

February 3, 2022

Board of Commissioners  
Clackamas County

Members of the Board:

Approval of Federal Subrecipient Grant Agreement Amendment #3 with  
The Father’s Heart Street Ministry for Services to continue the Non-Congregate Hotel Shelter  
Program in the Amount of \$69,905, Funded by the United States Department of Housing &  
Urban Development (HUD), Emergency Solutions Grant COVID 2  
No County General Funds are involved

|  |  |
|--|--|
| <b>Purpose/Outcomes</b>                | Approval of Amendment #3 in which The Father’s Heart Street Ministry will continue to provide shelter support services to individuals and households housed in hotel-based shelter.  |
| <b>Dollar Amount and Fiscal Impact</b> | Increase by \$69,905 Emergency Solutions Grant (ESG-CVD2) funds in County FY21-22. New total maximum of \$433,365  |
| <b>Funding Source</b>                  | United States Department of Housing & Urban Development (HUD) Emergency Solutions Grant (ESG-CVD2). No county General Funds are involved.  |
| <b>Duration</b>                        | Amendment is effective upon signature, with a new eligible grant expenditure period end date of April 30, 2022.  |
| <b>Previous Board Action/Review</b>    | The original agreement was approved by the County Administrator and signed by H3S on 3-2-21. Amendment #1 was approved by the County Administrator on 6-24-21, Amendment #2 was approved by the Board on 1-13-22. Item at County Issues: 2-1-22. |
| <b>Strategic Plan Alignment</b>        | 1. This funding aligns with H3S’s strategic priority to increase self-sufficiency for our clients.<br>2. This funding aligns with the County’s strategic priority to ensure safe, healthy and secure communities.                                |
| <b>Counsel Review</b>                  | This Grant Amendment was approved by County Counsel on 1-12-22 by Andrew Naylor.   |
| <b>Procurement Review</b>              | 1. Was the item processed through Procurement? No<br>2. If no, provide brief explanation:<br>This is a grant amendment, not subject to Procurement review.   |
| <b>Contact Person</b>                  | Brenda Durbin, Social Services Director (503)655-8641  |
| <b>Grant No.</b>                       | #21-022 / H3S#10052  |

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services Department requests approval of a Grant Amendment #3 with The Father’s Heart Street Ministry (TFH).

*Healthy Families. Strong Communities.*

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TFH will continue to provide services to provide shelter support services to individuals and households housed in hotel-based shelter, such as case management and supportive services, including client food, transportation, and other eligible direct client needs.

This Grant Amendment extends the end date of the agreement to April 30, 2022 and increases the maximum value of the Agreement by \$69,905 for a total value of \$433,365. County Counsel approved the amendment and it is effective upon signature by all parties. The eligible grant expenditure period will extend to April 30, 2022. The funding source is the United States Department of Housing & Urban Development (HUD), Emergency Solutions Grant, (ESG-CV2). There are no County General Funds involved.

**RECOMMENDATION:**

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

Respectfully submitted,

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

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

Subrecipient Amendment (FY 20-21)  
Clackamas County, Department of Health, Housing and Human Services

Subrecipient Agreement Number: 21-022

Board Order Number:

Department/Division: H3S, Social Services Division

Amendment No. 3

Subrecipient: The Father's Heart Street Ministry

Amendment Requested By: Brenda Durbin

Approved to Form:



01/12/2022

County Counsel

Dated

Changes:  Scope of Service  
 Agreement Time

Agreement Budget  
 Other:

**Justification for Amendment:**

This Amendment #3 is entered into between The Father's Heart Street Ministry ("SUBRECIPIENT") and Clackamas County ("COUNTY") and shall become part of that Subrecipient Grant Agreement ("Agreement") entered into between both parties on 3/2/21. The Agreement funds SUBRECIPIENT's non-congregate hotel shelter program for the winter of 2020-2021. This Amendment #3 allows SUBRECIPIENT to continue to support participants in its non-congregate hotel shelter program until April 30, 2022. This Amendment #3 adds a total of \$69,905 in fiscal year 2021-2022, for a new agreement maximum of \$433,365. It also extends the end date for eligible expenditures to April 30, 2022.

This Amendment #3 is effective upon signature and continues through April 30, 2022. Eligible expenditure periods for each of the funding sources are outlined below.

Except as amended hereby, all other terms and conditions of the contract remain in full force and effect. COUNTY has identified the changes with "***bold/italic***" font for easy reference.

**AMEND:**

1. **Term and Effective Date.** This Agreement becomes effective on execution. Eligible expenses for this Agreement may be charged during the period beginning January 1, 2021 and expiring February 28, 2022 a total of fourteen (14) months.

**TO READ:**

1. **Term and Effective Date.** This Agreement becomes effective on execution. Eligible expenses for this Agreement may be charged during the period beginning January 1, 2021 and expiring ***April 30, 2022***, a total of ***sixteen (16)*** months.

**AMEND:**

4. **Grant Funds.** COUNTY's funding for this Agreement is as follows:

**The Father's Heart Street Ministry**

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Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231; \$213,600) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development (Federal Award Identification# E20-UW-41-0001). Term for eligible expenses: January 1, 2021 to December 31, 2021.

Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231; \$2,000) issued to COUNTY as pass-through funding from the State of Oregon, Housing and Community Services Department (OHCS), via the U.S. Department of Housing and Urban Development, Office of Community Planning and Development (Federal Award Identification award number: E-20-DW-41-0001). Term for eligible expenses: January 1, 2021 to June 30, 2021.

State Homeless Assistance Program (SHAP; \$104,360) issued to COUNTY State of Oregon Housing and Community Services Department (OHCS) through COUNTY's Master Grant Agreement Award #5084 and 2021-23 Master Grant Agreement #7005. Term for eligible expenses: January 1, 2021 to December 31, 2021.

Epidemiology and Laboratory Capacity (ELC; \$43,500) issued to COUNTY from Oregon Health Authority. Term for eligible expenses: September 1, 2021 to February 28, 2022.

The maximum, not to exceed, grant amount COUNTY will pay is \$363,460. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Required Financial Reporting and Reimbursement Request. Failure to comply with the terms of this Agreement may result in withholding of payment.

**TO READ:**

**4. Grant Funds.** COUNTY's funding for this Agreement is as follows:

Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231; **\$277,150**) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development (Federal Award Identification# E20-UW-41-0001). Term for eligible expenses: January 1, 2021 to **April 30, 2022**.

Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231; \$2,000) issued to COUNTY as pass-through funding from the State of Oregon, Housing and Community Services Department (OHCS), via the U.S. Department of Housing and Urban Development, Office of Community Planning and Development (Federal Award Identification award number: E-20-DW-41-0001). Term for eligible expenses: January 1, 2021 to June 30, 2021.

State Homeless Assistance Program (SHAP; **\$110,715**) issued to COUNTY State of Oregon Housing and Community Services Department (OHCS) through COUNTY's Master Grant Agreement Award #5084 and 2021-23 Master Grant Agreement #7005. Term for eligible expenses: January 1, 2021 to **April 30, 2022**.

Epidemiology and Laboratory Capacity (ELC; \$43,500) issued to COUNTY from Oregon Health Authority. Term for eligible expenses: September 1, 2021 to February 28, 2022.

The maximum, not to exceed, grant amount COUNTY will pay is **\$433,365**. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Required Financial Reporting and Reimbursement Request. Failure to comply with the terms of this Agreement may result in withholding of payment.

**AMEND:**

**EXHIBIT A.1, SUBRECIPIENT SCOPE OF WORK, Article I, Section A, Subsection 12:**

**The Father's Heart Street Ministry**

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12. SUBRECIPIENT will receive up to \$12,000 to use for food for individuals and families housed in hotels, and/or transportation and other needed fund-eligible direct client expenses. All food purchases must be verified with a detailed receipt of items purchased and should not include any ineligible items such as alcohol or other household goods.

SUBRECIPIENT will receive up to \$4,000 per month, in an amount not to exceed \$24,000, in OHA/ELC funding for individuals and families housed in hotels under the COVID positive quarantine program for use for food, transportation and other needed direct client expenses eligible under this funding source. SUBRECIPIENT to separate non-congregate hotel shelter program expenses from expenses associated with COVID positive support program. All food purchases must be verified with a detailed receipt of items purchased and should not include any ineligible items such as alcohol or other household goods.

**TO READ:**

12. SUBRECIPIENT will receive up to **\$14,500** to use for food for individuals and families housed in hotels, and/or transportation and other needed fund-eligible direct client expenses. All food purchases must be verified with a detailed receipt of items purchased and should not include any ineligible items such as alcohol or other household goods.

SUBRECIPIENT will receive up to \$4,000 per month, in an amount not to exceed \$24,000, in OHA/ELC funding for individuals and families housed in hotels under the COVID positive quarantine program for use for food, transportation and other needed direct client expenses eligible under this funding source. SUBRECIPIENT to separate non-congregate hotel shelter program expenses from expenses associated with COVID positive support program. All food purchases must be verified with a detailed receipt of items purchased and should not include any ineligible items such as alcohol or other household goods.

**AMEND**

**EXHIBIT A.1, SUBRECIPIENT SCOPE OF WORK, Article I, Section B:**

It is expected that the funding under this ESG Agreement will assist approximately 50 homeless families with shelter services during the January 1, 2021 to April 30, 2021 winter warming shelter period. From May 1, 2021, to December 31, 2021, staff will provide support, information and connection to services, including long term house resources to program participants.

These services will be provided to households experiencing homeless either as an impact of the COVID-19 pandemic or who, because of age, underlying health conditions or other allowable issues, are not suitable for placement in a congregate shelter setting.

This Agreement, through OHA/ELC funding, will also provide funding to support COVID positive individuals and families who have been placed in quarantine in a hotel. Services provided will include case management and supportive services.

**TO READ:**

It is expected that the funding under this ESG Agreement will assist approximately 50 homeless families with shelter services during the January 1, 2021 to April 30, 2021 winter warming shelter period. From May 1, 2021, to **April 30, 2022**, staff will provide support, information and connection to services, including long term house resources to program participants.

These services will be provided to households experiencing homeless either as an impact of the COVID-19 pandemic or who, because of age, underlying health conditions or other allowable issues, are not suitable for placement in a congregate shelter setting.

**The Father's Heart Street Ministry**

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This Agreement, through OHA/ELC funding, will also provide funding to support COVID positive individuals and families who have been placed in quarantine in a hotel. Services provided will include case management and supportive services.

**AMEND EXHIBIT A.1, SUBRECIPIENT SCOPE OF WORK, Article II, Compensation, Section A:**

- A. SUBRECIPIENT is eligible for an amount not to exceed Three Hundred Sixty Three Thousand, Four Hundred Sixty Dollars (\$363,460) from January 1, 2021, to February 28th, 2022, as specified under the conditions listed in Section I and as outlined in Exhibit B Subrecipient Program Budget.

**TO READ:**

- A. SUBRECIPIENT is eligible for an amount not to exceed ***Four Hundred Thirty Three Thousand Three Hundred Sixty Five dollars (\$433,365)*** from January 1, 2021, to ***April 30, 2022***, as specified under the conditions listed in Section I and as outlined in Exhibit B Subrecipient Program Budget.

*Continued on next page*

**REPLACE THE FOLLOWING TABLE FROM EXHIBIT B – BUDGET:**

| Program Costs   | Total Budget Amount | Budget Breakdown                    |   |                                |                                       |
|---|---------------------|-------------------------------------|---|--------------------------------|---------------------------------------|
|   |                     | Total ESG CV2 Federal Amount (OHCS) | Total PE01-09 State Amount (OHA)                  | Total SHAP State Amount (OHCS) | Total ESG CV2 Federal Amount (CD IAA) |
| Budget January 1, 2021 to June 30, 2021   |                     |                                     |   |                                |                                       |
| Staffing Costs (includes benefits and taxes and employer share insurance)   | \$64,500            | \$0                                 |   | \$64,500                       | \$0                                   |
| Administrative/office support at 120 hours per month (includes benefits and taxes)  | \$8,500             | \$0                                 |   | \$8,500                        | \$0                                   |
| Client Services- food, transportation and other eligible program expenses   | \$12,000            | \$2,000                             |   | \$10,000                       | \$0                                   |
| <b>Total Jan. 1, 2021 to June 30, 2021</b>  | <b>\$85,000</b>     |                                     |   |                                |                                       |
| Program Costs   | Total Budget Amount | Budget Breakdown                    |   |                                |                                       |
|   |                     | Total ESG CV2 Federal Amount (OHCS) | Total PE01-09 State Amount (OHA) (9/1/21-2/28/22) | Total SHAP State Amount (OHCS) | Total ESG CV2 Federal Amount (CD IAA) |
| Budget July 1, 2021 to December 31, 2021  |                     |                                     |   |                                |                                       |
| Direct Cost, Staffing (includes benefits):  |                     |                                     |   |                                |                                       |
| Hotel Shelter Program Coordinator 1 FTE   | \$36,000            |                                     |   |                                | \$36,000                              |
| <b>Case Management Services (10 hours per week @ \$75/hr)</b>   | <b>\$19,500</b>     |                                     | <b>\$19,500</b>                                   |                                |                                       |
| Case Manager 1 FTE  | \$30,000            |                                     |   |                                | \$30,000                              |
| Case Manager 1 FTE  | \$27,000            |                                     |   |                                | \$27,000                              |
| Case Manager 1 FTE  | \$27,000            |                                     |   |                                | \$27,000                              |
| Case Manager 1 FTE  | \$18,000            |                                     |   |                                | \$18,000                              |
| Case Manager 1 FTE  | \$18,000            |                                     |   |                                | \$18,000                              |
| Direct Cost: Employer share payroll taxes and insurance   | \$15,600            |                                     |   |                                | \$15,600                              |
| <b>Direct Cost: Client Services</b>   | <b>\$66,000</b>     |                                     | <b>\$24,000</b>                                   |                                | <b>\$42,000</b>                       |
| INDIRECT COSTS - 10% of Direct Cost monthly total. Non-federally funded   | \$21,360            |                                     |   | \$21,360                       |                                       |
| <b>Total</b>  | <b>\$234,960</b>    |                                     |   |                                |                                       |
| <b>July 1, 2021 to February 28, 2022</b>  |                     |                                     |   |                                |                                       |
| <b>Total Budget</b>   |                     |                                     |   |                                |                                       |
| <b>July 1, 2021 to February 28, 2022</b>  |                     |                                     |   |                                |                                       |
| <b>by funding source:</b>   | <b>\$363,460</b>    | \$2,000                             | <b>\$43,500</b>                                   | \$104,360                      | \$213,600                             |
| Budget Notes:   |                     |                                     |   |                                |                                       |
| Indirect Costs are available as of July 1, 2021. <b>OHA performance period: 9/1/21-2/28/22</b>  |                     |                                     |   |                                |                                       |
| All staff assigned to this grant are working exclusively on the services provided under this grant. Their time is not eligible to be charged to any other funding sources.  |                     |                                     |   |                                |                                       |
| Client Services: Eligible expenses include client transportation (including bus tickets), food, and costs associated with obtaining identification or services for clients, such as mileage or fees. All other expenses must be approved by COUNTY Program Manager prior to charging the grant. |                     |                                     |   |                                |                                       |

**WITH: EXHIBIT B - BUDGET**

| Program Costs  | Total Budget Amount | Budget Breakdown                    |                                  |                                |                                       |
|--|---------------------|-------------------------------------|----------------------------------|--------------------------------|---------------------------------------|
|  |                     | Total ESG CV2 Federal Amount (OHCS) | Total PE01-09 State Amount (OHA) | Total SHAP State Amount (OHCS) | Total ESG CV2 Federal Amount (CD IAA) |
| <b>Budget January 1, 2021 to June 30, 2021</b>                                       |                     |                                     |                                  |                                |                                       |
| Staffing Costs (includes benefits and taxes and employer share insurance)            | \$64,500            | \$0                                 |                                  | \$64,500                       | \$0                                   |
| Administrative/office support at 120 hours per month (includes benefits and taxes)   | \$8,500             | \$0                                 |                                  | \$8,500                        | \$0                                   |
| Client Services- food, transportation and other eligible program expenses            | \$12,000            | \$2,000                             |                                  | \$10,000                       | \$0                                   |
| <b>Total Jan. 1, 2021 to June 30, 2021</b>   | \$85,000            |                                     |                                  |                                |                                       |
| Program Costs  | Total Budget Amount | Budget Breakdown                    |                                  |                                |                                       |
|  |                     | Total ESG CV2 Federal Amount (OHCS) | Total PE01-09 State Amount (OHA) | Total SHAP State Amount (OHCS) | Total ESG CV2 Federal Amount (CD IAA) |
| <b>Budget July 1, 2021 to December 31, 2021</b>                                      |                     |                                     |                                  |                                |                                       |
| <b>Direct Cost, Staffing (includes benefits):</b>                                    |                     |                                     |                                  |                                |                                       |
| Hotel Shelter Program Coordinator (1 FTE until 12/31/21, then .25 FTE until 4/30/22) | \$44,000            |                                     |                                  |                                | \$44,000                              |
| Case Management Services (10 hours per week @ \$75/hr)                               | \$19,500            |                                     | \$19,500                         |                                |                                       |
| Case Manager 1 FTE (until 4/30/22)   | \$50,000            |                                     |                                  |                                | \$50,000                              |
| Case Manager 1 FTE (until 3/31/22)   | \$40,500            |                                     |                                  |                                | \$40,500                              |
| Case Manager 1 FTE (until 3/31/22)   | \$36,000            |                                     |                                  |                                | \$36,000                              |
| Case Manager 1 FTE (until 2/28/22)   | \$23,000            |                                     |                                  |                                | \$23,000                              |
| Case Manager 1 FTE (until 12/31/22)  | \$18,000            |                                     |                                  |                                | \$18,000                              |
| Direct Cost: Employer share payroll taxes and insurance                              | \$21,150            |                                     |                                  |                                | \$21,150                              |
| Direct Cost: Client Services   | \$68,500            |                                     | \$24,000                         |                                | \$44,500                              |
| INDIRECT COSTS - 10% of Direct Cost monthly total. Non-federally funded              | \$27,715            |                                     |                                  | \$27,715                       |                                       |
| <b>Total July 1, 2021 to April 30, 2022</b>  | \$348,365           |                                     |                                  |                                |                                       |
| <b>Total Budget Jan. 1, 2021 to Apr. 30, 2022 by funding source:</b>                 |                     |                                     |                                  |                                |                                       |
|  | \$433,365           | \$2,000                             | \$43,500                         | \$110,715                      | \$277,150                             |



**The Father's Heart Street Ministry**

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***Budget Notes:***

***Indirect Costs are available as of July 1, 2021.***

***All staff assigned to this grant are working exclusively on the services provided under this grant. Their time is not eligible to be charged to any other funding sources.***

***Client Services: Eligible expenses include client transportation (including bus tickets), food, and costs associated with obtaining identification or services for clients, such as mileage or fees. All other expenses must be approved by COUNTY Program Manager prior to charging the grant.***

*Signature page follows*

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**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #3 to be executed by their duly authorized officers.

**SUBRECIPIENT**

**The Father's Heart Street Ministry**

By:   
Marty Gant, President

1/5/2022  
Dated

**CLACKAMAS COUNTY**

Commissioner: Tootie Smith, Chair  
Commissioner: Sonya Fischer  
Commissioner: Paul Savas  
Commissioner: Martha Schrader  
Commissioner: Mark Shull

**County Signatures:**

\_\_\_\_\_  
Tootie Smith, Chair  
Board of County Commissioners

Dated