

June 9, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Subrecipient Agreement with Northwest Family Services for Casa Esperanza. Casa Esperanza provides culturally specific Domestic Violence shelter and supportive services to Latina survivors of domestic violence in Clackamas County.

Agreement has a maximum value of \$468,900 paid with County General funds.

Purpose/Outcome	Northwest Family Services (NWFS) will continue to provide emergency shelter housing, survivor support groups, and advocacy services to culturally specific Latina victims of domestic violence, sexual assault and stalking.
Dollar Amount and Fiscal Impact	This agreement is for \$468,900 (\$117,225 awarded each program year for the duration of the agreement).
Funding Source	Budgeted County General Funds – approved through June 30, 2023. Subsequent funding dependent on annual approval of County budget.
Duration	July 1, 2022-June 30, 2026
Previous Board Action/Review	BCC Issues: 6/7/22
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe
Counsel Review	This Subrecipient Grant agreement has been reviewed and approved by County Counsel on: 5/23/22 (KR)
Procurement Review	Was the item processed through Procurement? No. Local Subrecipient Grant Agreement
Contact Person	Adam Freer 971-533-4929
Contract No.	H3S # 10703

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests the approval of a Local Subrecipient Agreement with Northwest Family Services for Casa Esperanza. Casa Esperanza is the only culturally-specific domestic violence shelter in the state of Oregon. Funding will provide: safe shelter and supportive services (support groups, information and referral, safety planning and individualized assessment) to Latina survivors of domestic violence and their children. Latina victims of domestic violence face significant barriers to safety and access to resources. Research demonstrates that Latinas experience intimate partner violence differently from their non-Latina counterparts. Barriers that include social isolation, language, discrimination, fear of deportation, dedication to family, and the cultural stigma of divorce mean that Latina victims are even less likely to report domestic violence and seek protection.

This Subrecipient Grant Agreement is effective upon signature by all parties for services starting on July 1, 2022 and terminating on June 30, 2026. Amendment has a maximum value of \$468,900.

Healthy Families. Strong Communities.

2051 Kaen Road, Oregon City, OR 97045 • Phone (503) 650-5697 • Fax (503) 655-8677

www.clackamas.us

RECOMMENDATION:

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

Respectfully submitted,

Rodney A. Cook

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

CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC-10703	
Program Name: Northwest Family Services Casa Esperanza	
This Agreement is between Clackamas County , Oregon, acting by and through its Department of Health, Housing and Human Services Children, Family and Community Connections (“COUNTY”), and Northwest Family Services (“SUBRECIPIENT”), an Oregon Non-profit Organization.	
COUNTY Data	
Grant Accountant: Joseph Rosevear	Program Manager: Sarah Van Dyke
Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5429 <i>jrosevear@clackamas.us</i>	Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (971) 284-3445 <i>svandyke@clackamas.us</i>
SUBRECIPIENT Data	
Finance/Fiscal Representative: Rose Fuller	Program Representative: Jacqueline Vargas
Northwest Family Services 6200 SE King Road Portland, OR 97222 (503) 546-9397 <i>rfuller@nwfs.org</i>	Northwest Family Services 6200 SE King Road Portland, OR 97222 (503) 546-6377 <i>jvargas@nwfs.org</i>
FEIN: 93-0841022	

RECITALS

- Domestic violence is defined as a pattern of coercive behavior used by one person to control another in an intimate relationship. The violence can be mental, emotional, physical, sexual, financial, and other types of abuse perpetrated to gain and maintain power and control. Domestic violence, sexual assault, stalking, dating violence, and other types of abuse have significant impact on the health and welfare of the residents of Clackamas County.

Latina victims of domestic violence face significant barriers to safety and access to resources. Research demonstrates that Latinas experience intimate partner violence differently from their non-Latina counterparts. Barriers that include social isolation, language, discrimination, fear of deportation, dedication to family, and the cultural stigma of divorce mean that Latina victims are even less likely to report domestic violence and seek protection. They are also less likely to utilize domestic violence shelters.

- Northwest Family Services (NWFS) is a private, non-profit that improves family stability and child well-being by focusing on the social determinants of health. Since 1983, NWFS has worked to reduce poverty through health, education, employment, and social justice services. Programs and services include health and social service navigation, culturally specific women and children's shelter who have experienced violence, youth prevention and intervention programs, outpatient alcohol and drug

treatment, coalition support for drug free communities, support for youth and families affected by incarceration, youth education and employment success, restorative justice, mental health services, job readiness and placement, couple's classes, parenting, healthy relationship education, and more. Services are offered in the greater Portland-Salem metro area in both English and Spanish.

3. Clackamas County (COUNTY) desires to have its citizens share in the benefits of SUBRECIPIENT resources to enhance victim safety through the provision of culturally-specific services in cases of domestic violence, sexual assault, and stalking. The funded staff are stationed in the shelter house and provide direct services to residents and their children as they seek safety from abuse. Primary services include an emergency shelter residence and advocacy services that deal with immediate safety concerns as well as long-term self-sufficiency for families.
4. This subrecipient grant agreement ("Agreement") is funded by County General Fund dollars.
5. 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 Grant 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 **July 1, 2022** and not later than **June 30, 2026**, 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 requirements are described in Exhibit A-1: Statement of Program Objectives and Exhibit A-2: Work Plan Quarterly Report. 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.
4. **Grant Funds.** COUNTY's funding for this Agreement is **County General Funds**. The maximum, not to exceed, grant amount that COUNTY will pay is **\$468,900** (\$117,225 awarded each fiscal year, unspent funds will not carry forward), contingent on COUNTY'S receipt of sufficient funds.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in Exhibit D-1: Request for Reimbursement.
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 except for the final payment. The final request for payment must be submitted to COUNTY no later than fifteen (15) days after the end 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 for cause or convenience 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 it lacks sufficient funds or funds are no longer available, as determined by COUNTY in its sole discretion, to continue to perform under this Agreement.
8. **Funds Available and Authorized.** COUNTY certifies that funds sufficient to pay for this Agreement have been obligated to COUNTY through June 30, 2023. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving future appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its sole 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. **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 assistance to the homeless.
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) **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.
 - c) **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.
 - d) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.
 - e) **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.
 - f) **Match.** Matching funds are not required for this Agreement.

- g) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15th 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.
- 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-1: Request for Reimbursement. All reports must be submitted on templates provided in the Exhibits, must reference this agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.
- i) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- j) **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 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, 2026), 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 this agreement. Such material breach shall give rise to 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 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 RECIPIENT.
- 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) 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.

13. General Agreement Provisions.

- 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) **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.
- 5) **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.
- 6) **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.
- 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 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.
- d) **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.
- e) **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.
- f) **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.
- g) **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.
- h) **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.
- i) **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.
- j) **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.
- k) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- l) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

(Signature Page Attached)

RECIPIENT

Northwest Family Services
6200 SE King Road
Portland, OR 97222

CLACKAMAS COUNTY

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

By: Rose Fuller
Rose Fuller, Executive Director

Signing on behalf of the Board:

By: _____
Tootie Smith, Board Chair
Clackamas County

Dated: 5/23/2022

Dated: _____

Approved as to form:
Date: 5/23/2022

[Handwritten signature]

- 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

BACKGROUND

Casa Esperanza is the only culturally-specific emergency shelter program in Clackamas County. Latina survivors of domestic violence face additional barriers to obtaining and maintaining safety for themselves and their children.

OBJECTIVES

Northwest Family Services will provide emergency shelter housing, survivor support groups, and advocacy services to Latina participants of Clackamas County.

ACTIVITIES

Northwest Family Services will provide emergency and support to survivors including:

- Emergency, short-term shelter;
- Crisis support;
- Short and long-term safety planning;
- Information & referrals;
- Assistance in obtaining resources;
- Advocacy and emotional support;
- Support groups for survivors of domestic violence and sexual assault.

Outputs:

- 30 unduplicated households will receive shelter

Outcomes

- 85% of shelter participants who stay in shelter at least 14 days will exit into safe and stable housing
- 85% of shelter heads of households will report that after working with NWFS they have a safety plan and have new options for staying safe

Funder Recognition

Marketing, educational, promotional, and outreach materials and flyers describing services, workshops, and other activities funded through this Agreement must acknowledge Clackamas County Children, Family & Community Connections and include its logo.

Marketing materials produced using these grant funds must be submitted with quarterly reports.

Exhibit A-2 Work Plan Quarterly Report

Children, Family and Community Connections Provider: Northwest Family Services

Exhibit A-2: FY 22-23 Work Plan Report Contact: Rose Fuller/Carmen Ortiz

Activity: Culturally-Specific DV Shelter and Services Contract Period: July 1, 2022 - June 30, 2023

Shaded cells will be completed by CFCC

Activities/Outputs	Intermediate Outcomes/Measurement Tool	Jul-Sep 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-Jun 2023	Total	
SHELTER							
By June 30, 2022, NWFS will provide emergency shelter to a minimum of 30 unduplicated culturally-specific adult victims (head of household-specific) of domestic violence, sexual assault, and stalking.	30 culturally-specific households households will be sheltered.	# unduplicated adult clients to date				0	
		# unduplicated children to date				0	
		# individual adults receiving shelter				0	
		# individual children receiving shelter				0	
		# new households entering shelter				0	
		# households turned away for shelter due to capacity				0	
		# total shelter nights				0	
		Longest length of stay in # of nights					
	85% (26) of shelter participants who stay in shelter at least 14 days will exit into safe and stable housing.	# households exiting shelter after at least 14 days					0
		# of households exiting to safe and stable housing				0	
		% of households exiting to safe and stable housing					
	85% (26) of shelter participants will report that, as a result of working with NWFS, they have a safety plan and know of new options on how to stay safe.	# households exiting shelter that complete a client satisfaction survey					0
		# households exiting shelter who report having a safety plan and have new options to stay safe				0	
		% households exiting shelter who report having a safety plan and have new options to stay safe					

EXHIBIT B: PROGRAM BUDGET

PROGRAM BUDGET					
Organization: Northwest Family Services	Ageement Term: July 1, 2022 - June 30, 2026				
Funded Program Name: Casa Esperanza					
Program Contact: Rose Fuller	Year 1	Year 2	Year 3	Year 4	TOTAL
Agreement # April 20, 1929	22-23	23-24	24-25	25-26	22-26
Approved Award Budget Categories					
Personnel (List salary, FTE & Fringe costs for each position)					
Program Manager (1.0 FTE @ \$50,000 for 12 months)	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$ 200,000
Advocate .70 FTE @ \$39,000 for 12 months)	\$27,300.00	\$27,300.00	\$27,300.00	\$27,300.00	\$ 109,200
Supervision (.08 FTE @ \$86,000 for 12 months)	\$6,880.00	\$6,880.00	\$6,880.00	\$6,880.00	\$ 27,520
Taxes and Benefits (.24 FTE)	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 84,000
Total Personnel Services	\$ 105,180	\$ 105,180	\$ 105,180	\$ 105,180	\$ 420,720
Administration					
Indirect Cost Rate (10%)	\$ 10,045.00	\$ 10,045.00	\$ 10,045.00	\$ 10,045.00	\$ 40,180
Supplies					
Program Supplies					\$ -
Utilities					
Utilities/Maintenance	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 3,000
Phone/Internet	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,000
Travel					
Conferences and Training					\$ -
Mileage	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000
Additional (please specify)					
Client Assistance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000
Child Care Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Programmatic Costs	\$ 12,045	\$ 12,045	\$ 12,045	\$ 12,045	\$ 48,180
Total Grant Costs	\$ 117,225	\$ 117,225	\$ 117,225	\$ 117,225	\$ 468,900

EXHIBIT C: PERFORMANCE REPORTING SCHEDULE

Schedule and Requirements:

Due **monthly** by the 15th 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 (not due with quarterly report)

Due **quarterly** by the 15th of the month following the end of the quarter:

- Exhibit A-2: Work Plan Quarterly Report
- Exhibit A-3: Client Feedback Survey and Report

Note: Additional reports may be requested, including but not limited to a yearly participant demographic report.

EXHIBIT D-1 REQUEST FOR REIMBURSEMENT

Exhibit D-1: 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 (The Monthly Activity Report is NOT required on months when quarterly reports are due). 				
July 1, 2022-June 30, 2023		Contract #:	10703	
Contractor: Northwest Family Services		Report Period:		
Address: 6200 SE King Street, Portland OR 97222				
Contact Person: Rose Fuller/Jackie Vargas				
Phone Number: 503-546-6377				
E-mail: rfuller@nwfs.org				
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<i>Personnel</i>				
Program Manager (1.0 FTE @ \$50,000 for 12 months)	\$50,000.00	\$ -	\$ -	\$ 50,000.00
Advocacy .70 FTE @ \$39,000 for 12 months)	\$27,300.00	\$ -	\$ -	\$ 27,300.00
Supervision (.08 FTE @ \$86,000 for 12 months)	\$6,880.00	\$ -	\$ -	\$ 6,880.00
Taxes and Benefits (.24 FTE)	\$ 21,000.00	\$ -	\$ -	\$ 21,000.00
Total Personnel	\$ 105,180.00	\$ -	\$ -	\$ 105,180.00
<i>Administration</i>				
Indirect Cost Rate (10%)	\$ 10,045.00	\$ -	\$ -	\$ 10,045.00
<i>Supplies</i>				
Program Supplies		\$ -	\$ -	\$ -
<i>Utilities</i>				
Utilities/Maintenance	\$ 750.00	\$ -	\$ -	\$ 750.00
Phone/Internet	\$ 250.00	\$ -	\$ -	\$ 250.00
<i>Travel</i>				
Conferences and Training		\$ -	\$ -	\$ -
Mileage	\$ 500.00	\$ -	\$ -	\$ 500.00
<i>Additional (please specify)</i>				
Client Assistance	\$ 500.00	\$ -	\$ -	\$ 500.00
Child Care Expense	\$ -	\$ -	\$ -	\$ -
Total Program	\$ 12,045.00	\$ -	\$ -	\$ 12,045.00
Total Budget	\$ 117,225.00	\$ -	\$ -	\$ 117,225.00
<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
 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.

Prepared by: _____
 Authorized Signature: _____
 Date: _____

Department Review
 Program Manager: _____
 Signature: _____ Date: _____

EXHIBIT D-2: MONTHLY ACTIVITY REPORT

Agency: Northwest Family Services

Funded Service: Culturally-Specific Domestic Violence Shelter and Support

Program Contact: Rose Fuller

Contact Info: rfuller@nwfs.org

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:

Person(s) completing this form:

Date: