

June 23, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Subrecipient Agreement with Community Living Above to provide youth-focused substance use prevention programming in West Linn.
Agreement has a maximum value of \$132,00 (\$44,000 awarded each year) paid with County General Fund Marijuana Tax Revenue

Purpose/Outcome	Community Living Above will continue to provide substance use prevention and education services to reduce youth risk of substance use/abuse, with an emphasis on preventing marijuana use and associated harms by building prosocial and resistance skills through direct services and activities, as well as youth, family, and community education.
Dollar Amount and Fiscal Impact	This agreement is for \$132,000 (\$44,000 awarded each year)
Funding Source	Budgeted County General Fund Marijuana Tax Revenue – approved through June 30, 2023. Subsequent funding dependent on annual approval of County budget.
Duration	July 1, 2022-June 30, 2025
Previous Board Action/Review	BCC Issues: 6/21/22
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: 6/1/22 (KR)
Procurement Review	Was the item processed through Procurement? No. Subrecipient Grant Agreement, selected through a competitive process
Contact Person	Adam Freer 971-533-4929
Contract No.	H3S # 10698

BACKGROUND:

The Children, Family & Community Connections Division (CFCC) of the Health, Housing and Human Services Department requests the approval of Subrecipient Grant Agreement with Community Living Above for youth marijuana and substance abuse awareness prevention programming in West Linn. Community Living Above was selected through a competitive process to provide substance use prevention and education services to reduce youth risk of substance use/misuse through after school enrichment activities that promote positive youth development and prevention education.

This Grant Agreement is effective upon signature by all parties for services starting on July 1, 2022 and terminating on June 30, 2025. Agreement has a maximum value of \$132,000.

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 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

CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC-10698 Program Name: Community Living Above – Youth Substance Abuse Prevention (YSAP)	
This Agreement is between Clackamas County, Oregon , acting by and through its Health, Housing & Human Services Children, Family & Community Connections Division (“COUNTY”) and Community Living Above (“SUBRECIPIENT”), an Oregon Non-profit Organization.	
COUNTY Data	
Grant Accountant: Joseph Rosevear	Program Manager: Trevor Higgins
Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5429 jrosevear@clackamas.us	Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (971) 806-5953 thiggins@clackamas.us
RECIPIENT Data	
Finance/Fiscal Representative: Anne Marie Lowe	Program Representative: Pam Pearce
Community Living Above 3981 Calaroga Drive West Linn, OR 97068 (503) 5045691 annemarie@communitylivingabove.org	Community Living Above 3981 Calaroga Drive West Linn, OR 97068 (503) 719-2057 pam@communitylivingabove.org
FEIN: 45-2648040	

RECITALS

1. Community Living Above (SUBRECIPIENT) is a not-for-profit substance use prevention organization focused on ensuring youth, families, and community have prevention education, tools, and support. . Community Living Above collaborates using the 12-sector model to reduce substance use amount 10-20 year olds by addressing community factors that increase risk of substance use while promoting aspects to minimize risks.
2. Clackamas County (COUNTY) selected SUBRECIPIENT through a competitive process to provide youth-focused substance use prevention programming at in West Linn. Community Living Above will expand substance use prevention and education services to reduce youth risk of substance use/abuse, with an emphasis on preventing marijuana use and associated harms by building prosocial and resistance skills through direct services and activities, as well as youth, family, and community education.
3. This subrecipient grant agreement (“Agreement”) is funded by Clackamas County Marijuana Tax Funds.

4. 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 RECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than **July 1, 2022** and not later than **June 30, 2025**, 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 **Marijuana Tax Revenue**. The maximum, not to exceed, grant amount that COUNTY will pay on this agreement is **\$132,000 [\$44,000 awarded each fiscal year, unspent funds will not carry forward]**, contingent on COUNTY's receipt of sufficient funds.
5. **Disbursements.** Upon execution of this agreement, an initial disbursement in the amount of \$11,000 will be paid upon submission by SUBRECIPIENT of a signed Quarterly Funds Request (Exhibit C-1). SUBRECIPIENT will submit a Quarterly Expense Reconciliation (Exhibit C-2) of advanced funds, supported by general ledger back-up documentation before receiving funds for the next quarter.

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 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 executed 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 C: 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 A-2: SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit C: 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 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, 2025), 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 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.

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 liability insurance, except for professional liability, workers' compensation, network security and private liability (if applicable), required under this Agreement must include an additional insured endorsement specifying "Clackamas County, its agents, officers, and employees" as an additional insured, 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 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.
- 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.

SUBRECIPIENT

Community Living Above
3981 Calaroga Drive
West Linn, OR 97068

CLACKAMAS COUNTY

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

By: 
Pam Pearce, Executive Director

Signing on behalf of Clackamas County:

By: _____
Tootie Smith, Board Chair
Clackamas County

Dated: June 6, 2022

Dated: _____

Approved as to form:



- Exhibit A-1: Statement of Program Objectives
- Exhibit A-2: Program Reporting Requirements and Work Plan Quarterly Report
- Exhibit B: Program Budget
- Exhibit C: Quarterly Funds Request
- Exhibit C-1: Quarterly Expense Reconciliation

EXHIBIT A-1
STATEMENT OF PROGRAM OBJECTIVES

BACKGROUND

Oregon's legalization of the retail production and sale of marijuana has created concern for local government surrounding regulation and enforcement, community and neighborhood acceptance, increased exposure and ease of access to youth. This Funding Opportunity supports an enhanced response prioritizing prevention of youth marijuana and other drug/alcohol use.

OBJECTIVES

The goal of Youth Substance Abuse Prevention (YSAP) is to provide youth-focused substance use prevention programming responsive to community needs. Successful program will prevent youth exposure and early onset of substance use with an emphasis on preventing marijuana use. Programs to be provided through this funding shall encourage academic excellence and engage students in leadership building skills within a pro-social, interactive and structured setting after school when youth are most at risk of engaging in harmful activities. This project will address school, peer and individual risk factors. Research shows that marijuana use affects school, work and social life. By engaging students early in healthy activities, the program will promote a drug free lifestyle among our middle school students.

Community Living Above will provide youth-focused substance use prevention programming at in West Linn. Community Living Above will expand substance use prevention and education services to reduce youth risk of substance use/abuse, with an emphasis on preventing marijuana use and associated harms by building prosocial and resistance skills through direct services and activities, as well as youth, family, and community education.

ACTIVITIES

- Community youth substance use/abuse assessment
- Community substance abuse prevention outreach and education
- Student Alcohol and Drug Prevention education and engagement

EXHIBIT A-2

PERFORMANCE REPORTING SCHEDULE AND WORK PLAN QUARTERLY REPORT

Community Living Above will submit a quarterly Performance Report, to the Clackamas County Program Manager, no later than the 15th day of the month following the end of the calendar quarter. Quarterly reports must be submitted electronically on the Work Plan Quarterly Reporting document template (Exhibit A-2).

The Final Performance Report should be submitted no later than July 15, 2025.

In addition to the Quarterly Performance Reports, Community Living Above must notify Clackamas County Program Manager of developments that have a significant impact on the grant-supported activities. Community Living Above must inform Clackamas County Program Manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified above. This notification shall include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

Exhibit A-2 Work Plan Quarterly Report

Clackamas County – Children, Youth & Families
 Work Plan and Quarterly Report
 Provider: Community Living Above (CLA)
 Activity: Prevention Coalition Activities – Within the West Linn Contact: Pam Pearce
 Contract Period: July 1, 2022– June 30, 2023

Activities/Outputs	Intermediate Outcomes/Measurement Tool		Jul-Dec	Jan-Feb	Mar-Apr	May-June
Community Assessment: A & D Assessment <ul style="list-style-type: none"> Achieve a clear understanding of the local conditions related to youth substance use/misuse. Compare local student survey data with County and State data. Conduct at least 3 student focus groups and encourage participation in Student Health Survey. Interview a minimum of 6 local stakeholders, school suspensions and dropout rates, emergency room visits, juvenile court data, and treatment admission data. Develop parent survey using Pride Survey platform 	Community Assessment (Report) completed by January 15, 2023.	# Focus groups conducted				
	Report # of focus groups, # interviews, date assessment completed.	# Interviews conducted				
		Assessment completed				
Student A & D Prevention Education <ul style="list-style-type: none"> Complete at least 3 educational prevention events reaching at least 300 students such as Spring Mentor Days, TMEC, and National Facts Week. Demonstrate number of youth reached and increased knowledge about substance use disorder. Support and collaborate with Sources of Strength (SOS) Program which provides access to target population West Linn Wilsonville School District 	85% of student participants will report increased knowledge as measured by post evaluation surveys.	# Events				
		# Youth participants				
	10% of the total middle school and high school population aware of protective factor support/SOS that will align outcome with available data.	# Survey responses				
		# Reporting increased knowledge				
Community Education <ul style="list-style-type: none"> Create and maintain a distribution list to strengthen and expand outreach and education activities. Enhance communication to partner by creating and disseminating newsletter. 	Communication campaign launched by November 1, 2022.	# Of social media posts				
		# Of social media posts shared				
		# Of new contacts				
Coalition Development <ul style="list-style-type: none"> Ensure CLA Board and Coalition membership includes all 12 sectors as indicated by the Drug-Free Communities Support Program. Meet with the board and coalition representatives to establish a framework that strengthens collaboration and supports implementation of activities that prevent youth substance use/misuse. Provide education and training for each of the coalition sector representatives. 	Board Roster CR Roster	# Sectors represented on Board				
	Meeting Minutes	# Board meetings				
	# CADCA Attendees (if DFC granted)	# CADCA attendees				

Activities/Outputs	Intermediate Outcomes/Measurement Tool		Jul-Dec	Jan-Feb	Mar-Apr	May-June
Student Engagement <ul style="list-style-type: none"> Host a minimum of 6 High School lunches for the CLA Teen Advisory Board and peer led mentor days with middles schools. Demonstrate attendance through a sign in sheet. Work in partnership with schools to plan events focused on the prevention of substance use/misuse by youth. 	90% of TAB students will report increased A & D knowledge	# TAB lunch events				
	Support two school sponsored events by June 30, 2023.	# Of students attending				
		# Students reporting increased knowledge				
Parent Education <ul style="list-style-type: none"> Host two Parent/Community Education Events: <ol style="list-style-type: none"> Awareness & Education Event – Fall <ul style="list-style-type: none"> Coincide with WLHS BTS packet letter about CLA “Parents Who Host Lose the Most Campaign”- Spring <ul style="list-style-type: none"> Parent Pledges/letters to youth encouraging youth to be substance free by highlighting positive factors of individual and hanging them the week of prom. Host 6 education, awareness, and involvement events during the school year. 	85% of TAB parent participants in letter writing will report increased knowledge and skills for talking to youth about A&D issues as measured by parents’ survey	# Parent groups				
		# Of parents pledging				
		# Parents reporting increased knowledge and skills				

Activities/Outputs	Intermediate Outcomes/Measurement Tool		Jul-Dec	Jan-Feb	Mar-Apr	May-June
CLA will assess youth engagement quarterly.	All youth engaged in ongoing programming will be assessed for increased community engagement. Data collected will be specific to YSAP work and align with work plan activities. How this measure is defined is determined by the funded agency. Some examples of engagement are: <ul style="list-style-type: none"> • Advocacy • Mentorship • Volunteering • Youth-Focused Clubs • Community Decision-Making Processes • Program/Event Planning • Message Design • Other (defined by funded agency) 	# of youth engaged in planning schools events related to substance use prevention				
		% youth that increased engagement in their communities				
		% of Youth reporting to have engaged in providing youth substance use prevention activities in schools				

EXHIBIT B: PROGRAM BUDGET

Exhibit B: Budget				
Contractor: Community Living Above				
Program: YSAP				
Address: 3981 Calaroga Drive				
West Linn, OR 97068				
Contact Person: Pam Pearce			Contract #:	
Phone Number: 503-719-2057			Contract Term:	7/1/22-6/30/25
E-mail: pam@communitylivingabove.org				
Budget Category	Approved Budget 7/1/22-6/30/23	Approved Budget 7/1/23-6/30/24	Approved Budget 7/1/24-6/30/25	Total Budget
<u>Personnel (List each position separately)</u>				
Administrative Position: Payroll	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 45,000.00
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Administrative Fringe:	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 4,440.00
				\$ -
	\$ 16,480.00	\$ 16,480.00	\$ 16,480.00	\$ 49,440.00
<u>Administration (limited to 10% of total budget)</u>				
Admin	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 13,200.00
	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 13,200.00
<u>Program costs</u>				
TAB Meeting Lunches	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 5,400.00
TAB Graduation Event	\$ 750.00	\$ 750.00	\$ 750.00	\$ 2,250.00
Promotional SWAG and Participant Incentives	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,500.00
Educational Materials	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00
Campaign Supplies: "Parents Who Host"	\$ 700.00	\$ 700.00	\$ 700.00	\$ 2,100.00
Office Supplies	\$ 750.00	\$ 750.00	\$ 750.00	\$ 2,250.00
Newsletter	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Community Education Events	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00
Media/Event Marketing	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Training/Conferences	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
<u>Additional (please specify)</u>				
Collier Curriculum	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
Website Enhancement Project: Resource Directory Build	\$ 6,120.00	\$ 6,120.00	\$ 6,120.00	\$ 18,360.00
	\$ -	\$ -	\$ -	\$ -
	\$ 23,120.00	\$ 23,120.00	\$ 23,120.00	\$ 69,360.00
Total Budget	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 132,000.00

EXHIBIT C-1: REQUEST FOR DISBURSEMENT

Exhibit C-1 REQUEST FOR DISBURSEMENT				
<i>Requests for payment and projected costs are due 15 days before the end of the quarter, and should include:</i> • Request with an authorized signature • Narrative explaining projected costs and activities that will occur				
Organization: Community Living Above (CLA)		Contract #: 10698		
Address: 2600 Lexington Terrace West Linn, OR 97068		Payment request is for:		
Contact Person: Pam Pearce				
Phone Number: 503-719-2057				
E-mail: pam@communitylivingabove.org				
Budget Category	Approved Budget	Projected Quarterly Costs	Received To Date	Balance
<u>Personnel</u>				
Administration Position: Payroll	\$ 15,000.00		\$ -	\$ 15,000.00
Administrative Fringe	\$ 1,480.00		\$ -	\$ 1,480.00
Total Personnel	\$ 16,480.00		\$ -	\$ 16,480.00
<u>Administration (limited to 10% of total budget)</u>				
Admin	\$ 4,400.00		\$ -	\$ 4,400.00
<u>Program Costs</u>				
TAB Meeting Lunches	\$ 1,800.00		\$ -	\$ 1,800.00
TAB Graduation Event	\$ 750.00		\$ -	\$ 750.00
Promotional SWAG and Participant Incentives	\$ 500.00		\$ -	\$ 500.00
Educational Materials	\$ 2,500.00		\$ -	\$ 2,500.00
Campaign "Parents Who Host Lose the Most"	\$ 700.00		\$ -	\$ 700.00
Office Supplies	\$ 750.00		\$ -	\$ 750.00
Newsletter	\$ 1,000.00		\$ -	\$ 1,000.00
Community Education Events	\$ 2,000.00		\$ -	\$ 2,000.00
Media/Event Marketing	\$ 1,000.00		\$ -	\$ 1,000.00
Training/Conferences	\$ 3,000.00		\$ -	\$ 3,000.00
<u>Additional (please specify)</u>				
Collier Curriculum	\$ 3,000.00		\$ -	\$ 3,000.00
Websit Enhancement Project: Resource Directory Build	\$ 6,120.00		\$ -	\$ 6,120.00
Total Program	\$ 27,520.00		\$ -	\$ 27,520.00
Total Grant Costs	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00
<i>Detailed explanation of projected costs and associated activities:</i>				

EXHIBIT C-2 QUARTERLY EXPENSE RECONCILIATION

Exhibit C-1 Quarterly Expense Reconciliation							
Submit actual expenditures in each budgeted category and include: * General Ledger report verifying program expenditures							
Organization: Community Living Above (CLA) Address: 2600 Lexington Terrace West Linn, OR 97068 Contact Person: Pam Pearce Phone Number: E-mail:						Contract #: 10698	Actuals for Quarter:
DISBURSEMENT OF FUNDS							
Reason:	Disbursement Date:	Amount:					
Q1 - Disbursement							
Q2 - Disbursement							
Q3 - Disbursement							
Q4 - Disbursement							
TOTAL DISBURSEMENTS:		\$0.00					
Budget Category	Approved Budget	1st Qtr Actual Expenses	2nd Qtr Actual Expenses	3rd Qtr Actual Expenses	4th Qtr Actual Expenses	Actual Expense To Date	Balance
Personnel							
Administration Position: Payroll	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Administrative Fringe	\$ 1,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,480.00
Total Personnel	\$ 16,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,480.00
Administration (limited to 10% of total budget)							
Admin	\$ 4,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400.00
Program Costs							
TAB Meeting Lunches	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00
TAB Graduation Event	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00
Promotional SWAG and Participant Incentives	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Educational Materials	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
Campaign "Parents Who Host Lost the Most"	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00
Office Supplies	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00
Newsletter	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Community Education Events	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Media/Event Marketing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Training/Conferences	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Additional (please specify)							
Collier Curriculum	\$ 3,000.00					\$ -	\$ 3,000.00
Website Enhancement Project: Resource Director Build	\$ 6,120.00					\$ -	\$ 6,120.00
Total Program	\$ 27,520.00	\$ -	\$ -			\$ -	\$ 27,520.00
Total Grant Costs	\$ 44,000.00	\$ -	\$ -			\$ -	\$ 44,000.00
FUNDS REMAINING (Disbursed funds less total actual expenses incurred)						\$0.00	
Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Subrecipient that are pertinent to this Agreement.							
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.							