



**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: Jackie Arbour, Senior Budget Analyst  
  
DATE: September 12, 2018  
  
SUBJECT: General Fund Contingency Request of \$100,000 for the Department of County Human Services to fund Legal Services for Employment and Housing Barriers (Budget Modification DCHS-05-19)

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The Department of County Human Service (DCHS) is requesting a total of \$100,000 from the General Fund contingency for Legal Services for Employment and Housing Barriers.

Funds for a pilot program to expand Legal Services Day were set aside in contingency pending efforts to find alternative funding, which could not be secured to support the broad range of legal issues addressed during the Legal Services Day events. DCHS is recommending that the contingency funds be transferred to the, Youth & Family Services Division, program offer 25139A – Multnomah Stability Initiative. This one-time-only funding will be used in FY 2019 to supplement work already being done to provide an opportunity for low-income community members to meet with an attorney and show proof of completed community service or recent treatment and earn a waiver of fines and fees that they owe. Individuals can also see if they are eligible for expungement of old cases or address outstanding warrants. This transfer will increase the Department of County Human Service's General Fund expenses by \$100,000 more than budgeted for FY 2019.

**General Fund Contingency Policy Compliance**

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

In particular,

- Criteria 1 states contingency requests should be for one-time-only purposes.  
**This item is for one-time-only purposes**
- Criteria 2 addresses emergencies and unanticipated situations.  
N/A
- Criteria 3 addresses items identified in Board Budget Notes.  
**This item was identified in a specific Budget Note.**