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MEMORANDUM

DATE: April 20, 2020

TO: Kea Cannon, Financial Analyst, City Budget Office

FROM: Suk Rhee, Director, Office of Community & Civic Life 

SUBJECT: Fiscal Year 2019-20 Spring BMP Submission

Please accept the Office of Community & Civic Life's submission for the FY 2019-20 Spring Budget Monitoring Process. The submission consists of the following:

NI_001 \$7744 in technical adjustments: 9947 – Neighborhood Clean-up IA correction

NI_002 \$25,000 in technical adjustments: 9950 – Adjust Census Carryover package into correct cost objects

NI_003 \$10,000 to recognize revenue: 9952 – Recognize revenue for NPNS projects

NI_004 \$24,000 to reduce revenue: 9954 – Reduce revenues for noise control program

NI_005 \$40,000 to reduce revenue: 9981 – Reduce revenues for liquor licensing program

NI_006 \$183,000 to carry over revenue for 311 implementation: 9982 – Carryover 311 unspent funds from FY 20

NI_007 \$100,000 to carry over revenue for technology functioning: 9999 – Bureau-wide technology upgrade

NI_008 \$19,500 to carry over revenue for an online civic engagement pilot: 10000 – Bureau-wide technology upgrade - CitizenLab

NI_009 \$455,000 to carry over revenue for Universal Representation, Oregon Workers Relief Fund and Street Roots Vendor Assistance Fund: 10001 – Support for those not served by other efforts

NI_010 \$231 reduction related to charging stations for electric vehicles

Please contact Michael Kersting, Financial Analyst (823-3040) if you have questions or require additional information.

CC: Michael Kersting
Michael Montoya
Andrea Williams

NI - Office of Community and Civic Life**DP Type****Technical Adjustments****Request Name:** 9947 -Neighborhood Clean-up IA correction**Package Description**

Interagency revenues for Neighborhood clean-ups were all allocated to the NPNS cost object, but only \$3561 should have been in NPNS. This request moves \$7744 of neighborhood clean-up IA funds to the EPCO cost center.

Service Impacts**Equity Impacts**

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	0
Expense	Sum:	0

Account Name		2019-20 SPRING Requested Adj
Revenue	Interagency Revenue	0
Revenue	Sum:	0

NI - Office of Community and Civic Life**DP Type****Technical Adjustments****Request Name:** 9950 -Adjust Census Carryover package into correct cost objects**Package Description**

The Census Project carryover in Spring BMP FY19 was cobbled together from various savings amounts into the current fiscal year. These items carried forward into the same cost objects/accounts that they came from instead of all moving into a single cost object/account. This technical adjustment moves the budgets into the Census Project.

Service Impacts**Equity Impacts**

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	25,000
	Personnel	-25,000
Expense	Sum:	0

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	0
Revenue	Sum:	0

NI - Office of Community and Civic Life**DP Type****New Revenue****Request Name:** 9952 -Recognize Revenue for NPNS Projects**Package Description**

NPNS employs 2 staff members whose salary is fully reimbursed to the City by North Portland Community Works - the non-profit partner of NPNS. These employees work on the North Portland Tool Library, and run the Historic Kenton Firehouse facility. This request will budget for the associated costs and revenues of the positions.

Service Impacts**Equity Impacts**

Account Name		2019-20 SPRING Requested Adj
Expense	Personnel	10,000
Expense	Sum:	10,000

Account Name		2019-20 SPRING Requested Adj
Revenue	Miscellaneous	10,000
Revenue	Sum:	10,000

NI - Office of Community and Civic Life**DP Type****Mid-Year Reduction****Request Name:** 9954 -Reduce revenue projections for Noise control**Package Description**

Due to COVID-19 restrictions, most non-construction events that require noise permits are cancelled and will lead to zero revenues. We are also predicting that construction-related noise permits will be reduced by 15% for the remainder of the year.

Service Impacts

Currently there is a vacant position in the noise program, so that position will not be filled this fiscal year.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	0
	Personnel	-24,000
Expense	Sum:	-24,000

Account Name		2019-20 SPRING Requested Adj
Revenue	Charges for Services	-24,000
Revenue	Sum:	-24,000

NI - Office of Community and Civic Life**DP Type****Request Name:** 9981 -Reduce revenues for liquor licensing program**Package Description**

Temporary sales licenses for the remainder of the fiscal year will likely be \$0. Renewal licenses for on-site serving will likely reduce by about 50%. Current projections expect overall revenue for liquor licenses to be down by about \$40,000

Service Impacts

If the revenue reductions last into next fiscal year, we may have to change the staffing structure of the program.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-10,000
	Personnel	-30,000
Expense	Sum:	-40,000

Account Name		2019-20 SPRING Requested Adj
Revenue	Charges for Services	-40,000
Revenue	Sum:	-40,000

NI - Office of Community and Civic Life**DP Type****GF Program Carryover****Request Name:** 9982 -Carryover 311 unspent funds from FY20**Package Description**

In the FY 2019-20 Adopted Budget, City Council appropriated \$662,105 in new resources to the Office of Community & Civic Life to launch a Citywide 311 Program. Based on current projections, approximately \$183,000 will remain unspent at the end of the FY 2019-20 due to delays in hiring new FTE and the inability to continue contracted PTE services during the COVID-19 emergency declaration. The Office of Management and Finance requests that this balance be carried over to FY 2020-21 and transferred to the Office of the Chief Administrative Officer to support necessary personnel and contractual costs associated with the implementation of the 311 Program.

Service Impacts

Allows for proper implementation of the 311 system.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-3,000
	Personnel	-180,000
Expense	Sum:	-183,000

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	-183,000
Revenue	Sum:	-183,000

NI - Office of Community and Civic Life**DP Type****GF Program Carryover****Request Name:** 9999 -Bureau Wide Technology Upgrade**Package Description**

The COVID emergency has exposed that without a regular investment in and focus on appropriate technology as part of our regular functioning, our staff cannot maintain nor can they develop the technology skills needed to keep up with the rest of the City and society. This investment is not only in software, but also competencies across positions and cultivating a culture of technology use that is a core competency for modern functioning. There is no viable version of the bureau without functioning technology in the world moving forward.

The need for teleworking and providing services online during the state of emergency has amplified the need for bureau investments in technology, which was already a stated priority for FY 20-21. There are no fewer than eight programs that are woefully deficit in basic technology functioning, reflecting a decade (or more) of no investment in technology prior to the FY 18-19 investment of \$4,000 to upgrade the "ONI database" from Filemaker version 5 to 17. The technology need for cannabis licensing is especially dire and was an area of focus that predated the 2020 program audit.

Our proposed FY20-21 budget describes Civic Life's work with BTS this year in developing a bureau-wide technology upgrade solution. In the proposed budget submitted in January, we requested a limited term Business Systems Analyst II to support our technology upgrade plan and implementation which is led by the Manager of Strategy, Innovation and Performance. In light of the City's COVID response, we will P-4 a vacant cannabis enforcement position instead, and not incur additional staffing costs. The expenses for software licensing, fees and solution design for this upgrade are as yet unknown but the initial low-confidence estimate for AMANDA 7 exceeded \$500,000.

We are requesting to carry over \$100,000 to contribute to the general fund share of this technology upgrade. This is spread across multiple programs with specific technology improvement needs (noise 5%, liquor 5%, advisory boards and commissions 5%, neighborhood services 5%, and communications 5%). The remainder of the funds for this project come from our requested FY20-21 budget and the Cannabis reserve fund. We anticipate the reserve fund request will be through the FY 20-21 Fall BMP, when cost details are available.

Service Impacts**Equity Impacts**

Account Name		2019-20 SPRING Requested Adj
Expense	Personnel	-100,000
Expense	Sum:	-100,000

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	-100,000
Revenue	Sum:	-100,000

NI - Office of Community and Civic Life DP Type GF Program Carryover

Request Name: 10000 -Bureau Wide Technology Upgrade - Citizen Lab

Package Description

A significant number of City services and access to information can be offered online, a critical asset in times like these. While we work with others to address the digital divide, we must also sustain and expand access for Portlanders to connect with their government electronically, as well. Through the 311 project, Civic Life has worked with OMF and BTS to move forward the City's commitment to expanding easy and simple access to information and services. Civic Life is requesting to carry over \$19,500 to develop a pilot with CitizenLab to integrate a digital participation platform for informing and engaging with community members. This project will benefit from existing 311 implementation (and POWR) efforts, with the potential to leverage investments in customer service, improved website, and informational and referral.

There are many organized individuals and groups that do an effective job of sharing their perspectives and influencing outcomes at City Hall. An online engagement tool would enable the City to reach a more diverse range of community members to add perspectives to public conversations. For example, during the COVID emergency, we have heard from many who advocate closing down streets to allow for physical distancing for pedestrians, runners, bikers, etc. The CitizenLab platform would allow the City to upload a right-of-way map, invite feedback from certain areas or demographics (e.g., SE Portland or under 35 years of age), and request and receive real-time information from a wider range of community members to better assess level of need or desirability.

Cities that have employed CitizenLab report approximately 5% of the population using the tool. Contrast this with other City-funded engagement systems for which available data shows that less than 1% of the population participate. This platform adds an additional engagement channel for those already participating and increases access for others.

A platform like CitizenLab would eliminate the need for bureaus to duplicate or invent new processes every single time, and offers a consistent, user-friendly experience for community members. In addition, had the system already been in place, we have been able to use the centralized civic volunteer function to match COVID-related needs and offers of assistance more quickly and easily, and/or in lieu of developing a new format for doing so.

A pilot would test the functionality first with two or more bureaus, and work with 311, Smart Cities and POWR to integrate with existing customer service initiatives and data privacy policies. The pilot would work toward the ability for community members to sign up for Citywide alerts and information in a centralized format, rather than each bureau managing their own lists. Other functionality, such as participatory budgeting, are included and available for future programming.

Service Impacts

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	Personnel	-19,500
Expense	Sum:	-19,500

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	-19,500
Revenue	Sum:	-19,500

NI - Office of Community and Civic Life**DP Type****GF Program Carryover****Request Name:** 10001 -Support for those not served by other efforts**Package Description**

Relief efforts from federal, state and city sources are welcome and yet will not be enough, timely or available to those who need it the most. Immigration status keeps workers (undocumented workers, refugees and subsequently, mixed-status families) ineligible for these government relief efforts, and homeless populations may not be able to access relief streams.

We strongly advocate for reinvesting Civic Life savings in FY 19-20 toward these priority communities with specific investments in the following: \$200,000 toward universal representation (Equity Corps of Oregon); \$250,000 toward Oregon Workers Relief Fund, and \$5,000 toward Street Root's Vendor Assistance Fund

- Universal Representation (\$200,000)

We are aware that there is a special appropriations request for Equity Corps already. This proposal is in the case that the special appropriations request is not funded in full. If Equity Corps is supported through special appropriations, Civic Life's recommendation is to invest this amount for the Oregon Workers Relief Fund (totaling \$450,000).

This carryover will be applied toward a grant for the Equity Corps program. Equity Corps is a community-led Universal Representation program providing culturally competent navigation, legal consultation, and legal representation for low-income immigrants and refugees in deportation proceedings who live or work in Portland. With COVID, undocumented and mixed-status families are more vulnerable than ever, with possibly reduced means to work, navigate resources, and access community supports.

Prior to and during COVID, there is no right to a court-appointed attorney in immigration court. Represented immigrants in the Portland Immigration Court are nearly three-and-a-half times more likely to win their cases than their unrepresented counterparts. If current rates of representation continue, about 80 percent of unrepresented Oregonians will eventually be ordered deported, many back to potentially dangerous situations.

Through the City's Welcoming/Inclusive/Sanctuary Taskforce led by the Office of Community & Civic Life and Commissioner Eudaly's office in FY 2017-18, the City was able to prioritize the universal representation strategy developed (over several years) by leaders in immigrant and refugee communities. In FY 2018-19, the City of Portland granted one-time funding of \$500,000 (through Special Appropriations) to Innovation Law Lab to start Equity Corps. This was matched by Multnomah County, and Equity Corps leveraged these investments by securing an additional \$2 million from the State of Oregon. Equity Corps includes five organizational legal partners and 12 organizational navigation partners.

As presented at the Special Appropriations budget worksession by Equity Corps representatives on March 9, 2020, services to Portlanders in the first 17 months of the program include:

- ? 489 people, in 255 cases, received legal services, stopping hundreds of unlawful & unjust deportations
- ? 176 asylum applications filed
- ? 54 work permit applications filed and approved
- ? 41 unaccompanied minors represented
- ? 150+ navigators trained at 30+ Portland organizations
- ? Universal intake and coordinated services increased efficiency and minimizes barriers to access

Civic Life proposes a continued investment of \$200,000 in FY 20-21 to sustain existing program service level in Portland: 52% of Equity Corps clients live or work in Portland. Families were already experiencing heightened instability under this administration's aggressive attacks on immigrant and refugees, including recent subpoenas to law enforcement from the US Immigrations and Customs Enforcement in Oregon and now, new realities and isolation in response to COVID-19. This investment will maintain critical navigation and legal support for families who are isolated, economically vulnerable, and confronting family separation at the same time we adapt to new ways of working to maintain public health.

Civic Life also is increasing its collaboration with local and national immigrant and refugee networks that advance policy and advocacy efforts that align with the City of Portland's values and goals, as well as closer collaboration with the Office of Government Relations. This investment in the Equity Corps program allows us to sustain key relationships grounded in Portland activities to better inform City perspectives on national policy. The urgency to connect the local to the national arenas is due to the disproportionate impact of federal policies on the day-to-day lives of immigrant and refugee Portlanders.

If Equity Corps is supported through special appropriations, Civic Life's recommendation is to invest that amount for the Oregon Workers Relief Fund (totaling \$450,000).

(the description exceeded text limits, so additional description is included in the sections below).

Service Impacts

• Oregon Workers Relief Fund (\$250,000)

These funds would be invested in the Oregon Worker Relief Fund, which is led by a coalition of community organizations to get dollars in the hands of Oregon workers who are being left out of the Federal Stimulus package due to their immigration status. Civic Life's contribution would be toward the \$2 million request submitted by the OWRF community coalition. The City's early commitment to the fund would help generate momentum for additional public sector contributions.

The infrastructure for the fund has been established with initial investments from private philanthropy. 100% of donated funds will go directly to community members in need who cannot access unemployment insurance benefits. Donations can be made securely here.

Based on research by the Oregon Center for Public Policy, there are 74,000 low-wage, undocumented workers in two of the hardest hit industries (restaurant and lodging). A one-time check of \$1,440 (to cover 60% of a typical weekly wage) for 74,000 workers would be \$124 million. The need is significant and thus the organizers are soliciting contributions from private, public and individual sources.

The program description attached is from March 2020 and is adapting to evolving circumstances. Details about proposed prioritization, CBO engagement, verification, application, verification, security and reporting are described in the document.

From the Oregon Worker Relief Fund document (attached):

"Many gainfully employed Oregonians who are immigrants (and contribute to our collective prosperity) have lost their jobs--and thus their wages--because of the pandemic and have no access to any wage replacement program such as the federal Unemployment Insurance program or CARES relief streams. This has immediate harsh impacts such as housing and food insecurity and long-term impacts for these immigrant families.

...We solve this problem by creating a rapid community-based grant system. The Oregon Worker Relief Fund program emulates a wage replacement program. We ask our state government to set up an emergency fund for non-profit organizations of the state who serve restaurant workers, care-givers, immigrants, refugees, day laborers, farmworkers, and people of color, all of whom contribute to the collectively prosperity of Oregon and will be disproportionately impacted by the wage loss caused by COVID-19."

The OWRF's goals are to:

1. Provide financial relief to Oregonians that cannot access public benefits: Many

Oregonian immigrants fall under classifications that make them ineligible for unemployment insurance (UI)...due to their immigration classification. OWRF would provide temporary financial support for those that are falling through the cracks during the current pandemic.

2. Allocate funds for Community-Based Organizations (CBO) to distribute: Oregonians

often face difficulty accessing public benefits, and especially during the COVID-19 crises, receiving timely, accurate, and culturally competent information regarding policy changes at the state and local levels has been challenging. On top of that, our immigrant community faces fear of any government intervention due to increased immigration enforcement and public charge rules. Oregon's non-profit organizations, with a lead non-profit entity, are uniquely positioned to address these issues, and will create an equitable alternative system of financial relief as a temporary measure to combat COVID-19's effect on our workforce.

As referenced above, Civic Life also is increasing its collaboration with local and national immigrant and refugee networks that advance policy and advocacy efforts that align with the City of Portland's values and goals, as well as closer collaboration with the Office of Government Relations. This investment in the Oregon Workers Relief Fund would enable us to continue the strategy of leveraging City investments and policy coordination with county, state and private philanthropic entities such as we've employed for Equity Corps and Census 2020. This is an emerging tenet of our immigration and refugee program work and increasingly for cannabis policy development, as these issues cannot be adequately addressed through City efforts and investments alone.

A commitment by the City through a Spring BMP decision on May 13, 2020 is the most urgent request. Civic Life would then work with community partners to bring an ordinance back to Council in June for funds to be available to workers as soon as possible in the FY 20-21 fiscal year beginning July 1.

• Street Roots Vendor Assistance Fund (5,000)

Communities already experiencing homelessness and poverty have additional challenges to accessing relief efforts. Similar to the Oregon Worker Relief Fund, the Street Roots Vendor Assistance Fund is a mechanism to provide wage replacement support for workers who have increased chances of falling through the cracks of existing relief efforts.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-175,000
	Personnel	-280,000
Expense	Sum:	-455,000

F4 - BMP Amendment Request Report (Spring Requested)

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Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	-455,000
Revenue	Sum:	-455,000

NI - Office of Community and Civic Life**DP Type****Mid-Year Reduction****Request Name:** 10016 -Fuel Station Debt Service Reduction**Package Description**

OMF initiated debt service reduction for fuel stations.

Service Impacts**Equity Impacts**

Account Name		2019-20 SPRING Requested Adj
Expense	Internal Materials and Services	-231
Expense	Sum:	-231

Account Name		2019-20 SPRING Requested Adj
Revenue	Charges for Services	-81
	General Fund Discretionary	-150
Revenue	Sum:	-231

Business Area Projection Report

Office of Community and Civic Life - Fund 100

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	5,826,900	3,024,421	5,550,000	95%
Internal Materials and Services	705,797	557,082	698,447	99%
Personnel	5,760,095	4,259,034	5,760,000	100%
Sum:	12,292,792	7,840,537	12,008,447	98%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	331,377	279,445	331,377	100%
General Fund Discretionary	10,920,418	0	10,636,073	97%
General Fund Overhead	552,594	0	552,594	100%
Interagency Revenue	125,905	-318	125,905	100%
Intergovernmental	352,498	0	352,498	100%
Miscellaneous	10,000	35	10,000	100%
Sum:	12,292,792	279,161	12,008,447	98%

Revenue Discussion

Revenues are expected to be down in the General fund due to COVID-19 shut down. Liquor license revenues for TSLs will be basically zero, and renewals and new license are expected to be impacted. Noise revenues related to events will be about zero, and construction revenues will also be greatly impacted. Both noise and liquor revenues were projecting to exceed budget estimates, so the impact is not as great as it would have been otherwise. We are adding the revenue for NPNS reimbursable personnel costs. Adjustments to budgeted amounts have been requested.

Revenue Risks

Current estimates for COVID-19 losses are based on very little information - mostly educated guesses as to the effects on renewals and construction. It's possible that revenues could be lower.

Expenditure Discussion

As is typical of the Office of Community & Civic Life, our EM&S looks a bit "off" due to how outstanding advances present themselves in "Budget to Actual" reports and how they appear on CAFR related reports. Our goal is to always project to budget usage in any particular year. Currently we have \$1,341,150 in outstanding advances that do not show as expenditures in CAFR reporting, but do show in Budget to Actual. In our estimates, we consider all outstanding advances as expenses for these projection purposes. Any advances that do not convert to expenses prior to year end will be carried over as encumbrances. It's also important to not the \$1million "matching" error from FY19 that has carried forward to FY20. These expenditures will show in FY20, but really represent FY19 expenditures.

Expenditure Risks

We do not anticipate any Risks to expenditures.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 227

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	1,390,000	158,113	1,390,000	100%
Sum:	1,390,000	158,113	1,390,000	100%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Miscellaneous Fund Allocation	1,390,000	0	1,390,000	100%
Sum:	1,390,000	0	1,390,000	100%

Revenue Discussion

No relevant information to discuss

Revenue Risks

N/A

Expenditure Discussion

The \$490,000 carried over from the prior year has all been granted, and is expected to be fully expended this fiscal year, plus another 141,321 currently granted. The remaining \$758,769 is expected to be granted out this FY, but may not be spent. For the purposes of this exercise we will say that all \$1,390,000 will be expended, since any money not expended will be encumbered into the current contracts.

Expenditure Risks

There may be some changes to the focus of the current grant process that could delay the remaining \$758,769, meaning the grants would not be encumbered and the funding would carryover through the ending fund balance. We do not currently anticipate that happening.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 228

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	58,350	50,131	58,350	100%
Internal Materials and Services	142,922	58,192	140,503	98%
Personnel	1,093,182	700,333	855,000	78%
Sum:	1,294,454	808,657	1,053,853	81%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	1,294,454	988,300	1,053,853	81%
Miscellaneous	0	70	0	
Sum:	1,294,454	988,370	1,053,853	81%

Revenue Discussion

We anticipate revenues to be on pace with budget or slightly higher than budget.

Revenue Risks

Many of our licensees currently work in cash only, and we are currently not taking cash during COVID-19 shut down procedures.

Expenditure Discussion

Personnel expenditures are lower than budget due to having one position vacant all year, and two other positions have been vacant for part of the year.

Expenditure Risks

None anticipated.

Other Notes

Oregon Worker Relief Fund

Overview

As COVID-19 continues to affect low-wage employees, we continue to see a high level of unemployment for the communities we serve. Many gainfully employed Oregonians who are immigrants (and contribute to our collective prosperity) have lost their jobs--and thus their wages--because of the pandemic and have no access to any wage replacement program such as the federal Unemployment Insurance program. This has immediate harsh impacts such as housing and food insecurity and long-term impacts for these immigrant families. We understand that the committee is currently developing a policy approach for COVID-19. We want to ensure workers who are ineligible for UI benefits are included.

We solve this problem by creating a rapid community-based grant system. The OWRF program emulates a wage replacement program. We ask our state government to set up an emergency fund for non-profit organizations of the state who serve restaurant workers, care-givers, immigrants, refugees, day laborers, farmworkers, and people of color, all of whom contribute to the collectively prosperity of Oregon and will be disproportionately impacted by the wage loss caused by COVID-19.

Proposal Goals/ Request

1. **Provide financial relief to Oregonians that cannot access public benefits:** Many Oregonian immigrants fall under classifications that make them ineligible for unemployment insurance (UI). For instance, many Oregonians operate as independent contractors or are ineligible for public benefits due to their immigration classification. The Oregon Worker Relief Fund would provide temporary financial support for those that are falling through the crack during our current pandemic.
2. **Allocate funds for Community-Based Organizations (CBO) to distribute:** Oregonians often face difficulty accessing public benefits. More recently, our immigrant community

faces fear of any government interaction due to increased immigration enforcement and public charge rules. State non-profit organizations, with the support of the state and a lead non-profit entity, will create an equitable alternative system of financial relief as a temporary measure to combat COVID-19's effect on our workforce.

Specifications

Prioritization Assessment

The Oregon Worker Relief Fund (OWRF) would work with culturally-specific non-profit organizations that can provide direct services to individuals that currently do not qualify for public benefits. The following criteria would be used for assessing applicant priority (in order to be first priority, an applicant must meet all three criteria):

1. Applicant must live in Oregon;
2. Had a job in Oregon that they lost because of pandemic; and
3. Are not eligible for federal UI or other temporary wage-replacement programs.

Community-Based Organization (CBO) Engagement

Many CBO leaders across the state have experience in providing direct services to multiple communities in a variety of ways. Many of these services include screening individuals for local housing stability, energy stability, and healthcare benefits to providing initial navigation for legal immigration representation.

Under the OWRF model, a leading organization (Innovation Law Lab) would receive any funding allocated by the legislature to provide this type of relief. The leading organization would be responsible for creating a universal application process and intake system that all participating CBOs would be able to use and housed under one system. A small percentage of the allocated funds will be used for administrative and operating costs accrued by the participating organizations.

Specific statewide participating CBOs will be identified, through specific criteria and will work to:

1. Promote this service in a culturally responsive way to community members they serve and that may qualify;

2. Assist in the application process for those that lack internet access or request it;
3. Verify the required verification documents and benefit that a qualifying applicant can expect to receive;
4. Prioritized and eligible applicants would receive a check or money order from the lead organization; and
5. Conduct surveys to better understand the impact and needs of the community during this crisis.

Application Verification Phase

The OWRF potential participants would need to fill out a short application and use best practices and due diligence to process and approve applications.

If they qualify, the leading organization would provide a payment method that would work for the applicant and in accordance with social distancing guidelines set by the state and local jurisdictions within 3-5 business days of being approved.

Benefit

The OWRF would seek to cover 60 - 70% of lost wages (dependent on funding) subject to a maximum of \$590 per week and only wages lost in direct relation to the COVID-19 enacted emergency management policies. This would cover lost wages due to the pandemic. Distributions will be made as funds are available.

System

1. Universal Application System
 - a. Create a user-friendly online application that may be used by all applicants in the top five spoken languages in the state;
 - b. Create a checklist that participating organizations can use for intake;
2. Funding Distribution to Approved Applicants
 - a. Payment would be sent to the domicile presented or picked up at a location of a participating organization.
 - b. Payment may be made in the form of a check or money order.

- c. Applicants may qualify for more assistance after as funds are available.
- 3. Information Security - De-Identified
 - a. Secure intake of information provided by applicants.
 - b. Retain information only for a limited amount of time.
- 4. Identification & Navigation
 - a. CBOs identify through existing channels potentially eligible individuals (thus this saves administrative money b/c using existing channels)
 - b. CBOs navigate individuals through the application (the application would be CBO-facing, not applicant facing).
 - c. CBOs hold the relationship with the applicant, collect evidence, transmit the eligibility decision, and provide other service support through existing programs or referral channels.
- 5. Screening, Assessment, Eligibility Determination
 - a. Clearinghouse screens all incoming applications, communicates with the navigator (not applicant) about the application, if necessary.
 - b. Assesses eligibility
 - c. Makes eligibility determination & communicates information to organizations.
- 6. Enrollment, Distribution
 - a. Enrollment in the distribution system
 - b. Payment to approved applicants will be made in a method that would work for the applicant and in accordance with social distancing guidelines set by the state and local jurisdictions within 3-5 business days of being approved.
- 7. Reporting
 - a. Provide a report to the state on the impact made by the OWRF.
 - b. Provide de-identified survey results to the state to better assess the impact COVID-19 has in the community; and
 - c. Additional benchmarks set by the agency assigned to this project.

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