



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # 2-1 DATE 3/15/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/15/12

Agenda Item #: R.1

Est. Start Time: 9:30 am

Date Submitted: 2/21/12

BUDGET MODIFICATION:Nond 06

Agenda Title: BUDGET MODIFICATION Nond 06 Adding \$22,585 in state funds for Supplemental Nutrition Assistance Program (SNAP) outreach activities.

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

Requested Meeting Date: _____ **Amount of Time Needed:** 5 minutes

Department: Nondepartmental **Division:** Commission on Children, Families, and Community

Contact(s): Joshua Todd

Phone: _____ **Ext.** _____ **I/O Address:** _____

Presenter Name(s) & Title(s): Joshua Todd

General Information

1. What action are you requesting from the Board?

The Commission on Children, Families, and Community (CCFC) requests approval of a \$22,585 grant from the state Department of Human Services for Supplemental Nutrition Assistance Program (SNAP) outreach activities in Multnomah County.

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.

CCFC will use these grant funds to provide outreach with SNAP information to at least 2,000 people in the community, and to help 75 households with SNAP applications. Outreach will be conducted at schools, summer food service program sites, farmers' markets, food pantry sites, libraries, job fairs, health fairs, and neighborhood gatherings.

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

This grant will increase the CCFC's budget by \$22,585 in the current fiscal year. It is targeted for specific activities, which will not require additional County resources in future fiscal years.

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

The CCFC's mission is to impact policy, leverage resources, and make strategic investments to build a thriving community. A key Commission activity is to increase family income, and this program serves that goal by increasing access to food for children and families.

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

This is an intergovernmental agreement between the State of Oregon and Multnomah County.

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).**

Revenue from the State of Oregon (DHS) is increased by \$22,585. The CFDA # is 10.561 SNAP Outreach

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

The CCFC's Family Economic Security program is increased by \$22,585.

- **What do the changes accomplish?**

The changes allow the Commission to continue providing bi-lingual outreach for the SNAP program during FY 2012.

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

Two limited-duration CCFC staff will increase their time on the project by 8 hours per week, increasing overall FTE by 0.40 (0.20 FTE per employee).

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

100% of Central Indirect is covered by the grant. Nondepartmental agencies do not receive departmental indirect.

- **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 a one-time grant, although it is possible that, based on contract performance and the availability of state funds, the contract could be continued in the upcoming fiscal year.

- **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)?**

This grant covers the period from February 1, 2012, through September 30, 2012. Grant funds unspent in the current fiscal year will be carried forward in the FY 2013 budget.

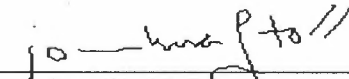
<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION:Nond 06

Required Signatures

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



Joshua Todd, Director

Date: 2-16-12

Budget Analyst:



Christian Elkin, Budget Analyst

Date: 2-16-12

Nond 06

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	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
						Cost Center	WBS Element					
1	10-50	32507		0020			CCFC.POV.32507	50190		(22,585)	(22,585)	
2	10-50	32507		0020			CCFC.POV.32507	60100		12,088	12,088	
3	10-50	32507		0020			CCFC.POV.32507	60135		3,624	3,624	
4	10-50	32507		0020			CCFC.POV.32507	60145		6,318	6,318	
5	10-50	32507		0020			CCFC.POV.32507	60350		555	555	
6										0		
7	19	1000		0020		9500001000		50310		(555)	(555)	
8	19	1000		0020		9500001000		60470		555	555	
9										0		
10	72-10	3500		0020		705210		50316		(6,318)	(6,318)	
11	72-10	3500		0020		705210		60330		6,318	6,318	
12										0		
13										0		
14										0		
15										0		
16										0		
17										0		
18										0		
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	Total - Page 1
											0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	6341	61021	ccfc.pov.32507	Program Aide TEMP	714876	0.20	6,044	1,812	3,159	11,015
1505	6341	61021	ccfc.pov.32507	Program Aide TEMP	714876	0.20	6,044	1,812	3,159	11,015
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.40	12,088	3,624	6,318	22,030

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.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side				PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element			
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	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	
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement	
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund	
Data Processing								
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures	
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement	
78-70	3503	0020		709000		60240	Budgets offsetting expenditures	
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>								
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure	
78-70	3503	0020		709617		50310	Budgets receipt of PC Flat Fee	
78-70	3503	0020		709617		60240	Budgets offsetting expenditure	
Electronic Service Reimbursement								
xx-xx	xxxxx					60420	Departmental Electronics expenditure	
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement	
78-60	3501	0020		904200		60240	Budgets offsetting expenditure	
Motor Pool: <i>Use this cost center if you are adding funds for motor pool use.</i>								
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure	
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement	
78-30	3501	0020		904150		60240	Budgets offsetting expenditure	
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>								
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure	
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement	
78-60	3501	0020		904100		60240	Budgets offsetting expenditure	
Building Management								
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure	
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement	
78-50	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	
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement	
78-20	3504	0020		904400		60230	Budgets offsetting expenditure	
Records								
xx-xx	xxxxx				xxx	60460	Records expenditure	
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement	
78-20	3504	0020		904500		60240	Budgets offsetting expenditure	
Stores								
xx-xx	xxxxx				xxx	60460	Stores expenditure	
78-20	3504	0020		904600		50310	Budgets receipt of service reimbursement	
78-20	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	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

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	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

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