



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # 2-3 DATE 3/29/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/29/12

Agenda Item #: R.3

Est. Start Time: 9:40 am

Date Submitted: 2/29/12

BUDGET MODIFICATION: HD-12-08

**BUDGET MODIFICATION - HD-12-08 – Request approval to appropriate
Agenda \$150,696 in revenue from the Department of Health and Human Services – Ryan
Title: White Part A, Services for Low Income People Living with HIV/AIDS grant.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: <u>March 29, 2012</u>	Amount of Time Needed: <u>5 minutes</u>
Department: <u>Health Department</u>	Division: <u>Community Health Services</u>
Contact(s): <u>Lester A. Walker - Budget & Finance Manager</u>	
Phone: <u>(503) 988-3663</u> Ext. <u>26457</u>	I/O Address: <u>167/2/210</u>
Presenter(s): <u>Loreen Nichols, CHS Director; Kim Toeves, Program Manager</u>	

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$150,696 in revenue from the Department of Health and Human Services – Ryan White Part A, Services for Low Income People Living with HIV/AIDS grant.

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.

The Health Department's HIV Care Services Program provides community-based primary care and support services to highly vulnerable populations living with HIV through contracts with community organizations, health departments, and other governmental agencies. The services target low income, uninsured, mentally ill, substance abusing, and other special needs populations. These services contribute to lower mortality from HIV, fewer disease complications, and reduced transmission of HIV in the community.

The program is primarily funded by a federal grant, the Ryan White HIV/AIDS Treatment Extension Act of 2009. The funding comes from Part A of the Act which directs resources to metropolitan areas most impacted by HIV/AIDS. The geographic area served by our grant includes Clackamas, Clark, Columbia, Multnomah, Washington, and Yamhill counties. Funds are awarded to Part A grantees based on an annual competitive grant application. This year, we received a nearly 4% increase in annual funding. We also received a one-time allocation of unspent funds from the previous year.

This budget modification supports Program Offer 40012: Services for Persons Living with HIV.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2012 budget by \$150,696. There is no impact to the County General Fund.

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

None.

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

The HIV Services Planning Council, required by the grant, decides what services will be funded and how much funding will go to each service. Council members include people living with HIV/AIDS, service providers from a variety of disciplines, governmental agency representatives, and other individuals from the community.

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

• **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

The Health Department's federal/state revenue budget will increase by \$150,696 in FY 2012 as a result of the work performed under this award.

This is federal revenue, CFDA 93.914: HIV Emergency Relief Project Grants.

• **What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Temporary budget will increase by \$9,633
- Non Base Fringe budget will increase by \$2,957
- Non Base Insurance budget will increase by \$467
- Pass-Through and Program Support budget will increase by \$129,207
- Professional Services budget will increase by \$4,300
- Supplies budget will increase by \$1,940
- Local Travel/Mileage budget will increase by \$408
- Central Indirect budget will increase by \$497
- Department Indirect budget will increase by \$1,287

• **What do the changes accomplish?**

The funds will support a small increase in the number of dental visits, the hours of medical case

management services, and the visits to psychosocial support service centers provided to clients.

• **Do any personnel actions result from this budget modification? Explain.**

There are no personnel actions associated with this budget modification.

The internal services costs necessary to support any temporary personnel are included in the current FY 2012 budget.

• **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

The revenue covers 10% of the administrative costs associated with this grant. Any remaining indirect or administrative costs not covered by this grant will be funded with existing resources.

• **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

This is an increase in revenue from a previously budgeted funding source. Of the funds budgeted here, \$52,674 are one-time only, and the remaining majority, \$98,022, are part of the regular, ongoing award.

• **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

The grant period is March 1, 2011 to February 29, 2012.

There are no match requirements or non-standard reporting requirements.

ATTACHMENT B

BUDGET MODIFICATION: HD-12-08

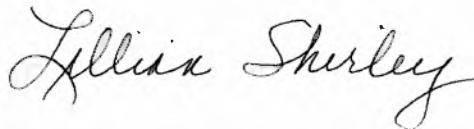
Required Signatures

**Elected Official or
Department/
Agency Director:**

KaRin Johnson for

02/22/2012

Date:

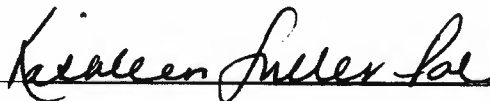


Budget Analyst:

Date: 02/28/2012



Department HR:



Date: 2/21/2012

Budget Modification ID: **HD-12-08****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-30	21700	40012	0030			4FA14-17-1	50170	(359,954)	(374,280)	(14,326)		Increase IG-OP-Direct Fed
2	40-30	21700	40012	0030			4FA14-17-1	60100	26,543	34,655	8,112		Increase Temporary
3	40-30	21700	40012	0030			4FA14-17-1	60135	2,214	4,704	2,490		Increase Non Base Fringe
4	40-30	21700	40012	0030			4FA14-17-1	60145	1,287	1,680	393		Increase Non Base Insurance
5	40-30	21700	40012	0030			4FA14-17-1	60240	3,900	5,634	1,734		Increase Supplies
6	40-30	21700	40012	0030			4FA14-17-1	60270	150	558	408		Increase Local Travel/Mileage
7	40-30	21700	40012	0030			4FA14-17-1	60350	8,364	8,695	331		Increase Central Indirect
8	40-30	21700	40012	0030			4FA14-17-1	60355	21,508	22,366	858		Increase Dept Indirect
9										-			
10	40-30	21700	40012	0030			4FA14-17-3	50170	(2,165,137)	(2,294,344)	(129,207)		Increase IG-OP-Direct Fed
11	40-30	21700	40012	0030			4FA14-17-3	60160	2,165,137	2,294,344	129,207		Increase Pass-Thru & Pgm Supt
12										-			
13	40-30	21700	40012	0030			4FA14-17-10	50170	(179,977)	(187,140)	(7,163)		Increase IG-OP-Direct Fed
14	40-30	21700	40012	0030			4FA14-17-10	60100	-	1,521	1,521		Increase Temporary
15	40-30	21700	40012	0030			4FA14-17-10	60135	-	467	467		Increase Non Base Fringe
16	40-30	21700	40012	0030			4FA14-17-10	60145	-	74	74		Increase Non Base Insurance
17	40-30	21700	40012	0030			4FA14-17-10	60170	-	4,300	4,300		Increase Professional Svcs
18	40-30	21700	40012	0030			4FA14-17-10	60240	-	206	206		Increase Supplies
19	40-30	21700	40012	0030			4FA14-17-10	60350	4,159	4,325	166		Increase Central Indirect
20	40-30	21700	40012	0030			4FA14-17-10	60355	10,777	11,206	429		Increase Dept Indirect
21										-			
22	72-10	3500		0020		705210		50316	(59,753,884)	(59,754,351)	(467)		Insurance Revenue
23	72-10	3500		0020		705210		60330	4,013,481	4,013,948	467		Offsetting Expenditure
24										-			
25	19	1000		0020		9500001000		50310	(6,716,712)	(6,717,209)	(497)		Indirect Reimb Rev in GF
26	19	1000		0020		9500001000		60470	11,259,039	11,259,536	497		CGF Contingency Expenditure
27										-			
28	40-90	1000	40040	0030		409050		50370	(5,918,187)	(5,919,474)	(1,287)		Dept Indirect Revenue
29	40-90	1000	40040	0030		409001		60100	31,505	32,792	1,287		Dept Indirect Offsetting Exp
											-	-	Total - Page 1
											-	-	GRAND TOTAL

Budget Modification ID: **HD-12-08****EXPENDITURES & REVENUES**

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Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
30													
31													
32													
33													
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											-	-	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

[illegible]

FM Side			PS/CO Side			Cost	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Element/ Commitment Item	
General Fund Contingency							
	19 1000	0020		9500001000		60470	Reduce available General Fund Contingency
	xx-xx xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
	xx-xx xxxxx				xxx	60350	Indirect Expenditure
	19 1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
	19 1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
	xxx xxxxx				xxx	60355	Indirect Department Expenditure
	xx-xx 1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
	xx-xx 1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
	xx-xx xxxxx				xxx	60370	Departmental telecommunication expenditure
	72-60 3503	0020		709525		50310	Budgets receipt of reimbursement
	72-60 3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	xx-xx xxxxx				xxx	60380	Departmental data processing expenditures
	72-60 3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
	72-60 3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
	xx-xx xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
	72-60 2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
				between 709201 & 709211			
	72-60 2508	0020		709211		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
	xx-xx xxxxx					60420	Departmental Electronics expenditure
	72-55 3501	0020		904200		50310	Receipt of Electronics service reimbursement
	72-55 3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool							
	xx-xx xxxxx				xxx	60410	Departmental Motor Pool expenditure
	72-55 3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
	72-55 3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
	xx-xx xxxxx				xxx	60430	Departmental Building Management expenditure
	72-50 3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
	72-50 3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
	xx-xx xxxxx					60140 or 60145	Departmental Insurance expenditure
	72-10 3500	0020		705210		50316	Insurance Revenue
	72-10 3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
	xx-xx xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
	xx-xx xxxxx				xxx	60460	Mail & Distribution expenditure
	72-55 3504	0020		904400		50310	Budgets receipt of service reimbursement
	72-55 3504	0020		904400		60230	Budgets offsetting expenditure
Records							
	xx-xx xxxxx				xxx	60460	Records expenditure
	72-55 3504	0020		904500		50310	Budgets receipt of service reimbursement
	72-55 3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
	xx-xx xxxxx				xxx	60460	Stores expenditure
	72-55 3504	0020		904600		50310	Budgets receipt of service reimbursement
	72-55 3504	0020		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.