

December 1, 2022

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval of an amendment to an Intergovernmental Agreement with Home Forward to provide resident services and supportive housing case management at Tukwila Springs and an assignment addendum to transfer the agreement to Clackamas County. New contract value is \$3,134,460.13.

Funded through Supportive Housing Services Funds.

No Clackamas County General Funds are involved.

Purpose/Outcomes	Approval of an amendment and assignment addendum for the Intergovernmental Agreement (IGA) between the Housing Authority of Clackamas County (HACC) with Home Forward to provide supportive services at Tukwila Springs and transferring the agreement to Clackamas County. Amendment adds \$92,589.89 in contract value, solidifies the budget, and adds security services to the scope of work.
Dollar Amount and Fiscal Impact	\$590,389.89 for FY 22-23 with a 3% annual escalator. Total agreement value is \$3,134,460.13 for the 5-year term.
Funding Source(s)	Supportive Housing Services (SHS) funds
Duration	Effective upon execution - June 30, 2027
Previous Board Action/Review	11/29/22 – Item presented at Issues 6/16/22 – I IGA with Home Forward with estimated budget for Resident Services and Case Management was approved
Strategic Plan Alignment	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 strategic priority to ensure safe, healthy, and secure communities by increasing the inventory of permanent supportive housing units and providing stabilization services to highly vulnerable residents.
Counsel Review	11/3/22 – reviewed by Andrew Naylor
Procurement Review	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. Item is an IGA
Contact Person	Devin Ellin, Director of Housing Development, HACC 971-227-0472 Vahid Brown, Human Services Manager, HCD, 971-334-9870
Contract Number	H3S #10711 – Amendment #1 & Assignment Addendum

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a division of the Health, Housing and Human Services Department (H3S) of Clackamas County, requests approval of an amendment to an IGA with Home Forward to provide resident services and case management at Tukwila Springs and an assignment addendum transferring the agreement to Clackamas County. The amendment adds an additional \$92,589.89 in contract value over the 5-year term, adds security services to the scope of work and solidifies the budgets of Home Forward subcontractors.

Tukwila Springs, formerly known as Webster Road, opened to residents in July 2022. Due to needing services in place at the opening, the original IGA was put in place with an estimate of the service needs and an estimated budget likely to result from ongoing Home Forward procurements for subcontracted services from partnering agencies. Now that procurements have been fully completed and the property has been in operation for a few months, staff has been able to better assess the true service needs of our residents at Tukwila and adjust service levels to meet those needs.

Two key changes are being made to the scope of work based on programmatic needs: 1) Home Forward will expand the hours that Resident Services staff will be available to cover the front desk beyond 10 hours per day by staggering staff shifts when they are able to; and 2) the addition of security services that will include patrols twice a night and a non-emergency phone number for residents to report any non-emergency activities of concern overnight when resident services staff is not on-site.

Home Forward has also secured Supportive Housing Case Management for the entire building with a culturally specific provider, Native American Rehabilitation Association of the Northwest, Inc, often known as NARA NW. Founded in 1970 in Portland, Oregon, NARA is an Indian-owned, Indian-operated, non-profit agency with a history of success of cohesive community building and service provision. The mission of NARA NW is to provide education, physical and mental health services and substance abuse treatment that is culturally appropriate to American Indians, Alaska Natives and anyone in need which makes them a great fit for the residents of Tukwila Springs to provide ongoing Supportive Housing Case Management. The cost of NARA NW providing case management will in part be off-set by state funding directly to NARA and Supportive Housing Services will fill any gaps in funding to ensure all 48 residents will have access to case management services.

ATTACHMENTS:

- Amendment #1 of the IGA – HACC/Home Forward – Tukwila
- Assignment Addendum for IGA and Amendment #1 – HACC/Home Forward - Tukwila
- Executed IGA – HACC/Home Forward – Tukwila

RECOMMENDATION:

Staff recommends that the Housing Authority Board approve amendment #1 of the Intergovernmental Agreement between HACC and Home Forward to providing resident services including security services and supportive housing case management at Tukwila Springs funded through Supportive Housing Services Funds and the approval of the assignment addendum transferring the IGA and amendment from HACC to Clackamas County. In addition, staff recommends authorizing Commissioner Tootie Smith, Chair to sign the amendment and assignment addendum on behalf of the Housing Authority Board.

Respectfully submitted,



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

Contract Amendment
Health, Housing and Human Services Department

H3S Contract Number 10711 Board Agenda Number _____ Date _____

Division Housing Authority of Clackamas County Amendment No. 1

Contractor Home Forward

Amendment Requested By Rodney Cook, Director

Changes: Scope of Services Contract Budget
 Contract Time Other _____

Justification for Amendment:

This Amendment #1 is entered into by and between Home Forward and the Housing Authority of Clackamas County (“HACC”) and shall become part of the intergovernmental agreement (“Agreement”) entered into between both parties on December 1, 2022. This Amendment #1 makes the following changes to the Agreement:

1. Section 2, Scope of Work, is hereby amended as follows:

Resident Services front desk coverage has been changed to coverage of at least 10 hours/day, 7 days a week, staggering resident services staff schedules with case management staff schedules to extend staff coverage, as much as possible, to cover the maximum amount of day and evening hours at contracted staffing levels.

Security services have been added to the Work. Home Forward will subcontract for security services to include at least 2 patrol visits per night and a phone number for residents to call for assistance as an alternate to calling 911 or police for situations not requiring 911 or police action.

2. Section 3, Consideration, is hereby amended as follows:

In consideration for the additional security services added to the Work, and because of unanticipated increases in the cost of performing the Work, HACC has agreed to increase the total not to exceed amount HACC will pay Home Forward for FY 22-23 from \$488,000.00 to \$590,389.89, as detailed in the following budget:

Home Forward Budget - Resident Services		
Line Item	Description	Amount
Personnel		
Salary and Fringe	2.25 FTE Resident Services Specialist - front desk coverage, at least 10 hours a day/7 days a week with staggered schedules.	\$171,209.25
Salary and Fringe	1 FTE Resident Community Services Coordinator	\$92,008.00
Salary and Fringe	0.3 FTE Supervisor	\$38,043.00
Property Operating Budget	Contribution towards Resident Community Services Coordinator Position	-\$13,000.00
Total for Personnel:		\$288,260.25
Direct Costs		
Cell phone	Monthly fee of \$65	\$780.00
Mileage	Monthly budget of \$50	\$600.00

Training and education	\$450 per FTE	\$1,462.50
Software	Yearly fee for Family Metrics	\$450.00
Program supplies	Supplies -direct resident support	\$2,400.00
Total Direct:		\$5,692.50
Indirect		
Admin fees	Based on 9.98% rate	\$30,633.88
Total Indirect:		\$30,633.88
Other Direct Program Cost (No Admin rate applied)		
Contracted services	Small contracts with non-profit providers to offer: financial capabilities workshops, foot care clinic, zumba, yoga	\$6,000.00
Security Contract	2 security visits per night and a phone number for neighbors and residents to call for non-police/911 incidents	\$22,800.00
Total Other Direct		\$28,800.00
Total Resident Services budget		\$353,386.63
Home Forward - Subcontracted - NARA - Case Management		
Line Item	Description	Amount
Personnel		
Salaries & Wages	2 FTE QMHA Supportive Housing Specialist and .4 FTE Clinical Supervisor	\$134,160.00
Fringe	benefits, etc. calculated at 26% salary	\$34,881.60
Total Personnel:		\$169,041.60
Direct Costs		
Utilities	Telephone	\$1,872.00
Supplies	\$100 per month per FTE X 12 months	\$2,880.00
Education & Training	\$1200 for training and one conference per FTE	\$2,880.00
Mileage	\$250 per month X 12 months per FTE	\$7,200.00
Total Direct:		\$14,832.00
Indirect		
Overhead/Admin	Based on 24% rate	\$44,129.66
Total Indirect:		\$44,129.66
Other Direct Program Cost (No Admin rate applied)		
Client Assistance	\$250 per PSH unit per year x 36 Households	\$9,000.00
Total Other Direct:		\$9,000.00
Total Case Management Budget		\$237,003.26
Total Budget for Services at Tukwila		\$590,389.89

In consideration for the additional security services added to the Work, and because of unanticipated increases in the cost of performing the Work, HACC has agreed to increase the total not to exceed amount HACC will pay Home Forward for the remaining fiscal years of the Agreement by an additional 3%, as set forth in the following budget:

Yearly not to Exceed Amount	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	\$590,389.89	\$608,101.59	\$626,344.64	\$645,134.98	\$664,489.03
Total Contract Value over the 5-year term:					\$3,134,460.13


The new total not to exceed amount that HACC will pay Home Forward for the Work, including additional security work, is increased from \$2,590,858.28 to \$3,134,460.13.

Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect. By signature below, the parties agree to this Amendment #1, effective upon the date of the last signature below.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #1 to be executed by their duly authorized officers.

Home Forward

Housing Authority of Clackamas County




Ivory N. Mathews, Chief Executive Officer

Commissioner Tootie Smith, Chair

Date: November 21, 2022

Date: _____

Approved as to Form  _____

Date: 11/09/2022

**ASSIGNMENT ADDENDUM TO
TO THE CONTRACT DOCUMENTS WITH
Home Forward #10711
IGA for Services at Tukwila Springs**

This Assignment Addendum is entered into between **Home Forward** (“Contractor”), the Housing Authority of Clackamas County (“HACC”) and Clackamas County (“County”). This Assignment Addendum is attached to, and incorporated into, the contract between Contractor and HACC executed contemporaneously herewith (“Contract”). As used below, “Contract” means this Assignment Addendum and the Contract.

The County is creating a new Housing Division within the County’s Department of Health, Housing, and Human Services. On or after July 1, 2022, contracts for the provision of supportive housing services, including this Contract, will be assigned by HACC, to the County.

On or after July 1, 2022, or at such other time as either HACC or County may determine (the “Effective Date”), all of HACC’s rights, title, interest, responsibilities, and other obligations will be assigned from HACC to County. By execution of this Assignment Addendum, County hereby accepts such assignment and assumes and agrees to be bound by the terms of the Contract as of the date of the Effective Date.

Housing Authority of Clackamas County

Clackamas County

Authorized Signature Date

Authorized Signature Date

Printed Name

Printed Name

Home Forward



Authorized Signature Date

Ivory N. Mathews 11/21/22

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to _____
- Other _____

Originating County Department: _____

Other party to contract/agreement: _____

Document Title:

After filing please return to: _____

County Admin

Procurement

If applicable, complete the following:

Board Agenda Date/Item Number: _____