

# ONI DRAFT ACCOMMODATION FUND ADMINISTRATION

For ONI BAC mtg June 12, 2017

Initial issues and questions we need to consider in developing admin procedures for fund.

## What this is

The accommodation account budgeted at \$100,000 was approved by City Council as part of the Mayor's proposed budget as an account administered by the Office of Neighborhood involvement for providing ample accommodations in efforts to make the City of Portland programs, and partner agencies and organizational programs more accessible.

## Draft admin procedure proposals

- **Supplemental funding:** This is meant to provide supplemental funding for accommodation needs of ONI programs and partner organizations. It is not meant to fulfill all accommodation expenses in FY 2017-18 (July 2017 – June 2018).
  - Propose using a reimbursement model.
  - What if funds run out? No guarantee we can fund all requests. We'll want to track all expenses to make the case for additional funding if needed.
  
- **Require proposed budgets:** In order to plan for expected need throughout the year we're considering having all programs and grantees submit their rough budgets of expected accommodation needs throughout the year and what supplemental funding they may need. Suggest submitting by end of July 2017.
  - Using an equity lens to adequately fund accommodations for DCL, Disability or neighborhood programs in lower-income areas are there suggested criteria or demographics we should use to set targets for assigning how much each program or grantee should have access to?
  - How do we balance meeting needs as they arise (first come/first serve) vs. budgeting so programs and grantees can plan for having access to funds throughout the whole year?
  
- **Suggested steps for making reimbursement requests:**
  - Who has authority to approve requests within each program or grantee?
  - Is there an advance approval process so programs and grantees can have some assurance their requests will be funded?
  - Is there a deadline any reimbursement request needs to be submitted to qualify for payment? 30 days/60 days? Do not want to encourage people hanging on to requests till end of the year.

- **ONI administration:**
  - ONI is considering administrative fee to cover staff FTE to administer. Possibly up to 15%. Current fiscal management FTE at capacity.
  - What data to track – anything missing?
    1. the number and type of accommodations requested;
    2. the cost of accommodations requested;
    3. the programs, agencies, organizations, or associations from which the requests were made;
    4. the number of requests made by type of accommodation;
    5. the number and type of accommodations that were not provided and why they were not provided;
    6. any remaining balance left in the account;
    7. if the account was depleted, the date on which funds were exhausted and the number, type, and cost of accommodations that were not reimbursed; and
    8. a description of how the account was promoted.

### **Who should have access to the funds?**

- ONI programs
  - Advisory committees
  - Outreach/public involvement and communications/marketing projects
  - Special events
- Community and Neighborhood Based Organization partners/grantees
  - DCL groups
  - Neighborhood District Coalitions
  - Elders in Action
  - Resolutions NW
  - Neighborhood Associations
  - Small grant recipients
  - Special projects – Portland United Against Hate
- Contractors? Graffiti abatement providers

### **What qualifies as reasonable accommodations?**

- translation of approved documents
- simultaneous or consecutive translation at approved programs or events
- purchase of translation equipment – Maximum amounts?
- public transportation to and from approved programs or events
- child care costs and/or supplies for approved programs or events