



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
NOTICE OF INTENT**

(revised 03/25/11)

Board Clerk Use Only

Meeting Date: 4/21/11
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 4/5/11

NOTICE OF INTENT

Agenda Title: **Mt. Hood Cable Regulatory Commission, Community Access Capital Grant for Employment Outreach**

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: | <u>April 21, 2011</u> | Amount of Time Needed: | <u>Consent Calendar</u> |
| Department: | <u>County Management</u> | Division: | <u>Central HR</u> |
| Contact(s): | <u>Carla Gonzales</u> | | |
| Phone: | <u>503-988-5015</u> | Ext. | <u>24035</u> |
| Presenter Name(s) & Title(s): | <u>Carla Gonzales</u> | | |
| | I/O Address: | <u>501/300</u> | |

General Information

1. What action are you requesting from the Board?

Notice of Intent for \$42,000 capital grant request.

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.

Program Offer 72056 Central Human Resources Administration. Grant funds enable capital purchases to support employment outreach options which otherwise are not budgeted.

The purpose of this grant project is to improve employment access with two outreach options; information and estimated costs are as follows:

1. \$ 14,308 This grant will fund equipment needed to produce two professional quality cable access programs focused on applying

- for Multnomah County jobs. Grant funds will provide for video, audio, lighting and editing equipment and software.
2. \$ 27,588 Two free-standing job application kiosks, set up to support easy and free computer access to the online application process. The Kiosk hardware package is estimated to cost \$7,381 and the kiosk software package is estimated to cost \$6,413. Total estimated costs for two locations is approximately \$27,588

\$ 41,896 Total MHCRC Grant

The first of the two cable access programs will provide info on how to use the county's online application system, how-to's of developing a good resume, tips on how to communicate applicant is the best person for the job, how to network in a tough job market and other instruction to develop and strengthen job application skills. The second program would contain similar info but focused for Veterans and include additional info on applying for Veterans' preference points, how to translate military experience into "civilian terms," information on application accommodation for disabled Vets and general workplace disability accommodation info. Central Human Resources will partner with the Public Affairs Office for the production of the cable access programs. The equipment will belong to the Public Affairs Office for future projects.

Currently in the county job application we gather data about how applicants learn about county jobs, such as Oregonian, online website, Employment Department job posting, Skanner newspaper, etc. A new category will be added to this list for cable access programming. While this may not be a precise measure, it will help to better understand the reach of the new cable access programs. As a part of the online job application process, applicants create a personal email if they do not already have one. We plan to create an anonymous zoomerang type survey sent to applicants who indicated they watched one of the cable access programs. The survey would gather feedback about usefulness, positives and negatives of information, instruction, tips and resources to inform future versions or spur ideas for other innovations to support employment access.

The free-standing kiosks will enable applicants to privately create an individual profile to apply for a job or save for future applications, identify career interests and receive automatic emails when a job opens, quickly check application status online anytime. Locations for these kiosks will be based on gap analysis of geographic factors of where applicants reside, locations of free computer resources, library locations, public transportation access and other factors. Central Human Resources will partner with IT to establish and monitor the kiosks.

The two kiosks will serve as a type of pilot as to feasibility of adding additional kiosks to more locations. The kiosks will include software to track numbers of users and type of usage, such as submitting application or checking application status. In addition to counting users and tracking type of usage for the kiosks, we want to assess the actual sustainability of the equipment. Industry standards indicate a useful life of 3 to 5 years. Equipment life expectancy factors will include effort and cost of upkeep, normal wear and tear maintenance, breakage and vandalism among measures to assess return on investment.

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

If awarded the grant, funds become available after July 1, 2011 for capital purchases outlined in the grant application.

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

NA

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

NA

ATTACHMENT A

Grant Application/Notice of Intent

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

• **Who is the granting agency?**

Mt. Hood Cable Regulatory Commission(MHCRC)

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

Community Access Capital Grant

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

One time only grant for capital purchases

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

The grant application has already been submitted in order to meet the timelines to participate in the 2011 grant cycle. The MHCRC will review grant applications and determine funding recommendations at their May meeting, with grant award announcements distributed by the end of May, 2011.

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

July 1, 2011 – June 30, 2013.

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

NA – the equipment continues as a resource within the Public Affairs Office. The kiosks continue to provide community-based access for online job application and tracking.

- **Is 100% of the central and departmental indirect recovered? If not, please explain why.**
Grant funds can only support capital costs for equipment, products, services and other resources whose useful life can be expected to exceed one year.

ATTACHMENT B

Required Signatures

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

Mindy Huns

Date: 4/1/11

Julie Neburka

Budget Analyst:

Julie Neburka

Date: 4/4/11