

Clackamas and Washington Counties Commercial Tobacco Prevention Grantee Overview

Congratulations on receiving the 2024-25 Clackamas and Washington Counties Commercial Tobacco Prevention Grant!

This document summarizes required documents, next steps in the process, and timelines. Items highlighted in yellow require action from grantees. All other information is provided for your awareness.

Required Documentation for Contracting

The following documents are required for Clackamas County Public Health Division (CCPHD) to start the contracting process:

- **Project Scope of Work (SOW)** → The SOW outlines your organization's project deliverables and timelines, as well as roles and responsibilities between your organization and CCPHD.
- **Project Budget** → The project budget lists how your organization's \$50,000 award will be spent. Project budgets should be as specific as possible and align with project deliverables outlined in the SOW. Note when your organization starts submitting invoices for reimbursement, expenses must match those outlined in your project budget.
- **Vendor Packet** → The purpose of this form is to provide CCPHD with your organization's bank and most recent W-9 information so that CCPHD can issue award payments via direct deposit. Note the vendor packet is only needed if your organization has never contracted with CCPHD.

After your initial check in with CCPHD and Washington County Public Health (WCPH), Kamryn Brown, your Grant Coordinator, will email your organization's budget, SOW, and vendor packet (if applicable) to the project point of contact.

Grantees should review their project budget and SOW of work for accuracy. Once reviewed, the grantee will email Kamryn acknowledging accuracy of the budget and SOW. Grantees must also email Kamryn their completed vendor packet (if applicable).

Contracting Process Timeline

1. Once Kamryn receives the project budget, SOW, and vendor packet (if applicable), the CCPHD contracts team will draft a contract. The CCPHD contracts team will email the draft contract to the contract administrator contact listed in your grant application.
2. The grantee contract administrator will review, sign, and return the contract to PublicHealthContract@Clackamas.us. Both physical and electronic signatures are acceptable for the contract. Please note contracts are not considered fully executed at this point.
3. Once signed by the grantee's contract administrator, it can take 45 business days for contracts to be processed and fully executed by CCPHD. This is because the contract will need to be reviewed and signed by the Clackamas County Board of County Commissioners (BCC).

4. While pending Clackamas County BCC contract approval, grantees are encouraged to email the CCPHD contracts team with the required insurance items outlined in their contract. Note contracts are not considered fully executed until all grantee insurance items are received by CCPHD and the contract is signed by the Clackamas County BCC.
5. Once the Clackamas County BCC reviews and signs the contract, the CCPHD contracts team will email it back to the grantee's contract administrator.

Invoices and Grantee Payments

CCPHD is unable to issue award payments until your contract is fully executed. If your contract is not fully executed by the start of the award period, invoices may be submitted retroactively for project activities conducted during the award period (January 1st, 2024 – June 30th, 2025).

Once the contract is fully executed, grantees may begin submitting invoices for project activities carried out during the award period. Kamryn will email your organization's invoice template before January 1st, 2024.

Grantees must submit invoices to PublicHealthFiscalAP@Clackamas.us each month. Below outlines how invoices should be submitted:

- **Input expenses in column D.** Please do not add expenses in other columns, as this will mess up the embedded formulas.
- **Each monthly invoice will need a unique invoice number.** This invoice number can be anything so long as it is unique from month to month. There is a highlighted box on your invoice template where you will put this invoice number information.

EXHIBIT D: SUBRECIPIENT REQUEST FOR REIMBURSEMENT

Input invoice #
here

- **Each monthly invoice will need to include the name of the person who prepared the invoice, the authorized subrecipient official, and date.** This information should be included at the bottom of the invoice.

Prepared by:				
Authorized SUBRECIPIENT Official:				
Date:				

- **Monthly invoices need to match the line items listed in your approved budget.** Your approved budget is the first tab of your invoice template.
- **All monthly invoices will need to include supplemental financial information, such as receipts or pay stubs.** If we do not receive this information, we are unable to pay out the invoice.
- **Please submit your invoices at the end of each month to PublicHealthFiscalAP@Clackamas.us.**

Grant Orientation and Check-Ins

Each grantee is required to attend a virtual orientation on **Thursday, January 11th from 11am – 12pm**. This orientation will explain invoicing, the contract process, and reporting requirements. This will also be a space to answer your questions and concerns.

Each grantee will have a minimum of six check-ins with CCPHD and WCPH over the course of the award period. Check-ins will be during the following months:

- March 2024
- June 2024
- September 2024
- December 2024
- March 2025
- June 2025

Over the course of the award period Kamryn will reach out to schedule each check-in. If you would like to schedule additional check-ins at any point, please email Kamryn!

Contacts

- For general questions regarding the grant, please contact Kamryn Brown at KBrown@Clackamas.us or Kim Pinto at Kim_Pinto@washingtoncountyor.gov
- For questions regarding contracts, please email Arlene Tarin at PublicHealthContract@Clackamas.us
- For questions regarding budgets and invoicing, please email Ana Lua at PublicHealthFiscalAP@Clackamas.us