

April 24, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of a Local Subrecipient Grant Agreement with the Tualatin Food Pantry for updated food storage infrastructure. Agreement Value is \$250,000 for 13 months. Funding is through Supportive Housing Services Measure funds. No County General Funds are involved.

Previous Board Action/Review	City-Led Initiatives Funding Recommendations Policy Session, April 3, 2024.		
Performance Clackamas	1. This funding aligns with H3S's Strategic Business Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County's Performance Clackamas goal to ensure safe, healthy, and secure communities.		
Counsel Review	Yes. Amanda Keller	Procurement Review	NA
Contact Person	Vahid Brown, HCDD Deputy Director	Contact Phone	(971) 334-9870

EXECUTIVE SUMMARY: The Housing and Community Development Division (HCDD) of Health, Housing and Human Services requests approval of a Subrecipient Agreement with Tualatin Food Pantry (TFP) for one-time funding for the installation of a new Heating, Ventilation, and Air Conditioning system (HVAC system), replacement or repairs to its walk-in Freezer/Cooler unit, and upgrades to freezer and refrigerator temperature monitoring systems as part of the County's city-led initiatives program.

In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, Clackamas County released a Notice of Funding Opportunity (NOFO) in December 2023 for city-led homelessness initiatives. The NOFO was intended to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under-resourced local efforts to meet the needs of very low-income households in their cities. Allowable initiative categories were very broad and included outreach and engagement, emergency shelter and navigation, housing services, health and wellness, advocacy, and employment and benefits. The Board approved staff funding recommendations on December 18, 2024, including this proposal from the Tualatin Food Pantry.

Since 2004, Tualatin Food Pantry has been providing food to residents and unhoused individuals in five cities. Demand for emergency food distribution programs has rapidly increased in the last three years. In 2023, TFP served 34,820 individuals. In 2021, TFP served 13,582 individuals. In two years, demand has increased by more than 250%. Rapid growth has put a strain on TFP's operations. TFP needs to improve its infrastructure to meet the growing number of people experiencing food insecurity.

TFP's proposal has three key elements to address food insecurity for residents living with housing challenges. First, to address the site's cold during

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the winter and heat during the summer, which causes food spoilage and stresses to their refrigerators and freezers, TFP will install an HVAC system. This agreement will provide funding for purchasing and installing the new HVAC system.

Secondly, the refrigeration condensing unit at TFP has malfunctioned, necessitating replacement in accordance with the Environmental Protection Agency's regulations. This agreement will provide the necessary funds to replace the entire unit to address the aging and failing walk-in freezer and colling unit.

Third, TFP's freezer and refrigerator temperature monitoring systems are low-grade and unreliable, which results in food spoilage. A professional grade system will ensure food is at the right temperatures and reduce spoilage. TFP will use funds provided by this agreement to upgrade its freezer and refrigerator temperature monitoring systems.

This agreement is funded through Supportive Housing Services funds. No County General Funds are involved.

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve the Subrecipient Agreement (11992) and authorize Chair Roberts to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health, Housing and Human Services

CLACKAMAS COUNTY, OREGON
LOCAL SUBRECIPIENT GRANT AGREEMENT – H3S #11992

Program Name: Tualatin Food Pantry

Program Number:

This Agreement is between **Clackamas County**, Oregon, acting by and through its
Department of Health, Housing and Human Services, Housing and Community Development
Division (“COUNTY”),

And Tualatin Food Pantry (“SUBRECIPIENT”), an Oregon Nonprofit Corporation.

Clackamas County Data

Grant Accountant:

Clackamas County – Bouavieng Bounnam
2051 Kaen Road
Oregon City, OR 97045
(503)742-5422
bbounnam@clackamas.us

Program Manager:

Clackamas County – Denise Swanson
2051 Kaen Road
Oregon City, OR 97045
503-650-5697
DSwanson@clackamas.us

Subrecipient Data

Finance/Fiscal Representative:

Danielle Schneider
PO Box 248
Tualatin, OR 97062
503-504-4511
danielle@tualatinfoodpantry.org

Program Representative:

Danielle Schneider
PO Box 248
Tualatin, OR 97062
503-504-4511
danielle@tualatinfoodpantry.org

RECITALS

1. In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, the County released a Notice of Funding Opportunity for city-led homelessness initiatives.
2. The funding opportunity is to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under-resourced local efforts to meet the needs of very low-income households.

3. Proposed city-led initiatives were to have a clearly articulated connection to the needs of low- and extremely low-income households experiencing housing instability or homelessness and support the County's recovery-oriented system of care.
4. The County received more than \$30 million in requests submitted by eleven cities in dozens of distinct proposals. Proposals were reviewed for:
 - a. Clear alignment with County goals and priorities for its recovery-oriented homeless services system of care;
 - b. Being additive to the system, consistent with the requirement that Supportive Housing Services investments supplement, not supplant, existing investments;
 - c. Leveraging connection points to broader recovery-oriented system of care; and
 - d. Having a duration not longer than three years, recognizing that the Notice of Funding Opportunity was for one-time and limited-term investments.
5. On April 3, 2024, the County Board of Commissioners approved of staff funding recommendations for proposals submitted in response to the Notice of Funding Opportunity for city-led homeless services initiatives.
6. In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and will terminate on June 30, 2026, unless sooner terminated or extended pursuant to the terms hereof. Eligible expenses for this Agreement may be charged during the period beginning January 10, 2025, and expiring June 30, 2026, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.
2. **Program.** The Program is described in Exhibit A: Subrecipient Statement of Program Objectives & Performance Reporting, attached hereto and incorporated by this reference herein. SUBRECIPIENT agrees to carry out the Program in accordance with the terms and conditions of this Agreement and according to SUBRECIPIENT scope of work in Exhibit A.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and

regulations. Furthermore, SUBRECIPIENT shall perform all activities and programs in with the requirements of the Metro Regional Government Supportive Housing Services grant, that is[are] the source of the grant funding and other required information in Exhibits A- G, which are attached to and made a part of this agreement by this reference. SUBRECIPIENT shall further comply with any and all terms, conditions, and other obligations as may be required by the applicable local or State agenc[y/ies] providing funding for performance under this Agreement, whether or not specifically referenced herein. SUBRECIPIENT agrees to take all necessary steps, and execute and deliver any and all necessary written instruments, to perform under this Agreement including, but not limited to, executing all additional documentation necessary to comply with applicable State other funding requirements.

4. **Grant Funds.** COUNTY's funding for this Agreement is the supportive housing service funds issued to COUNTY by Metro Regional Government. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$250,000.00**. Funds will be distributed on a reimbursement basis upon invoicing. SUBRECIPIENT shall use the funds awarded under this Agreement solely for reimbursement of eligible expenses incurred in performing the Program, as further set forth in Exhibit A.

The award is conditional, and disbursements will be made in accordance with the schedule and requirements contained in Required Financial Reporting and Payment Request. Failure to comply with the terms of this Agreement may result in withholding of payment. Funds advanced and unspent must be returned to COUNTY within 30 days of the termination or expiration of this Agreement specified in Section 1.

Unless otherwise specified, the SUBRECIPIENT shall submit monthly requests for reimbursement, on a form provided by COUNTY. A request for reimbursement must include a description of work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to SUBRECIPIENT following the COUNTY's review and approval of the requests for reimbursement submitted by SUBRECIPIENT. SUBRECIPIENT shall not submit requests for reimbursement for, and the COUNTY will not pay, any amount in excess of the maximum compensation amount set forth above. SUBRECIPIENT's failure to provide COUNTY information reasonably necessary for COUNTY to review a request for reimbursement for compliance with this Agreement may result in the COUNTY withholding payment, requiring SUBRECIPIENT to provide additional information, or treating this Agreement in default and pursuing any and all rights and remedies available to the COUNTY at law, in equity, or under this Agreement.

Invoices shall reference the above Contract Number and be submitted to:

HCDD-AP@Clackamas.us

5. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. **SUBRECIPIENT must submit a written request including a justification for any amendment to COUNTY in writing at least forty-five (45) calendar days before this Agreement expires.** No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement. If the maximum compensation

amount is increased by amendment, the amendment must be fully executed before SUBRECIPIENT performs work subject to the amendment.

6. **Termination.** This Agreement may be suspended or terminated prior to the expiration of its term as follows:
 - a. At COUNTY's discretion, upon thirty (30) days' advance written notice to SUBRECIPIENT.
 - b. Immediately upon written notice to SUBRECIPIENT if SUBRECIPIENT fails to comply with any term of this Agreement.
 - c. At any time upon mutual agreement by COUNTY and SUBRECIPIENT.
 - d. Immediately upon written notice provided to SUBRECIPIENT that COUNTY has determined funds are no longer available for this purpose.
 - e. Immediately upon written notice provided to SUBRECIPIENT that COUNTY lacks sufficient funds, as determined by COUNTY in its sole discretion, to continue to perform under this Agreement.
 - f. Immediately upon written notice to SUBRECIPIENT if SUBRECIPIENT is in default under this Agreement.
 - g. Upon completion of the work identified in Exhibit A or upon termination of this Agreement, any unexpended balances shall remain with COUNTY.
7. **Effect of Termination.** The expiration or termination of this Agreement, for any reason, shall not release SUBRECIPIENT from any obligation or liability to COUNTY, or any requirement or obligation that:
 - h. Has already accrued hereunder;
 - i. Comes into effect due to the expiration or termination of the Agreement; or
 - j. Otherwise survives the expiration or termination of this Agreement.

Following the termination of this Agreement, SUBRECIPIENT shall promptly identify all unexpended funds and return all unexpended funds to COUNTY. Unexpended funds are those funds received by SUBRECIPIENT under this Agreement that (i) have not been spent or expended in accordance with the terms of this Agreement; and (ii) are not required to pay allowable costs or expenses that will become due and payable as a result of the termination of this Agreement.

8. **Funds Available and Authorized.** COUNTY certifies that it has received an award sufficient to fund this Agreement. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its sole administrative discretion, to continue to make payments under this Agreement.
9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in Section 8.

10. State Procurement Standards

- a) COUNTY's performance under the Agreement is conditioned upon SUBRECIPIENT's compliance with, and SUBRECIPIENT shall comply with, the obligations applicable to public contracts under the Local Contract Review Board ("LCRB") regulations (Appendix C of Clackamas County Code, located at <http://www.clackamas.us/code/>), which are incorporated by reference herein.
- b) Procurements for goods and services under this award shall use processes as outlined below:

\$0-\$5,000	Direct procurement	One vendor contact
\$5,000-\$50,000	Intermediate procurement	Obtain & document three quotes, award on best value
\$50,000-\$150,000	Intermediate Plus procurement	Issue request for quotes or other appropriate form of solicitation, award on best value
+\$150,000	Formal	Formal solicitation process following written procurement policies

- c) All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole-source procurements in excess of \$5,000 must receive prior written approval from COUNTY in addition to any other approvals required by law applicable to SUBRECIPIENT. Justification for sole-source procurement in excess of \$5,000 should include a description of the project and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information. Intergovernmental agreements are excluded from this provision.
- d) SUBRECIPIENT must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. If SUBRECIPIENT has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, SUBRECIPIENT must also maintain written standards of conduct covering organizational conflicts of interest. SUBRECIPIENT shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, and/or Requests for Proposals ("RFP") for a proposed procurement must be excluded by SUBRECIPIENT from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to COUNTY.

- e) SUBRECIPIENT agrees that, to the extent they use contractors or subcontractors, SUBRECIPIENT shall use small, minority-owned, and/or women-owned businesses when possible.
11. **No Duplicate Payment.** SUBRECIPIENT may use other funds in addition to the grant funds to complete the Program; provided, however, SUBRECIPIENT may not credit or pay any grant funds for Program costs that are paid for with other funds and would result in duplicate funding.
12. **Non-supplanting.** SUBRECIPIENT must ensure funds provided in this Agreement are used to supplement and not supplant moneys budgeted or received from any other source for the same activities.
13. **General Agreement Provisions.**
- a) **Non-appropriation Clause.** If payment for activities and programs under this Agreement extends into COUNTY's next fiscal year, COUNTY's obligation to pay for such work is subject to approval of future appropriations to fund the Agreement by the Board of County Commissioners.
 - b) **Indemnification.**
 - i. SUBRECIPIENT agrees to indemnify and hold COUNTY, and its elected officials, officers, employees, and agents, harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to (1) SUBRECIPIENT's negligent or willful acts or those of its employees, agents, or those under SUBRECIPIENT's control; or (2) SUBRECIPIENT's acts or omissions in performing under this Agreement including, but not limited to, any claim by State or Federal funding sources that SUBRECIPIENT used funds for an ineligible purpose. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT's actions, employees, agents or otherwise with respect to those under its control.
 - ii. **Indemnification and Defense of Metro.** The SUBRECIPIENT agrees to indemnify, defend, save and hold harmless Metro Regional Government ("Metro"), and its officers, elected officials, agents and employees from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon SUBRECIPIENT's acts or omissions in performing under this Agreement. However, neither SUBRECIPIENT nor any attorney engaged by SUBRECIPIENT shall defend the claim in the name of Metro, nor purport to act as legal representative of Metro, without first receiving from the Metro attorney's office authority to act as legal counsel for Metro, nor shall SUBRECIPIENT settle any claim on behalf of Metro without the approval of the Metro attorney's office. Metro may, at its election and expense, assume its own defense and settlement.

- c) **Assignment.** This Agreement may not be assigned in whole or in part without the prior express written approval of COUNTY.
- d) **Independent Status.** SUBRECIPIENT is independent of COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of COUNTY and undertakes this work independent from the control and direction of COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind COUNTY in any transaction or activity.
- e) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), (3) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.
- f) **Governing Law.** This Agreement is made in the State of Oregon and shall be governed by and construed in accordance with the laws of that state without giving effect to the conflict of law provisions thereof. Any litigation between COUNTY and SUBRECIPIENT arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- g) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- h) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same Agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- i) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- j) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- k) **Integration.** This Agreement contains the entire Agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or Agreements.

- l) **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.
- m) **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

14. **Agreement Documents.**

This Agreement consists of the following documents, which are attached and incorporated by reference herein:

- Exhibit A: SUBRECIPIENT Scope of Work & Performance Reporting
- Exhibit B: SUBRECIPIENT Program Budget
- Exhibit C: Required Financial Reporting and Payment Request
- Exhibit D: General Administrative Requirements and Terms & Conditions
- Exhibit E: SUBRECIPIENT Insurance Requirements
- Exhibit F: Funder-specific Program Requirements
- Exhibit G: Original Notice of Funding Opportunity, related FAQ's, and SUBRECIPIENT's approved proposal and certification

In the event of a conflict between the terms of any exhibits to this Agreement, interpretations shall be based on the following order of precedence:

- This Agreement
- Exhibit D
- Exhibit F
- Exhibit E
- Exhibit A
- Exhibit C
- Exhibit B
- Exhibit G

(Signature Page Follows)

SIGNATURE PAGE TO SUBRECIPIENT GRANT AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

CLACKAMAS COUNTY

TUALATIN FOOD PANTRY

By: _____

By: Danielle Schneider

Its: _____

Its: Executive Director

Dated: _____

Dated: April 4, 2025

Approved to Form

By: Amanda Kelly
County Counsel

Dated: 4/7/2025

EXHIBIT A
SUBRECIPIENT SCOPE OF WORK AND PERFORMANCE REPORTING

PROGRAM NAME: Tualatin Food Pantry	H3S #11992
SUBRECIPIENT: Tualatin food Pantry	

**City of Tualatin – City-Led Homelessness Initiatives Program Design
Infrastructure Updates Services for Food Pantry Program**

Program Description

SUBRECIPIENT operates the Tualatin Food Pantry (“TFP”), a community-based non-profit organization in Tualatin, Oregon. This program, strategically located at the intersection of Clackamas and Washington counties, is designed to provide emergency food to qualified families and individuals across the region, in a welcoming environment, as a partner SUBRECIPIENT of the Oregon Food Bank.

TFP is one of the largest food pantries in the region and serves 941 low-income, food-insecure households (3,504 individuals) from Clackamas and Washington Counties monthly. The food pantry is located in the lower level of the Rolling Hills Community Church (“RHCC”). TFP’s space at RHCC is 9,000 square feet, having additional access to parking, a loading dock, and loading zone. As a food pantry, TFP is one of the few pantries in the area that offers freezer and cooler items like eggs, fresh meat, fresh produce, margarine, and dairy milk, and it is part of the social safety net that can help stabilize households and help direct stretched household dollars towards housing.

SUBRECIPIENT will use the one-time investment/funding for TFP to make infrastructure upgrades to its existing pantry space, including installing a new Heating, Ventilation, and Air Conditioning (HVAC) system to provide climate control to better preserve food and regulate the temperature for clients and volunteers, and make repairs to its walk-in freezer/cooler unit. Funds will allow TFP to upgrade its facilities to have HVAC support, to consistently and reliably monitor its freezer and refrigerator temperatures, and to purchase a back-up generator to prevent food waste during long-term, power outages. These activities will allow TFP to increase the amount of food that can be made available to food insecure people in the community.

SUBRECIPIENT will use funds provided in this program to reimburse reasonable eligible expenses for Infrastructure updates to its existing food pantry space, that include, but are not limited to:

1. Installation of a new Heating, Ventilation, and Air Conditioning system (“HVAC system”).
The pantry location is extremely cold during the winter. During the summer, the heat increases produce spoilage and causes existing refrigerators/freezers to work harder to keep the food at the correct temperatures. With the investment by the SUBRECIPIENT in the installation of an HVAC system, the SUBRECIPIENT will negotiate for a five-year lease with the church, rather than a year-to-year lease. This system will provide climate control to better preserve food and regulate

the temperature for clients and volunteers.

2. Replacement of the food pantry's walk-in freezer/cooler unit.

The current unit is a combination freezer-cooler and was purchased in 2009. The refrigeration condensing unit has failed and under the Environmental Protection SUBRECIPIENT regulations, TFP is required to repair the unit. Current estimates show repairs would be a considerable investment for a unit that is 15 years old. Replacement is the best option for the long-term future of TFP.

3. Upgrade to freezer and refrigerator temperature monitoring system.

SUBRECIPIENT shall contact County in writing for clarification and/or approval for any contemplated expense related to this program not covered by the foregoing description of allowable uses of funds prior to incurring the expense. Correspondence from SUBRECIPIENT seeking clarification or approval should be directed to housingservices@clackamas.us. Upon receipt of the written request for clarification and/or approval, County may either approve or deny the expense as eligible for reimbursement, as determined by County in its sole discretion.

Program Goals

SUBRECIPIENT's TFP program provides outreach and services to targeted vulnerable residents of the communities. TFP's goal is to improve its infrastructure to meet the growing number of people experiencing food insecurity and at risk for housing instability and/or experiencing homelessness.

Data Collection & Reporting

SUBRECIPIENT will be responsible for collecting data during the implementation of TFP's infrastructure upgrades and reporting back to the County, upon request, following requirements of Section 13. **Reporting** of this Agreement.

SUBRECIPIENT will track (1) expenses incurred, (2) what was purchased, (3) when item was installed, (4) when item was confirmed to be functioning according to TFP's requirements, and (5) date of completion of each particular infrastructure improvement.

Budget

The SUBRECIPIENT's budget to provide these three upgrades to TFP's infrastructure will be paid in increments as each item is completed, reported to the County, and invoiced, not to exceed \$250,000.00.

Funds will be used as one-time investment, to invest in building updates and purchase equipment to allow TFP to meet the expanding needs of food insecure individuals in our community.

EXHIBIT B
SUBRECIPIENT Program Budget

PROGRAM NAME: Tualatin Food Pantry	H3S #11992
SUBRECIPIENT: Tualatin Food Pantry	
Total Agreement Value is \$250,000.00.	

EXHIBIT C:
Required financial Reporting and Payment Request

- 1. Funding.** The County may pay SUBRECIPIENT an amount not to exceed Two Hundred and Fifty Thousand dollars (\$250,000.00) (the “Funds”). Funds will be distributed on a reimbursement basis upon invoicing. SUBRECIPIENT shall use the funds awarded under this Agreement solely for reimbursement of eligible expenses incurred in performing the Program, as further set forth in Exhibit A.
- 2. Payment.** Unless otherwise specified, the SUBRECIPIENT shall submit monthly requests for reimbursement, on a form provided by County. A request for reimbursement must include a description of work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to SUBRECIPIENT following the County’s review and approval of the requests for reimbursement submitted by SUBRECIPIENT. SUBRECIPIENT shall not submit requests for reimbursement for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above. SUBRECIPIENT’s failure to provide County information reasonably necessary for County to review a request for reimbursement for compliance with this Agreement may result in the County withholding payment, requiring SUBRECIPIENT to provide additional information, or treating this Agreement in default and pursuing any and all rights and remedies available to the County at law, in equity, or under this Agreement.

Invoices shall reference the above Contract Number and be submitted to:

HCDD-AP@Clackamas.us

EXHIBIT D
General Administrative Requirements and Terms & Conditions

1. Status

a) COUNTY has determined:

☒ Entity is a non-federal subrecipient ☐ Entity is a contractor ☐ Not applicable

2. Administrative Requirements. SUBRECIPIENT agrees to its status as a subrecipient, and accepts among its duties and responsibilities the following:

- a) **Financial Management.** SUBRECIPIENT shall use adequate internal controls and maintain necessary sources documentation for all costs incurred.
- b) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or “deferred” until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are “earned.” All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to COUNTY within 15 days.
- c) **Change in Key Personnel.** SUBRECIPIENT is required to notify COUNTY, in writing, whenever there is a change in SUBRECIPIENT key administrative or programmatic personnel and the reason for the change. Key personnel include but are not limited to: Executive Director, Finance Director, Program Manager, Bookkeeper, or any equivalent to these positions within the organization.
- d) **Cost Principles.** SUBRECIPIENT shall only use grant funds for eligible costs set forth in Exhibit A. Costs disallowed by the funding SUBRECIPIENT listed in the body of this Agreement shall be the liability of the SUBRECIPIENT.
- e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the funding period.
- f) **Match.** Matching funds are not required for this Agreement.
- g) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: Subrecipient Program Budget. At no time may budget modification change the scope of the original grant application or Agreement.
- h) **Reserved.**

- i) **Payment.** SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement. Routine requests for reimbursement should be submitted as specified in Exhibit C: Required Financial Reporting and Payment Request.
- j) **Performance Reporting.** SUBRECIPIENT shall comply with reporting requirements as specified in Exhibit A: SUBRECIPIENT Scope of Work & Performance Reporting.
- k) **Financial Reporting.** Upon execution of this Agreement, SUBRECIPIENT will submit completed Exhibit C: Required Financial Reporting and Payment Request on a monthly basis.
- l) **Closeout.** COUNTY will closeout this award when COUNTY determines that all applicable administrative actions and all required work have been completed by SUBRECIPIENT. SUBRECIPIENT must liquidate all obligations incurred under this award and must submit all financial, performance, and other reports as required by the terms and conditions of Metro Supportive Housing Services grant and/or COUNTY, no later than 90 calendar days after the end date of this Agreement.
- m) **Monitoring.** SUBRECIPIENT agrees to allow COUNTY access to conduct site visits and inspections of financial records for the purpose of monitoring. COUNTY, and their duly authorized representatives shall have access to such financial records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts and transcripts. Monitoring may be performed onsite or offsite, at COUNTY's discretion. Depending on the outcomes of the financial monitoring processes, this Agreement shall either a) continue pursuant to the original terms, b) continue pursuant to the original terms and any additional conditions or remediation deemed appropriate by COUNTY, or c) be de-obligated and terminated.
- n) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years from the end of program date, or such longer period as may be required by COUNTY or applicable state law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- o) **Certification of Compliance with Grant Documents.** SUBRECIPIENT acknowledges that it has read the award conditions and certifications for Supportive Housing Services funds grant, that it understands and accepts those conditions and certifications, and that it agrees to comply with all the obligations, and be bound by any limitations applicable to the Clackamas County, as COUNTY, under those grant documents.

3. Default

- a) **Subrecipient's Default.** SUBRECIPIENT will be in default under this Agreement upon the occurrence of the following:
 - a. SUBRECIPIENT fails to use the grant funds for eligible purposes described in Exhibit A;
 - b. Any representation, warranty or statement made by SUBRECIPIENT in this Agreement or in any documents or reports relied upon by COUNTY to measure the Program, the expenditure of grant funds or the performance by SUBRECIPIENT is untrue in any material respect when made;
 - c. After thirty (30) days' written notice with an opportunity to cure, SUBRECIPIENT fails to comply with any term or condition set forth in this Agreement;
 - d. A petition, proceeding, or case is filed by or against SUBRECIPIENT under federal or state bankruptcy, insolvency, receivership, or other law.
- b) **County's Default.** COUNTY will be in default under this Agreement if, after thirty (30) days' notice and opportunity to cure, COUNTY fails to perform a material obligation under this Agreement provided, however, that failure to disburse grant funds due to lack of appropriation shall not constitute a default of COUNTY.

4. Remedies

- a) **County's Remedies.** In the event of SUBRECIPIENT's default, COUNTY may, at its option, pursue any or all remedies available to it under this Agreement, at law, or in equity including, but not limited to: (1) withholding SUBRECIPIENT grant funds until compliance is met; (2) reclaiming grant funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring repayment of any funds used by SUBRECIPIENT in violation of this Agreement; (4) termination of this Agreement; (5) declaring SUBRECIPIENT ineligible for receipt of future awards from COUNTY; (6) initiation of an action or proceeding for damages, declaratory, or injunctive relief.
- b) **Subrecipient's Remedies:** In the event COUNTY is in default, and whether or not SUBRECIPIENT elects to terminate this Agreement, SUBRECIPIENT's sole remedy for COUNTY's default, subject to the limits of applicable law or in this Agreement, is reimbursement for eligible costs incurred in accordance with this Agreement, less any claims COUNTY may have against SUBRECIPIENT. In no event will COUNTY be liable to SUBRECIPIENT for expenses related to termination of this Agreement or for any indirect, incidental, consequential or special damages.

5. Compliance with Applicable Laws

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of

1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, "Equal Employment Opportunity" as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- b) **Compliance With Applicable Law.** SUBRECIPIENT shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
- c) **Conflict Resolution.** If potential, actual or perceived conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances or other laws applicable to this Agreement, SUBRECIPIENT may in writing request COUNTY to resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the Program. COUNTY shall undertake reasonable efforts to resolve the issue but it is not required to deliver any specific answer or product. SUBRECIPIENT shall remain obligated to independently comply with all applicable laws and no action by COUNTY shall be deemed a guarantee, waiver, or indemnity for non-compliance with any law.
- d) **Confidential Information.** SUBRECIPIENT acknowledges that it and its employees and agents may, in the course of performing their obligations under this Agreement, be exposed to or acquire information that the County desires or is required to maintain as confidential, including information that is protected under applicable law, including Personal Information (as "Personal Information" is defined in ORS 646A.602(11)). SUBRECIPIENT agrees to hold any and all information that it is required by law or that the County marks as "Confidential" to be held in confidence ("Confidential Information"), using at least the same degree of care that SUBRECIPIENT uses in maintaining the confidentiality of its own confidential information, and will use the Confidential Information for no purpose other than in the performance of this Agreement, or as may be permitted under applicable law, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. SUBRECIPIENT further agrees to take reasonable measures to safeguard such information and to follow all applicable federal, state and local regulations regarding privacy and obligations of confidentiality.
- e) **Mileage reimbursement.** If mileage reimbursement is authorized in SUBRECIPIENT budget or by the written approval of COUNTY, mileage must be paid at the rate established by SUBRECIPIENT's written policies covering all organizational mileage reimbursement or at the IRS mileage rate at the time of travel, whichever is lowest.

6. Dispute Resolution.

The parties will attempt in good faith to informally resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation. Each party will bear its own costs incurred for any mediation or non-binding arbitration.

EXHIBIT E
SUBRECIPIENT INSURANCE REQUIREMENTS

During the term of this Agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:

- 1) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.

- 2) **Commercial General Liability.**

☒ Required by COUNTY ☐ NOT Required by COUNTY

SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, elected officials, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.

- 3) **Commercial Automobile Liability.**

☒ Required by COUNTY ☐ NOT Required by COUNTY

SUBRECIPIENT shall obtain at SUBRECIPIENT expense and keep in effect during the term of this Agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000, or SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of the agreement, Personal auto coverage. The limits shall be no less than \$250,000/occurrence, \$500,000/aggregate, and \$100,000 property damage.

- 4) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, elected officials, officers, and employees" as an additional insured.

- 5) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 60 days' notice of cancellation provision shall be physically endorsed on to the policy.

- 6) **Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- 7) **Certificates of Insurance.** As evidence of the insurance coverage required by this Agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. COUNTY and its, elected officials, employees and officers must be named as an additional insured on the Certificate of Insurance. No Agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.

- 8) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
- 9) **Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the Agreement.
- 10) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

EXHIBIT F
Funder-Specific Program Requirements

The Program will be provided solely within Metro jurisdictional boundaries.

EXHIBIT G
NOFO solicitation and Approved Proposal

- 1. Published NOFO**
- 2. Tualatin Food Pantry Approved Proposal**
- 3. Notice of Award**

Date: December 15, 2023

To: Clackamas County City Managers

From: Adam Brown, Deputy Director, Health, Housing & Human Services

Re: Notice of Funding Opportunity for City-led Homelessness Initiatives

Overview

In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, Clackamas County is releasing this Notice of Funding Opportunity for city-led homelessness initiatives. Through its Health, Housing & Human Services Department, **Clackamas County anticipates allocating more than \$5.0 million in funding towards one-time and limited-term pilot projects.** Proposed initiatives should have a clearly articulated connection to the needs of low- and extremely-low income households experiencing housing instability or homelessness and support the county's recovery-oriented system of care.

City-led Homelessness Initiatives

Qualifying city-led homelessness initiatives should be one-time or limited-term investments in capital infrastructure and/or pilot programs for services that have the support of local leaders and are tailored to meet the needs of a specific community. There is no one-size-fits-all approach to addressing housing insecurity and homelessness. This funding opportunity is intended to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under resourced local efforts to meet the needs of very low income households.

The county will enter into intergovernmental agreements with cities or directly contract with city-identified community based organizations to fund successful proposals. Cities are not expected to assume responsibility for administering homeless services programs. As the county's largest safety-net service provider and funder, the county anticipates retaining this responsibility and is committed to partnering with cities to structure the administration of investments in ways that meet city needs.

Allowable Initiative Categories

Proposed initiatives should have a clearly articulated connection to the recovery-oriented needs of low- and extremely-low income households experiencing housing instability or homelessness. Allowable investment categories include, but are not limited to:

Outreach & Engagement Supports

- Street outreach services
- In-reach services
- Basic survival support services

Housing Services

- Supportive housing
- Long-term rent assistance
- Short-term rent assistance
- Housing placement services
- Eviction prevention

Health & Wellness Supports

- Mental health services
- Interventions and addiction services
- Physical health services
- Nutritional support services, food banks
- Intervention services with physical impairments and disabilities
- Peer support services
- Discharge intervention services

Emergency Shelter & Navigation

- Sanctioned camping infrastructure
- Village-style shelter
- Congregate shelter
- Non-congregate (hotel) shelter
- Navigation, resource, or access centers

Advocacy Supports

- Landlord tenant education and legal services
- Fair housing advocacy

Employment & Benefit Supports

- Financial literacy services
- Employment services
- Job training and retention services

Proposal Requirements

In no more than four pages, proposals should:

- Identify the proposing city and any partnering agencies or community based organizations.
- Describe the need or infrastructure/service gap that exists in the community, including any population-specific needs.
- Articulate the proposed investment and its connection to the recovery-oriented needs of low- and extremely-low income households experiencing housing instability or homelessness.
- State whether the investment is one-time or limited-term. If limited-term, state the requested duration.
- Provide a high-level budget with costs broken out by capital, personnel, and materials and services. Include the total number of full-time equivalent (FTE) positions that will be funded any applicable line-level detail, distinguishing between one-time and limited-term costs.
- Information on community engagement, outreach, or other public communication that has been conducted on the project to date and future plans for those activities.

Proposals can be fully-formed or conceptual. The county is committed to engaging successful proposers in an interactive process to shape investments to best meet community needs.

Proposal Submission

Proposals should be emailed to Adam Brown (abrown@clackamas.us) and Vahid Brown (vbrown@clackamas.us).

Proposal Review & Selection

Proposals will be reviewed starting on **January 31, 2024**. The review and selection of proposals will be based on:

- Promoting the equitable geographic distribution of services.
- Reducing homelessness or the risk of homelessness.
- Enhancing the capacity of local communities.
- Incorporating culturally response practices.

More than \$5.0 million in funding is available. The county is committed to funding as many proposals as possible, but the ability to do so will be based on the sum of proposal budgets.

In the spirit of partnership, submissions and inquiries for collaboration will be welcome after January 31, 2024, but availability of funding cannot be guaranteed.



December 27, 2024

Dear Chair Smith and Commissioners Savas, Schrader, Schull, and West:

I'm writing today on behalf of the Tualatin Food Pantry (TFP), a non-profit organization located in Tualatin, Oregon. Our mission is to provide emergency food to qualified households in a welcoming environment. We are a partner agency of the Oregon Food Bank.

TFP serves 941 low-income, food-insecure households (3,504 individuals) from Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville monthly. We are on track to serve over 42,000 individuals in 2024. As of August 2024, we were serving 61% more people per month than we were pre-pandemic in 2019. Most concerning, we have seen a staggering 32% increase in the number of individuals we have served in the last two years, which includes a 16% increase in 2024 alone.

Statewide 8.3% of people and 10.3% of children are food insecure. And we know that food insecurity disproportionately affects People of Color, renters, and single mothers living in our communities. These are some of the same groups of people who have an increased likelihood of being at risk for housing instability and/or experiencing homelessness. As a food pantry, we are part of the social safety net that can help stabilize households and help direct stretched household dollars towards things like rent.

2022 statistics from Clackamas and Washington Counties:

- 8.3% (*Clackamas County*) and 8% (*Washington County*) of people are food insecure.
- 10.3% (*Clackamas County*) and 10.8% (*Washington County*) of children are food insecure.
- 15% of single mother households (*compared to 0% of households with two parents*) are food insecure.
- 9.5% of Hispanic and 11.8% of Black people (*compared to 3.8% of White people*) are food insecure.
- 8.2% of renters (*compared with 1.4% of homeowners*) are food insecure.

TFP is one of the largest food pantries in Washington and Clackamas counties and continues to be one of the few pantries in the area that can offer freezer and cooler items. We prioritize making sure that our pantry is stocked with 1 dozen eggs, 1 pound of margarine, and 1 gallon of 2% dairy milk for each household per visit (*visits are capped at twice per month per household*). As a result, those experiencing food insecurity choose to shop at TFP over other pantries in the area.

We operate our Pantry in the lower level of the Rolling Hills Community Church (RHCC). RHCC makes 9,000 square feet of space, access to parking, a loading dock, and loading zone available to us at well below market rate. In 2024, we paid approximately \$1,600 per quarter for rent and utilities. We have operated out of this space since 2009. For 13 years, we have had a good working relationship with the Church. Many of our volunteers, including members of our Pantry Board, are Church parishioners. Various groups from the Church also support TFP with in-kind donations of food, holiday gift bags for youth and women, and personal hygiene clients.

Our location affords us the ability to have a large walk-in freezer, a large walk-in cooler, 3 reach-in refrigerators, 1 household refrigerator, 2 chest freezers, 3 household freezers, and 4 reach-in freezers. The



amount of cold storage space that we have is truly a gift. It is because of this space that we can consistently offer clients fresh meat, 2% dairy milk, fresh produce, eggs, and other frozen/cooler items.

However, the space we operate in lacks HVAC and our rapid growth has put a strain on our equipment. We are open 13 hours per week for clients and as demand for our services has continued to increase year after year, it is highly likely that we will need to add additional service hours. We need to improve our infrastructure to meet the growing number of people experiencing food insecurity and at risk for housing instability and/or experiencing homelessness.

Earlier this year, we submitted applications to Senator Jeff Merkley and Representative Lori Chavez DeRemer for Congressional Directed Funds. We were fortunate to be included in Senator Merkley's initial selection but unfortunately, we were struck from the package as the funding request worked its way through the process.

However, the need to invest in our infrastructure remains critical to our Pantry operations. I'm writing today in hopes that Clackamas County will be able to assist TFP by supporting a scaled-back version of our original request. Our physical location is in Clackamas County, and we serve people from both Clackamas and Washington counties.

An investment of \$250,000 would allow TFP to meet our most essential needs. With funding from Clackamas County, we would be able to:

- Install an HVAC system. During the winter, the pantry is extremely cold. During the summer, the heat increases produce spoilage and causes our refrigerators/freezers to have to work harder to keep food at the correct temperatures.
 - Our current lease is coming up for renewal in early 2025 and we will be asking the Church for a five-year lease rather than a year-to-year lease.
- Replace or repair our current walk-in freezer and walk-in cooler. Our current unit is a combination freezer/cooler and was purchased in 2009. Our refrigeration condensing unit has failed and under the Environmental Protection Agency regulations we are required to replace the unit. Current estimates as showing replacement would be a considerable investment for a unit that is 15 years old. If funding is available, replacement may be the best option for the long-term future of TFP.
- Upgrade our freezer and refrigerator temperature monitoring system. We have a low-grade monitoring system that is unreliable. A professional grade system would ensure food is at the right temperatures and reduce spoilage.

I've included our original request for Congressional Directed Funds as a supplement to this letter.

On behalf of all of us at the Tualatin Food Pantry and the 42,000 low-income, food-insecure households that we serve, thank you for considering our request.

Sincerely,

Danielle Schneider
Executive Director



Fiscal Year 2025 Community Initiated Project (CIP) Appropriations Request Form

(Tualatin Food Pantry Capacity Building)

Name & Contact Info

Danielle Schneider
Mobile: 5035044511
danielle@tualatinfoodpantry.org

Mailing Address

PO Box248
Tualatin OR 97062

Permanent Address

3550 SW Borland Rd
Tualatin OR 97062

* indicates a required field.

Section 1. Organization Information

These questions refer to the organization/government entity that is requesting the funds.

1. Recipient Organization *

This should be the name of the organization that would apply for the grant with a federal agency to receive funds, if awarded.

Tualatin Food Pantry

2. Tax Identification Number (EIN) *

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. Please format as XX-XXXXXXX.

20-2253741

3. Organization's Mailing Address*

Please include the requesting organization's mailing address. For example, 121 SW Salmon Street., Ste. 1400, Portland, OR 97204

PO Box 248, Tualatin, OR 97062

4. Contact's Name at Organization*

This should be the name of the person that either Senate office or federal agency staff can contact with questions or to notify of the award, if awarded.

Danielle Schneider

5. Contact's Email *

danielle@tualatinfoodpantry.org

6. Contact's Phone *

503-504-4511

Section 2. Project Overview

The questions in this section concern the project that your organization is seeking funding for.

1. Title of Project *

Please provide a brief title to identify your request by. This should be how the project would appear in the bill or in a grant application. For example, HWY 101 Bridge Repair.

Tualatin Food Pantry Capacity Building

2. What is the amount of funding being requested? *

Number, not in thousands. No commas, decimals or numbers with leading zeros. For example if you want to request two-hundred twenty-million, three hundred thousand dollars you would put 220300000.

788406

3. Please describe your project in one sentence. *

Please frame this brief, short description (30 words or less) as: "Funds will be used to..."

You will be asked to provide a more detailed description later in this application. This brief sentence should be generalized and emphasize the ultimate goal for this project.

Funds will be used to invest in building updates and purchase equipment to allow TFP to meet the expanding needs of food insecure people in our community.

4. Subcommittee *

More information about which agencies fall under each subcommittee can be found [here](#).

Agriculture, Rural Development, Food and Drug Administration (AG)

5. Account*

The accounts listed are the **anticipated Fiscal Year 2025 accounts**. CDS accounts are subject to change pending final instructions/guidance from the Senate Appropriations Committee for the Fiscal Year 2025 appropriations process. The Senators staff will provide updates of any changes.

Only specific accounts are eligible to receive congressionally-directed spending items.

If you are interested in submitting a request for a military construction, please discuss them with the Senators' staffs prior to submission.

Accounts with a cost-share are denoted with an asterisk(*). Specific information about the details of the cost-share can be found in the committee's guidance documents.

THUD - Economic Development Initiatives (EDI)

6. Please provide a description of the project.*

Please include a description of the project or activity you are requesting funds for. It should not be the name of an existing program, project, or activity, but rather a description unique to your project request.

This description should provide a brief summary (250 words or less) of the project including its purpose, goals, history, current status, and a justification for the project (i.e., why funding is in the interest of taxpayers). The justification should also state what performance standards will be used to measure whether this project has achieved its objectives. This description must be complete on its own and may not simply incorporate supporting materials by reference. You may make a longer case for your project in the supplemental materials.

Since 2004, TFP has been providing food to residents and unhoused individuals in five cities. In the last three years, demand for our emergency food distribution program has increased rapidly. In 2023, we served 34,820 individuals. In 2021, we served 13,582 individuals. In two years, demand has increased by more than 250%. Rapid growth has put a strain on our operations. We need to improve our infrastructure to meet the growing number of people experiencing food insecurity.

Our request will enable TFP to:

- o Purchase a refrigerated van for picking up large food donations from grocery stores and food distributors. Currently, we rely on volunteers' vehicles to pick-up donations. Owning a vehicle would allow us to respond quickly to requests for pick-ups, which are typically last-minute, and increase flexibility to offer home delivery to more home-bound clients.
- o Upgrade our freezer and refrigerator temperature monitoring system. We have a low-grade monitoring system that is unreliable. A professional grade system would ensure food is at the right temperatures and reduce spoilage.
- o Purchase a back-up generator to keep our freezers and refrigerators running during power outages. Natural disasters have caused an increasing number of power outages; putting at risk thousands of pounds of food spoiling.
- o Install an HVAC system. During the winter the pantry is extremely cold. During the summer, the heat increases produce spoilage and causes our refrigerators/freezers to have to work harder to keep food at the correct temperatures.
- o All items will be measured by the purchase and put into use date.

7. What is the total cost of the project? *

This number is used to calculate any potential cost-shares.

Use a whole number, not an amount in thousands. No commas, decimals or numbers with leading zeros. For example, if the total project cost is two-hundred twenty-million, three hundred thousand dollars you would put 220300000.

788406

8. Do you have the ability to meet the applicable matching or non-federal cost-share requirements? *

Not every account requires a local match. Please consult the guidance document.

Yes

9. How much funding from non-federal sources can you provide as a match for this project? *

The purpose of this question is to assess whether or not the project can meet potential cost-share requirements. Not every account requires a cost-share. Please consult the guidance document.

Number, not in thousands. No commas, decimals or numbers with leading zeros. For example if the total project cost is two-hundred twenty-million, three hundred thousand dollars you would put 220300000.

Tualatin Food Pantry Subrecipient Agreement #11992 – Exhibit G - Page 8

IO. Please provide a short summary of the budget for this project.

Please provide one or two sentences about where funds for the project will be coming from and, specifically, what the funds requested for in this project will be used for. This serves as a summary for your full budget document, which must be uploaded with this application. Please be specific when describing the activities and expenditures.

For example: This project will be funded with \$XX state grant funding, \$XX from private donations, and \$XX from this funding request. The funding requested will be used on \$XX for salaries, \$XX for programming, and \$XX for equipment.

This project will be funded with \$788,406 in Congressional Directed Spending. Funds requested will be used for:

- o \$157,301 to purchase equipment, including a vehicle
- o \$50,000 for design, permitting, and planning
- o \$550,000 for renovation work, including HVAC installation
- o \$17,555 for installation of generator and temperature monitoring system
- o \$13,550 in first-year costs for the vehicle purchase, including registration, insurance, fuel/maintenance, and branding).

11. What is the primary purpose of the requested funding? *

Construction, Equipment or similar acquisitions,

12. If applicable, please include a link to the project website.

NOTE: For THUD projects, a project website is required.

<https://www.tualatinfoodpantry.org/>

13. Project Location (City): *

Please indicate the closest city to the project. If the project has multiple locations, please put the city of the recipient organization for the purposes of complying with disclosure rules.

Tualatin

14. Project Location (s) (County): *

Please put the name of the county that the project occurs within. If multiple counties, please list the county where the recipient organization is located. The project city and county must match.

Clackamas

15. What area or areas are served by this project? *

Please include a description of the areas served if different than the project location. For example, you might list multiple cities or counties where the project will be active.

Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville

16. Can grantee begin spending the requested funding within 12 months of the award?*

Yes

17. If funds were awarded, when would project activities occur?*

The purpose of this question is to determine whether or not funds would likely be available prior to when projects plan to begin and to ensure that project activities will be completed during the window funds are available. For a construction project, it would be the start and end dates of construction. For a research or service project, it would be the beginning and end of the research or service activities.

07/01/24 to 12/31/2024

18. What is the status of the required planning and environmental review work? *

CDS funding is a type of federal funding and normal rules for the use of federal funding apply. The purpose of this question is to ensure that the applicant understands these requirements and is able to meet them. For planning purposes, construction should not begin until the environmental review work is complete.

Not required or categorical exclusion applies

19. Given that these awards are not a recurring or permanent source of funding, what is the grantee's plan to sustain the work long-term? *

Most are one-time expenses; recurring expenses will be added into our annual program budget and covered by private donations.

20. Is the amount requested scalable to a lower amount?*

Yes

20.1 If so, what is the minimum amount?

Tualatin Food Pantry Subrecipient Agreement #11992 – Exhibit G - Page 9

500,000

20.2 If so, what would the minimum amount cover?

HVAC Installation and interior build out (remainder needed for build out would come from private donors).

21. If you are submitting multiple projects, please rank this request in order of priority.*

If you are only submitting one project, put "1"

Section 3. Account or Bill Specific Questions

The Senate Appropriations Committee requires different specific information between the different subcommittees and for some accounts within an agency or subcommittee. Please answer the questions in this section that are relevant to the project that you are requesting funding for.

1. If you are applying for transportation funding, projects must be on the State Transportation Infrastructure Plan (STIP) or applicants must have an eligibility letter from the Oregon Department of Transportation (ODOT). Do you meet these requirements? *

No, I am not applying for a transportation project

2. If you are applying for transportation funding, please include the link to the relevant transportation planning document.*
This could include the Statewide Transportation Improvement Plan, the Transportation Improvement Plan, and Statewide Rail Plan, or the relevant Airport master plan.

NIA

3. If you are applying for State and Private forestry funding, how does this project contribute to the state's Forest Action Plan?*

If you are not applying for State and Private forestry funding, please put NIA

NIA

4. If you are applying for State and Private Forestry funding, describe how this project will conserve and steward working forests/open space, protect forest health from insects and disease, meet urban and community forestry goals, create opportunities.*

If you are not applying for SPF funding, write NIA

NIA

5. If applying for Historic Preservation Fund funding, is the property listed, at the appropriate level, for the National Register of Historic Places or as a National Historic Landmark individually or as contributing to an historic district?*

No

6. If you are applying for Economic Development Initiative funding, explain how the project is included or complements planned or current projects within the HUD five year Consolidated Plan or Annual Action Plan? *

TFP's requests helps to achieve Oregon's five-year plan (FY 21-25) Consolidated Plan goal about Community/Public Facilities. TFP is a community-based food pantry serving low-income individuals in five Oregon cities. Our CDS funding request will allow us to upgrade our facilities to have HVAC support, consistency and reliably monitor or freezer/refrigerator temperatures, purchase a vehicle to assist with home deliveries and pick-up food donations, and purchase a back-up generator to prevent food waste during long-term power outages. These activities will allow TFP to increase the amount of food that can be made available to food insecure people in our community.

7. If you are applying for Economic Development Initiative funding, please provide a link to the relevant HUD five year Consolidated Plan or Annual Action Plan. *

<https://www.oregon.gov/ohcs/development/pages/consolidated-plan.aspx>

8. If you are applying for Economic Development Initiative funding, which of the National Objectives of the broader Community Development Block Grant program does the project meet? *

Benefits low- and moderate-income persons or communities,

9. For projects applying for Economic Development Initiatives funding, explain how the projects meets one or more of the National Objective(s).

This should be a short and generalized one-sentence description.

TFP and Food Pantry Subscriptions Author of food #11092, Exhibit C. Request to approximately 34,820 low- and moderate-income persons in our community annually.

10. If you are applying for EPA Water or Wastewater Infrastructure funding, only projects that meet the eligibility requirements for the Drinking Water and Clean Water State Revolving Funds are eligible. Do you meet these requirements? *

No, I am not applying for EPA water infrastructure funding

11. If you are applying for EPA Water or Wastewater Infrastructure funding, is the project on the state's most recent finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan? *

No

12. For projects applying for Indian Health Service Sanitation Facilities Construction funding, is the project on the IHS Sanitation Deficiency Systems list? *

No

13. For projects applying for Indian Health Service (IHS) Sanitation Facilities Construction funding, is the project eligible under the Criteria for the Sanitation Facilities Construction Program? *

No

14. If you are applying for funding from the Army Corps or Bureau of Reclamation, has the project been funded in a prior fiscal year? *

Before you finalize your request please ensure that you verify with the appropriate local Corps of Engineers or Bureau of Reclamation office that the project or program you are requesting has been funded in a prior fiscal year.

No

Section 4. Additional Information

The questions in this section will help our offices coordinate with other Congressional Offices on requests.

1. Have you submitted this project for funding with another Congressional Office? *

Yes

1.1 If yes, which office(s)?

Please note: Rep. Bentz (OR-02) is not included below because his office does not participate in this process.

Rep. Chavez-DeRemer (OR-05),

2. Has this project received funding via a CIP award in previous years? *

This question does not refer to any other federal awards or competitive grants that your organization may have applied for. Community Initiated Project (CIP) award refers to an award in the House or in the Senate via Congressionally Directed Spending or Community Project funding.

No

2.1 If yes, which year?

No answer.

2.2 How are the intended uses of these funds different from previous awards?

No answer.

3. Have you submitted this project for other funding opportunities? *

This is distinct from whether or not the proposed project has matching funds.

No

3.1 If so, where else have you submitted this project for funding?

No answer.



City of Tualatin

www.tualatinoregon.gov

February 22, 2024

Dear Senator Merkley and Senator Wyden,

I am delighted to support a Congressionally Directed Spending request from the Tualatin Food Pantry (TFP). TFP is a nonprofit food pantry that serves approximately 857 households (2,900 individuals) per month from Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville.

Statewide, 8.3% of all people and 10.3% of children are food insecure. And we know that food insecurity disproportionately affects People of Color, renters, and single mothers living in our communities. A snapshot of food insecurity statistics from 2022 for each county are noted below.

Clackamas County:

8.3% of people are food insecure

10.3% of children are food insecure

15% of single-mother households are food insecure (compared to 0% of households with two parents)

9.5% of Hispanic and 11.8% of Black people are food insecure (compared to 3.8% of White people)

8.2% of renters are food insecure (compared with 1.4% of homeowners)

Washington County:

8% of people are food insecure

10.8% of children are food insecure

15% of single-mother households are food insecure (compared to 0% of households with two parents)

9.5% of Hispanic and 11.8% of Black people are food insecure (compared to 3.8% of White people)

8.2% of renters are food insecure (compared with 1.4% of homeowners)

In 2022, TFP provided services to 8,195 households. This represents an increase of 98.5 percent over 2021 households served. With the ending of COVID-related SNAP benefits and rising inflation, more and more families are stretching every dollar to make ends meet. In 2023, TFP served a record 10,294 households.

Thanks to a generous in-kind donation, TFP has operated out of the basement of Rolling Hills Community Church since August 2009. At the Church, TFP has access to 5,000 square feet of warehouse space to operate the Pantry and store food. In addition, TFP is able to use the parking lot, loading dock, and loading zone. While TFP is grateful to the Church for their generous in-kind donation, TFP is not a religious organization, and it doesn't require any type of religious practice to receive services.

While the basement space provides many amenities that benefit TFP, the space lacks heating and cooling. In order to continue to meet the demand in our community, TFP needs to install heating and cooling systems. Currently the Pantry operates without heat in the winter months, making it very cold for clients and TFP's dedicated volunteer team. In the summer months, the lack of adequate cooling means that produce spoils faster and attracts fruit flies quickly.

This is a one-time investment that will enable TFP to enhance its support for those facing food insecurity in our community. TFP is a staple in our social service network. The investment of congressionally directed spending would be transformational to TFP and its work to create a welcoming space for so many in our community in need.

Thank you for considering TFP's request and this investment in our community.

Sincerely,

A handwritten signature in black ink, reading "Frank Bubenik". The signature is written in a cursive, flowing style with a large initial "F" and a long, sweeping underline.

Frank Bubenik
Mayor Tualatin



February 23, 2024

Dear Senator Merkley and Senator Wyden,

I am delighted to support a Congressionally Directed Spending request from the Tualatin Food Pantry (TFP). TFP is a nonprofit food pantry that serves approximately 857 households (2,900 individuals) per month from Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville.

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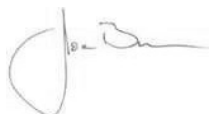
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Thank you for considering TFP's request and this investment in our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Buck", written over a faint circular stamp.

Joe Buck, Mayor



Senator Ron Wyden
221 Dirksen Senate Office Bldg.
Washington, DC 20510

Senator Jeff Merkley
313 Hart Senate Office Bldg.
Washington, DC 20510

February 23, 2024

Dear Senator Wyden and Senator Merkley:

Clackamas County is delighted to support a Congressionally Directed Spending request from the Tualatin Food Pantry (TFP). TFP is a nonprofit food pantry that serves approximately 857 households (2,900 individuals) per month from Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville.

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Thank you for considering TFP's request and this investment in our community.

Respectfully,

A handwritten signature in cursive script, reading "Tootie Smith". The ink is dark and the signature is fluid.

Tootie Smith, Chair
On Behalf of the Clackamas County Board of Commissioners

Costs	Amount	Status of Phase (Not Yet Begun In Progress, or Completed)	Comments and/or Details
Acquisition			
Soft Costs, Design, Permitting/Planning	\$ 50,000.00	Not Yet Begun	
Construction/Renovation	\$ 550,000.00	Not Yet Begun	
Site Work	\$ 17,555.00	Not Yet Begun	Generator and Temp. Monitoring System installation costs
Equipment	\$ 157,301.00	Not Yet Begun	Generator, Temp. Monitoring System, Vehicle
Other (please elaborate in comments/details)	\$ 13,550.00	Not Yet Begun	Vehicle related costs (registration, fuel, maintenance, insurance, advertising)
Total Cost	\$ 788,406.00		
Funding	Amount	Status of Funding (eg: application submitted, funding awarded, funding received)	Comments and/or Details
Federal Funding (eg: EPA Brownfields Funding, HOME funding, federal tax credits, etc.)			
1.			
2.			
3.			
Local or State Government Funding (eg: bond votes, tax credits, etc.)			
1.			
2.			
3.			
Private or Nonprofit Funding (United Way, individual donations, etc.)			
1.			
2.			
3.			
Project Income (If the project requires income for sustainability, the project be sustained through fees, ratepayers, etc.)			
1.			
2.			
3.			
Other Sources (please elaborate in comments/details)			
Congressionally Directed Spending Request for Fiscal Year 2025	\$ 788,406.00	Application Submitted	CDS request for FY 25
Total Funding	\$ 788,406.00		

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as (if applicable)

Policy Session Worksheet

Presentation Date: December 18, 2024 **Approx. Start Time:** 11:00 AM

Approx. Length: 60 minutes

Presentation Title: Supportive Housing Services Spending Update

Department: Health, Housing & Human Services

Presenters: Rodney Cook, Director, and Adam Brown, Deputy Director

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Approval of recommended updates to the plan for one-time and limited-term investments funded by the carryover balance of Supportive Housing Services funds.

EXECUTIVE SUMMARY:

Now in the fourth year of programs and services funded by the Supportive Housing Services Measure, Clackamas County's new homeless services system is in a period of transition. The first three years were focused on designing and implementing a balanced, recovery-oriented system that supports the journey from homelessness or housing instability to permanent, stable housing. Modest investments have been made in frontend programs like outreach and shelter, balanced by more substantial commitments in permanent housing opportunities, including permanent supportive housing, to maintain focus on ending chronic homelessness. With the new system largely built, Clackamas County is transitioning to a new developmental phase.

As we enter this new developmental phase, Clackamas County is focusing on evaluating the effectiveness of our programs and refining our investments to ensure we are making the most of our SHS funding. This work comes at a critical time, as we are responding to a reduced funding forecast and potential changes by Metro that may further decrease program funds. Our goal remains to sustain a balanced system and strengthen our efforts despite these challenges. For these reasons, the updates we are proposing to the carryover plan seek to rebalance and affirm commitments made since the last update, and make additional investments in programs that will help Clackamas County transition to a lower level of system capacity without adversely impacting vulnerable households.

Background

At a Policy Session on June 14, 2023, staff presented the Board of County Commissioners with a plan for onetime and limited-term uses of the anticipated carryover balance of SHS funding going into Fiscal Year 2023-24. The Board unanimously approved of the plan to allocate the anticipated \$58.6 million across five priority areas. Staff committed to returning to the Board on an as-needed basis to update the plan. At a Policy Session on September 20, 2023, staff informed the Board that \$33.9 million was available to add to the plan, bringing the carryover balance available at that time to \$92.5 million. The Board approved of the staff recommendation to add 50% (\$16.95 million) of the additional carryover balance to the Capital Needs category and reserve the remaining 50% (\$16.95 million) for allocation by the Board at a later time. The Board also approved of staff recommendations for allocation of the \$33.75 million in Capital Needs funding to specific projects and priorities.

As of the September 20, 2023, Policy Session, the Board had approved of the following allocations:

Priority Area	Current Amount
1 - Financial Stability	11,400,000
2 - Expanding Capacity	13,200,000
3 - Upstream Investments	2,200,000
4 - Rent Assistance	15,000,000
5 - Capital Needs	
Clackamas Village	3,000,000
Crisis Stabilization Center & Shelter	3,500,000
Navigation/Resource Centers	10,000,000
City-led Initiatives	5,000,000
Recovery-oriented Infrastructure	10,250,000
Medical Respite/Transitional Housing	2,000,000
Available for Allocation	16,950,000
Total	92,500,000

Updates and Changes

Staff are recommending several changes to the carryover plan based on the following Board priorities, project updates, availability of additional one-time funds, and changes to the Supportive Housing Services revenue picture:

- **Board priorities:**
 - Recovery-oriented infrastructure: Clackamas County is moving forward with the development of a recovery campus and the disposition of the Housing Authority's scattered sites to support recovery-oriented programming.
- **Project updates:**
 - Clackamas Village: Changes were made to the scope of the project to accommodate items requested by the county, code requirements, and unforeseen site conditions. These changes have increased the project costs.
 - Stabilization Center: The county was allocated \$4.0 million for this project by the State Legislature in 2024 House Bill 5204. This will allow the county to reallocate the \$3.5 million of SHS funds.
- **Additional one-time funds:**
 - With FY 2023-24 now nearly closed, the county has an additional \$9.0 million of SHS funds that accumulated in the prior year as programs continued to ramp up.
- **Changes to the SHS revenue picture:**
 - Metro's newly released five-year SHS revenue forecast decreases the county's anticipated revenue by over \$10 million per year (14%) starting in the current fiscal year. This, combined with the changes to the tax rate and allocation framework that Metro is considering, will require reductions in ongoing programming starting next fiscal year, FY 2025-26.

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
November 2023 Forecast	73,650,336	74,434,087	79,492,080	82,703,722	86,034,818	N/A
December 2024 Forecast	63,232,000	64,320,000	68,480,000	75,200,000	80,298,667	83,946,667
Difference	(10,418,337)	(10,114,087)	(11,012,080)	(7,503,722)	(5,736,151)	N/A
% Decrease	-14%	-14%	-14%	-9%	-7%	N/A

Updates to Carryover Plan

As of the September 20, 2023, Policy Session, there was \$16.95 million in SHS funds available for allocation. With the additional \$9.0 million from FY 2023-24, the total new amount available for allocation is \$25.95 million. In addition, the rebalancing of existing Capital Needs commitments makes an additional \$4.75 million available for reallocation.

Priority Area	Previous Amount	New Amount	Difference
5 - Capital Needs			
Clackamas Village	3,000,000	3,750,000	750,000
Crisis Stabilization Center & Shelter	3,500,000	-	(3,500,000)
Navigation/Resource Centers	10,000,000	10,000,000	-
City-led Initiatives	5,000,000	5,000,000	-
Recovery-oriented Infrastructure	10,250,000	10,250,000	-
Medical Respite/Transitional Housing*	2,000,000	-	(2,000,000)
Total	33,750,000	29,000,000	(4,750,000)
<i>*Included in Scattered Site Disposition</i>			
Previously Available for Allocation	16,950,000		
FY 2023-24 Carryover Funds	9,000,000		
Total Available for Allocation	25,950,000		

Based on the above, staff are proposing the following commitments:

- **Recovery-oriented Infrastructure – \$10,250,000** – The prior allocation for Recovery-oriented Infrastructure was \$10.25 million. This allocation was made prior to specific commitments for the recovery center and disposition of the Housing Authority’s scattered sites to support recoveryoriented programming. The proposal here doubles the initial allocation, bringing the total to \$20.5 million, to allow \$10 million in funding for the recovery center and \$10.5 million in funding for scatteredsite disposition.
- **City-led Initiatives – \$605,000**
 - **\$355,000 – Milwaukie Severe Weather Shelter** – The City of Milwaukie has requested onetime funds for site improvements at a church in Milwaukie that would enable the church to offer severe weather shelter, as well as limited term operational funding for shelter services. The investment proposed here includes an approximately \$55,000 one-time investment in church site improvements and \$300,000 total for three years of operations support for severe weather shelter operations. This request was submitted by the City of Milwaukie after the initial round of allocations from the city-led initiatives notice of funding opportunity.
 - **\$250,000 – Tualatin Food Pantry** – The Tualatin Food Pantry (TFP) works to alleviate food insecurity for low-income households through its emergency food distribution program. The City of Tualatin is requesting funding for TFP to make infrastructure upgrades to its existing pantry space, including installing a new Heating, Ventilation, and Air Conditioning (HVAC) system to provide climate control to better preserve food and regulate the temperature for

clients and volunteers, and make repairs to its walk-in freezer/cooler unit. The City of Tualatin did not submit a proposal to the initial city-led initiatives notice of funding opportunity.

- **Veteran's Village – \$2,000,000 – Capital improvements to extend useful life and expand capacity** – The common facilities at the Veterans Village – two modular structures with bathrooms, laundry, meeting spaces, and food storage and kitchen areas – are nearing the end of their useful life. Additionally, the number of available bathrooms is insufficient to meet current site capacity, so some of pods are currently vacant. Replacing the common facilities would therefore not only ensure the ongoing viability of the village but also allow it to serve more people through fully utilizing the existing sleeping structures.
- **Reserved for Investments to Support Reductions in System Capacity and Preserve System Stability During Transition – \$17,845,000** – In FY 2024-25, including a small number future commitments to bond-funded projects and initiatives like scattered-site disposition, Clackamas County was on track to achieve its share – 1,065 households – of the regional goal to place 5,000 households in permanent supportive housing over the 10-year life of the SHS measure. While this milestone is something to celebrate, the cost to sustain rent assistance and services for these 1,065 households will exceed the resources available to maintain a balanced system in the context of a decrease in forecasted revenue and measure changes. Clackamas County is assessing the number of households that can be sustained by the current forecast and will continue to assess additional impacts from measure changes, but we need to start planning for and transitioning to an ongoing level of service well below the current goal.

Transitioning to a lower level of system capacity will require pausing on new, ongoing programs and placements, and investing in limited-term programs to help transition households from of current programs without adversely impacting housing stability. After programs plans are more clearly developed, staff will come back to the board before proceeding with specific investments. Proposed programs are likely to include the following:

- **Housing for Success Programs** – To immediately reduce the number of households currently being sustained or in the pipeline for permanent supportive housing, the Housing & Community Development Division will identify households that are likely to be successful in “moving on” from county supportive housing assistance and place them on a path to selfsufficiency. A “Housing for Success” program will provide a limited-term rent subsidy (up to three years), intensive case management support, and a gradual reduction in housing assistance as households increase their self-sufficiency. Capacity for 100 households would cost approximately \$8,000,000 over a three-year period.
- **Self-Sufficiency Programs** – Self-sufficiency programs involve workforce development, barrier reduction services for those seeking employment, and programs that increase benefits access, including to Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). These services will be provided to households in current permanent supportive housing programs to increase their household income, thereby reducing the county's ongoing contribution to housing costs and helping people to “move on” from supportive housing assistance. Three years of comprehensive self-sufficiency programming would cost approximately \$5,000,000.

Priority Area	Previous Amount	New Amount	Difference
5 - Capital Needs			
Clackamas Village	3,000,000	3,750,000	750,000
Crisis Stabilization Center & Shelter	3,500,000	-	(3,500,000)
Navigation/Resource Centers	10,000,000	10,000,000	-
City-led Initiatives	5,000,000	5,605,000	605,000
Recovery-oriented Infrastructure	10,250,000	20,500,000	10,250,000
Medical Respite/Transitional Housing*	2,000,000	-	(2,000,000)
Veterans Village	-	2,000,000	2,000,000
Support for Reductions in System Capacity & System Stability During Transition	-	17,845,000	17,845,000
Total	33,750,000	59,700,000	25,950,000

**Included in Scattered Site Disposition*

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? ☒ YES ☐ NO

What is the cost? \$25,950,000 What is the funding source? Supportive Housing Services Revenue

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
 - This item aligns with the following Department strategic priorities:
 - Assist individuals and families in need to be healthy and safe
 - Increase self-sufficiency
 - Increase community safety and health
 - Continually improve the efficiency and effectiveness of services
- How does this item align with the County's Performance Clackamas goals?
 - This item aligns with the following County strategic priorities:
 - Ensure safe, healthy and secure communities
 - Grow a vibrant economy
 - Build a strong infrastructure
 - Build public trust through good government

LEGAL/POLICY REQUIREMENTS: N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

At a Policy Sessions on June 14 and September 20, 2023, staff presented the Board of County Commissioners with a plan for one-time and limited-term uses of the anticipated carryover balance of SHS funding going into Fiscal Year 2023-24. The Board unanimously approved of the plans to allocate \$75.55 million and leave \$16.95 million unallocated.

OPTIONS:

Option 1: Approve recommended updates to the plan for one-time and limited-term investments funded by the carryover balance of SHS funds.

Option 2: Modify recommended updates to the SHS plan.

Option 3: Reject recommended updates to the SHS plan.

RECOMMENDATION: Option 1: Approve recommended updates to the plan for one-time and limited-term investments funded by the carryover balance of SHS funds.

ATTACHMENTS:

None

SUBMITTED BY:

Division Director/Head Approval: Shannon Callahan, Housing & Community Development Director

Department Director/Head Approval: Rodney Cook, Director

County Administrator Approval _____

For information on this issue or copies of attachments, please contact _____@ 503-_____
