,900	2000.00%
6740 Residential Support	30,799	1,000	2,000	1,000	200.00%
6750 Clothing	934	1,000	6,300	5,300	630.00%
6760 Emergency	0	54	0	-54	-100.00%
6770 Personal Grooming	15	400	1,700	1,300	425.00%
6780 Meals	75,822	86,890	94,208	7,318	8.42%
6790 Tuition & Fees (Skills)	2,308	3,457	12,794	9,337	370.09%
6800 Tuition & Fees (Vocation)	25,777	177,599	201,011	23,412	13.18%
6810 Training & Supplies	20,438	21,664	22,758	1,094	5.05%
6840 Acquisition Costs	0	376,726	332,526	-44,200	-11.73%
6850 Relocation Costs	0	1,000	0	-1,000	-100.00%
6860 Incentive Payments	181,337	187,025	79,923	-107,102	-57.27%
6870 Miscellaneous	1,206	49,939	48,439	-1,500	-3.00%
6880 Client Assistance	2,833,779	4,044,947	3,867,620	-177,327	-4.38%
7000 Building Cost	17,950	1,402	1,402	0	0.00%
7002 SDC Charges/Permits	13,059	0	0	0	0.00%
7021 Site Utilities	131,174	0	0	0	0.00%
TOTAL MATERIALS-SERVICES	15,433,929	18,191,354	17,391,502	17,391,503	-4.40%
6310 TOTAL CAPITAL OUTLAY	50,532	59,000	370,000	311,000	627.12%
3010 FUND BAL. INCREASE (DECR)	196,847	0	0	0	0.00%
TOTAL EXPENDITURES	20,917,801	23,962,551	22,743,331	22,743,331	-5.09%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
7,311	21,390	3,150	7,000	1,000
1,455	10,960	14,400	300	300
12,417	3,845	400	0	0
1,400	5,836	1,800	100	80
41,068	50,210	8,923,543	10,796	500
0	96,000	0	0	0
0	446,833	0	0	0
0	129,811	0	0	0
0	43,999	0	0	0
0	418,624	0	0	0
106,163	0	0	0	0
5,896	3,657	484	0	0
4,086	23,380	17,000	5,000	0
8,034	42,053	9,300	8,500	0
0	16,000	0	0	0
4,150	1,158	100	0	280
0	3,771	0	0	0
263,715	339,039	71,426	194,109	8,837
126,857	87,182	12,686	42,286	4,229
22,420	29,284	5,955	16,183	737
10,341	0	0	0	0
474	0	0	0	0
20,000	0	0	0	0
2,000	0	0	0	0
6,300	0	0	0	0
0	0	0	0	0
1,700	0	0	0	0
0	0	0	94,208	0
11,794	1,000	0	0	0
201,011	0	0	0	0
22,758	0	0	0	0
0	332,526	0	0	0
0	0	0	0	0
79,923	0	0	0	0
0	8,189	40,000	0	250
0	3,867,620	0	0	0
0	1,402	0	0	0
0	0	0	0	0
0	0	0	0	0
1,226,454	6,405,675	9,240,378	463,680	55,316
0	0	370,000	0	0
0	0	0	0	0
2,734,322	8,257,802	10,080,248	1,541,737	129,222

Workforce & Education

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

The Workforce & Education department helps jobseekers to evaluate their skills in relation to the local job market, build those skills where necessary, and connect with employers in our community. We work to understand the needs of local business so that we can help prepare future employees to succeed. Our methods include education (alternative high school, GED and diploma prep, and our charter school), training (occupational, vocational, pre-apprenticeship, and soft skills), and assistance to acquire employment (career guidance, job search, work experience, on-the-job-training and job placement). In order to tailor services to each participant, a comprehensive skills assessment is offered to all and supportive services are provided as needed to facilitate each participant's success.

Accomplishments

- Supported our local focus on the health care sector by funding a cohort of 10 job-seekers to obtain their C.N.A. certificates. Nine were hired immediately. Thirty-four job-seekers were placed in on-the-job-training at the Veteran's Home in Lebanon.
- YouthBuild completed two major housing rehabilitation projects that helped residents to stay in a safer, healthier home.
- We enrolled 61 jobseekers in our free GED program which offers open, rolling admission so that no matter when our clients make the decision, they can start right away on the next step to a brighter future.
- All but 2 area high schools have adopted the use of the Career Readiness Certification process to help students document key workplace skills.

Goals

- Expand internal and community partnerships between YouthBuild, Habitat for Humanity, and our low-income weatherization program.
- Explore the Talent Community concept in customized recruiting and skill training to meet employer needs in select areas.
- Develop the capability among the regional WorkSource Oregon Centers to offer virtual services to businesses and job seekers as well as to better connect and coordinate staff in the Centers.
- Expand access to placement and jobseeker services through new partnerships.

All of these achievements demonstrate active and successful programs despite diminishing resources over the past few years. Recent changes in the administration of funds in the new Workforce Innovation and Opportunity Act (WIOA) have caused an even more significant reduction in funding, yet we intend to test new ways to make better connections between jobseekers and employers in the new fiscal year.

Linn, Benton, Lincoln Workforce Investment Board

CSC provided executive director and administrative services to the LBL WIB and served as its fiscal agent through the WIB's dissolution in early 2015.

Pursuant to the Executive Order issued by then-Governor Kitzhaber the Linn Benton Lincoln Workforce Investment Board has dissolved. Taking its place are two boards: Incite, the workforce board for Marion, Polk and Yamhill counties; and the newly formed Oregon Northwest Workforce Investment Board (ONWIB).

CSC will remain as a service provider in Linn, Benton and Lincoln counties for the coming year, but will do so via separate agreements with the two distinct entities.

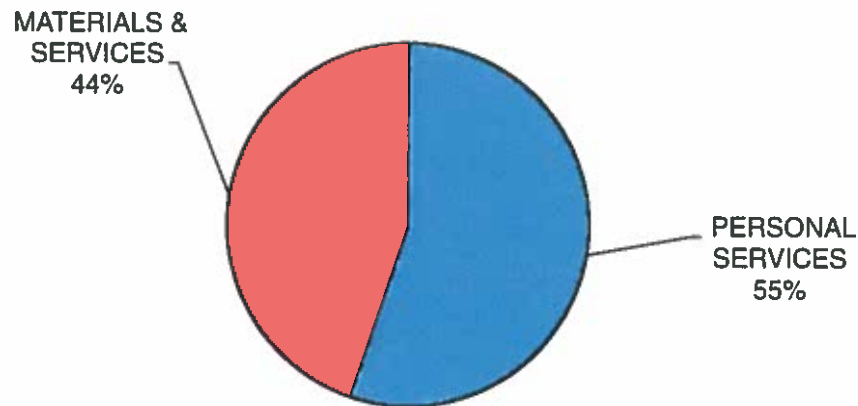
WORKFORCE & EDUCATION

SUPP #1

SUMMARY BUDGET	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
SOURCE OF REVENUES					
FEDERAL FUNDS	2,352,276	2,524,302	2,149,822	-374,480	-14.84%
STATE FUNDS	453,262	712,696	375,000	-337,696	-47.38%
LOCAL FUNDS	119,592	92,650	0	-92,650	-100.00%
MISCELLANEOUS FUNDS	236,093	375,074	209,500	-165,574	-44.14%
TOTAL FUNDS	3,161,223	3,704,722	2,734,322	-970,400	-26.19%

DEPARTMENT BUDGET BY CATEGORY

FTE	25.40	30.06	23.95	-6.11	-20.35%
TOTAL PERSONAL SERVICES	1,673,361	1,959,116	1,507,868	-451,248	-23.03%
TOTAL MATERIALS/SERVICES	1,471,202	1,713,606	1,226,454	-487,152	-28.43%
TOTAL CAPITAL OUTLAY	21,996	32,000	0	-32,000	-100.00%
TOTAL FUND BALANCE	-5,336	0	0	0	0.00%
TOTAL EXPENDITURES	3,161,223	3,704,722	2,734,322	-970,400	-26.19%



WORKFORCE & EDUCATION

SUPP #1

SOURCE OF REVENUES	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
FEDERA FUNDS					
NW WIB Adult	0	0	174,430	174,430	100.00%
NW WIB Youth	0	0	214,454	214,454	100.00%
NW WIB DW	0	0	147,188	147,188	100.00%
Incite Adult	0	0	195,000	195,000	100.00%
Incite Youth	0	0	222,000	222,000	100.00%
Incite DW	0	0	201,000	201,000	100.00%
WIA Title IB Adult	583,828	612,938	96,466	-516,472	-84.26%
WIA Title IB Youth	649,038	699,437	138,719	-560,718	-80.17%
WIA Title IB Dislocated Workers	589,618	607,404	112,644	-494,760	-81.45%
Job Driven NEG	0	20,000	70,920	50,920	354.60%
High Risk Youth	9,295	9,295	0	-9,295	-100.00%
WIA Incentives	3,257	0	0	0	0.00%
CSBG	33,441	0	0	0	0.00%
JOBS	165,029	165,000	199,000	34,000	20.61%
Youthbuild - AMERICORPS	39,066	99,000	164,000	65,000	65.66%
OYCC	0	77,000	86,000	9,000	11.69%
DHS (Independent Living Skills)	126,693	128,001	128,001	0	0.00%
DWT NEG	0	94,227	0	-94,227	-100.00%
Wilamette Housing - Health Equity	0	12,000	0	-12,000	-100.00%
CWRC	5,629	0	0	0	-100.00%
Subtotal	2,352,276	2,524,302	2,149,822	-374,480	-14.84%
STATE FUNDS					
Dept of Education (Charter School)	304,161	336,600	375,000	38,400	11.41%
Oregon Historic Cemetery	0	4,000	0	-4,000	-100.00%
Back to Work Oregon	142,203	178,736	0	-178,736	-100.00%
ODOT	0	5,000	0	-5,000	-100.00%
CWRC	0	78,360	0	-78,360	-100.00%
Local Industry Sector Strategy	6,898	110,000	0	-110,000	-100.00%
Subtotal	453,262	712,696	375,000	-337,696	-47.38%

WORKFORCE & EDUCATION

SUPP #1

SOURCE OF REVENUES	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
City of Albany Edith Stewart	0	30,150	0	-30,150	-100.00%
Oregon Community Foundations	0	10,000	0	-10,000	-100.00%
OYCC Foundation	111,872	0	0	0	0.00%
OWEB	0	23,500	0	-23,500	-100.00%
Benton County Foundation	4,520	0	0	0	0.00%
Donations - WED YB	3,200	4,000	0	-4,000	-100.00%
Linn County Summer Youth Emp	0	20,000	0	-20,000	-100.00%
Benton County - Nat. Resource	0	5,000	0	-5,000	-100.00%
Subtotal	119,592	92,650	0	-92,650	-100.00%
MISCELLANEOUS FUNDS					
Misc. Grants (Spirit Mt. & Watershed)	33,501	0	0	0	0.00%
Benton Learning Center	1,126	0	0	0	0.00%
Wetland Conservancy	0	7,000	0	-7,000	-100.00%
Trust Management	0	16,500	10,000	-6,500	-39.39%
Benton FFS	0	5,000	9,500	4,500	90.00%
Nature Conservancy	0	7,000	0	-7,000	-100.00%
Mid Coast Watershed Council	8,079	12,000	0	-12,000	-100.00%
Youthbuild - Fee For Service	17,950	12,000	40,000	28,000	333.33%
YB FFS Construction	11,382	0	0	0	0.00%
WX Training	28,781	0	0	0	0.00%
WX FFS	0	50,000	30,000	-20,000	-40.00%
Lincoln Donations	3,879	3,800	0	-3,800	-100.00%
Yth Development Coalition	0	64,774	0	-64,774	-100.00%
In-Kind Donations - Americorps Match	0	75,000	0	-75,000	-100.00%
School Fee For Service (Grant 2200)	121,034	120,000	120,000	0	0.00%
Garden Gnome Run Proceeds	10,361	2,000	0	-2,000	-100.00%
Subtotal	236,093	375,074	209,500	-165,574	-44.14%
TOTAL FUNDS	3,161,223	3,704,722	2,734,322	-970,400	-26.19%

WORKFORCE & EDUCATION

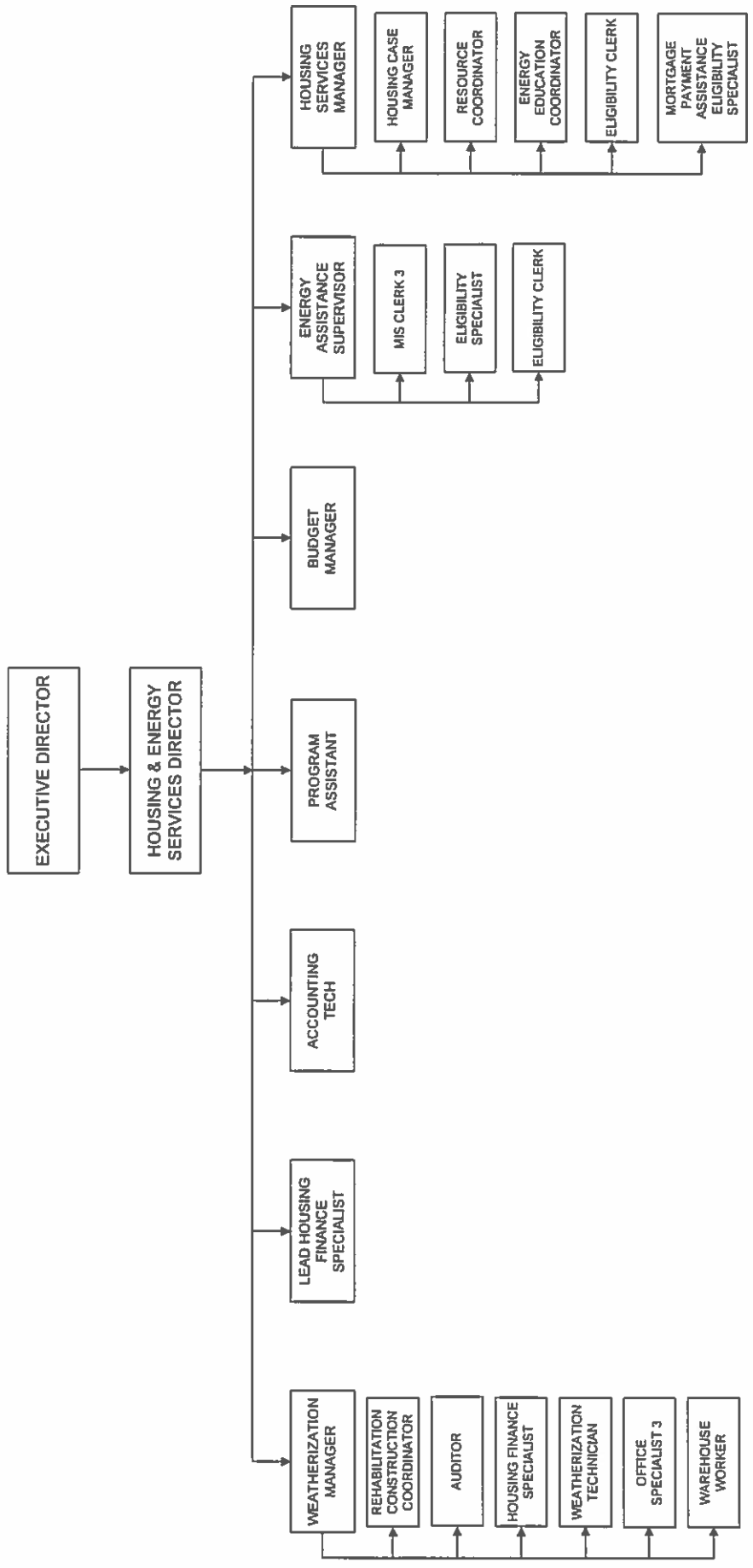
SUPP #1

DEPARTMENT BUDGET	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
FTE	25.40	30.06	23.95	-6.11	-20.35%
5010 Salaries	1,163,028	1,346,644	1,025,657	-320,986	-23.84%
5020 Client Salaries	3,983	15,754	0	-15,754	-100.00%
TOTAL SALARIES	1,167,011	1,362,398	1,025,657	-336,741	-24.72%
5320 PERS	112,563	136,131	120,820	-15,311	-11.25%
5330 Workers' Comp	844	2,062	1,644	-418	-20.30%
5335 SAIF Ins.	14,262	12,811	16,443	3,633	28.35%
5340 Unemployment	22,052	25,586	26,667	1,081	4.22%
5350 Health Insurance	217,387	261,705	193,605	-68,100	-26.02%
5360 Dental Insurance	24,736	30,678	24,290	-6,388	-20.82%
5370 Life Insurance	8,486	9,170	8,690	-479	-5.23%
5375 Flexible Spending Costs	319	279	504	225	80.69%
5380 Employee Assistance Program	0	835	642	-193	-23.13%
5382 OSGP Match	14,867	14,443	10,444	-3,999	-27.69%
5386 Non Taxable Fringe Pgm	340	0	0	0	0.00%
5390 FICA	84,228	103,018	78,463	-24,555	-23.84%
5395 Vacation Accrued	6,266	0	0	0	0.00%
TOTAL FRINGE	506,350	596,718	482,211	-114,508	-19.19%
TOTAL PERSONAL SERVICES	1,673,361	1,959,116	1,507,868	-451,248	-23.03%
5510 Audit & Accounting	9,229	9,228	10,117	889	9.63%
5520 Data Services	1,415	4,014	4,014	0	0.00%
5530 Legal	2,119	65	65	0	0.00%
5540 Other Purchased Services	55,672	91,334	23,483	-67,851	-74.29%
5550 Contract Services/Training	3,010	97,043	13,265	-83,778	-86.33%
5610 Educational Confer/Train	27,795	14,829	20,221	5,392	36.36%
5620 Meetings	2,485	2,727	1,100	-1,627	-59.66%
5630 Dues	16,069	15,626	600	-15,026	-96.16%
5710 Mileage	23,365	14,146	14,450	304	2.15%
5720 Vehicle Operating Cost	37,318	7,718	12,846	5,128	66.44%
5730 Vehicle Insurance	7,423	9,477	15,771	6,294	66.41%
5740 Other Transportation Cost	113	0	0	0	0.00%
5910 Rent	202,627	241,668	104,886	-136,782	-56.60%
5920 Utilities	26,806	13,882	13,982	100	0.72%
5930 Telephone	2,006	4,561	6,079	1,518	33.28%
5935 Cell Phone	8,105	2,173	2,538	365	16.80%

5940 Maintenance, Repair, Janitorial	48,999	3,086	2,849	-237	-7.68%
5950 General Insurance	10,629	13,264	14,606	1,342	10.12%
5970 Space Rent	1,952	0	0	0	0.00%
6110 Office Supplies	15,341	3,789	3,051	-738	-19.48%
6120 Postage/Shipping	841	1,495	1,259	-236	-15.79%
6130 Photocopy	10,725	4,223	7,311	3,088	73.12%
6140 Printing	1,106	1,566	1,455	-111	-7.09%
6145 Software	22,019	6,568	12,417	5,849	89.05%
6150 Advertising/Recruitment	1,214	2,400	1,400	-1,000	-41.67%
6160 Program Supplies	108,209	118,773	41,068	-77,705	-65.42%
6210 Contract-Social Service	10,363	0	0	0	0.00%
6250 OJT Reimbursements	96,530	174,501	106,163	-68,338	-39.16%
6320 Equipment Rental	733	300	5,896	5,596	1965.33%
6330 Equipment Repair	944	1,786	4,086	2,300	228.78%
6340 Expendable Equipment	46,211	1,097	8,034	6,937	732.36%
6410 Books/Subscriptions	7,589	1,242	4,150	2,908	334.12%
6470 Miscellaneous (Admin)	82	0	0	0	0.00%
6620 Indirect	241,708	287,059	263,715	-23,344	-8.13%
6630 Infrastructure	143,855	143,827	126,857	-16,970	-11.80%
6650 Communication Services	20,014	23,207	22,420	-787	-3.39%
6710 Transportation	4,001	2,885	10,341	7,456	358.44%
6720 Child Care	0	474	474	0	0.00%
6730 Health Care	601	0	20,000	20,000	100.00%
6740 Residential Support	1,260	1,000	2,000	1,000	200.00%
6750 Clothing	934	1,000	6,300	5,300	630.00%
6760 Emergency	0	54	0	-54	-100.00%
6770 Personal Grooming	15	400	1,700	1,300	425.00%
6780 Meals	1,701	874	0	-874	-100.00%
6790 Tuition & Fees (Skills)	2,308	2,957	11,794	8,837	398.85%
6800 Tuition & Fees (Vocation)	25,777	177,599	201,011	23,412	13.18%
6810 Training & Supplies	20,438	21,664	22,758	1,094	5.05%
6850 Relocation Costs	0	1,000	0	-1,000	-100.00%
6860 Incentive Payments	181,337	187,025	79,923	-107,102	-57.27%
6870 Miscellaneous	259	0	0	0	0.00%
7000 Building Costs	17,950	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	1,471,202	1,713,606	1,226,454	-487,152	-28.43%
6310 TOTAL CAPITAL OUTLAY	21,996	32,000	0	-32,000	-100.00%
3010 FUND BAL. INCREASE (DECR)	-5,336	0	0	0	0.00%
TOTAL EXPENDITURES	3,161,223	3,704,722	2,734,322	-970,400	-26.19%

Housing & Energy Services

HOUSING & ENERGY SERVICES



HOUSING and ENERGY SERVICES

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

Utility Assistance

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

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

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

Accomplishments

- The H&ES Department continues to explore avenues to incorporate budgeting education into utility assistance programs. Incorporating budgeting education will assist those who are able to reallocate their spending, reduce dependence on program payments and make more funds available for crisis intervention for others.

Goals

- Complete a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of the Energy Assistance programs and develop program adjustments to increase efficiency while maintaining or improving client services.
- Explore ways to incorporate financial education into Energy Services.
- Expand training for Energy Assistance staff to include improved computer information systems capability and incorporate more complete intake and referral processes for clients.

Housing Programs

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

Accomplishments

- The six month pilot Outreach and Re-entry collaboration at the Albany American Legion was unsuccessful in connecting clients to services. Although supported strongly by the Legion and staffed by the Linn County Health Department, the Oregon Employment Department, our Workforce and Education Department, and others, insufficient numbers of veterans and their families participated to warrant keeping the location open.
- Additional funding from Meyer Memorial Trust allowed expansion of warming center services in Benton, Lincoln, and Linn Counties.
- Received a \$25,000 grant from Samaritan Health Services to provide short-term rental assistance, security deposits, and alleviate other barriers to housing for individuals and families experiencing homelessness.

Goals

- Complete a SWOT analysis of the Housing Assistance programs to include improved client intake, financial education, and referrals.
- Test and identify combinations of services and programs that produce the best client results.

Weatherization

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

Accomplishments

- Partnered with CSC's Housing Rehabilitation and Youth Build programs to complete the first "One Block at a Time" project.
- Both Weatherization Auditors have received their certification as Quality Control Inspectors which will be mandatory beginning July 1, 2015.

- Completed a program reorganization based on a cost analysis comparing a crew-based program versus a contractor-based program.

Goals

- Successfully transition from a crew-based program to a contractor-based program.
- Obtain additional funding to implement and provide on-going support for a Healthy Homes initiative.

Community Housing Services

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

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

Accomplishments

- Housing rehabilitation loan and grant funds were not available in this program year as was initially predicted.
- Partnered with the City of Albany, CSC's Weatherization and Youth Build programs to complete the first "One Block at a Time" project in which a sub-standard home was renovated to improve safety, health and energy efficiency of a home in Albany.
- Reviewed and revised loan procedures to clarify client eligibility and create an exception process for limited situations.

Goals

- Submit grant applications for Community Development Block Grant funds to provide housing rehabilitation loans and housing rehabilitation grants.
- Prepare a sustainability analysis of the housing rehab program.

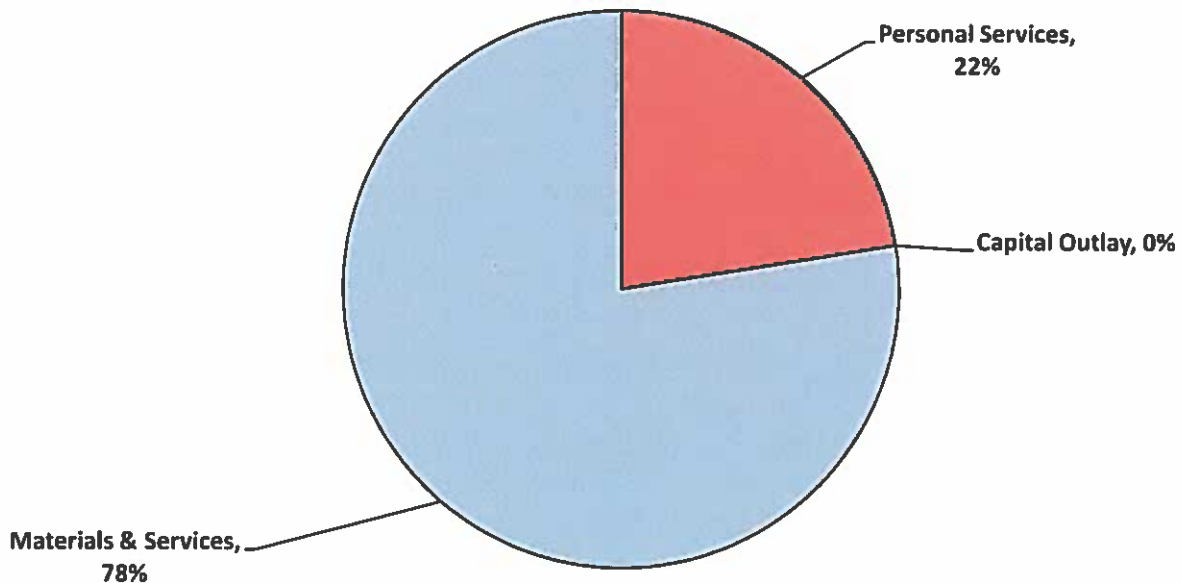
HOUSING & ENERGY SERVICES

SUMMARY BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16		
SOURCE OF REVENUES					
FEDERAL FUNDS	3,553,102	4,188,613	3,829,160	-359,453	-8.58%
STATE FUNDS	1,897,553	2,140,724	2,191,528	50,805	2.37%
LOCAL FUNDS	597,504	2,054,911	2,009,358	-45,553	-2.22%
MISCELLANEOUS FUNDS	6,551	227,755	227,755	0	0.00%
TOTAL FUNDS	6,054,710	8,612,003	8,257,802	-354,201	-4.11%

DEPARTMENT BUDGET BY CATEGORY

FTE	31.18	35.47	32.41	-3.06	-8.61%
TOTAL PERSONAL SERVICES	1,791,460	2,059,585	1,852,127	-207,458	-10.07%
TOTAL MATERIALS/SERVICES	4,303,566	6,552,418	6,405,675	-146,743	-2.24%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	-40,316	0	0	0	0.00%
TOTAL EXPENDITURES	6,054,710	8,612,003	8,257,802	-354,201	-4.11%

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



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16		
FEDERAL FUNDS					
LIHEAP	1,933,110	2,507,844	1,998,451	-509,393	-20.31%
LIHEAP Education	99,921	150,665	121,712	-28,953	-19.22%
LIHEAP Leverage	44,007	5,000	0	-5,000	-100.00%
LIHEAP WX EE	23,701	23,701	19,388	-4,313	-18.20%
LIHEAP WX Rollover	242,179	0	368,360	368,360	100.00%
ESGP	103,513	110,530	128,864	18,334	16.59%
Continuum of Care	75,440	75,441	71,560	-3,881	-5.14%
CSBG	68,718	64,000	31,000	-33,000	-51.56%
HOME TBA	151,821	232,369	239,671	7,302	3.14%
HSP	31,053	31,054	31,053	-1	0.00%
BPA Energy Education	38,407	8,404	8,896	492	5.85%
PROJECT PASSPORT	47,964	48,924	47,068	-1,856	-3.79%
C of C LBHASHP	107,391	124,841	117,529	-7,312	-5.86%
Veterans Supportive Services	100,486	276,080	282,000	5,920	2.14%
CDBG Albany Homeless Svc.	0	0	12,900	12,900	100.00%
CDBG Albany Rehab	0	80,000	61,300	-18,700	-23.37%
CDBG Albany Wx	0	10,000	10,000	0	0.00%
RD HPG - Lincoln	34,691	0	0	0	0.00%
RD HPG - 501C3	6,582	39,665	39,665	0	0.00%
OHCS PRE-MEDIATION	14,050	0	0	0	0.00%
DOE	144,786	129,522	129,640	118	0.09%
LIEAP WX	3,654	98,831	0	-98,831	-100.00%
BPA	210,595	123,267	104,073	-19,194	-15.57%
NFMC -Nat'l Foreclosure Counsel	1,306	0	0	0	0.00%
OAHAC -Mortgage Payment Assist	69,725	48,476	6,030	-42,446	-87.56%
Subtotal	3,553,102	4,188,613	3,829,160	-359,453	-8.58%
STATE FUNDS					
EHA	198,776	207,697	247,995	40,298	19.40%
Ferrell Gas	0		6,249	6,249	100.00%
Housing Plus S.S. - Tern	7,139	17,200	29,592	12,392	72.05%
Housing Plus Pelican	30,946	30,550	117,457	86,907	384.47%
SHAP	72,146	74,428	74,428	0	0.00%
LIRHF	16,782	16,782	16,782	0	0.00%
OEAP	1,015,903	1,201,533	1,208,917	7,384	0.61%
ECHO Energy Education	31,185	54,002	54,002	0	0.00%
ECHO WX	516,787	521,531	426,106	-95,425	-18.30%
SHOW	0	11,000	10,000	-1,000	-9.09%
SENATE BILL 1552 - FORECLOSURE	3,354	0	0	0	0.00%
Valley IDA	0	6,000	0	-6,000	-100.00%
REL Wx	4,535	0	0	0	0.00%
Subtotal	1,897,553	2,140,724	2,191,528	50,805	2.37%

HOUSING & ENERGY SERVICES

SUPP #1

SOURCE OF REVENUES	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
OLGA	81,419	690,195	684,893	-5,302	-0.77%
NW Natural Energy Ed	0	6,591	26,591	20,000	403.44%
NW Natural Energy Ed #2	0	28,938	0	-28,938	-100.00%
Meyer Memorial Trust / CAPO	26,000	39,000	39,000	0	0.00%
Oregon Heat	10,420	77,909	89,115	11,206	14.38%
GAP	370	35,011	35,011	0	0.00%
SOS	15,628	16,085	19,243	3,158	19.63%
CPI	1,805	23,126	26,952	3,826	16.54%
Donations - ES	1,276	8,000	3,500	-4,500	-56.25%
Albany Water Assistance	3,675	49,908	49,908	0	0.00%
Tern House - Rental Income	36,130	30,410	27,584	-2,826	-9.29%
Pelican Place - Rental Income	80,308	71,982	64,782	-7,200	-10.00%
Tern House - Rental Replacement	0	5,600	5,600	0	0.00%
Pelican Place - Rental Replacement	0	12,018	12,018	0	0.00%
OLIEE	69,723	200,000	100,000	-100,000	-50.00%
SHOP	30,000	45,000	0	-45,000	-100.00%
Acquisition/Rehab - Fund Balance	0	150,000	150,000	0	0.00%
Central Lincoln PUD	49,159	87,500	70,000	-17,500	-20.00%
Lincoln County Land Trust LCLT	178,339	48,040	0	-48,040	-100.00%
Rebates	8,252	0	0	0	0.00%
Sam Health Social Accountability	0	25,000	25,000	0	0.00%
Rural Benton County	5,000	0	0	0	0.00%
HOAP RLF - Fund Balance	0	1,332	0	-1,332	-100.00%
Fund Balances - combined	0	11,952	11,952	0	0.00%
Mill City - General Fund	0	25,000	25,000	0	0.00%
Housing Rehab Funds	0	366,314	543,209	176,895	48.29%
Subtotal	597,504	2,054,911	2,009,358	-45,553	-2.22%
MISCELLANEOUS FUNDS					
Trust Management	0	2,500	2,500	0	0.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	11,384	11,384	0	0.00%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Miscellaneous	6,551	4,000	4,000	0	0.00%
Sale of Houses	0	203,371	203,371	0	0.00%
Subtotal	6,551	227,755	227,755	0	0.00%
TOTAL FUNDS	6,054,710	8,612,003	8,257,802	-354,201	-4.11%

HOUSING & ENERGY SERVICES

		SUPP #1				
OPERATING BUDGET		AUDITED FY14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
	FTE	31.18	35.47	32.41	-3.05	-8.61%
5010	Salaries	1,246,423	1,423,305	1,286,431	-136,874	-9.62%
5020	Client Salaries	0	0	0	0	0.00%
5320	PERS	130,215	138,668	130,076	-8,592	-6.20%
5330	Workers' Comp	1,015	2,241	2,033	-208	-9.29%
5335	SAIF Insurance	5,657	5,311	8,766	3,456	65.07%
5340	Unemployment	23,682	27,043	33,447	6,404	23.68%
5350	Health Insurance	212,880	301,777	239,911	-61,866	-20.50%
5360	Dental Insurance	26,378	36,678	37,207	529	1.44%
5370	Life Insurance	9,316	9,619	10,357	738	7.67%
5375	Flexible Spending Costs	510	658	488	-170	-25.78%
5380	Employee Assistance Program	0	845	596	-248	-29.42%
5382	OSGP Match	14,776	14,825	14,806	-19	-0.13%
5386	Non Taxable Fringe Pgm	262	0	0	0	0.00%
5390	FICA	91,930	98,616	88,008	-10,608	-10.76%
5395	Vacation Accrued	28,416	0	0	0	0.00%
	TOTAL FRINGE	545,037	636,280	565,696	-70,584	-11.09%
	TOTAL PERSONAL SERVICES	1,791,460	2,059,585	1,852,127	-207,458	-10.07%
5510	Audit & Accounting	20,971	22,215	20,817	-1,398	-6.29%
5520	Data Connection/Services	1,750	1,735	1,750	15	0.89%
5530	Legal	2,516	3,749	3,858	109	2.91%
5540	Other Purchased Services	35,672	35,212	17,015	-18,197	-51.68%
5550	Contract Services/Training	0	27,457	27,469	12	0.04%
5610	Educational Confer/Train	29,103	23,290	36,528	13,238	56.84%
5620	Meetings	1,253	2,372	2,729	357	15.03%
5630	Dues	1,531	2,756	2,403	-353	-12.79%
5710	Mileage	12,086	19,052	26,265	7,212	37.86%
5720	Vehicle Operating Cost	13,847	22,399	21,433	-966	-4.31%
5730	Vehicle Insurance	4,014	6,124	8,705	2,581	42.14%
5740	Other Transportation Cost	0	729	1,000	271	37.17%
5910	Rent	121,791	145,135	150,232	5,096	3.51%
5920	Utilities	23,447	11,955	11,197	-758	-6.34%
5930	Telephone	290	2,959	3,638	679	22.95%
5935	Cell Phone	2,325	7,907	7,837	-70	-0.88%
5940	Maintenance, Repair, Janitorial	34,854	15,114	15,888	774	5.12%
5950	General Insurance	28,041	35,515	35,541	26	0.07%
5970	Space Rent	696	2,125	2,084	-41	-1.92%
5980	Space Utilities	0	38	37	-1	-2.65%
6110	Office Supplies	14,187	14,128	15,369	1,241	8.78%

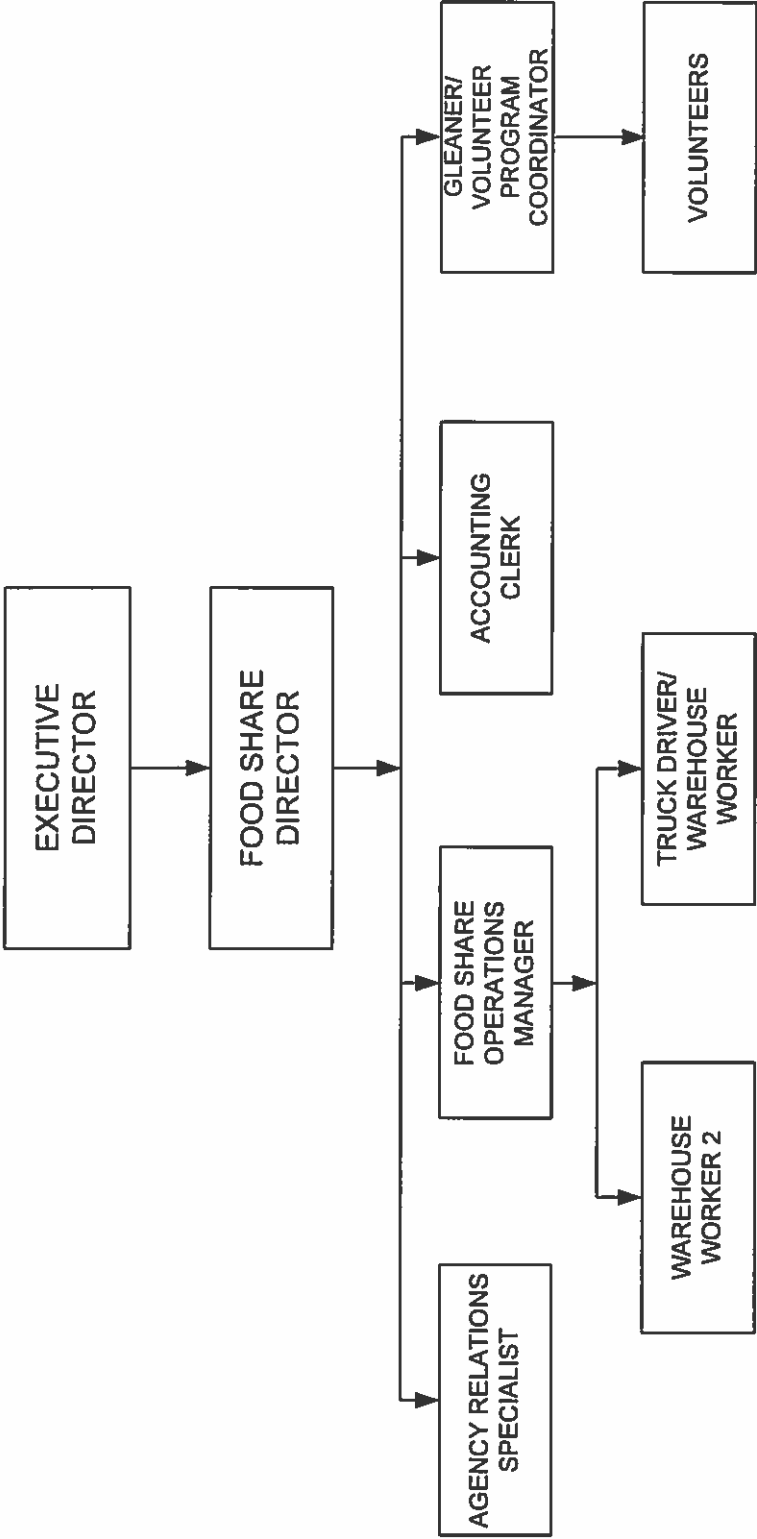
HOUSING & ENERGY SERVICES

SUPP #1

OPERATING BUDGET	AUDITED FY14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
6120 Postage/Shipping	2,911	9,465	10,112	647	6.84%
6130 Photocopy	14,818	19,714	21,390	1,675	8.50%
6140 Printing	3,289	14,251	10,960	-3,291	-23.09%
6145 Software	176	2,385	3,845	1,460	61.19%
6150 Advertising/Recruitment	84	4,724	5,836	1,112	23.54%
6160 Program Supplies	154,472	51,118	50,210	-908	-1.78%
6170 Rental Rehac Loans	0	0	96,000	96,000	100.00%
6180 Owner Rehac Loans	36,416	418,142	446,833	28,691	6.86%
6190 Other Supplies	3,812	153,187	129,811	-23,376	-15.26%
6210 Contract-Soc Serve Agency	26,000	44,000	43,999	-1	0.00%
6230 Contract-Weatherization	290,768	464,445	418,624	-45,821	-9.87%
6320 Equipment Rental	251	3,819	3,657	-162	-4.24%
6330 Equipment Repair	1,400	23,911	23,380	-531	-2.22%
6340 Expendacle Equipment	24,230	41,686	42,053	367	0.88%
6350 Building Renovations, Remodel	1,480	5,869	16,000	10,131	272.63%
6410 Books/Subscriptions	272	1,247	1,158	-89	-7.11%
6470 Miscellaneous (Admin)	1,216	2,283	3,771	1,488	65.18%
6620 Indirect	292,009	346,757	339,039	-7,718	-2.23%
6630 Infrastructure	68,796	82,063	87,182	5,119	6.24%
6650 Communication Services	24,299	28,123	29,284	1,161	4.13%
6710 Transportation	300	0	0	0	0.00%
6740 Residential Support	29,539	0	0	0	0.00%
6790 Tuition & Fees (Skills)	0	500	1,000	500	200.00%
6840 Acquisition Costs	0	376,726	332,526	-44,200	-11.73%
6870 Miscellaneous	947	9,689	8,189	-1,500	-15.48%
6880 Client Assistance	2,833,474	4,044,947	3,867,620	-177,327	-4.38%
7000 Building Cost	0	1,402	1,402	0	0.00%
7002 SDC Charges/Permits	13,059	0	0	0	0.00%
7021 Site Utilities	131,174	0	0	0	0.00%
TOTAL MATERIALS-SERVICES	4,303,566	6,552,418	6,405,675	-146,743	-2.24%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	-40,316	0	0	0	0.00%
TOTAL EXPENDITURES	6,054,710	8,612,003	8,257,802	-354,201	-4.11%

Linn Benton Food Share

LINN BENTON FOOD SHARE



LINN BENTON FOOD SHARE

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

With the improving economy, one would suppose that the need for emergency food resources would start to fall. However, that has not been the case in 2015. Indeed, while SNAP (Supplemental Nutrition Assistance Program, formerly Food Stamps) has seen some modest decline in caseloads, requests for emergency food continue at all-time highs (averaging around 15,000 individuals per month). Indeed, anecdotal evidence suggests that more of those seeking emergency food help are working but find that entry-level wages are not adequate to make ends meet. Coupled with potential cuts to social service funding, including SNAP, and the upcoming year could prove challenging.

Through our network of 68 non-profit agencies we attempt to reach every person who cannot adequately feed themselves or their family. Food Share prevents hunger by soliciting, transporting, storing and distributing over 5 million pounds of food each year to emergency food pantries, emergency shelters, child care centers, community meal sites, and gleaning groups. We are committed to guaranteeing food will be available for all those seeking assistance.

Accomplishments

- Produce pounds represented nearly 20% of all distribution in 2014-15, improving the nutritional content of the food we distribute.
- Supplied food to 1 in 4.5 residents of Linn & Benton counties through the emergency food box program. 314,000 meals were served at community meal sites and shelters. In addition, over 127,000 pounds of food were provided to non-emergency partners for \$.26 per pound (across all product types), a significant savings that these agencies put directly back into programming.
- Consultation with Food bank colleagues and food distribution experts regarding warehouse expansion led to a reexamination of need from the proposed Tangent warehouse expansion to a smarter, more efficient Tangent warehouse *remodel*. This will reduce construction cost and meet the needs of Linn Benton Food Share in relation to product type growth potential.
- Expanded dry storage, freezer and refrigeration capacity of member agencies through strategic investments and leveraging grant dollars available through Oregon Food Bank.
- Collected and distributed 1.3 million pounds of high-quality food through the Fresh Alliance/Food Rescue program.

Goals

- **Tangent warehouse Remodel/Capacity Expansion:**
 - New and expanded racking for dry storage.
 - Freezer & cooler capacity expansion.
 - Construct office space exterior to existing warehouse, expanding dry storage capacity and volunteer activity center space.
- **“Intentional Production” pilot program.** Food Share will identify two to five small, local growers to produce fresh, locally grown food for our emergency food network. This will be “intentional,” planned production of crops that are scarce in the emergency food system, including broccoli, cauliflower and lettuce crops. Related to intentional production, Food Share will explore enhancing partnerships with OSU, Oregon Food Bank (OFB) and Farmers Ending Hunger (FEH) to expand food processing partnerships in Linn & Benton counties.
- **Beyond the Emergency Food Box.** Food Share will provide nutrition and food education to at-risk populations through multiple platforms: gleaning groups, meal sites and emergency food box locations. In addition, Food Share will investigate the feasibility of a South Corvallis Community (Food) Center which would potentially include warehouse, office, processing and volunteer action center, classroom space, commercial grade community kitchen, dining area, community garden space, and a permanent home for the South Corvallis Food Bank and Mary’s River gleaning group. This represents a more comprehensive orientation toward the needs of those seeking emergency food and a more engaging experience for the supporters of Linn Benton Food Share.

GLEANNING / VOLUNTEERS

The Gleaning/Volunteer Program supports 14 independent gleaning groups. More than 7,000 low-income individuals participate annually. LBFS connects gleaners with individual donors, local farmers, processors, etc. to collect food, firewood, and more for distribution to low-income group members. All material collected by gleaning groups is shared equitably between active members and “adoptee” households (those that are physically unable to participate). LBFS assists gleaning groups by offering trainings in board development, grant writing, volunteer management, conflict resolution, financial record-keeping and non-profit tax preparation, among other topics.

The Gleaning/Volunteer program also recruits and engages community volunteers within the Food Share program as well as other CSC departments. Community volunteers play a key role in the ability of Linn Benton Food Share to be the most efficient Regional Food Bank in the state, repacking over 250,000 pounds annually. Volunteer activities also introduce the challenges of poverty to populations that might not otherwise be exposed to the realities of being poor.

Accomplishments

- Built gleaning group capacity by providing classes, workshops, and expert lectures on nutrition, grant writing, fundraising, board development, conflict resolution, communication, and non-profit tax preparation taught by local, top professionals. In addition, partnered with Master Gardeners to create a rapid response matrix for picking up and distributing garden produce to local food pantries and gleaning groups for the 2015 summer season. Three local farmers presented at gleaner coordinator meetings to advise on what makes a successful “glean” from the farmer/donor perspective. CPR and ServSafe (food handling) trainings were conducted during the past year, providing a certified, trained lead volunteer in each gleaning group.
- Expanded the Patio Project by providing donated tomato and vegetable plants, soil and containers to more than 900 elderly, disabled, apartment-dwelling members of the gleaning program, fully 400 more than proposed goal.
- Placed 26 OSU interns and volunteers within the Gleaning Program, Linn Benton Food Share and CSC departments. This includes DHS JOBS participants building job-skills and work experience at CSC offices.
- Received a grant from the Oregon West Council of Governments Senior and Disability Services to update, print, and distribute 500 copies of the *Healthy Eating on a Budget Diabetic Cookbook* throughout Linn and Benton Counties. Through the generosity of Pro Print in Corvallis, we were able to print an additional 150 books.

Goals

- Plan and host a statewide Gleaner Conference, including training on best program and volunteer management practices.
- Update the Gleaning Field Training Curriculum.
- Present to the Oregon Food Bank Network on the Patio Project: A blueprint to encourage improved physical and mental well-being one plant at a time. Expand the Patio Project to 1,500 plant placements in 2015-16
- Place 10 interns into gleaning groups with emphasis on public health and nutrition education for the gleaning group membership. Additionally, provide five placements for DHS JOBS participants within CSC.

FOOD SHARE AND VOLUNTEER

SUPP #1

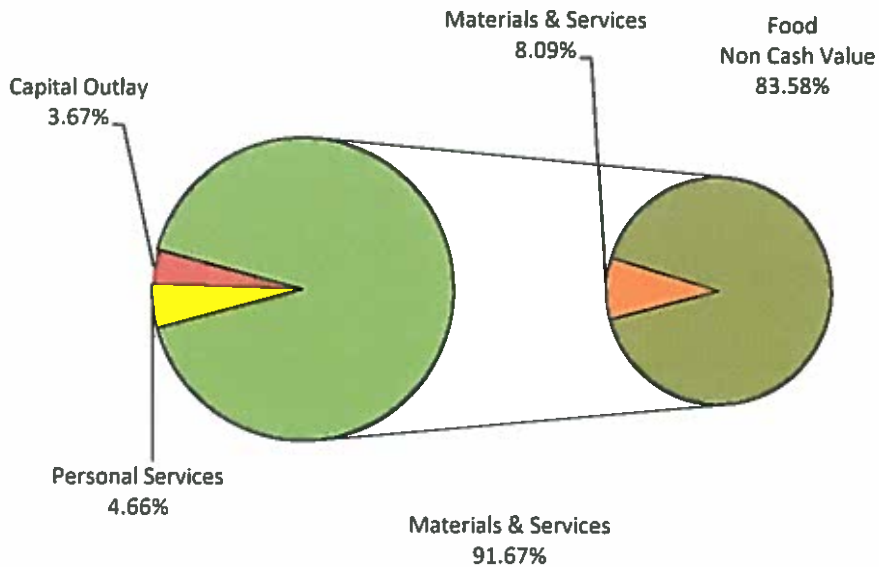
SUMMARY BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	475,224	488,000	484,500	-3,500	-0.72%
STATE FUNDS	45,252	64,801	64,000	-801	-1.24%
LOCAL FUNDS	1,125,204	1,093,878	1,112,398	18,520	1.69%
MISCELLANEOUS FUNDS	8,419,127	8,046,250	8,419,350	373,100	4.64%
TOTAL FUNDS	10,064,809	9,692,929	10,080,248	387,319	4.00%

DEPARTMENT BUDGET BY CATEGORY

FTE	7.30	6.77	6.87	0.10	1.48%
TOTAL PERSONAL SERVICES	506,369	480,599	469,870	-10,729	-2.23%
TOTAL MATERIALS/SERVICES	9,316,760	9,185,330	9,240,378	55,048	0.60%
TOTAL CAPITAL OUTLAY	28,536	27,000	370,000	343,000	1370.37%
CHANGE IN FUND BALANCE	213,144	0	0	0	0.00%
TOTAL EXPENDITURES	10,064,809	9,692,929	10,080,248	387,319	4.00%



FOOD SHARE AND VOLUNTEER

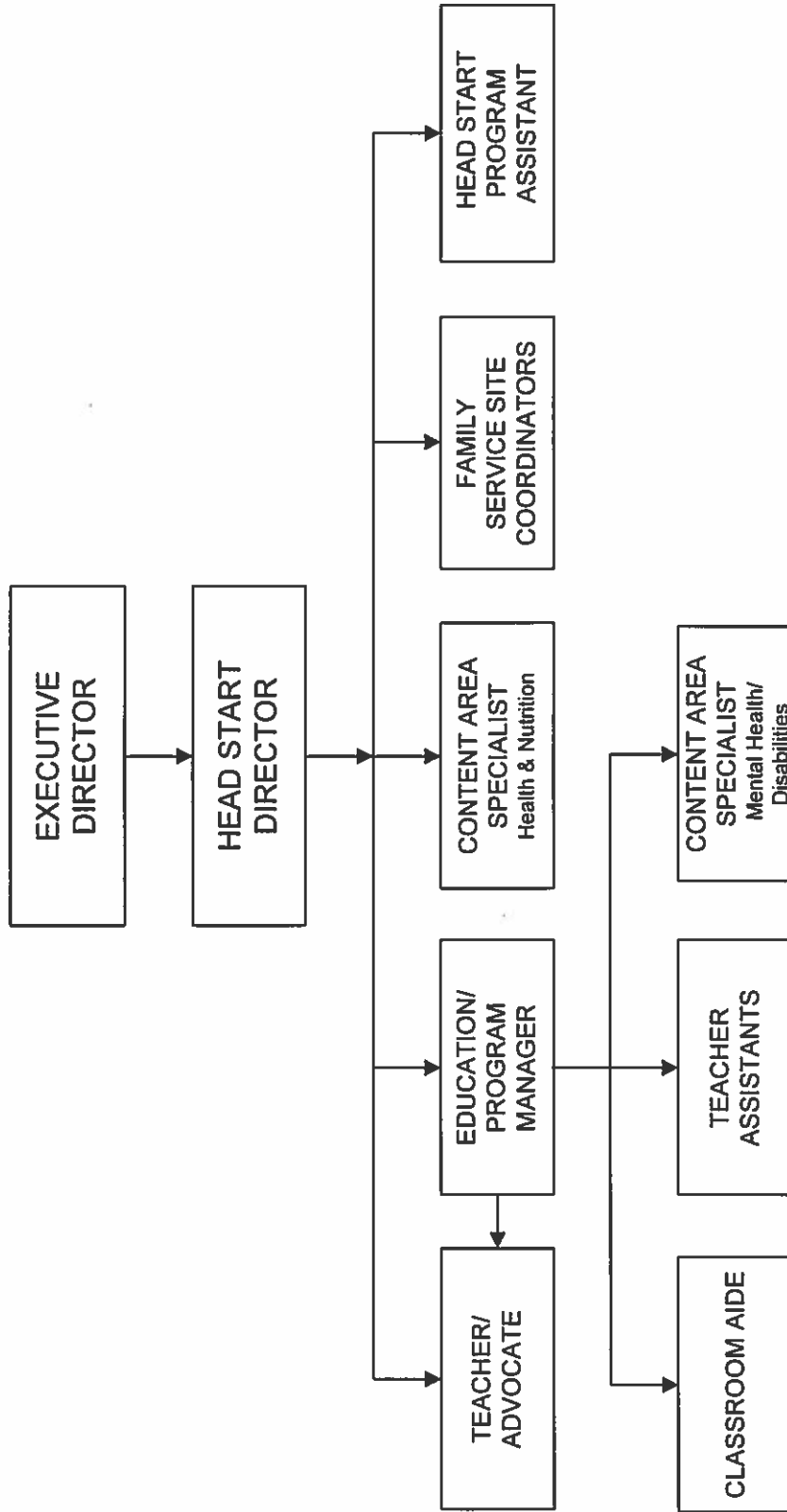
SUMMARY BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE	VOLUNTEER	LBFS WAREHOUSE	FOOD SHARE
	AUDITED FY14	ADOPTED FY15	PROPOSED FY16					
FEDERAL FUNDS								
CSBG	72,175	63,000	59,500	-3,500	-5.56%	59,500	0	0
USDA	403,049	425,000	425,000	0	0.00%	0	0	425,000
Subtotal	475,224	488,000	484,500	-3,500	-0.72%	59,500	0	425,000
STATE FUNDS								
Linkage	0	700	0	-700	-100.00%	0	0	0
SHAP	10,816	16,000	16,000	0	0.00%	0	0	16,000
OHRF	34,436	48,100	48,000	-100	-0.21%	0	0	48,000
Subtotal	45,252	64,801	64,000	-801	-1.24%	0	0	64,000
LOCAL FUNDS								
Benton County	22,000	22,000	24,000	2,000	9.09%	0	0	24,000
City of Corvallis	35,695	37,000	38,000	1,000	2.70%	0	0	38,000
Donations - LBFS	671,088	616,374	630,122	13,748	2.23%	39,030	0	591,092
Holiday Food Drive	31,279	35,000	35,000	0	0.00%	0	0	35,000
Linn County	17,100	17,100	17,100	0	0.00%	0	0	17,100
Intentional Production	0	0	10,500	10,500	100.00%	0	0	10,500
Other Foundations	20,000	8,000	12,000	4,000	50.00%	0	12,000	0
Food Recovery	44,845	48,104	48,788	684	1.42%	14,143	0	34,645
Share Contributions	283,197	310,301	296,888	-13,413	-4.32%	0	0	296,888
Subtotal	1,125,204	1,093,878	1,112,398	18,520	1.69%	53,173	12,000	1,047,225
MISCELLANEOUS FUNDS								
Grants & Contracts	108,181	84,250	196,350	112,100	233.06%	16,350	160,000	20,000
Fund Balance	0	12,000	223,000	211,000	1858.33%	0	223,000	0
Non-USDA food	8,310,946	7,950,000	8,000,000	50,000	0.63%	0	0	8,000,000
Subtotal	8,419,127	8,046,250	8,419,350	373,100	4.64%	16,350	383,000	8,020,000
TOTAL FUNDS	10,064,809	9,692,929	10,080,248	387,319	4.00%	129,023	395,000	9,556,225

FOOD SHARE AND VOLUNTEER

DEPARTMENT BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE	VOLUNTEER	LBFS WAREHOUSE	FOOD SHARE
	AUDITED FY14	ADOPTED FY15	PROPOSED FY16					
FTE	7.30	6.77	6.87	0.10	1.48%	1.02	0.00	5.86
5010 Salaries	345,627	329,718	309,861	-19,857	-6.02%	51,794	0	258,066
5020 Client Salaries	0	0	0	0	0.00%	0	0	0
TOTAL SALARIES	345,627	329,718	309,861	-19,857	-6.02%	51,794	0	258,066
5320 PERS	38,930	37,801	39,616	1,815	4.80%	7,563	0	32,053
5330 Workers' Comp	241	465	472	7	1.48%	70	0	402
5335 SAIF Insurance	6,019	6,063	4,942	-1,121	-18.49%	877	0	4,064
5340 Unemployment	6,566	6,265	8,056	1,791	28.60%	1,347	0	6,710
5350 Health Insurance	66,730	60,340	64,369	4,029	6.68%	16,374	0	47,995
5360 Dental Insurance	7,385	7,569	11,544	3,975	52.52%	1,869	0	9,675
5370 Life Insurance	2,731	2,668	2,792	124	4.66%	440	0	2,353
5375 Flexible Spending Costs	0	0	71	71	100.00%	1	0	70
5380 Employee Assistance Pgm	0	244	244	0	0.00%	31	0	213
5382 OSGP Match	4,442	4,244	4,200	-44	-1.03%	600	0	3,600
5386 Non Taxable Fringe Pgm	300	0	0	0	0.00%	0	0	0
5390 FICA	25,624	25,223	23,704	-1,519	-6.02%	3,962	0	19,742
5395 Vacation Accrued	1,774	0	0	0	0.00%	0	0	0
TOTAL FRINGE	160,742	150,881	160,009	9,128	6.05%	33,133	0	126,877
TOTAL PERSONAL SERVICES	506,369	480,599	469,870	-10,729	-2.23%	84,927	0	384,943
5510 Audit & Accounting	3,496	3,550	3,856	306	8.62%	381	0	3,475
5520 Data/Connection Services	0	20	20	0	0.00%	0	0	20
5530 Legal	0	550	550	0	0.00%	50	0	500
5540 Other Purchased Services	3,468	3,850	4,600	750	19.48%	350	0	4,250
5550 Contract Services/Training	0	100	100	0	0.00%	0	0	100
5610 Educational Confer/Train	1,596	2,050	5,500	3,450	268.29%	1,000	0	4,500
5620 Meetings	325	550	2,250	1,700	409.09%	750	0	1,500
5630 Dues	55	60	150	90	250.00%	0	0	150
5710 Mileage	3,178	2,500	3,500	1,000	40.00%	1,000	0	2,500
5720 Vehicle Operating Cost	44,303	26,000	26,500	500	1.92%	0	0	26,500
5730 Vehicle Insurance	3,045	3,700	4,460	760	20.55%	0	0	4,460
5740 Other Transportation Cost	13,200	22,500	18,500	-4,000	-17.78%	16,500	0	2,000
5910 Rent	9,810	10,500	22,104	11,604	210.51%	4,100	0	18,004
5920 Utilities	2,527	2,550	2,900	350	13.73%	400	0	2,500
5930 Telephone	0	600	600	0	0.00%	100	0	500
5935 Cell Phone	0	300	1,680	1,380	560.00%	480	0	1,200
5940 Maintenance, Repair, Janitorial	2,108	2,450	3,000	550	22.45%	500	0	2,500
5950 Insurance-Property	5,877	7,050	7,294	244	3.46%	550	0	6,744
5980 Space Utilities	17,381	20,000	20,250	250	1.25%	0	0	20,250
6110 Office Supplies	1,422	1,950	1,970	20	1.03%	550	0	1,420
6120 Postage/Shipping	9,067	9,850	10,350	500	5.08%	350	0	10,000
6130 Photocopy	3,188	3,150	3,150	0	0.00%	750	0	2,400
6140 Printing	12,872	13,800	14,400	600	4.35%	100	0	14,300
6145 Software	0	150	400	250	266.67%	0	0	400
6150 Advertising/Recruitment	378	1,400	1,800	400	28.57%	200	0	1,600
6160 Program Supplies	9,081,670	8,886,500	8,923,543	37,043	0.42%	2,000	0	8,921,543
6320 Equipment Rental	969	500	484	-16	-3.20%	84	0	400
6330 Equipment Repair	3,792	15,000	17,000	2,000	13.33%	0	2,000	15,000
6340 Expendable Equipment	8,312	8,000	9,300	1,300	16.25%	1,000	3,000	5,300
6350 Building Renovations, Remodel	0	6,000	0	-6,000	-100.00%	0	0	0
6410 Books/Subscriptions	41	100	100	0	0.00%	50	0	50
6470 Miscellaneous (Admin)	70	0	0	0	0.00%	0	0	0
6620 Indirect	69,467	74,050	71,426	-2,624	-3.54%	9,751	0	61,675
6630 Infrastructure	9,086	10,000	12,686	2,686	26.86%	2,100	0	10,586
6650 Communications Services	5,752	6,000	5,955	-45	-0.75%	1,000	0	4,955
6870 Miscellaneous/Building fund	0	40,000	40,000	0	0.00%	0	40,000	0
6880 Client Assistance	305	0	0	0	0.00%	0	0	0
TOTAL MATERIALS/SERVICES	9,316,760	9,185,330	9,240,378	55,048	0.60%	44,096	45,000	9,151,282
6310 TOTAL CAPITAL OUTLAY	28,536	27,000	370,000	343,000	1370.37%	0	350000	20,000
3010 FUND BAL. INCREASE (DECR)	213,144	0	0	0	0.00%	0	0	0
TOTAL EXPENDITURES	10,064,809	9,692,929	10,080,248	387,319	4.00%	129,023	395,000	9,556,225

Child Development Services

CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES

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

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

CSCHS understands that:

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

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

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

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

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 twelve years as a response to demonstrated need.

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

Accomplishments

- Participated in Hub development and P-3 network increasing school readiness and family engagement in children’s learning. Head Start procedures such as kindergarten transition meetings with local kindergarten teachers are being implemented countywide.
- Trained teaching staff and implementing new Head Start assessment tool, TS Gold.
- Trained teaching staff on Creative Curriculum and implementation of newly acquired Creative Curriculum Daily Resources materials.
- Kindergarten Assessment is given statewide to all kindergarten children in September. CSC Head Start Kindergarten Assessment results for fall 2014 were commendable. Head Start children’s scores met or exceeded district averages.
- 2014-15 program year had notable staffing challenges which were capably met. Mental Health & Disabilities Content Specialist, Teacher/Advocate and Teaching Assistant positions were vacated during the program year. Staff members assumed additional duties, schedules were changed and experienced on-calls called in to ensure competent continuity of services during hiring process for each position. Each position has been filled with a capable individual, eager to be a part of Head Start.
- Began an internship program in partnership with CSC Charter School for senior interns (4) to work in classrooms for professional development at our Lincoln City Site.
- Nearly 50% of our current staff including on calls were Head Start Parents.

Goals

Short Term

- Increase percentage of children transitioning to Kindergarten who meet CSC Head Start school readiness goals. At time of this report, evaluation of 2014 and 2015 winter outcomes are complete. 91% of our school readiness goals have higher levels of mastery in winter 2015 compared to winter 2014. Remains an ongoing goal
- Increase CLASS Instructional Support scores to average of 5 by May 2016. Planning to provide additional CLASS training fall 2015 by Region X specialist. Remains ongoing goal.
- Potential expansion of twenty new slots from the state of Oregon in 2015/16.

Long Term – Five Year Goals

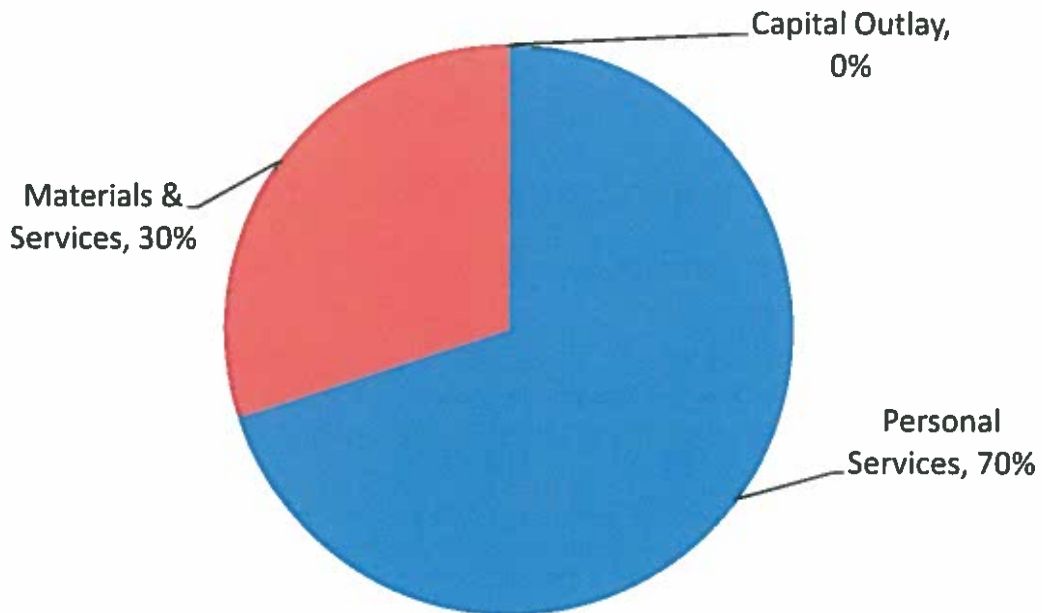
- Formalize a five year management succession plan:
Completed the identification of staff who plan to retire in the next two to three years, which was the first phase of the five year succession plan
- Explore an internship/volunteer job-training program for parents:
Succeeded in recruiting parents to be hired as on-calls this year. We will continue with this practice in place of an internship program as it has resulted in paid employment
- Determine the feasibility of expanding into Early Head Start:
Two Oregon State University graduate students were identified in year one and will begin the study in year two.

CHILD DEVELOPMENT SERVICES

SUMMARY BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY14	ADOPTED FY 15	PROPOSED FY 16		
SOURCE OF REVENUES					
FEDERAL FUNDS	974,818	1,055,758	1,037,024	-18,734	-1.77%
STATE FUNDS	471,598	493,638	493,638	0	0.00%
LOCAL FUNDS	0	6,075	6,075	0	0.00%
MISCELLANEOUS FUNDS	6,427	5,000	5,000	0	0.00%
TOTAL FUNDS	1,452,843	1,560,471	1,541,737	-18,734	-1.20%

DEPARTMENT BUDGET BY CATEGORY

FTE	18.71	19.31	18.53	-0.78	-4.05%
TOTAL PERSONAL SERVICES	1,159,794	1,077,257	1,078,057	800	0.07%
TOTAL MATERIALS/SERVICES	287,327	483,214	463,680	-19,534	-4.04%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	5,722	0	0	0	0.00%
TOTAL EXPENDITURES	1,452,843	1,560,471	1,541,737	-18,734	-1.20%



CHILD DEVELOPMENT SERVICES

SUPP #1

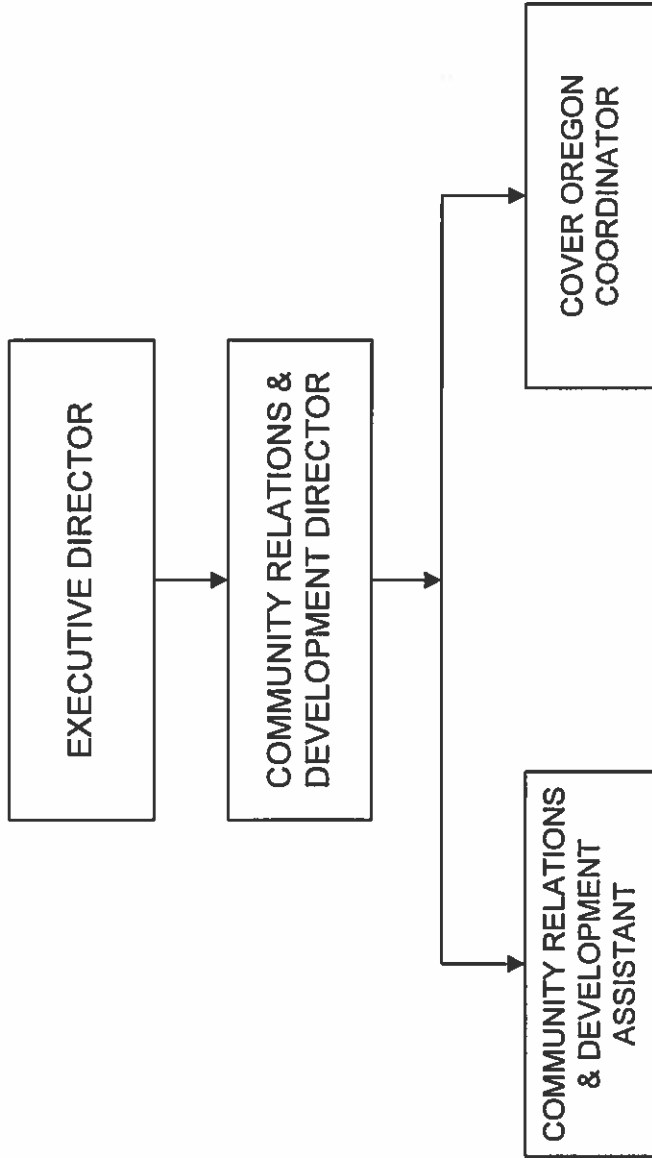
SOURCE OF REVENUES	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FEDERAL FUNDS							
Head Start/HHS	897,599	969,742	942,816	-26,926	-2.78%	942,816	0
USDA	77,219	86,016	94,208	8,192	9.52%	94,208	0
Subtotal	974,818	1,055,758	1,037,024	-18,734	-1.77%	1,037,024	0
STATE FUNDS							
Head Start/OPP/OPK	471,598	493,638	493,638	0	0.00%	493,638	0
Subtotal	471,598	493,638	493,638	0	0.00%	493,638	0
LOCAL FUNDS							
Lincoln County	0	6,075	6,075	0	0.00%	0	6,075
Subtotal	0	6,075	6,075	0	0.00%	0	6,075
MISCELLANEOUS FUNDS							
Donations	6,427	5,000	5,000	0	0.00%	0	5,000
Miscellaneous Grants	0	0	0	0	0.00%	0	0
Subtotal	6,427	5,000	5,000	0	0.00%	0	5,000
TOTAL FUNDS	1,452,843	1,560,471	1,541,737	-18,734	-1.20%	1,530,662	11,075

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	SUPP #1			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY14	ADOPTED FY15	PROPOSED FY16				
FTE	18.71	19.31	18.53	-0.78	-4.05%	18.29	0.24
5010 Salaries	807,620	745,823	734,098	-11,725	-1.57%	728,650	5,448
5020 Client Salaries		0	0	0	0.00%	0	0
TOTAL SALARIES	807,620	745,823	734,098	-11,725	-1.57%	728,650	5,448
5320 PERS	80,634	77,366	78,837	1,471	1.90%	78,837	0
5330 Workers' Comp	683	1,032	1,020	-12	-1.10%	1,008	12
5335 SAIF Insurance	7,227	7,666	7,513	-153	-2.00%	7,457	56
5340 Unemployment	15,218	14,171	19,086	4,915	34.68%	18,944	142
5350 Health Insurance	146,777	140,918	147,214	6,296	4.47%	147,214	0
5360 Dental Insurance	18,426	18,122	17,612	-510	-2.81%	17,612	0
5370 Life Insurance	6,329	5,440	6,105	665	12.22%	6,105	0
5375 Flexible Spending Costs	114	0	66	66	100.00%	66	0
5380 Employee Assistance Program	170	575	552	-23	-4.00%	552	0
5382 OSGP Match	12,649	9,088	9,796	708	7.79%	9,796	0
5390 FICA	59,870	57,056	56,158	-898	-1.57%	55,741	417
5395 Vacation Accrued	4,077	0	0	0	0.00%	0	0
TOTAL FRINGE	352,174	331,434	343,959	12,525	3.78%	343,332	627
TOTAL PERSONAL SERVICES	1,159,794	1,077,257	1,078,057	800	0.07%	1,071,982	6,075
5510 Audit & Accounting	5,828	4,466	4,423	-43	-0.96%	4,423	0
5520 Data Services	2,450	0	0	0	0.00%	0	0
5530 Legal	4,284	200	0	-200	-100.00%	0	0
5540 Other Purchased Services	13,739	10,000	10,000	0	0.00%	10,000	0
5550 Contracted Services/Training	200	3,000	2,500	-500	-16.67%	2,500	0
5610 Educational Confer/Train	14,973	18,000	12,000	-6,000	-33.33%	12,000	0
5620 Meetings	2,833	2,000	1,200	-800	-40.00%	1,200	0
5630 Dues	2,941	4,000	4,000	0	0.00%	4,000	0
5710 Mileage	4,868	5,000	3,500	-1,500	-30.00%	3,500	0
5720 Vehicle Operating Cost	1,066	1,000	500	-500	-50.00%	500	0
5730 Vehicle Insurance	1,958	2,332	0	-2,332	-100.00%	0	0
5910 Rent	8,017	0	0	0	0.00%	0	0
5920 Utilities	22,137	25,000	20,000	-5,000	-20.00%	20,000	0
5935 Cell Phone	2,604	2,500	2,000	-500	-20.00%	2,000	0
5940 Maintenance, Repair, Janitorial	16,081	17,412	12,000	-5,412	-31.08%	12,000	0
5950 General Insurance	10,300	10,007	10,575	568	5.68%	10,575	0
6110 Office Supplies	1,916	2,361	1,000	-1,361	-57.65%	1,000	0
6120 Postage/Shipping	2,316	1,500	1,500	0	0.00%	1,500	0
6130 Photocopy	11,561	7,000	7,000	0	0.00%	7,000	0
6140 Printing	229	500	300	-200	-40.00%	300	0
6145 Software	0	500	0	-500	-100.00%	0	0
6150 Advertising/Recruitment	935	300	100	-200	-66.67%	100	0
6160 Program Supplies	14,211	24,092	10,796	-13,296	-55.19%	5,796	5,000
6330 Equipment Repair	2,525	6,000	5,000	-1,000	-16.67%	5,000	0
6340 Expendable Equipment	8,266	12,199	8,500	-3,699	-30.32%	8,500	0
6410 Books/Subscriptions	250	200	0	-200	-100.00%	0	0
6470 Miscellaneous (Admin)	-833	0	0	0	0.00%	0	0
6620 Indirect	0	187,551	194,109	6,558	3.50%	194,109	0
6630 Infrastructure	41,134	34,717	42,286	7,569	21.80%	42,286	0
6650 Communications Services	16,417	15,161	16,183	1,022	6.74%	16,183	0
6720 Child Care	0	100	0	-100	-100.00%	0	0
6730 Health Care	0	100	0	-100	-100.00%	0	0
6780 Meals	74,121	86,016	94,208	8,192	9.52%	94,208	0
TOTAL MATERIALS/SERVICES	287,327	483,214	463,680	-19,534	-4.04%	458,680	5,000
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0
3010 FUND BAL. INCREASE (DECR)	5,722	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	1,452,843	1,560,471	1,541,737	-18,734	-1.20%	1,530,662	11,075

Community Relations & Development

COMMUNITY RELATIONS AND DEVELOPMENT



COMMUNITY RELATIONS AND DEVELOPMENT

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

CRD intends to continue to operate as a community partner grantee with the Oregon Health Authority, formerly known as the Cover Oregon program in Lincoln County until June 30, 2016. Community Partner grant RFPs for FY 2016 are slated to be released in May 2015. As a Community Partner our Health Coordinator provides health insurance application assistance in English and Spanish to those in need.

Accomplishments

- Coordinated the 4th Annual Barrel to Keg Relay fundraising event (2013), making a strong progress towards our goal of bringing \$40,000 a year to CSC in unrestricted funds.
- Exceeded all Cover Oregon program performance goals again this year, assisting over 500 families to gain health insurance coverage in Lincoln County.
- Supported grant proposals totaling \$2,430,380 of which \$1,543,049 was for youth and children's programs and \$333,000 of which was to support safe, affordable housing.
- Developed a capacity building plan for Community Relations and Development and for Communications Department.

Goals

- Pursue alternate funding for CRD and communications capacity building to expand awareness of poverty-related issues, to build community connection and to communicate CSC's impact to the public.
- Take over the Community Services Block Grant consultation and reporting and move the agency towards a more robust accounting of services and client accomplishments.

COMMUNITY RELATIONS & DEVELOPMENT

SUPP #1

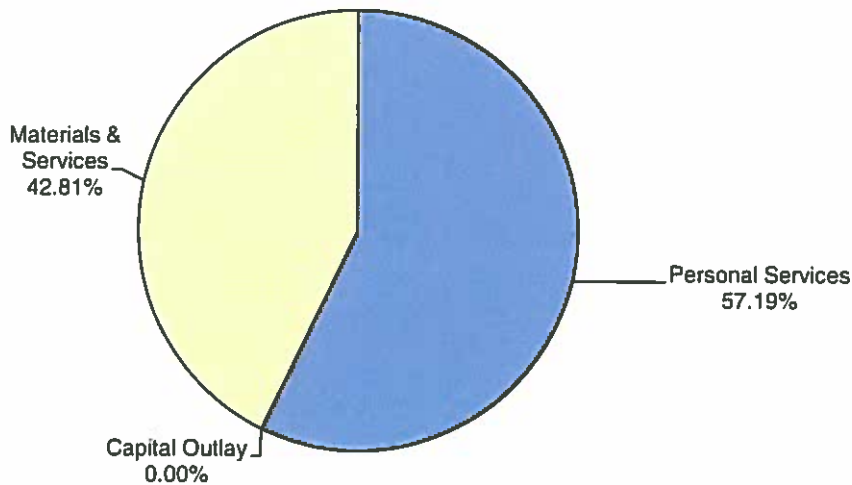
SUMMARY BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	134,144	297,711	92,104	-205,607	-69.06%
STATE FUNDS	0	64,715	0	-64,715	-100.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	50,074	30,000	37,118	7,118	23.73%
TOTAL FUNDS	184,218	392,426	129,222	-263,204	-67.07%

DEPARTMENT BUDGET BY CATEGORY

FTE	1.51	1.82	0.85	-0.97	-53.08%
TOTAL PERSONAL SERVICES	105,509	135,641	73,906	-61,734	-45.51%
TOTAL MATERIALS/SERVICES	55,076	256,785	55,316	-201,469	-78.46%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	23,633	0	0	0	0.00%
TOTAL EXPENDITURES	184,218	392,426	129,222	-263,204	-67.07%



COMMUNITY RELATIONS & DEVELOPMENT

SUPP #1

SOURCE OF REVENUES	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	74,478	82,104	92,104	10,000	12.18%
CSBG - Interagency	6,010	209,728	0	-209,728	-100.00%
DHS HEALTHY KIDS	0	0	0	0	0.00%
Cover Oregon Health	53,656	5,879	0	-5,879	-100.00%
Subtotal	134,144	297,711	92,104	-205,607	-69.06%
STATE FUNDS					
Cover Oregon Health (Reclasse	0	64,715	0	-64,715	-100.00%
Subtotal	0	64,715	0	-64,715	-100.00%
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	6,725	6,725	100.00%
Program Reimbursements	0	0	0	0	0.00%
Fee for Service	50,074	30,000	30,393	393	1.31%
Subtotal	50,074	30,000	37,118	7,118	23.73%
TOTAL FUNDS	184,218	392,426	129,222	-263,204	-67.07%

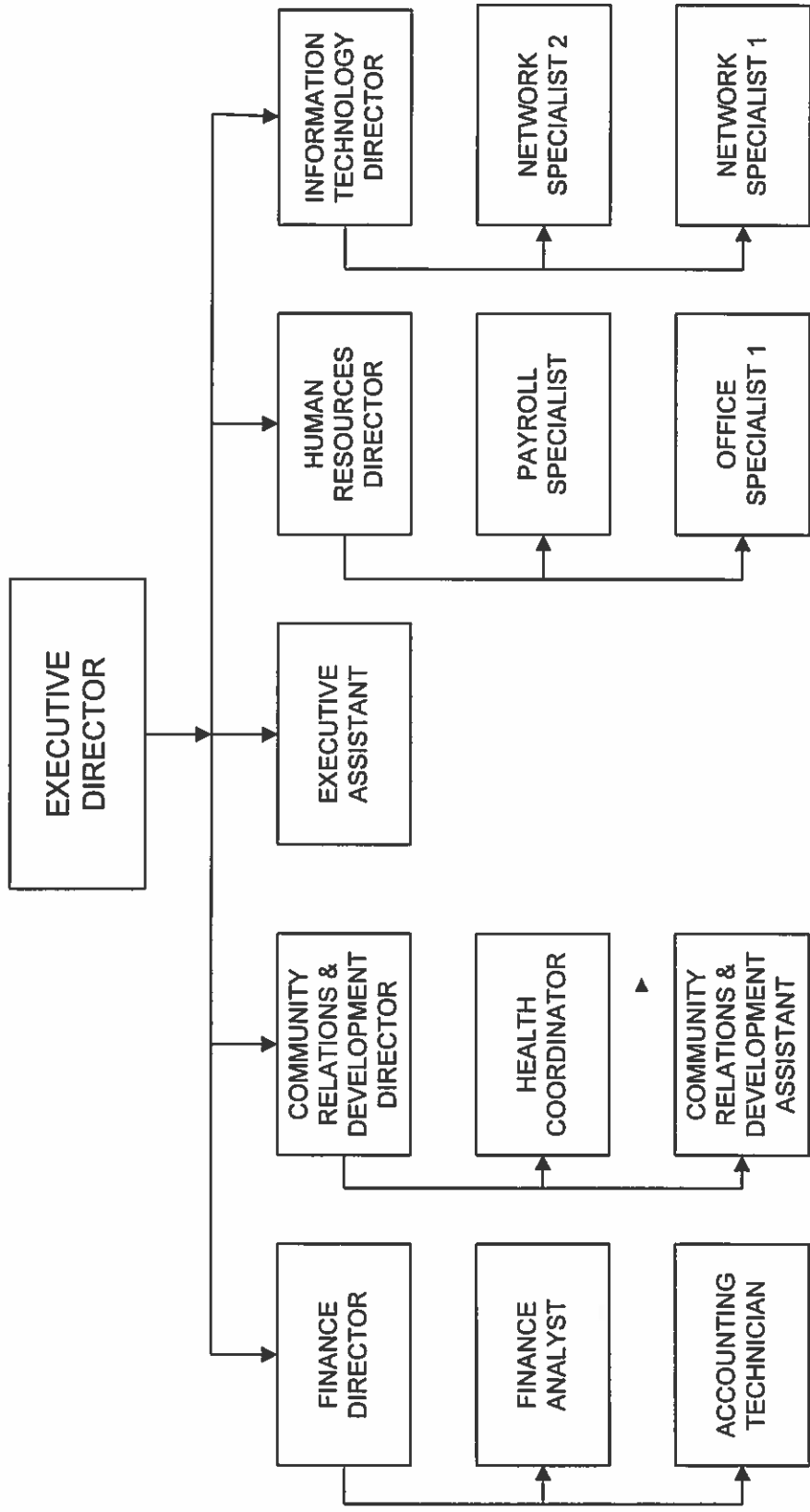
COMMUNITY RELATIONS & DEVELOPMENT

SUPP #1

DEPARTMENT BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE	CSBG	Barrel to Keg	TOTAL
FTE	1.51	1.82	0.85	-0.97	-53.08%	0.75	0.10	0.85
5010 Salaries	76,797	94,387	49,031	-45,356	-48.05%	42,120	6,910	49,031
5020 Client Salaries		0	0	0	0.00%	0	0	0
TOTAL SALARIES	76,797	94,387	49,031	-45,356	-48.05%	42,120	6,910	49,031
5320 PERS	6,182	8,698	4,722	-3,977	-45.72%	4,056	665	4,722
5330 Workers' Comp	50	90	59	-31	-34.59%	52	7	59
5335 SAIF Insurance	161	193	502	309	260.13%	431	71	502
5340 Unemployment	1,459	1,648	1,275	-373	-22.66%	1,095	180	1,275
5350 Health Insurance	13,826	17,169	9,486	-7,683	-44.75%	8,300	1,186	9,486
5360 Dental Insurance	1,325	1,707	961	-746	-43.69%	845	116	961
5370 Life Insurance	582	718	611	-107	-14.86%	550	61	611
5375 Flexible Spending Costs	0	0	4	4	100.00%	4	0	4
5380 Employee Assistance Program	0	29	26	-4	-12.02%	23	3	26
5382 OSGP Match	983	1,473	480	-993	-67.41%	420	60	480
5386 Non Taxable Fringe Pgm	0	0	0	0	0.00%	0	0	0
5390 FICA	5,704	6,529	3,751	-2,778	-42.55%	3,222	529	3,751
5395 Vacation Accrued	-1,560	3,000	3,000	0	0.00%	3,000	0	3,000
TOTAL FRINGE	28,712	41,254	24,876	-16,378	-39.70%	21,998	2,878	24,876
TOTAL PERSONAL SERVICES	105,509	135,641	73,906	-61,734	-45.51%	64,118	9,788	73,906
5510 Audit & Accounting	539	629	417	-212	-33.70%	417	0	417
5540 Other Purchased Services	4,823	20,000	25,000	5,000	25.00%	10,000	15,000	25,000
5610 Educational Confer/Train		318	318	0	0.00%	318	0	318
5620 Meetings	133	334	300	-34	-10.18%	300	0	300
5630 Dues		250	250	0	0.00%	250	0	250
5710 Mileage	2,831	5,406	5,000	-406	-7.51%	5,000	0	5,000
5910 Rent	5,299	2,704	2,885	181	6.68%	2,885	0	2,885
5920 Utilities	300	0	0	0	0.00%	0	0	0
5935 Cell Phone	655	1,335	600	-735	-55.06%	600	0	600
5940 Maintenance, Repair, Janitorial	462	500	500	0	0.00%	500	0	500
5950 General Insurance	621	775	603	-172	-22.19%	603	0	603
6110 Office Supplies	162	2,239	620	-1,619	-72.31%	0	620	620
6120 Postage/Shipping	30	2,610	2,610	0	0.00%	0	2,610	2,610
6130 Photocopy	972	1,258	1,000	-258	-20.51%	0	1,000	1,000
6140 Printing	248	300	300	0	0.00%	300	0	300
6145 Software	1,021	0	0	0	0.00%	0	0	0
6150 Advertising/Recruitment	0	80	80	0	0.00%	0	80	80
6160 Program Supplies	11,533	126,500	500	-126,000	-99.60%	0	500	500
6330 Equipment Repair	99	0	0	0	0.00%	0	0	0
6340 Expendable Equipment	5,073	3,000	0	-3,000	-100.00%	0	0	0
6410 Books/Subscriptions	87	280	280	0	0.00%	280	0	280
6470 Miscellaneous (Admin)	87	0	0	0	0.00%	0	0	0
6620 Indirect	14,368	17,557	8,837	-8,720	-49.67%	8,042	795	8,837
6630 Infrastructure	5,251	69,653	4,229	-65,424	-93.93%	4,229	0	4,229
6650 Communications Services	482	808	737	-71	-8.79%	737	0	737
6870 Miscellaneous		250	250	0	0.00%	250	0	250
		0						
		0						
TOTAL MATERIALS/SERVICES	55,076	256,785	55,316	-201,470	-78.46%	34,711	20,605	55,316
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0
3020 FUND BAL. INCREASE (DECR)	23,633	0	0	0	0.00%	0	0	0
		0						
TOTAL EXPENDITURES	184,218	392,426	129,222	-263,204	-67.07%	98,829	30,393	129,222

Appendices

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

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

Accomplishments

- Expanded the OSU Indicators/Metrics project to include the partners in the regional Theory of Change work, and linked those efforts to the work of the Early Learning Council and the IHN-CCO on performance measures.
- Created a separate, non-profit for Career Tech Charter School to meet state and federal requirements for charter school governance.
- Began a year-long process to update the strategic plan.
- Stepped in to manage the Workforce and Education Department after key management layoffs.

Goals

- Complete the 5-year strategic plan incorporating a culture of focus on our Theory of Change and improved analysis and coordination of client services.
- Investigate ways to reduce costs and/or increase income from administrative services.
- Analyze leases and improve real property utilization.

HUMAN RESOURCES

Accomplishments

- Staff training was a focus. CSC utilized the City County Insurance Learning Center and successfully piloted safety and customer service trainings.
- Key sections of the personnel policies were updated to ensure coordination with financial procedures and the Labor Agreement.
- Launched and completed a campaign to educate the workforce about all the benefit programs that were available to them and how to participate.
- The joint union and management health benefit committee held health insurance costs to a modest 3% increase without reducing benefit levels.
- CSC and AFSCME successfully bargained a one-year Labor Agreement and a two-year MOU that will expire at the end of the biennium. The end of the Labor Agreement will coincide with the biennial PERS assessment.

Goals

- Expand and coordinate CSC staff training to meet the agency training and succession needs with an emphasis on leadership development.

- Take over facilities management and develop a building maintenance schedule for each CSC-owned building.
- Renew the joint effort with Finance to improve payroll/HR processing and reporting; increasing ease of system use and expanding the availability of information to CSC employees.

FINANCE

Accomplishments

- Utilized the new Financial Analyst position to train staff on our financial software and to create customized reports that were more user-friendly for internal managers and external grantors.
- Revised select financial policies to meet new funder and auditor requirements, preparatory to completing a revision of the CSC Financial Management Policy manual.
- Took the first steps in moving to electronic timekeeping by implementing a new process for remote submission of timesheets.
- Ensured that CSC received an unqualified audit opinion and was awarded a Certificate of Achievement for Excellence in Financial Reporting for the 23rd consecutive year.

Goals

- In collaboration with HR, explore the use of new software capabilities to improve ease of financial, payroll and HR processing and expand the secure availability of information to CSC employees.
- Revise the Financial Management Policy manual to comply with the newly issued Uniform Guidance for Grants issued for federal grant recipients
- In response to requests from external agencies, develop a suite of services and billing recommendations for contracting out different levels of accounting expertise. This would include matters such as grant management oversight, grant billings and payroll preparation on an agency's own accounting software, external board reporting, and potentially even internal full cycle accounting on CSC's software as a fiscal agent for other entities.

INFORMATION TECHNOLOGY

Accomplishments

- Deployed 2X Remote Desktop Protocol software for employee use and provided user training. 2X RDP allows users to securely access CSC applications and resources from a variety of devices, including smart phones, tablets and home computers to provide more stable and flexible remote access technology.
- Set up a secondary conferencing system to allow 25 concurrent remote external attendees via computer, telephone or smart device. The system may

be used for conferences, training and to deliver services to clients in more remote areas.

- Investigated technological strategies to promote distance learning and access to agency resources.

Goals

- Upgrade servers and software to maximize performance and minimize storage needs.
- Work with departments to utilize new conferencing systems to implement distance learning opportunities for clients.
- Assist departments with ways to utilize existing time-saving technology to conserve resources.
- Coordinate with partners to explore the feasibility of a common client intake system to improve wrap-around services, decrease client frustration, and assist in measuring client outcomes.

COMMUNICATIONS

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

Accomplishments

- Completed a template for the annual CSC Report Card which is ready for population with performance data being developed by OSU.
- Linked the CSC website to all CSC social media pages to increase awareness of programs and services.
- Grew social media engagement on Facebook by 30% this year. CSC's online presence remains strong with 5,523 website hits per month on average, nearly 50,000 hits in the first nine months of FY 2014, 39 media releases, four CAPO statewide features, seven Facebook pages, 10 e-newsletters (340 subscribers).
- Improved community engagement by representing CSC at 22 community outreach events in FY15.

Goals

- Analyze CSC's total social media presence for return on investment.
- Prepare a communications plan to better link the Barrel to Keg race with CSC's goals and issues.
- Engage interns to promote awareness of CSC interest areas as well as encouraging graduates to look at CSC as a future employer.

ADMINISTRATION
(For Informational purposes only)

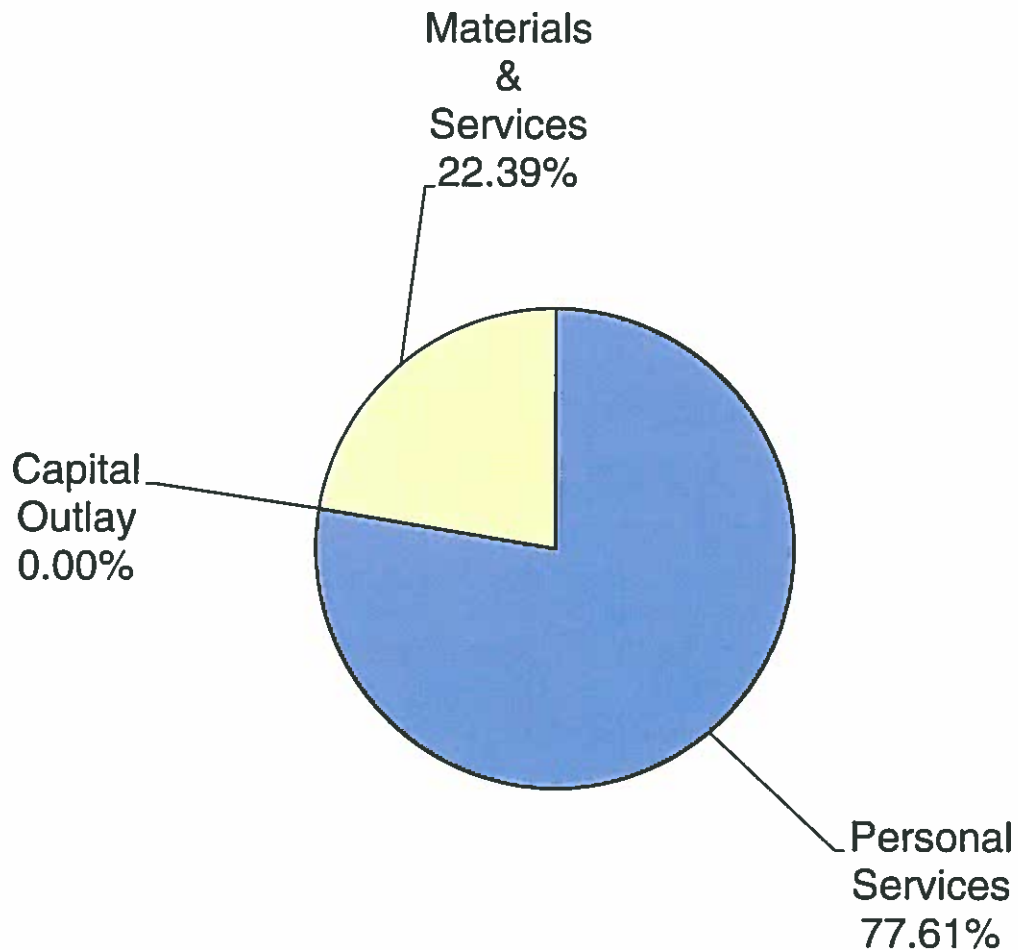
SUMMARY BUDGET	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	821,282	886,000	862,000	-24,000	-2.71%
TOTAL FUNDS	821,282	886,000	862,000	-24,000	-2.71%

DEPARTMENT BUDGET BY CATEGORY

FTE	8.25	8.67	8.23	-0.44	-5.05%
TOTAL PERSONAL SERVICES	654,444	675,902	669,017	-6,885	-1.02%
TOTAL MATERIALS/SERVICES	159,540	210,098	192,983	-17,115	-8.15%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	7,298	0	0	0	0.00%
TOTAL EXPENDITURES	821,282	886,000	862,000	-24,000	-2.71%



ADMINISTRATION

(For informational purposes only)

SOURCE OF REVENUES	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue	7,479	0	0	0	0.00%
Program Reimbursements	800,299	886,000	862,000	-24,000	-2.71%
Miscellaneous Revenue	13,504	0	0	0	0.00%
Subtotal	821,282	886,000	862,000	-24,000	-2.71%
TOTAL FUNDS	821,282	886,000	862,000	-24,000	-2.71%

ADMINISTRATION

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

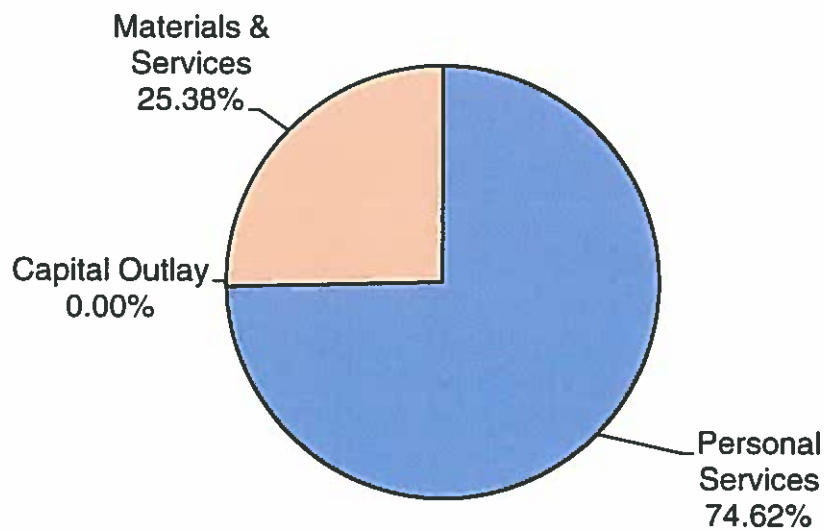
	AUDITED FY 14	ADOPTED FY 15	PROPOSED FY 16	DOLLAR CHANGE	% OF CHANGE
FTE	8.25	8.67	8.23	-0.44	-5.05%
5010 Salaries	470,969	486,704	465,213	-21,491	-4.42%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	470,969	486,704	465,213	-21,491	-4.42%
5320 PERS	47,967	50,880	51,809	929	1.83%
5330 Workers' Comp	284	595	565	-30	-5.05%
5335 SAIF	-217	829	5,355	4,526	645.98%
5340 Unemployment	8,949	9,247	12,096	2,849	30.80%
5350 Health Insurance	70,294	70,961	78,487	7,526	10.61%
5360 Dental Insurance	8,177	8,482	8,868	386	4.55%
5370 Life Insurance	3,419	4,149	4,390	241	5.80%
5375 Flexible Spending Costs	312	462	396	-66	-14.29%
5380 Employee Assistance Pgm	3,115	261	249	-12	-4.67%
5382 OSGP Match	6,292	6,098	6,000	-98	-1.61%
5386 Non Taxable Fringe Pgm	0	0	0	0	0.00%
5390 F.I.C.A.	34,883	37,233	35,589	-1,644	-4.42%
5395 Vacation Accrued	0	0	0	0	0.00%
TOTAL FRINGE	183,475	189,198	203,804	14,606	7.72%
TOTAL PERSONAL SERVICES	654,444	675,902	669,017	-6,885	-1.02%
5510 Audit & Accounting	2,952	2,952	2,978	26	0.88%
5520 Data/Connection Services	8,907	8,249	8,889	640	7.76%
5530 Legal	15,685	28,500	8,000	-20,500	-71.93%
5540 Other Purchased Services	12,783	35,032	37,983	2,951	8.42%
5550 Contract Services/Training	0	0	0	0	0.00%
5610 Educational Confer/Train	6,856	9,950	10,219	269	2.70%
5620 Meetings	1,834	4,700	4,800	100	2.13%
5630 Dues	8,620	10,404	11,860	1,456	13.99%
5710 Mileage	3,598	3,600	5,200	1,600	44.44%
5740 Other Transportation Cost	0	0	0	0	0.00%
5910 Rent	40,037	42,807	33,216	-9,591	-22.41%
5920 Utilities	0	0	0	0	0.00%
5935 Cell Phone	442	1,365	840	-525	-38.46%
5940 Maintenance, repair, janitorial	4,554	6,600	6,600	0	0.00%
5950 General Insurance	3,400	4,284	4,300	16	0.37%
5970 Space Rent	0	7,888	6,527	-1,361	-17.25%
6110 Office Supplies	4,194	4,110	3,989	-121	-2.94%
6120 Postage/Shipping	6,559	3,169	3,169	0	0.00%
6130 Photocopy	6,628	3,000	3,000	0	0.00%
6140 Printing	2,130	2,785	2,000	-785	-28.19%
6145 Software	0	110	210	100	90.91%
6150 Advertising/Recruitment	836	750	750	0	0.00%
6160 Program Supplies	225	0	1,225	1,225	100.00%
6320 Equipment Rental	0	300	300	0	0.00%
6330 Equipment Repair	0	500	500	0	0.00%
6340 Expendable Equipment	1,304	1,200	3,700	2,500	308.33%
6410 Books/Subscriptions	1,210	629	629	0	0.00%
6470 Miscellaneous Costs	1,955	1,658	1,708	50	3.02%
6630 Infrastructure	18,171	18,183	23,257	5,074	27.91%
6650 Communications Services	6,660	7,373	7,134	-239	-3.24%
TOTAL MATERIALS/SERVICES	159,540	210,098	192,983	-17,115	-8.15%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	7,298	0	0	0	0.00%
TOTAL EXPENDITURES	821,282	886,000	862,000	-24,000	-2.71%

INFORMATION TECHNOLOGY

SUMMARY BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
SOURCE OF REVENUES					
FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	4,040	0	0	0	0.00%
PROGRAM REIMBURSEMENTS	<u>280,388</u>	<u>286,000</u>	<u>296,000</u>	<u>10,000</u>	<u>3.50%</u>
TOTAL FUNDS	<u>284,428</u>	<u>286,000</u>	<u>296,000</u>	<u>10,000</u>	<u>3.50%</u>

DEPARTMENT BUDGET BY CATEGORY

FTE	2.61	2.58	2.54	-0.04	-1.55%
TOTAL PERSONAL SERVICES	200,411	213,417	216,135	2,718	1.27%
TOTAL MATERIALS/SERVICES	83,263	72,583	79,865	7,282	10.03%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	<u>754</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>284,428</u>	<u>286,000</u>	<u>296,000</u>	<u>10,000</u>	<u>3.50%</u>



INFORMATION TECHNOLOGY

SOURCE OF REVENUES	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	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	4,040	0	0	0	0.00%
Subtotal	4,040	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	280,388	286,000	296,000	10,000	3.50%
Subtotal	280,388	286,000	296,000	10,000	3.50%
TOTAL FUNDS	284,428	286,000	296,000	10,000	3.50%

INFORMATION TECHNOLOGY

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

DEPARTMENT BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
FTE	2.61	2.58	2.54	0	-1.55%
5010 Salaries	143,204	152,951	152,191	-760	-0.50%
5020 Client Salaries		0	0	0	0.00%
TOTAL SALARIES	143,204	152,951	152,191	-760	-0.50%
5320 PERS	15,871	16,842	18,257	1,415	8.40%
5330 Workers' Comp	87	176	173	-3	-1.56%
5335 SAIF	210	223	1,519	1,296	680.37%
5340 Unemployment	2,756	2,898	3,940	1,042	35.95%
5350 Health Insurance	22,648	23,754	23,393	-361	-1.52%
5360 Dental Insurance	2,362	2,474	2,542	68	2.76%
5370 Life Insurance	1,070	1,081	1,186	105	9.74%
5375 Flexible Spending Costs	0	0	0	0	0.00%
5380 Employee Assistance Program	0	92	92	0	0.00%
5382 OSGP Match	1,493	1,226	1,200	-26	-2.10%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	10,680	11,701	11,643	-58	-0.50%
5395 Vacation Accrued	30	0	0	0	0.00%
TOTAL FRINGE	57,207	60,466	63,945	3,479	5.75%
TOTAL PERSONAL SERVICES	200,411	213,417	216,135	2,718	1.27%
5520 Data/Connection Services	32,113	26,700	26,469	-231	-0.87%
5540 Other Purchased Services	5,710	4,000	5,000	1,000	25.00%
5610 Educational Confer/Train	500	600	770	170	28.33%
5620 Meetings	38	400	400	0	0.00%
5630 Dues	0	150	150	0	0.00%
5710 Mileage	2,916	2,500	2,400	-100	-4.00%
5740 Other Transportation Cost	0	300	300	0	0.00%
5910 Rent	7,792	8,310	17,559	9,249	211.30%
5920 Utilities	2,006	1,781	1,085	-696	-39.08%
5930 Telephone	20,789	19,824	18,459	-1,365	-6.89%
5935 Cell Phone	360	360	720	360	200.00%
5940 Maintenance, Repair, Janitorial	1,674	881	820	-61	-6.92%
6110 Office Supplies	339	200	200	0	0.00%
6120 Postage/Shipping	17	50	50	0	0.00%
6130 Photocopy	208	100	100	0	0.00%
6140 Printing	110	100	100	0	0.00%
6145 Software	4,879	3,305	3,688	383	11.59%
6330 Equipment Repair	875	500	200	-300	-60.00%
6340 Expendable Equipment	2,715	2,375	1,075	-1,300	-54.74%
6410 Books/Subscriptions	222	147	320	173	217.95%
TOTAL MATERIALS/SERVICES	83,263	72,583	79,865	7,282	10.03%
6310 TOTAL CAPITAL OUTLAY		0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	754	0	0	0	0.00%
TOTAL EXPENDITURES	284,428	286,000	296,000	10,000	3.50%

COMMUNICATION SERVICES

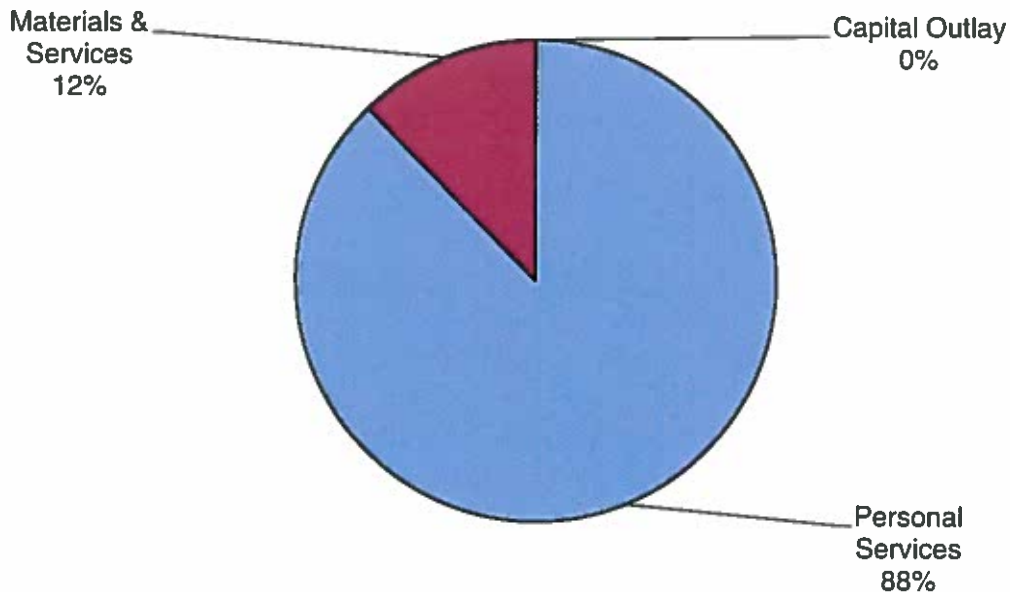
SUMMARY BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

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	72,676	79,000	79,000	0	0.00%
TOTAL FUNDS	72,676	79,000	79,000	0	0.00%

DEPARTMENT BUDGET BY CATEGORY

FTE	1.12	0.96	0.96	0.00	0.00%
TOTAL PERSONAL SERVICES	66,755	64,150	69,252	5,102	7.95%
TOTAL MATERIALS/SERVICES	5,921	14,850	9,748	-5,102	-34.36%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	72,676	79,000	79,000	0	0.00%



COMMUNICATION SERVICES

SOURCE OF REVENUES	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
	0	0	0	0	0.00%
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
STATE FUNDS					
	0	0	0	0	0.00%
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
LOCAL FUNDS					
	0	0	0	0	0.00%
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
MISCELLANEOUS FUNDS					
Program Reimbursements	72,676	79,000	79,000	0	0.00%
Subtotal	<u>72,676</u>	<u>79,000</u>	<u>79,000</u>	<u>0</u>	<u>0.00%</u>
TOTAL FUNDS	<u>72,676</u>	<u>79,000</u>	<u>79,000</u>	<u>0</u>	<u>0.00%</u>

COMMUNICATION SERVICES

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

DEPARTMENT BUDGET	AUDITED FY14	ADOPTED FY15	PROPOSED FY16	DOLLAR CHANGE	% OF CHANGE
FTE	1.12	0.96	0.96	0.00	0.00%
5010 Salaries	42,798	42,607	45,085	2,478	5.81%
TOTAL SALARIES	42,798	42,607	45,085	2,478	5.81%
5320 PERS	4,068	4,244	4,342	98	2.31%
5330 Workers' Comp	39	66	66	0	0.00%
5335 SAIF	76	87	461	374	532.30%
5340 Unemployment	813	810	1,172	362	44.80%
5350 Health Insurance	13,183	10,626	11,972	1,346	12.67%
5360 Dental Insurance	1,132	1,118	1,595	477	42.64%
5370 Life Insurance	343	442	509	67	15.19%
5375 Flexible Spending Costs	0	0	1	1	100.00%
5380 Employee Assistance Program	0	43	29	-14	-31.85%
5382 OSGP Match	738	848	570	-278	-32.77%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	3,565	3,259	3,449	190	5.81%
TOTAL FRINGE	23,957	21,542	24,167	2,625	12.18%
TOTAL PERSONAL SERVICES	66,755	64,150	69,252	5,102	7.95%
5540 Other Purchased Services	315	2,500	2,500	0	0.00%
5610 Educational Confer/Train	50	1,000	1,000	0	0.00%
5620 Meetings	31	600	400	-200	-33.33%
5710 Mileage	719	1,630	1,221	-409	-25.09%
5910 Rent-Office	1,868	0	0	0	0.00%
5920 Utilities	429	0	0	0	0.00%
5935 Cell Phone	0	480	480	0	0.00%
6110 Office Supplies	162	660	660	0	0.00%
6120 Postage/Shipping	370	1,237	600	-637	-51.50%
6130 Photocopy	78	400	400	0	0.00%
6140 Printing	144	4,856	1,000	-3,856	-79.41%
6145 Software	200	900	900	0	0.00%
6150 Advertising/Recruitment	0	300	300	0	0.00%
6160 Program Supplies	31	0	0	0	0.00%
6410 Books/Subscriptions	10	287	287	0	0.00%
6630 Infrastructure	1,514	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	5,921	14,850	9,748	-5,102	-34.36%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	72,676	79,000	79,000	0	0.00%

COMMUNITY SERVICES CONSORTIUM
 SALARY RANGE
 AFSCME LOCAL 3583
 EFFECTIVE JULY 1, 2014
 Updated Titles 10.2014 DJ

COLA 2.00 %

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	LONGEVITY			
									STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Monthly	1	\$ 1,719	\$ 1,809	\$ 1,899	\$ 1,993	\$ 2,092	\$ 2,199	\$ 2,308	\$ 2,331	\$ 2,377	\$ 2,423
	***Pay Period		859.50	904.50	949.50	996.50	1,046.00	1,099.50	1,154.00	1,165.50	1,188.50	1,211.50
	Hourly		9.92	10.44	10.96	11.50	12.07	12.69	13.32	13.45	13.71	13.98
*** Annually			\$ 20,628	\$ 21,708	\$ 22,788	\$ 23,916	\$ 25,104	\$ 26,388	\$ 27,696	\$ 27,972	\$ 28,524	\$ 29,076
*** See footer												
HS CLASSROOM AIDE	2	\$ 1,898	\$ 1,998	\$ 2,099	\$ 2,204	\$ 2,313	\$ 2,431	\$ 2,551	\$ 2,577	\$ 2,628	\$ 2,679	
ELIGIBILITY CLERK		949.00	999.00	1,049.50	1,102.00	1,156.50	1,215.50	1,275.50	1,288.50	1,314.00	1,339.50	
HEAD START TEACHING ASSISTANT 1		10.95	11.53	12.11	12.72	13.34	14.03	14.72	14.87	15.16	15.46	
OFFICE SPECIALIST 1		\$ 22,776	\$ 23,976	\$ 25,188	\$ 26,448	\$ 27,756	\$ 29,172	\$ 30,612	\$ 30,924	\$ 31,536	\$ 32,148	
WX WAREHOUSE WORKER												
HS FAMILY SERVICES/ERSEA COORDINATOR	3	\$ 2,100	\$ 2,210	\$ 2,317	\$ 2,437	\$ 2,556	\$ 2,685	\$ 2,818	\$ 2,846	\$ 2,903	\$ 2,959	
HEAD START TEACHING ASSISTANT 2		1,050.00	1,105.00	1,158.50	1,218.50	1,278.00	1,342.50	1,409.00	1,423.00	1,451.50	1,479.50	
		12.12	12.75	13.37	14.06	14.75	15.49	16.26	16.42	16.75	17.07	
		\$ 25,200	\$ 26,520	\$ 27,804	\$ 29,244	\$ 30,672	\$ 32,220	\$ 33,816	\$ 34,152	\$ 34,836	\$ 35,508	
ACCOUNTING CLERK FOODSHARE	4	\$ 2,319	\$ 2,442	\$ 2,562	\$ 2,690	\$ 2,825	\$ 2,966	\$ 3,114	\$ 3,145	\$ 3,207	\$ 3,270	
COMMUNITY RELATIONS & DEVELOPMENT ASSIST		1,159.50	1,221.00	1,281.00	1,345.00	1,412.50	1,483.00	1,557.00	1,572.50	1,603.50	1,635.00	
ELIGIBILITY SPECIALIST		13.38	14.09	14.78	15.52	16.30	17.11	17.97	18.14	18.50	18.87	
EMPLOYMENT ADVISOR		\$ 27,828	\$ 29,304	\$ 30,744	\$ 32,280	\$ 33,900	\$ 35,592	\$ 37,368	\$ 37,740	\$ 38,484	\$ 39,240	
HS FAMILY SERVICES SITE COORDINATOR												
INSTRUCTOR												
MIS CLERK 2												
MPA ELIGIBILITY SPECIALIST												
OFFICE SPECIALIST 3												
FS TRUCK DRIVER/WAREHOUSE WORKER												
YOUTH ADVISOR												
ACCOUNTING TECHNICIAN	5	\$ 2,562	\$ 2,697	\$ 2,831	\$ 2,972	\$ 3,120	\$ 3,276	\$ 3,441	\$ 3,475	\$ 3,544	\$ 3,613	
ADMINISTRATIVE ASSISTANT		1,281.00	1,348.50	1,415.50	1,486.00	1,560.00	1,638.00	1,720.50	1,737.50	1,772.00	1,806.50	
AGENCY RELATIONS SPECIALIST		14.78	15.56	16.33	17.15	18.00	18.90	19.85	20.05	20.45	20.84	
CREW LEADER		\$ 30,744	\$ 32,364	\$ 33,972	\$ 35,664	\$ 37,440	\$ 39,312	\$ 41,292	\$ 41,700	\$ 42,528	\$ 43,356	
ENERGY ED COORDINATOR												
HEALTH PROGRAM COORDINATOR												
HS PROGRAM ASSISTANT												
MIS CLERK 3												
PROGRAM ASSISTANT												
SENIOR EMPLOYMENT ADVISOR												
SENIOR YOUTH ADVISOR												
TEACHER 2/ADVOCATE												
FS WAREHOUSE WORKER 2												
WEATHERIZATION TECHNICIAN												
WX FINANCE SPECIALIST												
COMMUNICATIONS COORDINATOR	6	\$ 2,831	\$ 2,979	\$ 3,128	\$ 3,286	\$ 3,451	\$ 3,621	\$ 3,801	\$ 3,839	\$ 3,915	\$ 3,991	
HOUSING RESOURCE COORDINATOR		1,415.50	1,489.50	1,564.00	1,643.00	1,725.50	1,810.50	1,900.50	1,919.50	1,957.50	1,995.50	
NETWORK SPECIALIST 1		16.33	17.19	18.05	18.96	19.91	20.89	21.93	22.15	22.59	23.03	
PAYROLL SPECIALIST		\$ 33,972	\$ 35,748	\$ 37,536	\$ 39,432	\$ 41,412	\$ 43,452	\$ 45,612	\$ 46,068	\$ 46,980	\$ 47,892	
SENIOR CREW LEADER												
TEACHER 3/ADVOCATE												
TRAINER - NATURAL RESOURCE CONSERVATION												
WEATHERIZATION CREW LEADER												
AUDITOR/INSPECTOR	7	\$ 3,128	\$ 3,293	\$ 3,459	\$ 3,627	\$ 3,809	\$ 4,002	\$ 4,203	\$ 4,245	\$ 4,329	\$ 4,413	
CASE MANAGER		1,564.00	1,646.50	1,729.50	1,813.50	1,904.50	2,001.00	2,101.50	2,122.50	2,164.50	2,206.50	
CASE MANAGER - HOUSING		18.05	19.00	19.96	20.93	21.98	23.09	24.25	24.49	24.98	25.46	
FINANCIAL ANALYST		\$ 37,536	\$ 39,516	\$ 41,508	\$ 43,524	\$ 45,708	\$ 48,024	\$ 50,436	\$ 50,940	\$ 51,948	\$ 52,956	
HS CONTENT SPEC. MENTAL HEALTH & DISABILITY												
HS CONTENT SPEC. HEALTH & NUTRITION												
LEAD HOUSING FINANCE SPECIALIST												
NETWORK SPECIALIST 2												
PROGRAM DEVELOPMENT ANALYST												
PRINCIPAL EMPLOYMENT ADVISOR												
PRINCIPAL YOUTH ADVISOR												
REHAB CONSTRUCTION COORDINATOR												
RESOURCE COORDINATOR												
TEACHER												
TRAINER - WEATHERIZATION												
BUSINESS SERVICES COORDINATOR (WIB)	8	\$ 3,457	\$ 3,638	\$ 3,821	\$ 4,011	\$ 4,213	\$ 4,423	\$ 4,643	\$ 4,689	\$ 4,782	\$ 4,875	
FS GLEANER/VOLUNTEER PROG. COORD		1,728.50	1,819.00	1,910.50	2,005.50	2,106.50	2,211.50	2,321.50	2,344.50	2,391.00	2,437.50	
		19.94	20.99	22.04	23.14	24.31	25.52	26.79	27.05	27.59	28.13	
		\$ 41,484	\$ 43,656	\$ 45,852	\$ 48,132	\$ 50,556	\$ 53,076	\$ 55,716	\$ 56,268	\$ 57,384	\$ 58,500	

*** Monthly, pay period and annual figures are based on 1.0 FTE regular employee working in paid status for entire fiscal year.

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

COLA 2.00%

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

JOB TITLES	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LONGEVITY		
									STEP L-1	STEP L-2	STEP L-3
UNASSIGNED	5	\$ 2,676	\$ 2,817	\$ 2,956	\$ 3,104	\$ 3,262	\$ 3,424	\$ 3,598	\$ 3,634	\$ 3,706	\$ 3,778
***Monthly		1,338.00	1,408.50	1,478.00	1,552.00	1,631.00	1,712.00	1,799.00	1,817.00	1,853.00	1,889.00
***Pay Period		15.44	16.25	17.05	17.91	18.82	19.75	20.76	20.97	21.38	21.80
***Hourly											
***Annually		\$ 32,112	\$ 33,804	\$ 35,472	\$ 37,248	\$ 39,144	\$ 41,088	\$ 43,176	\$ 43,608	\$ 44,472	\$ 45,336
*** See footer											
EXECUTIVE ASSISTANT	6	\$ 2,990	\$ 3,147	\$ 3,304	\$ 3,471	\$ 3,643	\$ 3,827	\$ 4,017	\$ 4,057	\$ 4,138	\$ 4,218
		1,495.00	1,573.50	1,652.00	1,735.50	1,821.50	1,913.50	2,008.50	2,028.50	2,069.00	2,109.00
		17.25	18.16	19.06	20.03	21.02	22.08	23.18	23.41	23.87	24.33
		\$ 35,880	\$ 37,764	\$ 39,648	\$ 41,652	\$ 43,716	\$ 45,924	\$ 48,204	\$ 48,684	\$ 49,656	\$ 50,616
ENERGY ASSISTANCE SUPERVISOR	7	\$ 3,341	\$ 3,516	\$ 3,690	\$ 3,876	\$ 4,068	\$ 4,272	\$ 4,486	\$ 4,531	\$ 4,621	\$ 4,710
		1,670.50	1,758.00	1,845.00	1,938.00	2,034.00	2,136.00	2,243.00	2,265.50	2,310.50	2,355.00
		19.28	20.28	21.29	22.36	23.47	24.65	25.88	26.14	26.66	27.17
		\$ 40,092	\$ 42,192	\$ 44,280	\$ 46,512	\$ 48,816	\$ 51,264	\$ 53,832	\$ 54,372	\$ 55,452	\$ 56,520
EDUCATION SUPERVISOR	8	\$ 3,729	\$ 3,925	\$ 4,122	\$ 4,330	\$ 4,544	\$ 4,771	\$ 5,010	\$ 5,060	\$ 5,160	\$ 5,261
FOOD SHARE COORDINATOR		1,864.50	1,962.50	2,061.00	2,165.00	2,272.00	2,385.50	2,505.00	2,530.00	2,580.00	2,630.50
HS EDUCATION SUPERVISOR		21.51	22.64	23.78	24.98	26.22	27.53	28.90	29.19	29.77	30.35
YOUTHBUILD CONSTRUCTION COORDINATOR		\$ 44,748	\$ 47,100	\$ 49,464	\$ 51,960	\$ 54,528	\$ 57,252	\$ 60,120	\$ 60,720	\$ 61,920	\$ 63,132
HOUSING SERVICES MANAGER	9	\$ 3,883	\$ 4,087	\$ 4,291	\$ 4,503	\$ 4,730	\$ 4,966	\$ 5,217	\$ 5,269	\$ 5,374	\$ 5,478
HS PROGRAM EDUCATION MANAGER		1,941.50	2,043.50	2,145.50	2,251.50	2,365.00	2,483.00	2,608.50	2,634.50	2,687.00	2,739.00
		22.40	23.58	24.76	25.98	27.29	28.65	30.10	30.40	31.00	31.60
		\$ 46,596	\$ 49,044	\$ 51,492	\$ 54,036	\$ 56,760	\$ 59,592	\$ 62,604	\$ 63,228	\$ 64,488	\$ 65,736
OPERATIONS MANAGER	10	\$ 4,157	\$ 4,375	\$ 4,591	\$ 4,820	\$ 5,061	\$ 5,315	\$ 5,582	\$ 5,638	\$ 5,749	\$ 5,861
WEATHERIZATION PROGRAM MANAGER		2,078.50	2,187.50	2,295.50	2,410.00	2,530.50	2,657.50	2,791.00	2,819.00	2,874.50	2,930.50
		23.98	25.24	26.49	27.81	29.20	30.66	32.20	32.53	33.17	33.81
		\$ 49,884.0	\$ 52,500	\$ 55,092	\$ 57,840	\$ 60,732	\$ 63,780	\$ 66,984	\$ 67,656	\$ 68,988	\$ 70,332
COMMUNITY RELATIONS & DEVELOPMENT DIRECTOR	11	\$ 4,444	\$ 4,678	\$ 4,911	\$ 5,156	\$ 5,414	\$ 5,688	\$ 5,970	\$ 6,030	\$ 6,149	\$ 6,269
HUMAN RESOURCE DIRECTOR		2,222.00	2,339.00	2,455.50	2,578.00	2,707.00	2,844.00	2,985.00	3,015.00	3,074.50	3,134.50
REGIONAL MANAGER		25.64	26.99	28.33	29.75	31.23	32.82	34.44	34.79	35.48	36.17
		\$ 53,328	\$ 56,136	\$ 58,932	\$ 61,872	\$ 64,968	\$ 68,256	\$ 71,640	\$ 72,360	\$ 73,788	\$ 75,228
FOODSHARE DIRECTOR	12	\$ 4,755	\$ 5,005	\$ 5,258	\$ 5,516	\$ 5,794	\$ 6,085	\$ 6,387	\$ 6,451	\$ 6,579	\$ 6,706
IT DIRECTOR		2,377.50	2,502.50	2,629.00	2,758.00	2,897.00	3,042.50	3,193.50	3,225.50	3,289.50	3,353.00
		27.43	28.88	30.33	31.82	33.43	35.11	36.85	37.22	37.96	38.69
		\$ 57,060	\$ 60,060	\$ 63,096	\$ 66,192	\$ 69,528	\$ 73,020	\$ 76,644	\$ 77,412	\$ 78,948	\$ 80,472
FINANCE DIRECTOR	13	\$ 5,088	\$ 5,355	\$ 5,625	\$ 5,907	\$ 6,201	\$ 6,512	\$ 6,835	\$ 6,903	\$ 7,040	\$ 7,177
HEAD START DIRECTOR		2,544.00	2,677.50	2,812.50	2,953.50	3,100.50	3,256.00	3,417.50	3,451.50	3,520.00	3,588.50
		29.35	30.89	32.45	34.08	35.78	37.57	39.43	39.83	40.62	41.41
		\$ 61,056	\$ 64,260	\$ 67,500	\$ 70,884	\$ 74,412	\$ 78,144	\$ 82,020	\$ 82,836	\$ 84,480	\$ 86,124
HOUSING & ENERGY SERVICES DIRECTOR	14	\$ 5,445	\$ 5,731	\$ 6,020	\$ 6,321	\$ 6,634	\$ 6,969	\$ 7,313	\$ 7,386	\$ 7,532	\$ 7,679
WORKFORCE & EDUCATION DIRECTOR		2,722.50	2,865.50	3,010.00	3,160.50	3,317.00	3,484.50	3,656.50	3,693.00	3,766.00	3,839.50
		31.41	33.06	34.73	36.47	38.27	40.21	42.19	42.61	43.45	44.30
		\$ 65,340	\$ 68,772	\$ 72,240	\$ 75,852	\$ 79,608	\$ 83,628	\$ 87,756	\$ 88,632	\$ 90,384	\$ 92,148
EXECUTIVE DIRECTOR								\$ 9,100	\$ 9,100	\$ 9,100	\$ 9,100
by contract with the Governing Board								4,550.00	4,550.00	4,550.00	4,550.00

80 Position Count

***Monthly, pay period and annual figures are based on 1.0 FTE regular employee working in paid status for entire fiscal year.

COMMUNITY SERVICES CONSORTIUM

COST ALLOCATION PLAN

Indirect costs, federally defined, are as follows:

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

STATEMENT OF METHODOLOGY

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

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

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

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

BUDGET OPERATION AND MANAGEMENT

INTRODUCTION

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

CSC BUDGET POLICIES

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

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

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

PURPOSE OF THE BUDGET

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

ROLES OF PRIMARY PARTICIPANTS IN THE BUDGET PROCESS

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

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

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

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

BUDGET MANAGEMENT

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

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

OPERATING BUDGET

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

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

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

FUND BALANCES

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

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

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

GRANT AND CONTRACT ADMINISTRATION

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

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

BUDGET TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fees: Revenues generated by charges for services.

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

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

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

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

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

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

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

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

Object Codes: See Chart of Accounts

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

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

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

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

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

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

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

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

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

GLOSSARY

ALBANY	Housing rehabilitation program for City of Albany
ALBANY WATER ASSISTANCE	City of Albany Assistance to provide assistance to city of Albany residential water customers
AMERICORPS	CNCS program for education awards based on community service
AMERICORPS*VISTA	Capacity building component/program of CNCS
BENTON COUNTY	Benton County contracts for Linn Benton Food Share and Housing Rehabilitation, Regional Housing Center
BPA	Bonneville Power Administration
BPA – ENERGY EDUCATION	Bonneville Power Administration funds allocated to provide energy education services
C of C LBHASH	Continuum of Care Linn Benton Housing Authority Supportive Housing (Department of Housing and Urban Development Continuum of Care grant awarded to Linn Benton Housing Authority and sub granted to CSC. The grant provides transitional supportive housing in Linn and Benton Counties.)
C of C PROJECT PASSPORT	Continuum of Care Project Passport (Department of Housing and Urban Development Continuum of Care grant to provide transitional housing in Lincoln County)
CAAC	Community Action Advisory Council
CCWD	Community Colleges and Workforce Development
CDBG	Community Development Block Grant for housing rehabilitation, construction of community facilities, handicapped accessibility projects, and technical assistance
CDBG ALBANY REHAB	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC for housing rehabilitation services with the City of Albany
CDBG ALBANY WX	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC to address health and safety issues that would then allow weatherization measures to be performed
CDBG LINCOLN CITY PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of Lincoln City
CDBG TOLEDO PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of the City of Toledo

CERTIFIED TRAINER	Authorized trainers to provide services under WIA
CHARTER SCHOOL	Lincoln County Career Tech High School
CHS	Community Housing Services
CLPUD	Central Lincoln Peoples Utility District
CNCS	Corporation for National and Community Services – oversees AmeriCorps
CONTINUUM OF CARE/CSC	Department of Housing and Urban Development grant to Emergency Services to provide a linkage between housing, local service providers and clients
CONTRACTS/GRANTS	Miscellaneous grant or contract income from sources other than federal, state or local resources
CORE SERVICES	Available to individuals both adult and dislocated workers through the One-Stop Delivery system
CORVALLIS	City of Corvallis grant for Linn Benton Food Share and Emergency Services
CORVALLIS-EHA-EA	City of Corvallis funds to be matched by Department of Human Services
COVER OREGON	Health insurance coverage marketplace for Oregonians
CPI	Consumers Power Energy Assistance Program to provide utility assistance to low-income residential customers of Consumers Power, Inc.
CRD	Community Relations and Development Department of CSC
CSBG	Community Services Block Grant
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DONATIONS	Individual donations to CSC programs
DUKE EL PASO	Duke and El Paso funds to provide weatherization services.
ECHO	Energy Conservation Helping Organizations (Set aside funds from private electric companies)
ECHO-ENERGY EDUCATION	Funds allocated to provide energy education services
EHA	State of Oregon Emergency Housing Account funds for services to people who are homeless or at-risk of homelessness
EMERGENCY SERVICES ENERGY ASSISTANCE FUND BALANCE	Funds designated to be used as “energy assistance”

EMERGENCY SERVICES MISC HOUSING FUND BALANCE	Funds designated to be used as "housing assistance"
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid by grant funding. Example: fees for housing and/or community facility development assistance; fees paid by businesses for services
GAP	Northwest Natural Gas energy assistance program
GED	General Educational Development: a high school equivalency certificate
HEAD START/HHS	Federal funds from the U.S. Department of Health and Human Services to operate Head Start
HEAD START/OPK	State funds from the Oregon Pre-Kindergarten program to operate Head Start
HIGH RISK YOUTH	Special funding for high-risk youth
HOAP	Home Ownership Assistance Program
HOLIDAY FOOD DRIVE	Donations to Linn Benton Food Share to support holiday food drive
HOME TBA	Department of Housing and Urban Development match known as the as the Home Tenant Based Assistance program
HOME TBA – DEPOSIT ONLY	Funds set aside to provide move-in expenses to low-income households unable to secure deposits
HOUSING PLUS	Permanent supportive housing for chronic homelessness
HOUSING PLUS S.S.TERN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at TERN HOUSE
HOUSING PLUS S.S. PELICAN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at PELICAN PLACE
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
INCITE	Local workforce board that covers Linn, Marion, Polk, Yamhill Counties

INTENSIVE SERVICES	Service more in-depth than core services provided under WIA
JOBS	Department of Human Services Self Sufficiency program for job search and job development services
LBCC	Linn Benton Community College
LBHA	Linn Benton Housing Authority
LBFS	Linn Benton Food Share
LCLT	Lincoln Community Land Trust
LIHEAP	Low Income Home Energy Assistance Program
LIHEAP ASSUR 16 CM	Low Income Home Energy Assistance Program funds set aside to provide energy education with case management services
LIHEAP ED	Low Income Home Energy Assistance Program energy education funds
LIHEAP LEVERAGE	Low Income Home Energy Assistance Program leverage funds
LIHEAP WX	Low Income Home Energy Assistance Program weatherization funds
LIHEAP WX EE	Low Income Home Energy Assistance Program weatherization energy education funds
LINCOLN CITY CDBG	Community facilities project in Lincoln City for a domestic violence shelter
LINCOLN COMMUNITY LAND TRUST (LCLT)	Contracted staffing and administrative services provided to LCLT for operations and development
LINCOLN COUNTY CDBG	Housing Rehabilitation program for Lincoln County
LINCOLN COUNTY HOMELESS SERVICES	Lincoln County funds to provide emergency and transitional housing services
LINCOLN CO. REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINCOLN REGIONAL REHAB	Housing Rehabilitation Program for Lincoln County
LINN-BENTON REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINN COUNTY	Linn County contracts for Linn Benton Food Share
LIRHF	Oregon Housing and Community Services Department's Low Income Rental Housing Fund used as match for HOME TBA
LOC	Learning Opportunity Centers: certified alternative schools that are part of the Workforce & Education department youth services
MCWSC	Mid Coast Watershed Council

MEYER MEMORIAL TRUST/CAPO	Meyer Memorial Trust funds administered through CAPO to provide additional services at local warming centers.
MILL CITY CDBG	Housing rehabilitation program for the city of Mill City
MILL CITY - GEN FUND	Housing rehabilitation loan repayments
MISCELLANEOUS	Miscellaneous grants and contracts
MPA	Mortgage Payment Assistance Program
NCRC	National Career Readiness Certificate
NEG	National Emergency Grant - DOL funds to provide services to dislocated workers specific to identified layoffs
NON-USDA FOOD	Value of commodities other than those from USDA
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education
NW NATURAL ENERGY EDUCATION #2	NW Natural OLIEE funds designated for energy education
OCCC	Oregon Coast Community College
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OEAP CM E2C2	Oregon Energy Assistance Program funds set aside to provide energy education with case management
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department
OHA	Oregon Health Authority
OHCS OHRF	Oregon Housing and Community Services Oregon Hunger Relief Fund
OJT	On-the-Job Training
OLGA	Oregon Low-income Gas Assistance to provide utility assistance to low-income residential customers of NW Natural Gas
OLIEE	Oregon Low-Income Energy Efficiency program funded by Northwest Natural Gas
ONE STOP CENTERS	Certified Work Source Centers offering a full range of services including information and referrals, employment and training programs, and client resources. A partnership of WIA, OED, VRD, and DHS.
OREGON HEAT	Pacific Power and Light energy assistance program

OREGON NORTHWEST WIB	Local workforce board that covers Lincoln, Clatsop, Columbia, Tillamook Counties
OWEB	Oregon Watershed Enhancement Board
OWIB	Oregon Workforce Investment Board
OWP	Oregon Workforce Partnership
OYEI	Oregon Youth Employment Initiative
OYCC	Oregon Youth Conservation Corps for youth employment and training
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT PASSPORT	Department of Housing and Urban Development Continuum of Care grant transferred from the Trueman Center to CSC to provide transitional housing
RAPID RESPONSE	Title IB WIA dollars reserved at the State for activities associated with business and industry closures or mass lay-offs
RCAC	Rural Community Assistance Corporation
RD HPG	Rural Development Housing Preservation Grants for housing rehabilitation
REBATES	Local utility company matching funds for weatherization
REACH FEE FUND BALANCE	Funds awarded as a pilot project to combine resource management, utility assistance, energy education, and weatherization to LIEAP eligible households who are high-energy users.
REGIONAL HOUSING CENTER	One-Stop center for home ownership information and services in the region
RELIANT	Reliant funds to provide weatherization services
RENTAL REPLACEMENT	Rental income set aside for building maintenance and repair as required by grant contract
RSVP	Retired and Senior Volunteer program
SAM HEALTH (BENTON AND LEBANON)	Healthy Homes assessments and remediation
SAMARITAN SOCIAL ACCOUNTABILITY	Short term rental assistance and security deposits for households experiencing homelessness
SECOND CHANCE LANDLORD GUARANTY SENATE BILL 1552	Funds designated as cost reimbursement to landlords renting to eligible "Second Chance" graduates Funds allocated to provide foreclosure counseling and other housing referrals

SESP	State Energy Sector Partnership
SHAP	State of Oregon Homeless Assistance Program
SHARE CONT	Share contribution payments to Linn Benton Food Share from from member agencies (freight and handling charges)
SHARE RESERVES	Share contribution payment reserves
SHIBA	Senior Health Insurance Benefits Assistance offering free counseling to people on Medicare
SHOP	Self-Help Home Ownership Opportunity Program
SHOW	State Home Oil Weatherization
SHS	Samaritan Health Services
SNRC	Summer Natural Resource Crew in Lincoln County
SOS	Central Lincoln Public Utility District's energy assistance program
TANF - CORVALLIS	Self Sufficiency Program of DHS; funds to be used as match for Corvallis-EHA-EA funds
TERN HOUSE RENTAL INCOME	Income & expenses generated from TERN HOUSE, a permanent affordable housing facility
USDA	US Department of Agriculture reimbursement for handling USDA commodity foods and budgeted value of USDA foods
UWLC	United Way of Linn County
UWBLC	United Way of Benton and Lincoln Counties
VALLEY IDA	Matched savings account that enables low-income households to build assets
VETERANS SUPPORTIVE SVCS	Collaborative grant with St. Vincent de Paul Society of Lane County, Inc. to provide supportive services to very low-income homeless Veterans and their families
VRD	Vocational Rehabilitation Division
WALDPORT CDBG	Housing rehabilitation program for Waldport
WIA	Workforce Investment Act - Implemented July 1, 2000
WIOA	Workforce Innovation and Opportunity Act – Signed July 22, 2014
WIA/AREA	Comprises the area of coverage receiving local Workforce Investment Act services
WIA ADDITIONAL	Title IB WIA state reserves for on-going activities assistance i.e. company layoffs

WIB	Workforce Investment Board
W & E	CSC's Workforce & Education department
WX	Weatherization
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school.