

October 17, 2024

BCC Agenda Date/Item: _____

Housing Authority Board of Commissioners
 Clackamas County

Approval of an Amendment to an Intergovernmental Agreement with Home Forward for Resident Services for Public Housing families. Amendment Value is \$112,550.28 for 6 months. Total Agreement Value increased to \$227,500.41 for 1.5 years. Funding is through Supportive Housing Services funds. No County General Funds are involved.

Previous Board Action/Review	Original agreement approved: 05/18/2023 Amendment # 1: Briefed at 10/15/2024		
Performance Clackamas	This agreement ensures healthy, safe, and secure communities by increasing housing stability for public housing clients.		
Counsel Review	Yes	Procurement Review	No
Contact Person	Shannon Callahan	Contact Phone	971-480-0189

EXECUTIVE SUMMARY: The Housing Authority of Clackamas County (HACC), a component unit of Clackamas County within the Housing & Community Development Division of the Health, Housing, and Human Services Department, requests approval of an amendment to the Intergovernmental Agreement (IGA) #11217 with Home Forward to add funding and extend the term. The Amendment funds an increase in staff salaries following a salary study and services for an additional six months to align the agreement term with our fiscal year.

The resident services specialist provided by Home Forward works in collaboration with HACC’s Resident Services Team to support residents in HACC’s public housing properties.

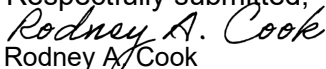
The resident services specialist provides support and connection to resources focused on:

- Increasing housing stability and preventing evictions
- Promoting resident economic stability, self-reliance, and quality of life
- Connecting vulnerable residents to additional support services
- Assisting residents in navigating complex systems
- Assisting Youth in advancement and self-sufficiency.
- Building community within our public housing properties
- Tracking interventions and outcomes

This agreement is funding through regional Supportive Housing Service Measure funds.

RECOMMENDATION: Staff respectfully request that the Board of County Commissioners approve Amendment #1 to the agreement with Home Forward and authorize Chair Smith or her designee to sign on behalf of Clackamas County.

For Filing Use Only

Respectfully submitted,

 Rodney A. Cook

Director of Health Housing and Human Services

AMENDMENT #1
TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN HOUSING AUTHORITY OF CLACKAMAS
COUNTY AND HOME FORWARD
Contract #11217

This Amendment #1 is entered into between Home Forward and Housing Authority of Clackamas County (“HACC”) and shall become part of the intergovernmental agreement entered into between both parties on **May 18, 2023** (“Agreement”).

The Purpose of this Amendment #1 is to make the following changes to the Agreement:

1. Section 1. Term is hereby amended as follows:

The term of the Agreement is extended from December 31, 2024, to **June 30, 2025**. By execution of this Amendment #1, the parties are exercising the first of the five optional one-year renewals.

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

In consideration for Home Forward performing Work during the extended term of this Agreement, HACC will pay Home Forward an amount not to exceed \$112,550.28. This amount reflects a salary increase for the time period between January 1, 2024 and December 31, 2024 in the amount of \$34,212.80, and the additional costs of performing the Work from January 1, 2025, to June 30, 2025 in the amount of \$78,337.49. The total Agreement amount shall not exceed \$227,500.41.

Consideration is on a reimbursement basis in accordance with the budget set forth in **Exhibit A to this Amendment #1**, attached hereto and incorporated by this reference herein, and the terms of the Agreement.

Budget line items within categories may be changed with written agreement by both parties. HACC may approve, in writing, adjustments to budget line-item amounts provided the maximum Agreement amount is not exceeded.

ORIGINAL AGREEMENT	\$ 114,950.13
<u>Amendment #1</u>	<u>\$ 112,550.28 + Time</u>
TOTAL AMENDED AGREEMENT	\$ 227,500.41

[Signature Pages to Follow]

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.

Home Forward

Kitty Miller 9/23/24

Authorized Signature Date

Kitty Miller

Printed Name

Housing Authority of Clackamas County

Chair, Tootie Smith
Commissioner, Paul Savas
Commissioner, Martha Schrader
Commissioner, Mark Shull
Commissioner, Ben West
Commissioner, Ann Leenstra

Tootie Smith, Chair Date

Approved as to Form:

 09/25/2024

County Counsel Date

Exhibit A Budget

Home Forward Resident Services Proposed Budget

Description	Original CY24 Budget (01/2024-12/2024)	Addition to Original Budget	Updated Budget (01/2024-12/2024)	Updated Budget (01/2024-06/2024)	Updated Budget (07/2024-12/2024)	FY25 Budget Extension (01/2025-06/2025)	Total Budget (01/2024-06/2025)	Notes
Fully loaded salary: Service Coordinator (1 FTE)	\$ 89,310.12	\$ 30,886.54	\$ 120,196.66	\$ 60,098.33	\$ 60,098.33	\$ 63,127.74	\$ 183,324.40	Service Coordinator FTE
Contracted Services	\$ 7,200.00	\$ 216.00	\$ 7,416.00	\$ 3,708.00	\$ 3,708.00	\$ 3,893.40	\$ 11,309.40	Financial capabilities workshops for work-focused households, seniors, and residents with disabilities, credit counseling, resume and job search workshops, health and wellness services
Buried in Treasure Training	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ 787.50	\$ 2,287.50	Training for residents
Stipends	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00	\$ 1,260.00	\$ 3,660.00	Community Builders Program (stipends for residents)
Travel	\$ 650.00	\$ -	\$ 650.00	\$ 325.00	\$ 325.00	\$ 341.25	\$ 991.25	Mileage reimbursement
Cell phone monthly fees	\$ 720.00	\$ -	\$ 720.00	\$ 360.00	\$ 360.00	\$ 378.00	\$ 1,098.00	\$60 per month
Training	\$ 450.00	\$ -	\$ 450.00	\$ 225.00	\$ 225.00	\$ 236.25	\$ 686.25	Staff training
Programming	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 900.00	\$ 900.00	\$ 945.00	\$ 2,745.00	Community Activities and programming
Software	\$ 470.00	\$ -	\$ 470.00	\$ 235.00	\$ 235.00	\$ 246.75	\$ 716.75	Annual Family Metrics License
Admin Fees	\$ 10,450.01	\$ 3,110.26	\$ 13,560.27	\$ 6,780.13	\$ 6,780.14	\$ 7,121.59	\$ 20,681.86	10% of total expense
Total:	\$ 114,950.13	\$ 34,212.80	\$ 149,162.93	\$ 74,581.46	\$ 74,581.47	\$ 78,937.48	\$ 227,500.41	

\$ 74,581.46	Updated CY24 Budget (ClickCo FY24 part 2)
\$ 74,581.47	Updated CY24 Budget (ClickCo FY25 part 1)
\$ 149,162.93	Total CY24 Budget (ClickCo FY24 part 2 & FY25 part 1)
\$ 78,317.48	Budget Extended (ClickCo FY25 part 2)
\$ 227,500.41	Total Updated Budget w/extension

ClickCo FY25 Total Cost	\$ 152,918.95
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