



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST NOTICE OF INTENT

(Revised: 8/18/11)

### Board Clerk Use Only

Meeting Date: 11/3/11  
 Agenda Item #: C.4  
 Est. Start Time: 9:30 am  
 Date Submitted: 11/2/11

**Agenda Title:** NOTICE OF INTENT to Enter into a New Contractual Relationship with the State to Conduct SNAP Outreach and Enrollment.

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** November 16<sup>th</sup>, 2011      **Time Needed:** n/a  
**Department:** CCFC      **Division:** N/A  
**Contact(s):** Joshua Todd  
**Phone:** 503-969-5862      **Ext.** \_\_\_\_\_      **I/O Address:** B167/200  
**Presenter Name(s) & Title(s):** Joshua Todd, Director, Commission on Children, Families & Community

### General Information

**1. What action are you requesting from the Board?**

Approval of the Notice of Intent so CCFC may enter into a new contractual relationship with the State to conduct food stamp outreach and enrollment.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

Multnomah County’s Commission on Children, Families & Community (CCFC) is seeking \$25,000 in project funding from the State of Oregon’s Department of Human Services (DHS). DHS currently has a contract with the Federal Food & Nutrition Service (FNS) to conduct Supplemental Nutrition Assistance Program (SNAP) outreach in Oregon. CCFC has been invited by State DHS to become one of its contracting partners to conduct SNAP outreach as well as application assistance to low-income consumers who are eligible for program services.

**3. Explain the fiscal impact (current year and ongoing).**

CCFC will receive \$25,000 in State DHS funding beginning December 1, 2011. The project funds will be available through September 30, 2012. Funds will be used to increase FTE for CCFC's Community Outreach Specialist team to conduct outreach activities. The current FTE for the Community Outreach Specialist team is 1.8 FTE for three employees. This grant will increase FTE by .40 FTE, allowing each team member to increase work hours to accommodate the expanded work duties for the project.

**4. Explain any legal and/or policy issues involved.**

CCFC's Outreach Specialist staff are currently funded under an Oregon Healthy Kids grant agreement with the Oregon Health Authority. SNAP outreach duties will complement CCFC's on-going community outreach work that is currently being conducted under the Oregon Healthy Kids grant.

**5. Explain any citizen and/or other government participation that has or will take place.**

CCFC's Executive Committee approved the SNAP outreach project funding on November 8 2011.

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**Grant Application/Notice of Intent**

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If the request is a **Grant Application** or **Notice of Intent**, please answer **all** of the following in detail:

- **Who is the granting agency?**

State of Oregon Department of Human Services (DHS).

- **Specify grant (matching, reporting and other) requirements and goals.**

State DHS currently has a grant with the federal Food & Nutrition Service to conduct SNAP outreach activities throughout the state. The State is amending its contract plan under the FNS grant and invited CCFC to submit an informal project proposal for outreach activities in Multnomah County. There is no formal grant application process.

CCFC will provide \$25,000 in in-kind match to the project. Match for the project is comprised of the Director's time in supervising project staff and Community Action Coordinator time in managing the project activities and contract. Office space, a portion of telecommunications costs, and printing expenses are also contributed as in-kind.

Our grant goal is to reach 2,000 consumers with SNAP information and assist 75 households with completing SNAP applications during the 2011-12 program year.

- **Explain grant funding detail – is this a one time only or long term commitment?**

DHS project funds will be provided December 1, 2011 – September 30, 2012. State DHS will execute an IGA with CCFC for project funding. This is one-time commitment. Funds will be disbursed on a quarterly basis.

- **What are the estimated filing timelines?**

State DHS is currently in the process of submitting and negotiating amendments to its current grant with the federal FNS. CCFC's project proposal is part of the State's contract amendment package.

- **If a grant, what period does the grant cover?**

N/A

- **When the grant expires, what are funding plans?**

N/A

- **Is 100% of the central and departmental indirect recovered? If not, please explain why.**

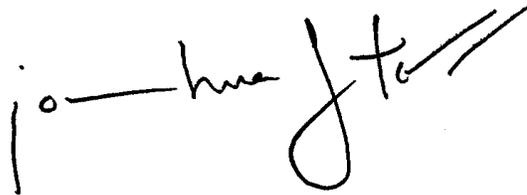
Yes, indirect funding was included in CCFC's project proposal and will be recovered.

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## Required Signatures

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Elected Official  
or Department/  
Agency Director:



Date: 11/2/11

\_\_\_\_\_  
(Joshua Todd)

Name/Title:

Budget Analyst:



Date: 11/2/11

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(Julie Neburka)

Name/Title: