



Department of County Management

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**MULTNOMAH COUNTY OREGON**

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Budget Office

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TO: Board of County Commissioners

FROM: Adam Brown, Senior Budget Analyst

DATE: March 8, 2016

SUBJECT: General Fund Contingency Request of \$300,000 for transition funding in the SUN service system.

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The Department of County Human Services (DCHS) has requested \$300,000 of General Fund contingency for transition costs associated with SUN system program contracting changes. The SUN system is undergoing a competitive RFP process which will change funding priorities within the system and shift the total system funds dedicated to culturally specific services. New contracts will be effective July 1, 2016. New contractors will need to hire and train staff prior to July 1, 2016 to ensure that there is no lapse in services or temporary reductions in service levels. This contingency request provides funding for contractors to hire and train program staff in May and June 2016.

**General Fund Contingency Policy Compliance**

The Budget Office is required to inform the Board if contingency requests submitted for approval satisfy the general guidelines and policies for using the General Fund Contingency.

In particular,

- Criterion 1 states contingency requests should be for one-time-only purposes. **This request is for one-time-only funding for contracted services to support SUN system policy changes.**
- Criterion 2 addresses emergencies and unanticipated situations. **This item is not an emergency, but was unanticipated by the Department.**
- Criterion 3 addresses items identified in Board Budget Notes. **This item was not identified in a Board Budget Note for Fiscal Year 2016.**

*As of March 9, 2016, the unallocated General Fund contingency balance was \$1,657,176.*