

June 2, 2022

Board of Commissioners
Clackamas County

Members of the Board:

Approval of a Non-Federal Subrecipient Grant Amendment #5 with Northwest Housing Alternatives for System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. Agreement is Funded by the State of Oregon Housing and Community Services Department. No Dollar Increase in Amendment. No County General Funds are involved.

Purpose/Outcomes	Approval of Amendment #5, extends the end date of the eligible grant expenditure from July 1, 2021 through December 31, 2021 to a new period of July 1, 2021 through June 30, 2022, to continue System Diversion, Homelessness Prevention, and Rapid Re-Housing Services.
Dollar Amount and Fiscal Impact	No dollar increase.
Funding Source	State of Oregon Housing and Community Services Department, Emergency Housing Assistance (EHA) funds. No County General Funds
Duration	Amendment is effective upon signature, with an eligible grant expenditure period of July 1, 2021 – June 30, 2022.
Previous Board Action	The original agreement (3-29-2018), amendment #1 (2-28-2019), amendment #2 (11-7-2019), and amendment #3 (10-8-2020) and amendment #4 (1-6-22) were approved by the Board and authorized for H3S Director signature. Item at County issues: May 31, 2022.
Strategic Plan Alignment	1. This funding aligns with H3S’s strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the County’s strategic priority to ensure safe, healthy and secure communities.
Counsel Review	This Non-Federal Subrecipient Grant Amendment was approved by County Counsel on 5-2-22 by Andrew Naylor.
Procurement Review	1. Was the item processed through Procurement? No 2. If no, provide brief explanation: This is a Grant Amendment, not subject to Procurement review.
Contact Person	Brenda Durbin, Social Services Director (503)655-8641
Contract No.	H3S# 8696

BACKGROUND:

The Social Services Division (SSD) of the Health, Housing, and Human Services Department requests approval of Grant Amendment #5 with Northwest Housing Alternatives (NHA) for System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. This agreement is funded with Emergency Housing Assistance state grant funds passed through to SSD from Oregon Housing and Community Services (OHCS). OHCS executed the County’s 21-23 Master Grant Revenue Agreement to fund this program, along with many others providing services to low income households, in August 2021. Since the agreement was executed, SSD has been working with OHCS on approval of work plans,

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subrecipient lists and budgets for each individual funding stream in order to be able to spend funds. EHA funds were approved and made available for spending in November, 2021 with an eligible period of expenditure beginning July 1, 2021.

This Grant Amendment was approved by County Counsel and is effective upon signature by all parties. The grant award and amendments were made under a Notice of Funding Opportunity with additional funder- approved extensions. OHCS has approved an extension from the previous amendment, and the Amendment will allow an eligible grant expenditure period of July 1, 2021 to June 30, 2022. No County General Funds are required.

RECOMMENDATION:

Staff recommends the Board approval of this Grant Amendment, and authorization for Tootie Smith, Board Chair, to sign.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rodney A. Cook".

Rodney A. Cook, Director
Health, Housing & Human Services Department

Attachment:

Non-Federal Subrecipient Grant Amendment #5, H3S#8696

Agency Service Contract (Grant) Amendment
Health, Housing and Human Services Department

H3S Agreement Number _____ 8696 Board Agenda Number _____

and Date _____

Division _____ Social Services Amendment No. _____ 5

Contractor _____ **Northwest Housing Alternatives, Inc.** _____

Amendment Requested By _____ Brenda Durbin, Director _____

Changes: Scope of Services Grant Budget
 Grant Time Other _____

Justification for Amendment:

This Amendment #5 is entered into between Northwest Housing Alternatives, Inc. (“AGENCY”) and Clackamas County (“COUNTY”) and shall become part of that Agency Service Contract grant agreement (“Agreement”) entered into between both parties on April 4, 2018.

The State of Oregon Housing and Community Services Department (OHCS) has approved extending the grant award for system diversion, homelessness prevention and rapid re-housing services to June 30, 2022.

Amendment #5 extends the eligible grant expenditure period to July 1, 2021 through June 30, 2022. No County General Funds are involved.

Except as amended hereby, all other terms and conditions of the Contract remain in full force and effect. The County has identified the changes with “***bold/italic***” font for easy reference.

AMEND the following paragraph of EXHIBIT B, REPORTING REQUIREMENTS, SECTION B, INVOICING:

Total amount billed for Homeless System Diversion and Rapid Re-housing during the eligible grant expenditure period of July 1, 2021 to December 31, 2021 shall not exceed \$60,000 based on Exhibit C.

TO READ:

Total amount billed for Homeless System Diversion and Rapid Re-housing during the eligible grant expenditure period of July 1, 2021 to ***June 30, 2022***, shall not exceed \$60,000 based on Exhibit C.

AMEND EXHIBIT C, BUDGET & OUTPUT, SECTION A, BUDGET:

A. BUDGET

Total maximum compensation under this contract shall not exceed \$600,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$600,000 EHA funds as follows:

Eligible costs applied to original contract term for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from March 29, 2018 to June 30, 2019 and shall not exceed \$240,000. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Eligible costs applied to amendment #1 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from January 1, 2019 to June 30, 2019. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Eligible costs applied to amendment #2 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2019 to June 30, 2020. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Administration is allowed, and shall be billed monthly, not to exceed 5% of total monthly charges (based on participant rent and deposits, other eligible client assistance, and personnel & mileage) on invoice submittals and not to exceed a total amount of \$6,000 in the July 1, 2019 to June 30, 2020 amendment #2 terms and a total amount of \$6,000 in the July 1, 2020 to June 30, 2021 amendment #3 term. Administration is not in addition to grant award.

Eligible costs applied to amendment #3 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021, and total amount billed shall not exceed \$120,000.

Eligible costs applied to Amendment #4 award shall not exceed \$60,000 for System Diversion, Homelessness Prevention, and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to December 31, 2021.

Eligible administrative expenses for Amendment #4 shall not exceed \$2,850 in the July 1, 2021 to December 31, 2021 eligible grant expenditure period.

Administration is not in addition to grant award.

Northwest Housing Alternatives

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Administration and Personnel costs shall not be billed without associated client services, but shall be billed each month during the contract term to reflect the monthly time spent serving clients and include associated client support expenses.

Budget spend down requirement. All grant funds, with the exception of administrative allocations, will be spent proportionally to the expenditure period at the rates prescribed below.

Minimum Spending Targets for July 1, 2019 to June 30, 2020:

By September 30, 2019, at least 10% of the funding must be spent

By December 31, 2019 at least 35% of the funding must be spent

By March 31, 2020, at least 70% of the funding must be spent

By May 15, 2020, at least 90% of the funding must be spent.

Minimum Spending Targets for July 1, 2020 to June 30, 2021:

By September 30, 2020, at least 10% of the funding must be spent

By December 31, 2020, at least 35% of the funding must be spent

By March 31, 2021, at least 70% of the funding must be spent

By May 15, 2021, at least 90% of the funding must be spent.

Minimum Spending Target for July 1, 2021 to December 31, 2021:

By December 15, 2021, at least 90% of the funding must be spent

Any spending below the rates above is subject to rescission of the program funds which may be reallocated by COUNTY. When spending is below the threshold described above, and prior to funding rescission, COUNTY and AGENCY will commit to collaborating to find solutions that resolve the issues.

Withholding of Funds. COUNTY may withhold any and all undisbursed grant funds from AGENCY if COUNTY, in its sole discretion, determines that AGENCY has failed to timely satisfy any material obligation arising under this Agreement, including Program & Reporting Requirements. AGENCY obligations include, but are not limited to providing complete, accurate, and timely reports satisfactory to COUNTY about its performance under this Agreement as well as timely satisfying all Program and Reporting Requirements, including timely provision of additional information or explanation of Work costs or performance as may be requested. COUNTY also may withhold any and all requested grant funds from AGENCY if COUNTY, in its sole discretion, determines that the rate or scale of requests of funds in any expenditure category deviates from approved budget or is unsubstantiated by required and related back up documentation.

Eligible Expenditure Period Budget July 1, 2021 to December 31, 2021:

COUNTY may, in its sole discretion, approve adjustments to all encumbrance lines and budget categories.

AGENCY may make adjustments to AGENCY’s budget for this Amendment #4 within the Homelessness System Diversion or Rapid Re-Housing elements as follows and without prior approval from COUNTY:

- Adjust up to 10% between ‘participant rent and deposits’ and ‘other eligible client assistance’ lines.
- Personnel and mileage categories may be reduced and the corresponding amount applied to increase ‘participant rent and deposits’ and ‘other eligible client assistance’ lines.

Budget and Output Template
System Diversion, Homelessness Prevention, and Rapid Re-housing
Estimated Project Period: 7/1/2021 - 12/31/2021

Proposed Project Budget and Output Detail

Allowable Costs by Element	Amount Requested	Projected Households Served
Homeless System Diversion		5
Direct Service		
Participant rent and deposits	\$11,880.50	
Other eligible client assistance	\$1,241.00	
Personnel & mileage	\$6,015.50	
Subtotal	\$19,137.00	
Personnel FTE - enter number of full-time employees	2	
Homelessness Rapid Re-Housing*		7
Direct Service		
Participant rent and deposits	\$21,570.00	
Other eligible client assistance	\$2,758.50	
Personnel & mileage (up to 25% of total)	\$13,684.50	
Subtotal	\$38,013.00	
Personnel FTE - enter number of full-time employees	2	
Grand total	\$57,150.00	
Admin	\$2,850.00	
Total w/ Admin	\$60,000.00	

TO READ:

B. BUDGET

Total maximum compensation under this **Agreement** shall not exceed \$600,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$600,000 EHA funds as follows:

Northwest Housing Alternatives

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Eligible costs applied to amendment #3 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021, and total amount billed shall not exceed \$120,000.

Eligible costs applied to Amendment #4 & **Amendment #5** award shall not exceed \$60,000 for System Diversion, Homelessness Prevention, and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to **June 30, 2022**.

Eligible administrative expenses for Amendment #4 & **Amendment #5** shall not exceed \$2,850 in the July 1, 2021 to **June 30, 2022** eligible grant expenditure period.

Administration is not in addition to grant award.

Administration and Personnel costs shall not be billed without associated client services, but shall be billed each month during the contract term to reflect the monthly time spent serving clients and include associated client support expenses.

Budget spend down requirement. All grant funds, with the exception of administrative allocations, will be spent proportionally to the expenditure period at the rates prescribed below.

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Minimum Spending Target for July 1, 2021 to **June 30, 2022**:

- By **June 15, 2022**, at least 90% of the funding must be spent

Any spending below the rates above is subject to rescission of the program funds which may be reallocated by COUNTY. When spending is below the threshold described above, and prior to funding rescission, COUNTY and AGENCY will commit to collaborating to find solutions that resolve the issues.

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Personnel FTE - enter number of full-time employees	2	
Grand total	\$57,150.00	
Admin	\$2,850.00	
Total w/ Admin	\$60,000.00	

AMEND EXHIBIT C, SECTION C, OUTCOMES/PERFORMANCE MEASURES, to adjust the following paragraphs:

During the Amendment #4 eligible grant expenditure period, July 1, 2021 to December 31, 2021, approximately 7 households will be served with Homelessness Prevention funds.

During the Amendment #4 eligible grant expenditure period, July 1, 2021 to December 31, 2021, approximately 5 households will be served with Homeless System Diversion funds.

TO READ:

During the eligible grant expenditure period for Amendment #4 & Amendment #5, July 1, 2021 to June 30, 2022, approximately 7 households will be served with Homelessness Rapid Re-Housing funds.

During the eligible grant expenditure period for Amendment #4 & Amendment #5, July 1, 2021 to June 30, 2022, approximately 5 households will be served with Homeless System Diversion funds.

SIGNATURE PAGE TO FOLLOW

