

June 9, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Subrecipient Agreement with Northwest Family Services (NWFS) for Children of Incarcerated Parents (CIP) and Parenting Inside Out (PIO) program services to children and families in Clackamas County.

Agreement has a maximum value of \$122,000 paid with County General Funds.

| | |
|--|--|
| Purpose/Outcomes | NWFS will continue to provide services for Children of Incarcerated Parents (CIP) to include parenting education and coaching to improve parenting skills of program participants, and support services and mentoring for children whose parents are involved in the justice systems. Parenting Inside Out (PIO) is a 12-week interactive series that highlights effective parenting skills and helps parents interact positively with their children. The classes also provide opportunities for families to locate services and support. |
| Dollar Amount and Fiscal Impact | Maximum value of \$122,000 |
| Funding Source | Budgeted County General Funds |
| Duration | Effective July 1, 2022 and terminates on June 30, 2023 |
| Previous Board Action | BCC Issues: 6/7/22 |
| Strategic Plan Alignment | 1. Individuals and families in need are healthy and safe |
| Counsel Review | This Subrecipient Grant agreement has been reviewed and approved by County Counsel on 5/23/22 (KR). |
| Procurement Review | Was this item processed through Procurement: No Local Subrecipient grant award |
| Contact Person | Adam Freer 971-533-4929 |
| Contract No. | H3S#: 10705 |

BACKGROUND:

Children traumatized by one or more parent’s incarceration require significant support. There are over 20,000 children in Oregon with a parent in prison. Evidence-based curriculum and program services provide supportive parenting and resources for children and families. The Children, Family & Community Connections Division (CFCC) of the Health, Housing and Human Services Department requests the approval of a Subrecipient Grant Agreement with NWFS to provide CIP and PIO parenting classes and youth mentoring and support to families in Clackamas County.

This Grant Agreement is effective upon signature by all parties for services starting on July 1, 2022 and terminating on June 30, 2023. This Agreement has a maximum value of \$122,000.

RECOMMENDATION:

Healthy Families. Strong Communities.

Staff recommends the Board approval of this Agreement and authorizes Tootie Smith, Board Chair, to sign on behalf of Clackamas County.

Respectfully submitted,

Rodney A. Cook

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

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|---|--|
| CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC-10705 | |
| Program Name: <i>Children of Incarcerated Parents/Parenting Inside Out</i> | |
| This Agreement is between Clackamas County , Oregon, acting by and through its Department of Health, Housing and Human Services Children, Family and Community Connections Division ("COUNTY"), and Northwest Family Services "SUBRECIPIENT"), an Oregon Non-profit Organization. | |
| COUNTY Data | |
| Grant Accountant: <i>Joseph Rosevear</i> | Program Manager: <i>Sarah Van Dyke</i> |
| Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5429 <i>jrosevear@clackamas.us</i> | Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (971) 284-3445 <i>svandyke@clackamas.us</i> |
| SUBRECIPIENT Data | |
| Finance/Fiscal Representative: <i>Rose Fuller</i> | Program Representative: <i>Jacqueline Vargas</i> |
| Northwest Family Services 6200 SE King Road Portland, OR 97222 (503) 546-9397 <i>rfuller@nwfs.org</i> | Northwest Family Services 6200 SE King Road Portland, OR 97222 (503) 546-6377 <i>jvargas@nwfs.org</i> |
| FEIN: 93-0841022 | |

RECITALS

1. There are over 20,000 children in Oregon with a parent in prison. Two-thirds of those parents have child(ren) under 18 with half of them expecting to live with their children after they are released. Children of Incarcerated Parents (CIP) aims to meet the complex needs of these children through mentorship, the development of positive social norms, working collaboratively to provide resources and advocacy to youth and families, and to bring awareness and education to communities.

Parenting Inside Out (PIO) is a 12-week series for parents and satisfies mandated parenting class requirements. This interactive program highlights effective parenting skill and helps parents to interact positively with different personalities and needs. The classes also provides opportunities for families to locate resources and support.

2. Northwest Family Services (NWFS) improves family stability and child well-being by focusing on the social determinants of health. Since 1983, NWFS has worked to reduce poverty through health, education, employment, and social justice services. Programs and services include health and social service navigation, culturally specific women and children’s shelter who have experienced violence, youth prevention and intervention programs, outpatient alcohol and drug treatment, coalition support for drug free communities, support for youth and families affected by incarceration, youth education and employment success, restorative justice, mental health services, job readiness and placement,

couple's classes, parenting, healthy relationship education, and more. Services are offered in the greater Portland-Salem metro area in both English and Spanish.

3. Clackamas County (COUNTY) desires to work with Northwest Family Services as part of a comprehensive, multi-agency approach to address the needs of very high-risk families and build strong parenting skills, prevent child abuse/neglect, and improve family stability through a variety of support activities and referral services including:

Mentoring and support services to children whose parents are or have been involved in the criminal justice system: youth will receive one-on-one support, connection to needed resources, and other targeted services. Youth are referred to the program by schools, PreventNet site staff, homeless liaisons, federal, state and local agencies, and other community partners.

Evidence-based parenting classes using the Parenting Inside Out curriculum to increase parenting skills to improve outcomes for both the parent and the child(ren). Class participants are connected to supportive community resources and services.

4. County General Fund dollars will be used to finance this Local SUBRECIPIENT Grant Agreement.
5. This Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local Grant Agreement COUNTY and SUBRECIPIENT agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than **July 1, 2022** and not later than **June 30, 2023**, 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 requirements are described in Exhibit A-1: Statement of Program Objectives and Exhibit A-2: Work Plan Quarterly Report. SUBRECIPIENT agrees to perform the Program in accordance with the terms and conditions of this Agreement.
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.
4. **Grant Funds.** The COUNTY's funding for this Agreement is **County General Funds**. The maximum, not to exceed, grant amount that COUNTY will pay is **\$122,000**.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in Exhibit D-1: Request for Reimbursement.
6. **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 the 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 except for the final payment. The final request for payment must be submitted to COUNTY no later than fifteen (15) days after the end date of this Agreement. If the maximum

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

7. **Termination.** This Agreement may be suspended or terminated for cause or convenience prior to the expiration of its term by:
 - a) Written notice provided by COUNTY resulting from material failure by SUBRECIPIENT to comply with any term of this Agreement, or;
 - b) Mutual agreement by COUNTY and SUBRECIPIENT.
 - c) Written notice provided by COUNTY that it lacks sufficient funds or funds are no longer available, as determined by COUNTY in its sole discretion, to continue to perform under this Agreement.
8. **Funds Available and Authorized.** COUNTY certifies that funds sufficient to pay for this Agreement have been obligated to COUNTY through June 30, 2023. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving future 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 this agreement.
10. **Nonprofit status.** SUBRECIPIENT warrants that it is, and shall remain during the performance of this Agreement, a private nonprofit Organization as defined in the Regulations, including:
 - a) That it is described in Section 501(c) of the Internal Revenue Code of 1954;
 - b) That it is exempt from taxation under Subtitle A of the Internal Revenue Code of 1954;
 - c) That it has an accounting system and a voluntary board; and
 - d) That it practices nondiscrimination in the provision of assistance to the homeless.
11. **Administrative Requirements.** SUBRECIPIENT agrees to its status as a SUBRECIPIENT, and accepts among its duties and responsibilities the following:
 - a) **Financial Management.** SUBRECIPIENT shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all costs incurred.
 - b) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT agrees to expend funds in accordance with the approved budget provided in this agreement. All expenditures that exceed a budget line item by more than 10% or \$500, whichever is greater, must be approved in writing by COUNTY. Budget revisions must be submitted and approved prior to changing the budget. At no time may budget modifications change the scope of the original grant application or agreement.
 - 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) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.

- e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the term and effective date. Cost incurred prior or after this date will be disallowed.
- f) **Match.** Matching funds are not required for this Agreement.
- g) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15th of the following month using the form and instructions in Exhibit D-1: Request for Reimbursement. SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement.
- h) **Performance and Financial Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in Exhibit C: SUBRECIPIENT Performance Reporting. RECIPIENT must submit Financial Reports according to the schedule specified in Exhibit D-1: Request for Reimbursement. All reports must be submitted on templates provided in the Exhibits, must reference this agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.
- i) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- j) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, and its duly authorized representatives shall have access to such 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, copies and transcripts. Monitoring may be performed onsite or offsite, at COUNTY's discretion.
- k) **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 following the Project End Date (June 30, 2023), or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- l) **Failure to Comply.** SUBRECIPIENT acknowledges and agrees that this agreement and the terms and conditions therein are essential terms in allowing the relationship between COUNTY and SUBRECIPIENT to continue, and that failure to comply with such terms and conditions represents a material breach of this agreement. Such material breach shall give rise to COUNTY's right, but not obligation, to withhold SUBRECIPIENT grant funds until compliance is met, reclaim grant funds in the case of omissions or misrepresentations in financial or programmatic reporting, or to terminate this agreement and all associated amendments.

12. 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, 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; and as applicable to SUBRECIPIENT.

- b) **State Statutes.** SUBRECIPIENT expressly agrees to comply with all statutory requirements, laws, rules, and regulations issued by the State of Oregon, to the extent they are applicable to the agreement.
- c) SUBRECIPIENT acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by SUBRECIPIENT or its employees or agents in the performance of this Agreement shall be deemed confidential information and SUBRECIPIENT agrees to hold such confidential information in strict confidence, using at least the same degree of care that it uses in maintaining the confidentiality of its own confidential information.
- d) **Conflict Resolution.** If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Agreement, SUBRECIPIENT shall in writing request COUNTY resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the design or other Services required under the Agreement.

13. General Agreement Provisions.

- a) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to SUBRECIPIENT's negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT's control. 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.
- b) **Insurance.** During the term of this agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:
 - 1) **Commercial General Liability.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury, death, 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, commissioners, 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.
 - 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, 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.
 - 3) **Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related

to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. COUNTY, at its option, may require a complete copy of the above policy.

- 4) **Abuse and Molestation.** SUBRECIPIENT shall carry Abuse and Molestation Insurance as an endorsement to the Commercial General Liability policy, in a form and with coverage that are satisfactory to COUNTY covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the SUBRECIPIENT is responsible including but not limited to SUBRECIPIENT's employees and volunteers. Policy endorsement's definition of an insured shall include the SUBRECIPIENT, and the SUBRECIPIENT'S employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.
- 5) **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.
- 6) **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, officers, and employees" as an additional insured, as well as the but only with respect to SUBRECIPIENT's activities under this agreement.
- 7) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 30 day notice of cancellation provision shall be physically endorsed on to the policy.
- 8) **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.
- 9) **Certificates of Insurance.** As evidence of the insurance coverage required by this agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. 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.

- 10) **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.
 - 11) **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.
 - 12) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.
- c) **Assignment.** SUBRECIPIENT shall not enter into any subcontracts or subawards for any of the Program activities required by the Agreement without prior written approval. This Agreement may not be assigned in whole or in part with the express written approval of COUNTY.
 - d) **Independent Status.** SUBRECIPIENT is independent of the 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 facsimile transmission, with the original to follow by regular mail; or, (4) 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. 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.

(Signature Page Attached)

RECIPIENT

Northwest Family Services
6200 SE King
Portland, OR 97222

CLACKAMAS COUNTY

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


By: 
Rose Fuller, Executive Director

Signing on behalf of the Board:

By: _____
Tootie Smith, Board Chair
Clackamas County

Dated: 5/23/2022

Dated: _____

Approved as to form: 

Date: 5/23/2022

- Exhibit A-1: Statement of Program Objectives
- Exhibit A-2: Work Plan Quarterly Report
- Exhibit B: Program Budget
- Exhibit C: Performance Reporting Schedule
- Exhibit D-1: Request for Reimbursement
- Exhibit D-2: Monthly Activity Report

EXHIBIT A-1: STATEMENT OF PROGRAM OBJECTIVES

BACKGROUND

Children traumatized by one or more parent's incarceration require significant support. There are over 20,000 children in Oregon with a parent in prison. Two-thirds of those parents have child(ren) under 18 with half of them expecting to live with their children after they are released. Parenting Inside Out provides an evidence-based curriculum that provides a supportive parenting community and resources for participants.

OBJECTIVES

Children of Incarcerated Parents (CIP) aims to meet the complex needs of these children through mentorship, the development of positive social norms, working collaboratively to provide resources and advocacy to youth and families, and to bring awareness and education to communities.

Parenting Inside Out (PIO) is a 12-week series for parents and satisfies mandated parenting class requirements. This interactive program highlights effective parenting skill and helps parents to interact positively with different personalities and needs. The classes also provides opportunities for families to locate resources and support.

ACTIVITIES

Youth (CIP):

- A minimum of 18 unduplicated core youth are referred by school, PreventNet, Homeless liaisons and other community partners will be met with a minimum of 6 times per quarter.
- A minimum of 14 core youth will be matched with a mentor to provide individual support services.

Adults (PIO):

- Conduct a minimum of 2 series of 12 classes at accessible times and locations with a minimum of 24 unduplicated adults representing 30 to 45 youth.
- Participating families will be linked to supportive community resources as identified.

Funder Recognition

Marketing, educational, promotional, and outreach materials and flyers describing services, workshops, and other activities funded through this Agreement must acknowledge Clackamas County Children, Family & Community Connections (CFCC) and include its logo. Media communications should also acknowledge CFCC.

Marketing materials reproduced using these grant funds must be submitted with quarterly reports.

Exhibit A-2 Work Plan and Quarterly Reports

**Children, Family & Community Connections Division
 Exhibit A: FY 22-23 Work Plan Quarterly Report**

Provider: Northwest Family Services
 Contact: Rose Fuller, Director

Activity: Children of Incarcerated Parents
 Contract Period: July 1, 2022 - June 30, 2023

| Activities/Outputs | Intermediate Outcomes/Measurement Tool | Jul-Sept | Oct-Dec | Jan-Mar | Apr- | Total |
|--|--|---|---------|---------|----------|-------|
| | | 2022 | 2022 | 2023 | Jun 2023 | |
| <p>By June 30, 2023, a minimum of 18 unduplicated core youth (referred by school, PreventNet, homeless liaisons and other community partners) will be met with bi-weekly, a minimum of 6 times per quarter.</p> <p>Intakes will be conducted, release forms collected, and families will be engaged.</p> <p>Children and family will meet with program staff twice per year to outline and measure goal planning.</p> | <p>100% of referred youth will be contacted within one week of initial referral. Youth will either be invited to join the program or informed of their place on a the waiting list.</p> <p>95% of referred youth will have individualized case plans within 3 weeks of moving from wait list into core youth status.</p> <p>85% of the core youth will demonstrate positive change in pro-social skills and targeted behaviors.</p> <p><i>Measured by case notes and progress on their case plan goal achievement (homework completion, attendance, tardiness, grades, anti-social thinking values beliefs, substance use, aggressive behaviors, disruptive behaviors, runaway).</i></p> | # of core youth served | | | | |
| | | # of new core youth served | | | | |
| | | # of core youth on waitlist | | | | |
| | | # of core youth closed | | | | |
| | | # Youth contacted within one week of referral | | | | |
| | | # Youth with an individualized case plan | | | | |
| | | # youth completed goal planning with family and staff | | | | |
| | | # Youth demonstrating positive change in prosocial skills and targeted behaviors | | | | |
| | | % Youth demonstrating positive change in prosocial skills and targeted behaviors | | | | |
| | | # non-core youth receiving resource matching, participating in activities (ex. sibling) | | | | |
| | | # core youth with history of domestic violence impacting their lives | | | | |
| | | % core youth with history of domestic violence impacting their lives | | | | |
| <p>By June 30, 2023, a minimum of 14 core youth will be matched with a mentor to provide individual support services.</p> | <p>75% of youth identified as core youth will receive one-to-one mentoring support</p> <p>85% of youth linked to a mentor will demonstrate positive change in pro-social and targeted behaviors.</p> <p><i>Measured by: case records and participation in the community pro-social activities.</i></p> | # Youth receiving one-on-one mentoring support | | | | |
| | | # Mentored Youth demonstrating positive change in prosocial and targeted behaviors | | | | |
| | | % Youth demonstrating positive change in prosocial and targeted behaviors | | | | |

Children, Family and Community Connections - Prevention

Exhibit A: FY 22-23 Work Plan Quarterly Report

Provider: Northwest Family Services
 Contact: Rose Fuller, Director

Shaded cells to be completed by CFCC

Activity: **Parenting Inside Out**

Contract Period: July 1, 2022 - June 30, 2023

| Activities/Outputs | Intermediate Outcomes/Measurement Tool | Jul-Sept 2022 | Oct- Dec 2022 | Jan- Mar 2023 | Apr- Jun 2023 | Total | | |
|--|---|--|--|---|---------------------|-------|--|---|
| <p>By June 30, 2023, conduct a minimum of 2 series of 12 classes at accessible times and locations with a minimum 12 unduplicated adults per series (24 unduplicated adults total) representing 30 to 45 youth.</p> <p>Conduct individual intakes/get releases. Offer classes. Graduation.</p> <p>Adults will be referred through a variety of ways: community corrections, DHS child welfare, attorneys, judges, self-referrals, etc</p> | <p>80% of parents will report gaining skills necessary to improve parenting.</p> <p>80% of participating parents will report one or more of the following:</p> <ul style="list-style-type: none"> System involvement (community corrections, justice system, or DHS child welfare) Involved with family court (custody) Limited or no parenting time <p><i>Measured by attendance records, program records, Parenting Skills Ladder</i></p> | # of series started | | | | 0 | | |
| | | # of series completed | | | | 0 | | |
| | | # class meetings | | | | 0 | | |
| | | # unduplicated parents participating | | | | 0 | | |
| | | # of parents involved with community corrections | | | | 0 | | |
| | | # of parents involved with DHS child welfare | | | | 0 | | |
| | | # of parents involved with family court (custody) | | | | 0 | | |
| | | # of parents that have been impacted by DV | | | | 0 | | |
| | | % of participating parents impacted by DV | | | | 0 | | |
| | | # of parents attending PIO due to DV | | | | 0 | | |
| | | % of parents attending PIO due to DV | | | | 0 | | |
| | | # of parents with no system involvement | | | | 0 | | |
| | | # of parents with no parenting time | | | | 0 | | |
| | | # of parents with limited parenting time | | | | 0 | | |
| | | <p>By June 30, 2023, participating families will be linked to supportive community resources as identified.</p> | <p>90% of participants will report access to supportive community resources.</p> <p><i>Satisfaction survey.</i></p> | # families referred to supportive community resources | | | | 0 |
| | | | | # families reporting access to supportive community resources | | | | 0 |
| % families accessing supportive community resources | | | | | | 0 | | |

EXHIBIT B: PROGRAM BUDGET

| PROGRAM BUDGET | | |
|--|------------------------------|---|
| Organization: Northwest Family Services | Contract # | 10705 |
| Funded Program Name: CIP - PIO | | |
| Program Contact: Rose Fuller rf Fuller@nwfs.org | | |
| Agreement Term: July 1, 2022 - June 30, 2023 | | |
| | <i>Approved Award Amount</i> | <i>Approved Match Amount</i> |
| Approved Award Budget Categories | | |
| Personnel (List salary, FTE & Fringe costs for each position) | | <i>No match is required on this award</i> |
| Program Manager@ .83 FTE (\$56,000) | \$ 46,480 | |
| Parent Ed Coordinator @ 1.0 FTE (\$44,000) | \$ 44,000 | |
| Fringe | \$ 20,000 | |
| | | |
| Total Personnel Services | \$ 110,480 | |
| Administration | | |
| Indirect Cost Rate (10%) | \$ 10,000 | |
| Supplies | | |
| Program Supplies | \$ 1,020 | |
| Travel | | |
| Conferences and Training | \$ - | |
| Mileage | \$ 500 | |
| Additional (please specify) | | |
| | \$ - | |
| | \$ - | |
| Total Programmatic Costs | \$ 11,520 | |
| Total Grant Costs | \$ 122,000 | |

EXHIBIT C: PERFORMANCE REPORTING SCHEDULE

Schedule and Requirements:

Due **monthly** by the 15th of the month for the previous month (only if requesting payment *monthly*):

- Exhibit D-1: Request for Reimbursement and general ledger
- Exhibit D-2: Monthly Activity Report

Due **quarterly** by the 15th of the month following the end of the quarter:

- Exhibit A-2: Work Plan Quarterly Report
- Exhibit A-3: Client Feedback Survey

Note: Additional reports may be requested, including but not limited to a yearly participant demographic report.

EXHIBIT D-1: REQUEST FOR REIMBURSEMENT

| Exhibit D-1: REQUEST FOR REIMBURSEMENT | | | | |
|--|----------------------|--|----------------------|----------------------|
| <p><i>Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:</i></p> <ul style="list-style-type: none"> • <i>Request for Reimbursement with an authorized signature</i> • <i>General Ledger backup to support the requested amount</i> • <i>Monthly Activity Report (Exhibit D-2) showing numbers served and activities conducted during the month of request (The Monthly Activity Report is NOT required on months when quarterly reports are due).</i> | | | | |
| <p>CIP/PIO</p> <p>Contractor: <u>Northwest Family Services</u></p> <p>Address: <u>6200 SE King Rd</u> <u>Portland, OR 97222</u></p> <p>Contact Person: <u>Rose Fuller & Emily Tingle</u></p> <p>Phone Number: <u>503-546-6377</u></p> <p>E-mail: <u>etingle@nwfs.org</u></p> | | <p>Contract #:</p> <p>10292</p> | | |
| | | <p>Report Period:</p> | | |
| Budget Category | Budget | Current Draw Request | Previously Requested | Balance |
| <u>Personnel</u> | | | | |
| Program Manager@ .83 FTE (\$56,000) | \$ 46,480 | | \$ - | \$ 46,480.00 |
| Parent Ed Coordinator @ 1.0 FTE (\$44,000) | \$ 44,000 | | \$ - | \$ 44,000.00 |
| Fringe | \$ 20,000 | | \$ - | \$ 20,000.00 |
| | | \$ - | \$ - | \$ - |
| Total Personnel | \$ 110,480.00 | \$ - | \$ - | \$ 110,480.00 |
| <u>Administration</u> | | | | |
| Administration (10%) | \$ 10,000 | \$ - | \$ - | \$ 10,000.00 |
| <u>Supplies</u> | | | | |
| Program Supplies | \$ 1,020 | \$ - | \$ - | \$ 1,020.00 |
| <u>Travel</u> | | | | |
| Conferences and Training | \$ - | \$ - | \$ - | \$ - |
| Mileage | \$ 500 | \$ - | \$ - | \$ 500.00 |
| <u>Additional</u> | | | | |
| Total Program | \$ 11,520.00 | \$ - | \$ - | \$ 11,520.00 |
| Total Budget | \$ 122,000.00 | \$ - | \$ - | \$ 122,000.00 |
| <p><i>Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Recipient that are pertinent to this Agreement.</i></p> | | | | |

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and represents actual expenditures, disbursements and cash receipts for the purposes and objectives set forth in the terms of the agreement.

EXHIBIT D-2: MONTHLY ACTIVITY REPORT

Agency: Northwest Family Services

Funded Service: Children of Incarcerated Parents / Parenting Inside Out

Program Contact: Rose Fuller

Contact Info: rfuller@nwfs.org

Period Covered:

Complete the sections below as they apply to the group(s) targeted for services with this funding as outlined in your Work Plan.

Submit this report with monthly requests for reimbursement except on months when the quarterly report is submitted.

- 1. Total number of participants served during the month with the funding allocated for this programming:**
- 2. Activities that were conducted during the month with the funding allocated for this programming:**
- 3. Compelling participant story or successfully intervention.**

Person(s) completing this form:

Date: