

July 28, 2022

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Subrecipient Agreement with LifeWorks NW to provide evidence-based Parenting Education classes in Clackamas County. Agreement has a maximum value of \$8,008 paid with Oregon State University grant funds.  
No County General Funds are involved.

<b>Purpose/Outcome</b>	LifeWorks NW was selected through a competitive process to provide evidence-based Spanish and English parent education class series to parents of young children living in Clackamas County. <ul style="list-style-type: none"> <li>• One English class series of Circle of Security</li> <li>• One Spanish class series of Circle of Security</li> </ul>
<b>Dollar Amount and Fiscal Impact</b>	Agreement has a maximum value of \$8,008
<b>Funding Source</b>	Oregon State University Grant agreement
<b>Duration</b>	August 1, 2022-June 30, 2023
<b>Previous Board Action/Review</b>	BCC Issues: 7/26/22
<b>Strategic Plan Alignment</b>	1. Ensure safe, healthy and secure communities
<b>Counsel Review</b>	This Subrecipient Grant agreement has been reviewed and approved by County Counsel on: 6/30/22 (KR)
<b>Procurement Review</b>	Was the item processed through Procurement? No. Subrecipient Grant Agreement, selected through a competitive process
<b>Contact Person</b>	Adam Freer 971-533-4929
<b>Contract No.</b>	H3S # 10740

**BACKGROUND:**

The Children, Family & Community Connections (CFCC) Division of the Health, Housing and Human Services Department requests the approval of a Local Subrecipient Grant Agreement with LifeWorks NW to provide high quality, evidence-based English and Spanish parenting education series to parents and caregivers in Clackamas County. Evidence-based parent education brings parents and children together in highly interactive sessions resulting in healthy child development, strengthens parenting skills, parent-child relationships and increases school readiness skills for children.

This Grant Agreement is effective upon signature by all parties for services starting on August 1, 2022 and terminating on June 30, 2023. Agreement has a maximum value of \$8,008.

**RECOMMENDATION:**

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

Respectfully submitted,

*Rodney A. Cook*

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

<b>CLACKAMAS COUNTY, OREGON</b> <b>LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC- 10740</b>	
Program Name: <b>OPEC Parenting Education</b> Program/Project Number: 400322490	
This Agreement is between <b>Clackamas County, Oregon</b> , acting by and through its Health, Housing & Human Services Children, Family & Community Connections Division (COUNTY) and <b>LifeWorks NW</b> (SUBRECIPIENT), an Oregon Non-profit Organization.	
<b>COUNTY Data</b>	
Grant Accountant: <b>Joseph Rosevear</b>	Program Manager: <b>Jessica Duke</b>
Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5429 jrosevear@clackamas.us	Children, Family & Community Connections 112 11 <sup>th</sup> Street Oregon City, OR 97045 (971) 291-8569 jduke@clackamas.us
<b>SUBRECIPIENT Data</b>	
Finance/Fiscal Representative: <b>Connie Dunkle-Weyrauch</b>	Program Representative: <b>Marylee Stahl</b>
LifeWorks NW 5415 SW Westgate Drive Portland, OR 97221 503-645-3581 ext. 2354 Connie.dunkle-weyrauch@lifeworksnw.org	LifeWorks NW 5415 SW Westgate Drive Portland, OR 97221 503-332-0984 marylees@lifeworksnw.org
FEIN: 93-0502822	

**RECITALS**

1. LifeWorks NW (SUBRECIPIENT), a local Nonprofit 501(c)(3) organization, was selected through a competitive process to provide evidence-based Spanish and English parent education class series' to parents and children, who are living in Clackamas County. Evidence-based parent education brings parents and children together in highly interactive sessions resulting in healthy child development, strengthens parenting skills, parent-child relationships and school readiness.
2. SUBRECIPIENT will conduct parenting education courses in Spanish and English to parents of young children and adolescents. Classes may be conducted in person or virtually to best meet the health and safety needs of the community.
3. 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 SUBRECIPIENT 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 **August 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 is described in Attached Exhibit A-1: SUBRECIPIENT Statement of Program Objectives. 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. Furthermore, SUBRECIPIENT shall comply with the requirements of the Oregon State University Agreement.
4. **Grant Funds.** COUNTY's funding for this Agreement Oregon State University issued to COUNTY. The maximum, not to exceed, grant amount that COUNTY will pay on this Agreement is **\$8,008**.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in Exhibit D-1: Request for Reimbursement.

Failure to comply with the terms of this Agreement may result in withholding of payment.

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. 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 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 funds are no longer available for this purpose.

Upon completion of improvements or upon termination of this Agreement, any unexpended balances of funds shall remain with COUNTY.

Effect of Termination. The expiration or termination of this Agreement, for any reason, shall not release SUBRECIPIENT from any obligation or liability to COUNTY, or any requirement or obligation that:

- d. Has already accrued hereunder;
- e. Comes into effect due to the expiration or termination of the Agreement; or
- f. Otherwise survives the expiration or termination of this Agreement.

Following the termination of this Agreement, SUBRECIPIENT shall promptly identify all unexpended funds and return all unexpended funds to COUNTY. Unexpended funds are those funds received by

SUBRECIPIENT under this Agreement that (i) have not been spent or expended in accordance with the terms of this Agreement; and (ii) are not required to pay allowable costs or expenses that will become due and payable as a result of the termination of this Agreement

8. **Funds Available and Authorized.** COUNTY certifies that it has been awarded funds sufficient to finance the costs of this Agreement. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement. COUNTY in its sole discretion may amend or extend this Agreement if future funding is received by COUNTY.
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 its services.
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) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or “deferred” until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are “earned”. All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to the County within 15 days.
  - c) **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.
  - d) **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.

- e) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement and in accordance with Oregon State University Grants.
- f) **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.
- g) **Match.** Matching funds are not required for this Agreement.
- h) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15<sup>th</sup> 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.
- i) **Performance and Financial Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in Exhibit C: SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit D-1: Request for Reimbursement. All reports must be signed and dated by an authorized official of SUBRECIPIENT.
- j) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- k) **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 the COUNTY's discretion.
- l) **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.
- m) **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 the original contract and this agreement. Such material breach shall give rise to the 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 relationship including the original contract 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) **Confidential Information Definition.** 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.

#### General Agreement Provision

- a) **Non-appropriation Clause.** If payment for activities and programs under this Agreement extends into COUNTY's next fiscal year, COUNTY's obligation to pay for such work is subject to approval of future appropriations to fund the Agreement by the Board of County Commissioners.
- b) **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.
- c) **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 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) **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.
- 5) **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.
- 6) **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.
- 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.
- a) **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.
  - b) **Independent Status.** SUBRECIPIENT is independent of 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.
  - c) **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.
  - d) **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.
  - e) **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.


- f) **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.
- g) **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.
- h) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- i) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

**SUBRECIPIENT**

LifeWorks NW  
5415 SW Westgate Dr  
Portland, OR 97221

**CLACKAMAS COUNTY**

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

By:   
Mary Monjat, Executive Director

By: \_\_\_\_\_  
Tootie Smith, Board Chair  
Clackamas County

Dated: 07/06/2022 \_\_\_\_\_

Dated: \_\_\_\_\_

  
Approved to form:  
6/30/2022

- 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**

**OBJECTIVES**

Oregon Community Foundation – Oregon Parenting Education Collaborative (OPEC) goals are to expand parenting education opportunities in Clackamas County, especially in areas and among populations where there is limited access with the intent of increasing parenting skills and knowledge of healthy child development and to promoting early learning and readiness for kindergarten.

**PROGRAM ACTIVITIES AND EXPECTED OUTCOMES** - classes may be facilitated in person or virtually to best meet the health and safety needs of the community. Outcomes measured by Parenting Skills Ladder survey, workshop evaluations and facilitator observations.

**ACTIVITIES – Parenting Education class series**

- English class series Circle of Security
- Spanish class series Circle of Security

**EXHIBIT A-2  
 Work Plan and Quarterly Report**

**Children, Family & Community Connections Division  
 Work Plan and Quarterly Report, 2022-2023**

Provider: Lifeworks NW  
 Activity: **Clackamas Parenting Together – Parenting Education**  
 Contact: Marylee Stahl  
[marylees@lwnw.org](mailto:marylees@lwnw.org) | 503-332-0984

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

Circle of Security, English							
Activities/Outputs	Intermediate Outcomes/Measurement Tool		Aug-Sept 1 <sup>st</sup> Qtr	Oct-Dec 2 <sup>nd</sup> Qtr	Jan-Mar 3 <sup>rd</sup> Qtr	Apr-May 4 <sup>th</sup> Qtr	Total
By June 30, 2023, conduct one English class series of Circle of Security (total of 8 sessions), with a minimum of 6 unduplicated parents. Classes must target families with children birth to 5 years old and may be facilitated in person or virtually.	<p><b>75% of parent participants</b> will report an increase in quality of parent-child/youth interactions as measured by Parenting Skills Ladder (PSL) responses.</p> <p><b>75% of participants</b> will attend at <b>least 70%</b> of the 8 sessions offered.</p>	# sessions offered during the quarter					
		# of parents attending at least one class:					
		Average # of parents at each class:					
		# of parents attending at least 70% of class sessions offered: (measured at series end)					
		# of children in childcare each night:					
		# of families with DHS involvement					
		# Parents Assessed with PSL					
		# Successful based on PSL					
<b>ADDITIONAL REQUIREMENTS</b>							
Facilitator must review fidelity standards information document and complete one fidelity checklist by June 30, 2023.		Indicate which quarter the fidelity checklist was completed:					

Facilitator must arrange with county staff one class site observation prior to week 5 of class duration.	Indicate which quarter the site visit was completed:					
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Circle of Security, Spanish							
Activities/Outputs	Intermediate Outcomes/Measurement Tool		Aug-Sept 1 <sup>st</sup> Qtr	Oct-Dec 2 <sup>nd</sup> Qtr	Jan-Mar 3 <sup>rd</sup> Qtr	Apr-May 4 <sup>th</sup> Qtr	Total
By June 30, 2023, conduct one Spanish class series of Circle of Security (total of 8 sessions), with a minimum of 6 unduplicated parents. Classes must target families with children birth to 5 years old and may be facilitated virtually or in person.	<p><b>75% of parent participants</b> will report an increase in quality of parent-child/youth interactions as measured by Parenting Skills Ladder (PSL) responses.</p> <p><b>75% of participants</b> will attend <b>at least 70%</b> of the 8 sessions offered.</p>	# sessions offered during the quarter					
		# of parents attending at least one class:					
		Average # of parents at each class:					
		# of parents attending at least 70% of class sessions offered: (measured at series end)					
		# of children in childcare each night:					
		# of families with DHS involvement					
		# Parents Assessed with PSL					
		# Successful based on PSL					
<b>ADDITIONAL REQUIREMENTS</b>							

Facilitator must review fidelity standards information document and complete one fidelity checklist by June 30, 2023.	Indicate which quarter the fidelity checklist was completed:					
Facilitator must arrange with county staff one class site observation prior to week 5 of class duration.	Indicate which quarter the site visit was completed:					

**Children, Family & Community Connections Division  
Work Plan 2022-2023  
Comments and Narrative**

*Please include in narrative sections successes and challenges of your parenting programs.  
Also include marketing timelines and strategies as well as appropriate family or program success stories.*

**August-September:**

**October-December:**

**January-March:**

**April-June:**

**EXHIBIT B: PROGRAM BUDGET**

<b>Exhibit B: Budget</b>			
<b>Contractor:</b>	Lifeworks NW		
<b>Address:</b>	5415 SW Westgate Drive		
	Portland, OR 97221		
<b>Contact Person:</b>	Marylee Stahl		
<b>Contact Info:</b>	<a href="mailto:marylees@lifeworksnw.org">marylees@lifeworksnw.org</a>		<b>Contract #: 10740</b>
<b>Term:</b>	8/1/22-6/30/23		<b>OPEC</b>
<b>Budget Category</b>		<b>Approved Budget (OSU/SSA)</b>	
<b><u>Personnel</u></b>			No Match Required
Parenting Educators	\$ -		
Program Director & Admin	\$ -		
Child care staff	\$ -		
Administrative/Front Desk	\$ -		
Taxes/Benefits	\$ -		
	\$ -		
<b><u>Administration</u></b>			
<b>Admin</b>	\$ 728.00		
	<b>\$ 728.00</b>		
<b><u>Program costs</u></b>			
Meals, Snacks, Food	\$ 5,600.00		
Parent Incentives	\$ 500.00		
Childcare & Program Supplies	\$ -		
Cell Phone/IT	\$ 180.00		
Facilitator Training & Travel	\$ 1,000.00		
	<b>\$ 7,280.00</b>		
<b>Total Budget</b>	<b>\$ 8,008.00</b>		

**EXHIBIT C**  
***PERFORMANCE REPORTING SCHEDULE***

**Schedule and Requirements:**

Due **monthly** by the 15<sup>th</sup> 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 8<sup>th</sup> of the month following the end of the quarter:

- Exhibit A-2: Work Plan Quarterly Report

Quarterly due dates:

- |                      |                     |
|----------------------|---------------------|
| • Aug – September    | Due October 8, 2022 |
| • October – December | Due January 8, 2023 |
| • January – March    | Due April 8, 2023   |
| • April – June       | Due July 8, 2023    |



**EXHIBIT D-1: REIMBURSEMENT REQUEST**

<b>Exhibit D-1: REQUEST FOR REIMBURSEMENT</b>				
Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:				
<ul style="list-style-type: none"> <li>• Request for Reimbursement with an authorized signature</li> <li>• General Ledger backup to support the requested amount</li> <li>• 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></li> </ul>				
<b>Contractor:</b>	Lifeworks NW		<b>Contract Number:</b>	10740
<b>Address:</b>	5415 SW Westgate Drive Portland, OR 97221		<b>Report Period:</b>	
<b>Contact Person:</b>	Marylee Stahl			
<b>Contact Info:</b>	<a href="mailto:marylees@lifeworksnw.org">marylees@lifeworksnw.org</a>			OPEC
<b>Term:</b>	8/1/22-6/30/23			
Budget Category	Approved Budget (OSU/SSA)	Current Draw Request	Previously Requested	Balance
<b><u>Personnel</u></b>				
Parenting Educators	\$ -	\$ -	\$ -	\$ -
Program Director & Admin	\$ -	\$ -	\$ -	\$ -
Child care staff	\$ -	\$ -	\$ -	\$ -
Administrative/Front Desk	\$ -	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Administration</u></b>				
<b>Admin</b>	\$ 728.00	\$ -	\$ -	\$ 728.00
	<b>\$ 728.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 728.00</b>
<b><u>Program costs</u></b>				
Meals, Snacks, Food	\$ 5,600.00	\$ -	\$ -	\$ 5,600.00
Parent Incentives	\$ 500.00	\$ -	\$ -	\$ 500.00
Childcare & Program Supplies	\$ -	\$ -	\$ -	\$ -
Curriculum	\$ -	\$ -	\$ -	\$ -
Cell Phone/IT	\$ 180.00	\$ -	\$ -	\$ 180.00
Facilitator Training & Travel	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	<b>\$ 7,280.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,280.00</b>
<b>Total Budget</b>	<b>\$ 8,008.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,008.00</b>
<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>				
<b>CERTIFICATION</b>				
<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>				

## EXHIBIT D-2: MONTHLY ACTIVITY REPORT

August 1, 2022 through June 30, 2023

**Agency:** LifeWorks NW

**Funded Service:** Evidence-Based Parenting Education

**Program Contact:**

**Contact Info:**

*This report covers the fiscal year starting **August 1, 2022 through June 30, 2023.** 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:**

Number of adult participants:

Number of children:

Number of unduplicated adults to date:

**2. Activities that were conducted during the month with the funding allocated for this programming:**

**3. Issues related to service delivery and how those issues were addressed.**

Person(s) completing this form:

Date:

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to \_\_\_\_\_
- Other \_\_\_\_\_

Originating County Department: \_\_\_\_\_

Other party to contract/agreement: \_\_\_\_\_

Description:

After recording please return to: \_\_\_\_\_

- County Admin
- Procurement

If applicable, complete the following: \_\_\_\_\_

Board Agenda Date/Item Number: \_\_\_\_\_