



PORTLAND BUREAU OF EMERGENCY MANAGEMENT

Ted Wheeler, Mayor • Shad Ahmed, Director

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DATE: March 17, 2022

TO: Jessica Kinard, Director
City Budget Office

FROM: Shad Ahmed, Director
Portland Bureau of Emergency Management

SUBJECT: PBEM FY 2021-22 Spring Budget Monitoring Report

Please accept the enclosed the Fiscal Year 2021-22 Spring Budget Monitoring Report from the Portland Bureau of Emergency Management (PBEM). This Spring BMP submission includes:

- The Budget Amendment Request Report
- Current Year Projections

The Budget Amendment Request Report is divided into four separate packages:

Grant Adjustments - Adjustments totaling \$3,134,402 are requested to recognize new revenue for UASI 2020 grant.

Fund-Level Adjustments-Carryover for The Community Resilience and Capacity Building Grant – Adjustments totaling \$300,000 reflect a carryover of funds to accomplish work on next fiscal year since planning is still underway and funds will not be encumbered until Fiscal Year 2022-2023.

Fund-Level Adjustments-Carryover for Technical Assistance to CBOs – Adjustments totaling \$150,000 reflect a carryover of funds to hire an Analyst to provide technical assistance to Community-Based Organizations seeking to receive grants or provide services to the City of Portland. We do not anticipate being able to fill this position until near the end of this fiscal year.

Fund-Level Adjustments-Carryover for Grant Match – Adjustments totaling \$50,000 reflect a carryover of funds to allow for a required grant match to a tentatively awarded FEMA grant of \$150,000. We do not anticipate executing the grant agreement until Summer 2022.

If you have any questions about this submittal, please contact PBEM Director Shad Ahmed (Shad.Ahmed@portlandoregon.gov).

CC: Jonna Papaefthimiou, PBEM Chief Resilience Officer
Christy Owen, CBO Analyst

EM - Portland Bureau of Emergency Management**DP Type****New Revenue****Request Name:** 13512 -PBEM- Grant Adjustments**Package Description**

This decision package recognizes new revenue for UASI 20 grant.

Service Impacts

This decision package recognizes new revenue for UASI 20 grant.

Equity Impacts

The adjustments contained within this decision package do not change equity considerations originally identified with the grant.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	3,134,402
Expense	Sum:	3,134,402

Account Name		2021-22 SPRING Requested Adj
Revenue	Intergovernmental	3,134,402
Revenue	Sum:	3,134,402

EM - Portland Bureau of Emergency Management**DP Type****GF Program Carryover****Request Name:** 13520 -PBEM - Carryover for Grant Match**Package Description**

PBEM applied for and was tentatively awarded a FEMA grant for \$150,000 to develop an Earthquake Early Warning implementation plan for the City of Portland. Our grant application was authorized by Council ordinance. The grant requires a \$50,000 match. We do not anticipate receiving the final grant agreement until Summer 2022.

Service Impacts

Funds will allow PBEM to accept the grant and plan an earthquake early warning system for the City. Failure to fund this request will cause the City to lose \$150,000 in grant funds and not develop the earthquake early warning plan.

Equity Impacts

This grant will enable PBEM to adopt a City-wide plan for earthquake early warning. The EEW plan will describe how the City can leverage the EEW system to save lives. It will state who faces the greatest risks and how those risks may be reduced. Racial and disability equity will be incorporated into the plan's prioritization scheme.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-50,000
Expense	Sum:	-50,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-50,000
	Intergovernmental	0
Revenue	Sum:	-50,000

EM - Portland Bureau of Emergency Management**DP Type****GF Program Carryover****Request Name:** 13521 -PBEM - Carryover for The Community Resilience and Capacity Building Grant**Package Description**

Funds were allocated to PBEM during the FY 21-22 Fall BMP to continue to support frontline communities through COVID surges and into recovery. PBEM carried out community consultation and developed a resilience grant program responsive to current community needs. A program framework, application, scoring rubric, etc. is complete, and the bureau is now working on a Council Ordinance to obtain authority to execute grant agreements resulting from this competitive process. We anticipate selecting recipients in June and completing all agreements by late Summer 2022.

Service Impacts

Funds will allow PBEM to award resilience grants to frontline communities that support resilience and COVID recovery. Failure to fund this request would result in withdrawing grants that have already been promoted in the community.

Equity Impacts

Providing funds for these programs will support community-led efforts to build resilience in Black, Indigenous, and other communities of color, refugees, immigrants, and people with disabilities. The grant focus areas, program framework, and selection criteria were established through community consultation, and the grant selection committee will also be composed primarily of representatives of these communities. We will track and report on the demographics of the communities served by these grants.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-300,000
Expense	Sum:	-300,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-300,000
	Intergovernmental	0
Revenue	Sum:	-300,000

EM - Portland Bureau of Emergency Management**DP Type****GF Program Carryover****Request Name:** 13542 -PBEM - Carryover for Technical Assistance to CBOs**Package Description**

Funds were allocated to PBEM during the FY 21-22 Fall BMP to provide technical assistance to community-based organizations to help them to receive grants and do businesses with the City. PBEM consulted with the Grants Office and the Procurement Office to develop a program description (contracted services) and a job description (staff member) to provide technical assistance to Community-Based Organizations (CBOs). Technical assistance activities would include assistance with grant writing, grant reporting systems, obtaining low-cost insurance, and complying with similar requirements. Contracted services include assistance with COBID certification and business plan development. We anticipate encumbering all contracted services by the end of the year. We do not anticipate being able to fill the staff position until near the end of the FY; therefore, we are requesting carryover for salary.

Service Impacts

Funds will allow PBEM to hire the technical assistance staff person and provide a year of support to community-based organizations seeking City funding from any bureau. This will assist in getting ARPA funds and other grants out timely. The staff person will also focus on adding lasting value to CBOs, through activities such as helping them find affordable insurance, set up systems for grant reporting, and get set up in BuySpeed. Failure to fund this position will make it difficult to make other planned expenditures in support of community.

Equity Impacts

This type of technical assistance is primarily of benefit to small and emerging community-based non-profits. These organizations assist communities that are underserved by government. This grant seeks to strengthen CBOs within these communities. We will track and report on the demographics served by the organizations that participate.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-150,000
Expense	Sum:	-150,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-150,000
	Intergovernmental	0
Revenue	Sum:	-150,000

Bureau Name	Request Type Name	CBO Recommended	GF Discretionary Impact	DP	Type
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,520 - PBEM - Carryover for Grant Match	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,520 - PBEM - Carryover for Grant Match	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,520 - PBEM - Carryover for Grant Match	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,521 - PBEM - Carryover for The Community Resilience and Capacity Building Grant	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,521 - PBEM - Carryover for The Community Resilience and Capacity Building Grant	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,521 - PBEM - Carryover for The Community Resilience and Capacity Building Grant	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,542 - PBEM - Carryover for Technical Assistance to CBOs	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,542 - PBEM - Carryover for Technical Assistance to CBOs	NA
Portland Bureau of Emergency Management	GF Program Carryover	0	0	13,542 - PBEM - Carryover for Technical Assistance to CBOs	NA
Portland Bureau of Emergency Management	New Revenue	0	0	13,512 - PBEM- Grant Adjustments	NA
Portland Bureau of Emergency Management	New Revenue	0	0	13,512 - PBEM- Grant Adjustments	NA
Portland Bureau of Emergency Management	New Revenue	0	0	13,512 - PBEM- Grant Adjustments	NA
Portland Bureau of Emergency Management	New Revenue	0	0	13,512 - PBEM- Grant Adjustments	NA

Fund Number - Name	Subfund - Name	Funds Center - Name	Fnd Prgms	Project Code - Name	Account Name	Major Object Name	CommItem -
100 - General Fund	100000 - General Fund	EMEM000007 - Planning and Mitigation	0	0 - Non-Project	Expense	External Materials and Services	549000 - Miscellaneous
100 - General Fund	100000 - General Fund	EMEM000007 - Planning and Mitigation	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund Discre
100 - General Fund	100000 - General Fund	EMEM000007 - Planning and Mitigation	0	0 - Non-Project	Revenue	Intergovernmental	441100 - Grant revenue
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Expense	External Materials and Services	549000 - Miscellaneous
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund Discre
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Revenue	Intergovernmental	441100 - Grant revenue
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Expense	External Materials and Services	549000 - Miscellaneous
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund Discre
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Revenue	Intergovernmental	441100 - Grant revenue
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Expense	External Materials and Services	521100 - Consulting
100 - General Fund	100000 - General Fund	EMEM000001 - Administration	0	0 - Non-Project	Revenue	Intergovernmental	441100 - Grant revenue
217 - Grants Fund	217001 - Federal Grants	EMEM000001 - Administration	0	0 - Non-Project	Expense	External Materials and Services	521100 - Consulting
217 - Grants Fund	217001 - Federal Grants	EMEM000001 - Administration	0	0 - Non-Project	Revenue	Intergovernmental	441100 - Grant revenue

Item Name							
	CBO Recommended	Included in Proposed	2021-22 SPRING Revised Base	2021-22 SPRING Requested Adj	2021-22 SPRING Requested Total	2021-22 SPRING Recom Total	2021-22 SPRING Proposed Total
Stationary One-Time	0	0	0	-50,000	-50,000	0	0
	0	0	0	-50,000	-50,000	0	0
	0	0	0	0	0	0	0
Stationary One-Time	0	0	0	-300,000	-300,000	0	0
	0	0	0	-300,000	-300,000	0	0
	0	0	0	0	0	0	0
Stationary One-Time	0	0	0	-150,000	-150,000	0	0
	0	0	0	-150,000	-150,000	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	3,134,402	3,134,402	0	0
	0	0	0	3,134,402	3,134,402	0	0

Business Area Projection Report

Portland Bureau of Emergency Management - Fund 100

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$1,155,544	\$234,457	\$1,145,146	99%
Internal Materials and Services	\$835,349	\$538,499	\$756,918	91%
Personnel	\$2,291,791	\$1,404,449	\$2,254,648	98%
Sum:	\$4,282,684	\$2,177,405	\$4,156,712	97%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	\$2,217,221	\$0	\$2,217,221	100%
General Fund Overhead	\$2,003,149	\$0	\$2,003,149	100%
Interagency Revenue	\$62,314	\$57,153	\$62,314	100%
Intergovernmental	\$0	\$0	\$0	
Sum:	\$4,282,684	\$57,153	\$4,282,684	100%

Revenue Discussion

PBEM programs are primarily funded with general fund revenues. The forecast assumes all interagency revenues are fully collected at this time.

Revenue Risks

No risks are identified with PBEM's revenues at this time.

Expenditure Discussion

The External Materials and Services (EMS) budget is underspent because severe weather emergencies and staff transitions (both director and finance) delayed the start of planned projects. All planned projects are now underway. PBEM is requesting \$500,000 (43% of the EMS budget) to be carried over into next fiscal year (see decision packages for additional information). After reducing the current year budget by carryover, the EMS budget is projected to be fully spent by fiscal year end.

Internal Materials and Services are likely to be slightly underspend (projected 9% under expenses) due to savings related to Printing and Distribution services.

Personnel Services are projected to be slightly underspent (projected 2% under expenses) due to some salary savings and staff transitions.

Expenditure Risks

The integrity of assumptions in regard projections is lower than would otherwise be expected due to transition and turnover in PBEM's financial support. This forecast represents the best information at the time, and generally conservative assumptions throughout. Over the next several months, staff intend to spend EMS at a greater rate to meet programmatic and mission-oriented needs.

Other Notes

Business Area Projection Report

Portland Bureau of Emergency Management - Fund 100

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
External Materials and Services	1,655,544	-500,000	\$1,155,544	-43.27%
Internal Materials and Services	835,349	0	\$835,349	0.00%
Personnel	2,291,791	0	\$2,291,791	0.00%
Sum:			\$4,282,684	

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
General Fund Discretionary	2,717,221	-500,000	\$2,217,221	-22.55%
General Fund Overhead	2,003,149	0	\$2,003,149	0.00%
Interagency Revenue	62,314	0	\$62,314	0.00%
Intergovernmental	0	0	\$0	#DIV/0
Sum:			\$4,282,684	

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\$0	\$2,003,149	100%
\$57,153	\$62,314	100%
\$0	\$0	
\$57,153	\$4,282,684	100%