

November 3, 2022

Board of County of Commissioners  
Clackamas County

Members of the Board:

Approval of an Amendment increasing funding and extending the duration of the Subrecipient Agreement with Clackamas Women’s Services for homeless shelter services and rent assistance. Amendment value is \$250,000 for 12 months, agreement value is now \$702,500 for 30 months.

No County General funds are involved.

<b>Purpose/ Outcome</b>	The special Emergency Solutions Grant COVID (ESG CV2) funding, as authorized by the Coronavirus Aid, Relief, and Economic Securities Act (CARE Act), is to be used as a direct response to the COVID pandemic and its impacts on individuals and families.
<b>Dollar Amount and Fiscal Impact</b>	A5 adds \$250,000 Emergency Solutions Grant (ESG CV2) funds for a new total of \$1,107,500.
<b>Funding Source</b>	U.S. Department of Housing and Urban Development ESG CARES Act funds <b>No County General Funds</b> are included in this Agreement
<b>Duration</b>	Upon signature to June 30, 2023
<b>Previous Board Action/ Review</b>	Issues Topic November 3, 2022 Original Agreement Date February 9, 2021 A.1 September 16, 2021 A.2 March 28, 2022
<b>Strategic Plan Alignment</b>	Increase self-sufficiency for our clients. Ensure safe, healthy, and secure communities.
<b>County Review</b>	This Amendment #3 of the Subrecipient Agreement was reviewed and approved by County Counsel (AN) on October 11, 2022.
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. Item is a Subrecipient Agreement Amendment that was processed through Finance Grant Management
<b>Contact Person</b>	Korene Mather, Manager – Community Preservation: 971-806-7413
<b>Contract No.</b>	Subrecipient Agreement 21-019.A3 (H3S #10011_03)

**BACKGROUND:**

Special Emergency Solutions Grant COVID funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homeless prevention activities to mitigate the impacts of COVID-19.

The Housing & Community Development Division of the Health, Housing, and Human Services Department requests the approval of Amendment #3 to the Subrecipient Agreement with Clackamas

Women’s Services (CWS) so that CWS can continue to provide homeless prevention services to eligible individuals and families that are adversely impacted by the coronavirus pandemic in Clackamas County.

**PROJECT OVERVIEW:**

With the funding added through Amendment #3, CWS will provide shelter and shelter services to an additional 40 individuals and families that are homeless and will provide rapid rehousing services and resources to an additional 50 individuals and families experiencing housing instability.

**RECOMMENDATION:** We recommend the approval of this Amendment to the Subrecipient Agreement.

Respectfully submitted,

*Denise Swanson*

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

Previous grant performance 7/1/2020 – 6/30/2022

<b>Service Provider</b>	<b># People Served</b>	<b># Households Served</b>
<b>CWS ESG Shelter</b>	306	161
<b>CWS ESG Rapid Rehousing</b>	118	54

Subrecipient Award Amendment  
Health, Housing and Human Services Department

H3S Contract Number 21-019 Board Agenda Number and Date **TBD**

Division Housing & Community Development – Community Preservation Amendment No. 3

Subrecipient: Clackamas Women’s Services

Amendment Requested By Korene Mather

Changes:  Scope of Work  Award Budget  
 Award Time  Other \_\_\_\_\_

**Justification for Amendment:**

This Amendment #3 is entered into between Clackamas Women’s Services (SUBRECIPIENT) and Clackamas County (COUNTY) and shall become part of that Subrecipient Grant Agreement (Agreement) entered into between both parties on February 18, 2021.

This Amendment #3 extends the term of the Agreement to June 30, 2023 and adds additional Emergency Solutions Grant COVID funding in the amount of \$250,000, for a total grant not to exceed amount of \$702,500. It is necessary to continue providing these services to respond to housing instability resulting from the pandemic and to expend all funding budgeted for this purpose.

This Amendment #3 is effective upon signature and continues through **June 30, 2023**.

Except as amended hereby, all other terms and conditions of the Agreement remain in full force and effect. Changes are identified with ***“bold/italic”*** font for easy reference.

**AMEND:**

**AGREEMENT**

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 June 30, 2022, a total of eighteen (18) 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, 2020 and expiring ***June 30, 2023***, a total of ***thirty (30)*** months.

**AMEND:**

4. **Grant Funds.** COUNTY’s funding for this Agreement is the Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231) 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***). The maximum, not to exceed, grant amount COUNTY will pay is ***\$452,500***. 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 the Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231) 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). The maximum, not to exceed, grant amount COUNTY will pay is **\$702,500**. 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 B**

**SUBRECIPIENT PROGRAM BUDGET**

- A. The total compensation under this contract shall not exceed \$452,500 with payments to be made as outlined in the body of the contract.
- B. Adjustments to the budget may only be made with the approval of both Parties.

**Shelters**

<b>Program Costs</b>	<b>Total Budget Amount</b>	<b>Total ESG Amount</b>	<b>Source of Funds</b>
Shelter Staffing Costs	\$430,000	\$0	Family Violence Prevention Services Act, Department of Housing and Urban Development (ESG), Oregon Housing Authority-Clackamas County- EHA and SHAP, Department of Human Services MLT, Department of Justice Crime Victim Services Division, H3S Shelter and Crisis Services
Shelter utilities, repair, maintenance, communications	\$80,000	\$0	H3S Shelter and Crisis Services, Dept of Justice Crime Victim Services Division, Private Donations
Program costs (food, support group supplies, interpretation services, etc.)	\$30,000	\$0	H3S Shelter and Crisis Services, Dept of Justice Crime Victim Services Division, Private Donations
Shelter supplies	\$20,000	\$0	H3S Shelter and Crisis Services, Dept of Justice Crime Victim Services Division, Private Donations
Provision of emergency shelter – hotel	\$500,000	\$100,000	ESG, Department of Justice CRF, Private Donations, EHA and SHAP, Clackamas County Affordable Housing Services Fund
Transportation	\$3,000	\$0	H3S Shelter and Crisis Services, Dept of Justice Crime Victim Services Division, Private Donations
Administration (10%)	\$103,300	\$10,000	
<b>Shelters Total</b>	<b>\$1,169,300</b>	<b>ESG \$110,000</b>	

**Rapid Rehousing**

RRH staffing costs	\$388,500	\$53,250	Family Violence Prevention Services Act, Department of Housing and Urban Development (ESG), Oregon Housing Authority-Clackamas County- EHA and SHAP, Department of Human Services MLT, Dept of Justice Crime Victim Services Division, H3S Shelter and Crisis Services
Program supplies, phones	\$10,000		
Transportation	\$3,000	\$0	Department of Justice Crime Victim Services Division, Private Donations
Rent Assistance	\$900,000	\$255,000	Department of Justice Office on Violence Against Women, Department of Housing and Urban Development, Department of Justice Crime Victim Services Division, Oregon Housing Authority EHA
Administration (10%)	\$130,150	\$34,250	
<b>RRH Total</b>	<b>\$1,431,650</b>	<b>ESG \$342,500</b>	

**TO READ:**

- A. The total compensation under this Agreement shall not exceed \$702,500.**
- B. The maximum amount for this Amendment #3 shall not exceed \$250,000 with payments to be made in accordance with the budget below.**
- C. Adjustments to the budget may only be made with the approval of both Parties.

**Shelters**

<b>Program Costs</b>	<b>Budget December 1, 2020-June 30,2022</b>	<b>Budget July 1, 2022-June 30, 2023</b>	<b>Total Budget</b>
	\$110,000		<b>December 1, 2020 – June 30, 2023</b>
Shelter Staffing Costs			
Shelter utilities		<b>\$10,000</b>	
Shelter rent			
Shelter supplies		<b>\$10,000</b>	
Shelter operation- hotel program		<b>\$90,000</b>	
Transportation			
Administration		<b>\$11,000</b>	
<b>Shelters Total ESG CV2:</b>	<b>\$110,000</b>	<b>\$121,000</b>	

**Rapid Rehousing**

<b>Program Costs</b>	<b>Budget December 1, 2020-June 30,2022</b>	<b>Budget July 1, 2022-June 30, 2023</b>	<b>Total Budget</b>
	\$342,500		<b>December 1, 2020 – June 30, 2023</b>
RRH Staffing Costs		\$20,000	
Program supplies, phones		\$2,000	
Transportation		\$3,000	
Rent Assistance		\$92,500	
Administration		\$11,500	
<b>Total ESG CV2:</b>	<b>\$342,500</b>	<b>\$129,000</b>	<b>\$471,500</b>

**AMEND the following portion of EXHIBIT A.1 SUBRECIPIENT SCOPE OF WORK:**

**A. Provide emergency shelter services including:**

- Shelter staffing
- Shelter operations
- Food
- Transportation

It is expected that the funding under this ESG contract will assist approximately 60 homeless households (families and individuals) with emergency shelter services and Rapid Rehousing services during the December 1, 2020 to June 30, 2022 contract period.

**B. Provide Rapid Rehousing services including:**

- Safety planning
- Advocacy and assistance navigating systems
- Case management
- Crisis intervention
- Information and Referral
- Counseling

**TO READ:**

**A. Provide emergency shelter services including:**

- Shelter staffing
- Shelter operations
- Food
- Transportation

It is expected that the funding under this ESG contract will assist approximately 60 homeless households (families and individuals) with shelter services during the contract period of December 1, 2020 to June 30, 2022, **and 40 additional homeless households (families and individuals) with shelter services from July 1, 2022 through June 30, 2023 under Amendment 3.**

**B. Provide Rapid Rehousing services including:**

- Safety planning
- Advocacy and assistance navigating systems
- Case management

**Clackamas Women's Services**

*Subrecipient Agreement 21-019 – Amendment #03*

Page 5 of 6


- Crisis intervention
- Information and Referral
- Counseling

***It is expected that the funding under this ESG Agreement will assist approximately 50 households (families and individuals) with Rapid Rehousing from July 1, 2022 through June 30, 2023 under Amendment 3.***

*[Signature page follows]*

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

**CLACKAMAS WOMEN'S SERVICES**

By:   
\_\_\_\_\_  
Melissa Erlbaum, Executive Director  
10-17-2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
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\_\_\_\_\_  
Oregon City, Oregon 97045  
City/State/Zip  
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**CLACKAMAS COUNTY**

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

\_\_\_\_\_  
Tootie Smith, Chair

\_\_\_\_\_  
Date



## 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: \_\_\_\_\_