



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date:	<u>3/1/12</u>
Agenda Item #:	<u>R.5</u>
Est. Start Time:	<u>10:40 am</u>
Date Submitted:	<u>2/15/12</u>

Agenda Title: BUDGET MODIFICATION # DCS-05 Increasing Revenue for Help America Vote Act (HAVA) Grant for Elections Building ADA Improvements.

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 1, 2012</u>	Time Needed:	<u>5 minutes</u>
Department:	<u>DCS</u>	Division:	<u>Budget & Ops Support</u>
Contact(s):	<u>Jerry Elliott</u>		
Phone:	<u>503.988.4624</u>	Ext.	<u>84624</u>
		I/O Address:	<u>455/2/224</u>
Presenter Name(s) & Title(s):	<u>Jerry Elliott - DCS Business Manager</u>		

General Information

1. What action are you requesting from the Board?

The Department is requesting the Board approve a budget modification to increase the budget for a HAVA grant to make ADA improvements to the Elections Building.

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.

In FY2011 the Elections division received a grant of \$41,300 to fund ADA improvements to the Elections building. This grant was structured as a reimbursement type so revenue is only received after expenses are incurred. The work on the improvements was not completed in FY2011 so only a portion, \$12,541, of the revenue was received. This left \$28,759 of grant funds remaining to be spent and reimbursed in FY2012. This budget modification will allow the work to be completed in FY2012 and the revenue to be received.

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

This budget modification increases grant revenue by \$28,759 in the current fiscal year. Future fiscal years should not be affected.

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.

None

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).**

Increase Federal through State revenue to offset additional expense. The revenue is from CFDA #93-617.

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

Revenue and expenses are both increased by \$28,759. Since this work is related to the facility, Facilities Management will oversee the project and all charges will be processed through their budget

- **What do the changes accomplish?**

Increase budgeted revenue and expenses in FY12 to allow the work outline in the grant to be completed.

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

None

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

Yes

- **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?**

The grant is one-time-only and the function is one-time-only.

- **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 period of performance is January 23, 2011 through December 31, 2012. The grant is one-time-only and the function is one-time-only. The grant does not have any particular stipulations.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signature

**Elected Official
or Dept Director:**

Cecelia Collier /s/

Date: 2/15/12

Ching Hay - /s/

2/15/12

Budget Analyst:

Date: