

criteria for services authorization, and others; managing expenditure of flexible funds and monitoring use; providing data collection and outcome monitoring; maintaining client records; and documenting clinical information and interventions.

This change impacts program offer 40081 – Multnomah Wraparound.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Specialist, position 719315, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 3/8/18 (reclassification #4008). The position will be responsible for serving as the Multnomah County Harm Reduction subject matter expert; planning, coordinating, collaborating, and facilitating activities that support the development and implementation of syringe exchange and overdose prevention services in partner government jurisdictions; providing policy, strategic, operational, and technical development assistance; conducting and supporting technical trainings and providing consultation; participating in regional and state opioid/heroin overdose planning; supporting process improvement and providing workflow analysis assistance; clarifying issues and assisting in the resolution of problems; planning and delivering presentations; administering and monitoring contract development and grant deliverables; conducting program analysis and evaluation; developing and coordinating systems for gathering data; providing data analysis; assisting with budget development and reporting needs; partnering with the STD Clinic Team to implement, monitor, report, and assist with the evaluation of HIV/Hepatitis C/Syphilis testing services; developing, implementing, and evaluating syringe exchange and street based strategies; developing outreach efforts and partner agency collaborations; and providing syringe exchange and overdose prevention services.

This change impacts program offer 40061A – Harm Reduction.

Reclassify a 1.00 FTE Manager 1 to a 1.00 FTE Program Supervisor, position 719352, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 3/12/18 (reclassification #4009). The position will be responsible for prioritizing and assigning work; providing ongoing supervision, capacity building, and work planning for direct reports; hiring, orienting, and training all Medicaid administrative staff; developing procedures; ensuring compliance with policies, objectives, program priorities, and OARs; coordinating with other managers, stakeholders, physical health plans, Health Share of Oregon, and consumers to implement an integrated and seamless behavioral health services delivery system among community based primary providers and other organizations; evaluating operations and activities of internal structures of the Medicaid Managed Care program; recommending and implementing process improvement and modifications; preparing various reports on operations and activities; overseeing and managing the contract and procurement process specific to the Medicaid work units; monitoring contract compliance, quality of services, and outcomes; providing technical assistance and lead system improvement efforts; supporting internal stakeholders with program analysis, planning, and monitoring of special projects; analyzing and monitoring the impact of policy decisions on service delivery options; and providing reports and updates to division leadership.

This change impacts program offer 40094 – Medicaid Insurance Plan Administration and Operations.

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Manager 1, position 718855, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/15/18 (reclassification #4020). The position will be responsible for coordinating and directing all of Primary Care Behavioral Health and Addiction Treatment services; working with ICS senior leadership to shape behavioral health and addiction policy, strategic direction, and program priorities; sustaining current substance abuse services and programs and exploring future expansion and development; hiring, supervising, training, evaluating, and recommending disciplinary action as necessary for staff; evaluating the quality and effectiveness of services by participating with clinical leadership, monitoring and responding to relevant reports and data, conferring with staff and providers, and reviewing information from clients, community advisory groups, and community partners; responding to concerns or complaints regarding service

delivery, quality of care, and overall program development; collecting and analyzing data and information concerning key program policies and proving recommendations regarding new policies based on analysis; monitoring and reporting on budgets and a variety of funding sources; and working with others within the county and external agencies to ensure comprehensive and coordinated services for clients.

This change impacts program offer 40034 – Quality Assurance.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Supervisor, position 719359, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 3/15/18 (reclassification #4022). The position will be responsible for serving as the expert in positive youth development, adolescent health promotion, sexual/reproductive health promotion, and teen dating violence prevention; working with community members on strategic planning processes relating to community-wide adolescent and young adult health promotion and sexual/reproductive health promotion activities and interventions; convening and facilitating regional meetings amongst tri-county HIV EIOS teams; leading regional grant-related community partnership development; and coordinating internally with HIV and STD managers to align local county work with overarching regional efforts and approaches; determining elements for community contracts and inter-governmental agreements (IGAs); working with Contract and Purchasing to execute requests for proposals, contracts, and IGAs; negotiating statements of work, data collection, and reporting requirements; assuring accurate evaluation/performance data collection from subcontractors and staff; writing and submitting reports as required by funders; and selecting, hiring, motivating, and evaluating staff.

This change impacts program offer 40011 – STD/HIV/Hep C Community Prevention Program.

Reclassify a 0.80 FTE Community Health Specialist 2 to a 0.80 FTE Program Coordinator, position 719356, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 3/15/18 (reclassification #4023). The position will be responsible for providing leadership, oversight, direction, coordination, and administration of field based testing teams; directing or leading paid and/or volunteer staff; developing and implementing operating procedures and guidelines; developing training plans and providing orientation and training; developing program goals and objectives; assisting in the development of program evaluation criteria; creating, implementing, and monitoring systems for on-site specimen and PHI storage and transportation; collaborating to develop and maintain program specific data collection and reporting systems; communicating goals and objectives to staff; monitoring, analyzing, and evaluating program activities; designing and implementing quality assurance practices; ensuring compliance; participating in community-based testing operations; providing technical assistance and training to community based organizations and health care providers; acting as a subject matter expert to community partners; developing policies and procedures for rapid testing; providing quality management for staff and practices; and linking community based organization partners with up-to-date local and national data, evidence-based practices, external trainings, and national guidance.

This change impacts program offers 40011 – STD/HIV/Hep C Community Prevention Program and 40061A – Harm Reduction.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Program Specialist, position 719365, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 3/15/18 (reclassification #4026). The position will be responsible for working directly with Level D, ACT, and ICM programs ensuring authorization procedures and policies are followed, questions are answered, and program policies are updated to reflect changes in systems and/or funding requirements; monitoring, tracking, and approving documents from mental health agencies; contacting mental health agency billing and support staff as needed; evaluating individual cases for client needs and program qualifications; determining decisions for authorizations; correcting coding and billing based on mental health services provided and plan of care; supporting coordination of single case agreement contracts between out of network providers and Health Share of Oregon; identifying contracted providers who could be converted to the Alternative Payment Model or self-authorization; participating in training such as billing and

compliance; explaining complex details to providers or other program contacts; monitoring and evaluating contract compliance; conducting research for misinterpretations of contracts; developing measurable program outcomes; managing all authorizations terminations, and other changes; and manipulating data for records and providing documentation on case decisions. This change impacts program offer 40094 – Medicaid Insurance Plan Administration and Operations.

Reclassify a 1.00 FTE Finance Specialist 2 to a 1.00 FTE Finance Specialist Senior, position 714927, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 11/3/17 (reclassification #4036). The position will be responsible for serving as the Health Department medical billing subject matter expert; developing and leading trainings for the clinical frontline staff on the use of EPIC Resolute; coordinating medical billing functions and workflows with other department staff; communicating changes in medical billing rules and regulations; performing complex professional-level accounting analyses of medical billing operations; analyzing data and preparing extensive reports for division leadership on aged accounts receivables, charges, payments, denials, adjustments, EPIC workqueue status, and accounting variances; analyzing results, identifying underlying causes of variances, proposing operational changes to division leadership, and implementing special projects to address process improvements, internal control, compliance issues, and workqueue issues; independently reviewing existing workflows and policies regarding insurance adjustments and client balances; auditing internal controls regarding write-off policies and collection expectations; monitoring staff workloads and notifying managers/supervisors of issues; troubleshooting billing problems with customized programming or EPIC functionality and coordinating with Application Support to resolve issues; and analyzing workflows to increase revenue. This change impacts program offer 40041 – Medicaid Accounts Receivable.

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Technician, position 719378, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/16/18 (reclassification #4047). The position will be responsible for reviewing electronic lab reports and electronic case reports for reportable STDs and HIV; creating cases and/or linking records to existing reports; completing case demographic information from Electronic Health Records; maintaining accuracy and quality of data by checking and updating lab and provider data; assigning cases in the ORPHEUS database; monitoring and collecting surveillance-related communications; assisting with drafting procedures and training others in accurate data collection and entry; identifying workflow improvements; assisting with surveys, interviews, and other data collection; providing information to prospective and ongoing HIV PrEP clients about insurance and Medicaid enrollment, co-pays, co-insurance, drug assistance programs, and clinic fee schedules; assisting clients with navigating insurance, Medicaid, and DAP through assistance with enrollment, pre-authorizations, and other activities; providing administrative support to STD Program leadership; assisting in the development, design, and updating of program web pages, social media, and their content; and working within teams to promote and support the program by providing data and information to assist in making program decisions, budget alignments, etc. This change impacts program offers 40011 – STD/HIV/Hep C Community Prevention Program and 40061A – Harm Reduction.

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician Assistant, position 719004, in the Corrections Health Division of the Health Department. Class Comp approved the reclassification effective 6/1/18 (reclassification #4062). The position will be responsible for diagnosing, assessing, and treating acute and chronic medical conditions according to the scope of practice; conducting medical histories and physical exams; ordering and interpreting diagnostic tests; devising courses of treatment, discussing alternative treatments and the risks and benefits of treatment; prescribing and monitoring medications; counseling of patients and reassessments of patients when appropriate; prescribing and monitoring medications; partnering with team members and Sheriff's Office staff to carry out plans of care that may include both medical and behavioral health needs; reviewing client records for medication needs, treatments, education, and/or

referrals; setting plans of care for future and current needs; providing input into procedures and protocols; responding to in-jail emergency situations in the clinic or housing and developing plans of care; providing direct or indirect counseling through others such as Mental Health Consultants or other team members; and completing patient documentation and electronic information/medical charting.

This change impacts program offer 40050A – Corrections Health Multnomah County Detention Center (MCDC).

Reclassify a 1.00 FTE Community Health Specialist 2 to a 1.00 FTE Program Specialist, position 715832, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 12/12/17 (reclassification #4082). The position will be responsible for developing program policies and strategies, establishing program criteria, and providing guidance to community and contracting partners; convening partner meetings to present program design, objectives, and expectations; creating program data collection tools; conducting data collection and evaluations to assess program effectiveness; presenting community and contracting partner needs and challenges to STRYVE program staff for policy modification consideration; training and supporting new employees, and providing guidance on systems, operations, and community engagement; coordinating partnerships and collaboration, project budgets, data collection, evaluations, deliverables, and reporting; developing curriculum, creating trainings, and conducting evaluations; identifying and sharing knowledge of root causes of violence, social determinants of health, risk and protective factors, community empowerment, and positive youth development; collaborating to design and carry out program evaluations, which includes organizational and community assessments, surveys, focus groups, asset mapping, and photo projects; collecting, entering, analyzing, and evaluating data; disseminating findings; working with community and larger STRYVE team to develop implementation plans for priorities defined by the community; and representing and promoting the program to community members and other agencies.

This change impacts program offer 40060 – Chronic Disease and Violence Prevention.

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 705058, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 7/1/18 (reclassification #4097). The position will be responsible for conducting all medical billing duties for specific contracted primary payors; reviewing and analyzing all new denials; creating new payor workflows for maximizing revenue; reporting trends, volumes, and patterns to identify possible system or clinic work flows that need to be addressed; reviewing and updating weekly invoices from Oregon State Public Health Lab; supporting Medical Billing staff with account assistance needs; assisting and/or performing tasks for billing staff including complex account cleanup, voiding payments, redistributing payments, merging multiple family accounts, transferring visits, refunding clients or third party payors, communicating with attorneys and/or other community entities on client issues; analyzing and interpreting visit inquiries to assist medical billing staff explain charges to clients; developing training and reference materials for clinic office staff; fixing registration and insurance issues for clients; evaluating outstanding self-pay balances; resolving customer concerns and answering questions; updating accounts, collecting payments, initiating refunds, and setting up payment plans; researching claims and analyzing reports for management as needed.

This change impacts program offer 40041 – Medical Accounts Receivable.

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 712268, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 7/1/18 (reclassification #4098). The position will be responsible for conducting all medical billing duties for specific contracted primary payors; following up on charges, denials, payments, and refunds; reviewing and analyzing all new denials; contacting payors and creating new system mapping to facilitate billing claim accuracy; creating new payor workflows for maximizing revenue; performing front end charge review edits and back end claim edits; reporting trends, volumes, and patterns to identify possible system or clinic work flows that need to be addressed; making recommendations to leadership; reviewing and updating weekly

invoices from Oregon State Public Health Lab; working with Medical Billing team members to clarify medical and billing issues, answering questions, problem solving, creating and updating workflows; supporting Medical Billing staff with account assistance needs; assisting and/or performing tasks for billing staff including complex account cleanup, voiding payments, redistributing payments, merging multiple family accounts, transferring visits, refunding clients or third party payors, communicating with attorneys and/or other community entities on client issues; analyzing and interpreting visit inquiries to assist medical billing staff explain charges to clients; developing training and reference materials for clinic office staff; providing training to clinic staff; fixing registration and insurance issues for clients; evaluating outstanding self-pay balances; verifying accuracy of self-pay credits for possible refund; resolving customer concerns and answering questions; updating accounts, collecting payments, initiating refunds, and setting up payment plans; researching claims and analyzing reports for management as needed. This change impacts program offer 40041 – Medical Accounts Receivable.

Reclassify a 1.00 FTE Executive Specialist to a 1.00 FTE Administrative Analyst NR, position 713004, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/2/18 (reclassification #4099). The position will be responsible for providing administrative and technical actions for the Primary Care Services Director and Deputy Director of ICS; maintaining complex appointment schedules and calendars; tracking upper-level recruitments, coordinating interview panels; preparing personnel forms for hiring, salary increases, promotions, and terminations; preparing reports on budget levels, actions, and changes; maintaining organizational charts, contact lists, and distribution lists; preparing and managing contracts for consultants and vendors; working with HR to review, draft, and edit disciplinary actions; analyzing data related to grievances, budgets, and collective bargaining issues; analyzing and reviewing state, federal, and local laws, regulations, policies, and procedures; managing a variety of one-time projects that require research, analysis, writing, planning, and implementation; responding to sensitive requests for information and assistance on behalf of Directors; speaking with clients to determine issues and clarifying what resolution is desired, instituting new or revised procedures, and recommending organizational and procedural improvements and modifications affecting division programs and actions. This change impacts program offer 40034 – Quality Assurance.

Reclassify a 0.50 FTE Office Assistant 2 to a 0.50 FTE Health Information Technician, position 719419, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 7/23/18 (reclassification #4105). The position will be responsible for retrieving, tracking, and routing incoming messages and requests; researching and verifying client system matches, merging duplicate records, and initiating new referrals in Evolv; auditing the indexing and attachment of scanned images and data entry to maintain the integrity of the record; collaborating with supervisor on auditing requirements, identification of issues, and recommendations for improvements; educating clinicians on coding requirements; reviewing paper documents for compliance; assisting in other auditing functions that support the division as needed; assisting in maintaining documentation, troubleshooting workflow issues, and maintaining internal processes; monitoring high-risk activities to maintain standardization and consistency in workflow; and monitoring and auditing internal user access to the system, application, and/or data. This change impacts program offer 40067 – Medical Records for MHASD.

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 719335 to a Mental Health Consultant is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 719315 to a Program Specialist is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 719352 to a Program Supervisor decreased budgeted personnel cost by \$13,207, because the Program Supervisor is a lower paygrade than the Program Manager. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 718855 to a Manager 1 is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 719359 to a Program Supervisor increased budgeted personnel cost by \$4,803, because the Program Supervisor is a higher paygrade than the Program Coordinator. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 719356 to a Program Coordinator increased budgeted personnel cost by \$14,852, because the Program Coordinator is a higher paygrade than the Community Health Specialist 2. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 719365 to a Program Specialist increased budgeted personnel cost by \$8,879, because the Program Specialist is a higher paygrade than the Case Manager 2. The increase in cost is offset by a decrease in Pass-Thru & Program Support, for no net fiscal impact this fiscal year.

The reclassification of position 714927 to a Finance Specialist Senior increased budgeted personnel cost by \$2,937, because the Finance Specialist Senior is a higher paygrade than the Finance Specialist 2. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 719378 to a Program Technician decreased budgeted personnel cost by \$20,343, because the Program Technician is a lower paygrade than the Program Specialist. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 719004 to a Physician Assistant is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 715832 to a Program Specialist increased budgeted personnel cost by \$19,234, because the Program Specialist is a higher paygrade than the Community Health Specialist 2. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 705058 to a Finance Specialist 2 increased budgeted personnel cost by \$7,910, because the Finance Specialist 2 is a higher paygrade than the Finance Specialist 1. The increase in cost is offset by a decrease in Travel and Training, for no net fiscal impact this fiscal year.

The reclassification of position 712268 to a Finance Specialist 2 increased budgeted personnel cost by \$11,122, because the Finance Specialist 2 is a higher paygrade than the Finance Specialist 1. The increase in cost is offset by a decrease in Software Lic/Maint, for no net fiscal impact this fiscal year.

The reclassification of position 713004 to an Administrative Analyst NR increased budgeted

personnel cost by \$489, because of differences in how Fringe expense is calculated between represented and non-represented positions. The increase in cost is offset by a decrease in Overtime, for no net fiscal impact this fiscal year.

The reclassification of position 719419 to a Health Information Technician increased budgeted personnel cost by \$5,348, because the Health Information Technician is a higher paygrade than the Office Assistant 2. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Costs will be funded within the department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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

No change in revenues.

7. What budgets are increased/decreased?

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

- Permanent personnel budget will increase by \$29,361
- Salary related expense budget will increase by \$10,651
- Insurance benefits budget will increase by \$2,012
- Temporary budget will increase by \$10,211
- Non Base Fringe budget will increase by \$2,878
- Non Base Insurance budget will increase by \$872
- Overtime budget will decrease by \$489
- Premium budget will decrease by \$66
- Pass-Thru & Program Support budget will decrease by \$9,999
- Professional Svcs budget will decrease by \$29,405
- Travel & Training budget will decrease by \$7910
- Software budget will decrease by \$11,122
- Central Indirect budget will increase by \$668
- Dept Indirect budget will increase by \$2,338

This change will have no financial impact on the budget and does not change the Health Department's total FTE.

8. What do the changes accomplish?

Change of classification for positions 719335,719315, 719352, 718855, 719359, 719356, 719365, 714927, 719378, 719004,715832, 705058, 712268, 713004, and 719419 better fits the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

9. Do any personnel actions result from this budget modification?

Reclassify a 1.00 FTE Clinical Services Specialist to a 1.00 FTE Mental Health Consultant, position 719335, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #3993.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Specialist, position 719315, in the Public Health Division of the Health Department. Class Comp approved #4008.

Reclassify a 1.00 FTE Manager 1 to a 1.00 FTE Program Supervisor, position 719352, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #4009.

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Manager 1, position 718855, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #4020.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Supervisor, position 719359, in the Public Health Division of the Health Department. Class Comp approved #4022.

Reclassify a 0.80 FTE Community Health Specialist 2 to a 0.80 FTE Program Coordinator, position 719356, in the Public Health Division of the Health Department. Class Comp approved #4023.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Program Specialist, position 719365, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #4026.

Reclassify a 1.00 FTE Finance Specialist 2 to a 1.00 FTE Finance Specialist Senior, position 714927, in the Business Operations Division of the Health Department. Class Comp approved #4036.

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Technician, position 719378, in the Public Health Division of the Health Department. Class Comp approved #4047.

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician Assistant, position 719004, in the Corrections Health Division of the Health Department. Class Comp approved #4062.

Reclassify a 1.00 FTE Community Health Specialist 2 to a 1.00 FTE Program Specialist, position 715832, in the Public Health Division of the Health Department. Class Comp approved #4082.

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 705058, in the Business Operations Division of the Health Department. Class Comp approved #4097.

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 712268, in the Business Operations Division of the Health Department. Class Comp approved #4098.

Reclassify a 1.00 FTE Executive Specialist to a 1.00 FTE Administrative Analyst NR, position 713004, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #4099.

Reclassify a 0.50 FTE Office Assistant 2 to a 0.50 FTE Health Information Technician, position 719419, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #4105.

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

N/A

11. 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?

N/A

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____