

March 2, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of a Non-Federal Subrecipient Agreement with Cascade AIDS Project Blueprint Grant for Translation services. Grant value is \$25,000 for six months. Funding is from budgeted County General Funds allocated for Blueprint Grants.**

<b>Previous Board Action/Review</b>	No previous Board actions		
<b>Performance Clackamas</b>	1. Providing Equitable Access to Services		
<b>Counsel Review</b>	No	<b>Procurement Review</b>	No
<b>Contact Person</b>	Philip Mason-Joyner	<b>Contact Phone</b>	503-742-5956

**EXECUTIVE SUMMARY:** The Clackamas County Public Health Division (CCPHD) of the Health, Housing & Human Services Department requests the approval of a Blueprint for a Healthy Clackamas County Community Grant awarded to Cascade AIDS Project - Esther's Pantry for translation assistance in their food pantry to help provide culturally appropriate service in the community. Targeted populations include Russian, Ukrainian, and African immigrants who require Russian and Swahili translations. It is anticipated that approximately 450 additional Clackamas County residents will be served through this agreement.

The Blueprint for Healthy Clackamas County Community Grants funds community-driven projects that implement the identified goals, objectives, and strategies within Clackamas County's adopted Community Health Improvement Plan (CHIP). There is an emphasis on funding projects that will create coalitions in advancing health equity and trauma-informed approaches within specific communities in Clackamas County.

This community grant will allow Esther's Pantry to hire Russian and Swahili translators, purchase a family plan app to assist Pantry staff with basic translations to support Russian and African clients while shopping, and assist in translating documents and flyer's, and surveys to better help a culturally diverse community. Translators will be hired upon execution of the contract and will be limited term. Purchase of translation app, marketing, and staff compensation will be funded by this grant.

**RECOMMENDATION:** Staff recommends the Board of County Commissioners approve this Blueprint Grant Expense contract #10746 PH-22-010.

Respectfully submitted,

*Rodney A. Cook*

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

For Filing Use Only

<b>CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT PH-22-010</b>	
Program Name: <b><i>Cascade AIDS Project dba Our House of Portland Esther's Pantry- Translations</i></b> Program/Project Number: 10746	
This Agreement is between <b><u>Clackamas County, Oregon</u></b> , acting by and through its Public Health Division (COUNTY) and <b><u>Cascade AIDS Project dba Our House of Portland Esther's Pantry</u></b> (SUBSUBRECIPIENT), an Oregon Non-profit Organization.	
<b>COUNTY Data</b>	
Grant Accountant: Sherry Olson Public Health Fiscal & Business Services Manager 2051 Kaen Road, Suite 367 Oregon City, OR 97045 (503) 742-5342 <a href="mailto:SOlson4@clackamas.us">SOlson4@clackamas.us</a>	Program Manager: Susan Berns-Norman Public Health Program Planner 2051 Kaen Road, Suite 367 Oregon City, OR 97045 503-936-2415 <a href="mailto:susanb@clackamas.us">susanb@clackamas.us</a>
<b>Subrecipient Data</b>	
Finance/Fiscal Representative: Emily Gilliland Interim CEO – Cascade AIDS Project (CAP) 2727 SE Alder Street Portland, OR 97214 503-223-5907 <a href="mailto:egilliland@capnw.org">egilliland@capnw.org</a>	Program Representative: Brent Blackwell Project Manager – Our House of Portland 2727 SE Alder Street Portland, OR 97214 503-349-4699 <a href="mailto:bblackwell@ourhouseofportland.org">bblackwell@ourhouseofportland.org</a>
DUNS: DJUNARMF8FV5	

### RECITALS

1. The Blueprint for a Healthy Clackamas County is the county's external facing initiative to help coordinate, connect, and align priorities for partners to collectively make an impact on improving the health and quality of life for residents within our communities.

Over the past year, Clackamas County Public Health has convened community members and organizations to prioritize the goals, objectives, and strategies within the Blueprint report.

The Blueprint for a Healthy Clackamas County Community Grants fund community-driven projects that can work to implement the identified goals, objectives, and strategies within the plan. There is an emphasis on funding projects that will create coalitions in advancing health equity and trauma-informed approaches within specific communities in Clackamas County.

2. The Blueprint grant will allow Esther's Pantry to hire Russian and Swahili translators, purchase a family plan Duolingo app to assist Pantry staff with basic translations to support Russian and African clients while shopping and assist in translation of documents, flyers, and surveys to better assist a culturally diverse community.

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3. This Subrecipient Grant Agreement (“Agreement”) of financial assistance sets forth the terms and conditions pursuant to which SUBSUBRECIPIENT agrees on delivery of the program.
4. This Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBSUBRECIPIENT agrees on delivery of the Program.

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

### AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective upon signature and will terminate on June 30, 2023. SUBRECIPIENT may seek reimbursement of eligible expenses, approved in writing by County, relating to the project and incurred during the period beginning January 1, 2022, and expiring June 30, 2023, subject to the terms and conditions set forth in this Agreement, 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: 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. SUBRECIPIENT shall comply with any requirements, terms, conditions, and other obligations as may be required by the applicable local, State or Federal agencies providing funding for performance under this Agreement, whether or not specifically referenced herein. SUBRECIPIENT agrees to take all necessary steps, and execute and deliver any and all necessary written instruments, to perform under this Agreement including, but not limited to, executing all additional documentation necessary to comply with applicable State or Federal funding requirements.
4. **Grant Funds.** The COUNTY’s funding for this Agreement is the **Blueprint Grant** issued by **Clackamas County**. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$25,000**.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in Exhibit D: 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 breach by SUBRECIPIENT to comply with any term of this Agreement;

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- b. Mutual agreement by COUNTY and SUBRECIPIENT; or
- c. Written notice provided by COUNTY that it lacks sufficient funds, as determined by COUNTY in its sole discretion, to continue to perform under this Agreement.

Upon termination of this Agreement, any unexpended balances of funds shall remain with COUNTY.

8. **Funds Available and Authorized.** The COUNTY certifies that it has been awarded funds sufficient to finance the costs of this Agreement in the amount of **\$25,000**. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on the COUNTY receiving appropriations or other expenditure authority sufficient to allow the COUNTY, in the exercise of its reasonable 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. **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) **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.
  - c) **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.
  - d) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of the COUNTY. At no time may budget modifications change the scope of the original grant application or agreement.
  - e) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.
  - 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) **Payment.** Monthly 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: Request for Reimbursement. SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement.

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Invoices shall reference the above Contract Number and be submitted to:

Clackamas County Public Health Division

Attn: Accounts Payable

2051 Kaen Road, # 367

Oregon City, Oregon 97045

Or electronically to: [PublicHealthFiscalAP@clackamas.us](mailto:PublicHealthFiscalAP@clackamas.us)

When submitting electronically, designate CONTRACTOR name and contract # 10673 in the subject of the e-mail.

- h) **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: Request for Reimbursement. All reports must be submitted on SUBRECIPIENT letterhead, must reference this agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.
- i) **Audit.** Reserved
- j) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, the Public Health Division, the Secretary of the State of Oregon, and their 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.
- 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 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.

## 11. 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

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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) **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.

## 12. State Procurement Standards

- a) County's performance under the Agreement is conditioned upon SUBRECIPIENT's compliance with, and SUBRECIPIENT shall comply with, the obligations applicable to public contracts under the Local Contract Review Board ("LCRB") regulations (Appendix C of Clackamas County Code, located at <http://www.clackamas.us/code/>), which are incorporated by reference herein. [IF STATE FUNDED, PASS THROUGH APPLICABLE STATE CONTRACTING RULES, PER YOUR GRANT AWARD.]
- b) Procurements for goods and services under this award shall use processes as outlined below:

\$0-\$5,000	Direct procurement	One vendor contact
\$5,000-\$50,000	Intermediate procurement	Obtain & document three quotes, award on best value
\$50,000-\$150,000	Intermediate Plus procurement	Issue request for quotes or other appropriate form of solicitation, award on best value
+\$150,000	Formal	Formal solicitation process following written procurement policies

- c) All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole-source procurements in excess of \$5,000 must receive prior written approval from County in addition to any other approvals required by law applicable to the SUBRECIPIENT. Justification for sole-source procurement in excess of \$5,000 should include a description of the project and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information. Intergovernmental agreements are excluded from this provision.
- d) SUBRECIPIENT shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. SUBRECIPIENT shall follow chapter 244 of the Oregon Government Ethics Law relating to conflicts of interest. Contractors that develop or draft specifications, requirements, statements of work, and/or solicitations for proposals for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to COUNTY.
- e) SUBRECIPIENT agrees that, to the extent they use contractors or subcontractors, SUBRECIPIENT shall use small, minority-owned, and/or women-owned businesses when possible.

## 13. General Agreement Provisions.

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- a) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY and its elected officials, officers, employees, and agents harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to (1) SUBRECIPIENT's negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT's control; or (2) SUBRECIPIENT's performance under this Agreement including, but not limited to, any claim by a State or Federal funding source that SUBRECIPIENT used funds for an ineligible purpose. 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 the 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 the 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.

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- 6) **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.
  - 7) **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.
  - 8) **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.
  - 9) **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.
  - 10) **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.
  - 11) **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 the 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 the COUNTY and undertakes this work independent from the control and direction of the COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind the 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 the 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.



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- 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.
- l) **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.
- m) **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

(Signature Page Attached)

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SIGNATURE PAGE TO SUBRECIPIENT AGREEMENT

(CLACKAMAS COUNTY)

AGREED as of the Effective Date.

CLACKAMAS COUNTY, OREGON

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PORTLAND ESTHER'S PANTRY

By: \_\_\_\_\_  
Tootie Smith, Chair

By: Emily Gilliland  
Emily Gilliland, Interim CEO

Dated: 01-20-2023 | 9:07 AM PST

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

By: \_\_\_\_\_  
Recording Secretary

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

- Exhibit A: SUBRECIPIENT Statement of Program Objectives
- Exhibit B: SUBRECIPIENT Program Budget
- Exhibit C: Performance Reporting
- Exhibit D: Request for Reimbursement

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## **EXHIBIT A STATEMENT OF PROGRAM OBJECTIVES**

Our House of Portland – Esther's Pantry  
Scope of Work: Blueprint Community Grant

Esther's Pantry, the first LGBTQ+ affirming food pantry in the state, supplies nutritious supplemental food and personal care items and provides a unique client- focused, shopping style experience that inspires dignity and independence. Esther's Pantry staff will provide culturally attuned/preferred food options to immigrant clients.

Clackamas Blueprint Community Grant funds may be used for the following eligible expenditures:

- Hire Russian and Swahili translator for three hours a day (over two weeks) to gather feedback from immigrant clients about what food options they would like to have, and to translate Pantry signage and documents (including marketing flyers and recommended recipes for foods readily available at the Pantry). Translators will create a client satisfaction survey and interpret responses.
- Purchase of translation software used for purposes of assisting SUBRECIPIENT in operating Esther's Pantry as set forth herein.
- Create and disseminate marketing flyers throughout the community.
- Research and identify culturally appropriate food vendors
- Work with Development staff to identify contributed revenue streams to sustain culturally specific food expenses beyond the grant period.

### **Subrecipient reporting requirements:**

- COUNTY will perform a check-in with the SUBRECIPIENT by June 30, 2022. The intent of this meeting is to discuss progress and technical assistance needs of the SUBRECIPIENT.
- SUBRECIPIENT representatives will attend assigned Public Health Advisory Councilor related COUNTY coalition meeting to promote its services, network with other organizations and provide input on advancing health equity and addressing health disparities.
- SUBRECIPIENT shall submit a work plan performance report for all delivered services for the period of January 1, 2022 to December 31, 2022. Due by January 31, 2023.
- SUBRECIPIENT shall present an update to PHAC or a related committee between January 1, 2023 and June 30, 2023.
- SUBRECIPIENT will submit a final work plan performance report for the entire duration of the funded project by July 30, 2023. The work plan performance report will cover the period of January 1, 2022 through June 30, 2023. The final report shall summarize accomplishments, lessons learned, recommendations for future work, and basic demographics of program participants.
- SUBRECIPIENT shall submit monthly reimbursement request/invoice by the 15<sup>th</sup> of each month, for the prior month. For example: contractor submits a reimbursement request/invoice for 1/1/22-1/30/22 by 2/15/22.

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**EXHIBIT B**  
**PROGRAM BUDGET**

<b>EXHIBIT B: BUDGET</b>					
<b>CLACKAMAS COUNTY PUBLIC HEALTH DIVISION</b>					
<b>Organization:</b> Cascade AIDS Project				<b>CLAIM PERIOD:</b>	Note: This form derives from the approved budget in your grant agreement. All expenditures must have adequate supporting documentation.
<b>Service:</b> Esther's Pantry					
<b>Program Contact:</b> Brent Blackwell					
<b>Agreement Term:</b> June 30, 2023					
<b>Agreement Number:</b> 22-010					
<b>Category</b>	<b>Approved Grant Amount</b>	<b>Monthly Grant Expenditure</b>	<b>Total Monthly Expenditure</b>	<b>YTD Grant Expenditure</b>	<b>Balance</b>
<b>Personnel</b> (List salary, FTE & Fringe costs for each position)					
Staff compensation (position title, FTE %)	\$ 2,580.00	\$ -	\$ -	\$ -	\$ 2,580.00
Translators (\$75/hour x 40 hours x 2 translators)	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
<b>Total Personnel Services</b>	\$ 8,580.00	\$ -	\$ -	\$ -	\$ 8,580.00
<b>Supplies</b>					
Translation Software	\$ 120.00	\$ -	\$ -	\$ -	\$ 120.00
<b>Travel</b>					
Mileage (.54/mile x 200 miles)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Additional (please specify)</b>					
Food	\$ 18,000.00				
Marketing (design & Printing expenses)	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
<b>Total Programmatic Costs</b>	\$ 18,620.00	\$ -	\$ -	\$ -	\$ 18,620.00
<b>Indirect Rate (X%)</b>	\$ 37,240.00	\$ -	\$ -	\$ -	\$ 37,240.00
<b>Total Grant Costs</b>	\$ 27,200.00	\$ -	\$ -	\$ -	\$ 27,200.00

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## **EXHIBIT C PERFORMANCE REPORTING**

### **PERFORMANCE PERIOD**

Quarters for the duration of the contract:

- Quarter #1: January 1, 2022 – March 30, 2022
- Quarter #2: April 1, 2022 – June 30, 2022
- Quarter #3: July 1, 2022 – September 30, 2022
- Quarter #4: October 1, 2022 – December 31, 2022
- Quarter #5: January 1, 2023 – March 30, 2023
- Quarter #6: April 1, 2023 – June 30, 2023

### **PERFORMANCE REPORTING REQUIREMENTS**

- AGENCY representatives to attend assigned PHAC Standing committee or related Clackamas County coalition meeting to promote its services, network with other organizations and provide input on advancing health equity and addressing health disparities.
- AGENCY shall submit a 6<sup>th</sup> Quarter written work plan and budget report. Due 30 days after the end of the quarter or January 31, 2022.
- AGENCY shall present an update to an assigned PHAC Standing Committee during quarters 7 and 8.
- AGENCY will submit a final work plan and budget report at the end of the 8<sup>th</sup> Quarter, due 30 days after the end of the quarter or July 30, 2023. The final report shall summarize accomplishments, lessons learned, recommendations for future work, and basic demographics of program participants.
- Performance Reports are submitted to Susan Berns-Norman, [SusanB@clackamas.us](mailto:SusanB@clackamas.us)

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**EXHIBIT D  
 REQUEST FOR REIMBURSEMENT**

<b>EXHIBIT D: SUBRECIPIENT REQUEST FOR REIMBURSEMENT                  CLACKAMAS COUNTY PUBLIC HEALTH DIVISION</b>					
<b>Organization:</b> Cascade AIDS Project				<b>CLAIM PERIOD:</b>  Jul-22	Note: This form derives from the approved budget in your grant agreement. All expenditures must have adequate supporting documentation.
<b>Service:</b> Esthers Pantry					
<b>Program Contact:</b> Brent Blackwell					
<b>Agreement Term:</b> 1 Year					
<b>Agreement Number:</b> 20-XXX					
Category	Approved Grant Amount	Monthly Grant Expenditure	Total Monthly Expenditure	YTD Grant Expenditure	Balance
<b>Personnel</b> (List salary, FTE & Fringe costs for each position)					
[Funded Position Name - Salary]	\$ -	\$ -	\$ -	\$ -	\$ -
[Funded Position Name - Fringe]	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>					
Phone, computer	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Travel</b>					
Mileage (.54/milex200 miles)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Additional (please specify)</b>					
Client assistance (bus tickets, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Programmatic Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Indirect Rate (X%)</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Grant Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Clackamas County and the Federal government retain 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.**

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**CERTIFICATION**

*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).*

**Prepared by:** Emily Cilleland

**Authorized SUBRECIPIENT Official:** Interim Chief Executive Officer

**Date:** 01-20-2023 | 9:07 AM PST

**Department Review.**

**Project Officer Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Department: forward to Grant Accountant for review and processing**

Grant Accountant Initial/Date: