

February 16, 2023

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Amendment #3 to a Federal Subrecipient Grant agreement with Clackamas Women’s Services to Improve the service delivery of the Criminal Justice Response for Domestic Violence program. Amendment value is \$45,510, grant value is increased to \$306,052 for 3 years. Funding is through the US Department of Justice Office on Violence Against Women Fiscal Year 2019 Improving Criminal Justice Response Grant. No County General funds are involved.

Previous Board Action/Review	H3S Director Approval of Original Agreement: 12/23/19 BCC Approval of Amendment #1 11/12/20 BCC Approval of Amendment #2: 9/29/2022 BCC issues: 2/14/2023		
Performance Clackamas	Provide equitable prevention, early intervention, and system coordination services to children and families to ensure they have safe and stable home environments and academic progress.		
Counsel Review	Yes	Procurement Review	No
Contact Person	Sarah Van Dyke	Contact Phone	971-284-3445

EXECUTIVE SUMMARY: The Children, Family & Community Connections Division (CFCC) of the Health, Housing and Human Services Department requests approval of a Federal Subrecipient Amendment #3 with Clackamas Women’s Services to finalize program service delivery of the Improving Criminal Justice Response (ICJR) to domestic violence. ICJR funding provides legal advocacy for culturally-specific domestic violence survivors, comprehensive training to law enforcement, prosecutors, and other professionals, enhances the response to protective order petitioners at A Safe Place Family Justice Center and provides vital language interpretation and transition to survivors of violence as part of a collaborative project.

In the past three years of receiving this grant award, Clackamas Women’s Services have provided services to 194 unduplicated Latina survivors, assisted 74 people with referrals to legal services, provided 875 participant contacts (in-person, by phone and virtually), and assisted in 143 protective orders, and provided 409 consultations to systems-based partners on training for law enforcement, implementation of protocols, and other areas of need.

Grant Amendment #3 adds \$45,510.50 for a total grant award of \$306,052.20 for services through 10/31/2022. Amendment #3 re-aligns the budget to fully fund the 3-year grant, as intended and allows Clackamas Women’s Services to recoup project expenses through October 31, 2022.

RECOMMENDATION:

Staff recommends Board approve this Amendment 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

Subrecipient Agreement Amendment
H3S – Children, Family & Community Connections Division

Subrecipient Agreement Number: 20-023 A.3 (H3S
9492)

Board Order Number: N/A

Department/Division: H3S/CFCC

Amendment No. 03

Subrecipient: Clackamas Women's Services

Amendment Requested By: Adam Freer

Approved as to form:



County Counsel

01/25/2023

Date

Changes: Scope of Service Agreement Budget
 Agreement Time Other:

This Amendment #3 is entered into between Clackamas Women's Services ("SUBRECIPIENT") and Clackamas County ("COUNTY") and shall become a part of that Subrecipient Grant Agreement ("Agreement") entered into between both parties on March 19, 2020.

Justification for Amendment:

This Amendment #3 updates the budget and reimbursement request forms.

This Amendment #3 increases the Agreement amount by \$45,510.50 for a new total of \$306,052.20.

This Amendment #3 is effective **upon signature**. The program period for this Amendment #3 is **October 1, 2019** through **October 31, 2022**.

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 Section 4 of the Agreement:

4. **Grant Funds.** COUNTY's funding for this Agreement is the FY19 Improving Criminal Justice Response Program Award # 2019-WE-AX-0017 (Catalogue of Federal Domestic Assistance [CFDA]#: 16-590) issued to COUNTY by the Department of Justice The maximum, not to exceed, grant amount that COUNTY will pay is \$260,540 This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained Exhibit D – Required Financial Reporting and Exhibit D-1– Request for Reimbursement and Exhibit B – Subrecipient Program Budget. Failure to comply with the terms of this Agreement may result in withholding of payment.

TO READ:

4. **Grant Funds.** COUNTY funding for this Agreement is the FY19 Improving Criminal Justice Response Program Award # 2019-WE-AX-0017 (Catalogue of Federal Domestic Assistance [CFDA]#: 16-590) issued to COUNTY by the Department of Justice The maximum, not to exceed, grant amount that COUNTY will pay is **\$306,052,50**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained Exhibit D – Required Financial Reporting and Exhibit D-1– Request for Reimbursement and Exhibit B – Subrecipient Program Budget. Failure to comply with the terms of this Agreement may result in withholding of payment.

REPLACE: Exhibit B: Subrecipient Program Budget in its entirety with:

Year 1: October 1, 2019-September 30, 2020

RECIPIENT BUDGET				
Organization:	Clackamas Women's Services	Contract #	9492	
Funded Program Name:	OVW Improving Criminal Justice Response - CWS			
Program Contact:	Melissa Erlbaum			
Agreement Term:	October 1, 2019 - September 30, 2020			
		Approved	Approved	
		Award Amount	Match Amount	
Approved Award Budget Categories				
Personnel (List salary, FTE & Fringe costs for each position)				
.50 Latina Services Legal Advocate				
Salary		\$16,655.28	No match is required on this award	
Fringe		\$2,041.74		
Health Benefits		\$1,406.14		
.60 FTE Outreach and Training Coordinator				
Salary		\$17,319.74		
Fringe		\$1,859.45		
Health Benefits		\$758.85		
Total Personnel Services		\$40,041.20		
Administration				
Administration		\$10,871.18		
Supplies				
Program Supplies		\$0.00		
Travel				
Conferences and Training		\$17.25		
Mileage				
Additional (please specify)				
Translation		\$0.00		
Total Programmatic Costs		\$10,888.43		
Total Grant Costs		\$50,929.63		

Year 2 and 3: October 1, 2020 – October 31, 2022

RECIPIENT BUDGET			
Organization:	Clackamas Women's Services	Contract #	9492 A-3
Funded Program Name:	OVW Improving Criminal Justice Response - CWS		
Program Contact:	Melissa Erlbaum		
Agreement Term:	October 1, 2020 - October 31, 2022		
		<i>Approved</i>	<i>Approved</i>
		<i>Award Amount</i>	<i>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 Director (.60 FTE @ \$45,000)	\$56,460.00		
Program Director fringe	\$6,637.00		
Program Director health benefits	\$7,200.00		
Latina Services Legal Advocate salary (.50 FTE @ \$40,000)	\$41,800.00		
Latina Services Legal Advocate fringe	\$4,927.00		
Latina Services Legal Advocate health benefits	\$6,000.00		
Restraining Order Advocate salary (.50 FT @ \$40,000)	\$41,800.00		
Restraining Order fringe	\$4,927.00		
Restraining Order Advocate health benefits	\$6,000.00		
Total Personnel Services	\$175,751.00		
Administration			
Administration (31.94% X Personnel Services costs)	\$56,134.87		
Supplies			
Program Supplies			
Travel			
Conferences and Training	\$7,990.00		
Mileage			
Training consultant and LE training expenses			
Additional (please specify)			
Translation	\$12,330.00		
Client Aide	\$2,944.00		
Total Programmatic Costs	\$79,398.87		
Total Grant Costs	\$255,149.87		

REPLACE Exhibit D-1: Request for Reimbursement in its entirety with:

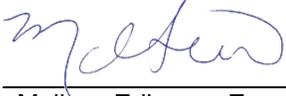
Year 1: October 1, 2019-September 30, 2020

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"> • Request for Reimbursement with an authorized signature • General Ledger backup to support the requested amount • Monthly Activity Report (Exhibit D-2) showing numbers served and activities conducted during the month of request (<i>The Monthly Activity Report is NOT required on months when quarterly reports are due</i>). 				
<p>Contractor: Clackamas Women's Services</p>			Contract #:	9492
<p>Address: 256 Warner Milne Rd Clackamas, OR 97045</p>			Report Period:	
<p>Contact Person: Melissa Erlbaum</p>				
<p>Phone Number: 503-557-5810</p>				
<p>E-mail: melissae@cwsor.org</p>				
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<i>Personnel</i>				
.50 FTE Latina Services Legal Advocate		\$ -	\$ -	\$ -
Salary	\$ 16,655.28	\$ -	\$ -	\$ 16,655.28
Fringe	\$ 2,041.74	\$ -	\$ -	\$ 2,041.74
Health Benefits	\$ 1,406.14	\$ -	\$ -	\$ 1,406.14
.60 FTE Outreach & Training Coordinator		\$ -	\$ -	\$ -
Salary	\$ 17,319.74			\$ 17,319.74
Fringe	\$ 1,859.45	\$ -	\$ -	\$ 1,859.45
Health Benefits	\$ 758.85	\$ -	\$ -	\$ 758.85
Total Personnel	\$ 40,041.20	\$ -	\$ -	\$ 40,041.20
<i>Administration</i>				
Administration	\$ 10,871.18	\$ -	\$ -	\$ 10,871.18
<i>Supplies</i>				
Program Supplies: video court	\$ -	\$ -	\$ -	\$ -
<i>Travel</i>				
Conferences and Training	\$ 17.25	\$ -	\$ -	\$ 17.25
Mileage		\$ -	\$ -	\$ -
<i>Additional</i>				
Translation	\$ -	\$ -	\$ -	\$ -
Client Aide		\$ -	\$ -	\$ -
Total Program	\$ 10,888.43	\$ -	\$ -	\$ 10,888.43
Total Budget	\$ 50,929.63	\$ -	\$ -	\$ 50,929.63
<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				
<p><i>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.</i></p>				
Prepared by:				
Authorized Signature:				
Date:				
Department Review				
Program Manager:				
Signature:		Date:		
Finance Department Review				
Grant Accountant Initial/Date:				

SIGNATURE PAGE

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

CLACKAMAS WOMEN'S SERVICES



Melissa Erlbaum, Executive Director

206 Warner Milne Road
Street Address

Oregon City, OR 97045
City/State/Zip

**COUNTY OF CLACKAMAS
BOARD OF COMMISSIONERS**

Commissioner: Tootie Smith, Chair

Commissioner: Paul Savas

Commissioner: Martha Schrader

Commissioner: Mark Shull

Commissioner: Ben West

Tootie Smith, Chair

Date
