

October 5, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval to apply to the Oregon Department of Veterans’ Affairs for a grant for County Veterans Services operations. Agreement value is \$1,126,538 for 1 year. Funding is through \$273,069 from the Oregon Department of Veterans’ Affairs, \$171,235 in Restricted Fund Balance, and \$682,234 in budgeted County General Funds.

Previous Board Action/Review	Briefed at issues 10/3/2023		
Performance Clackamas	This funding aligns with: 1. The County’s strategic priority to ensure safe, healthy and secure communities.		
Counsel Review	No – per Andrew	Procurement Review	No
Contact Person	Brenda Durbin, Director, Social Services Division	Contact Phone	(503) 655-8641

EXECUTIVE SUMMARY: The Social Services Division of the Health, Housing and Human Services Department operates the Veterans’ Service Office for Clackamas County. We are seeking approval to apply for Oregon Department of Veterans’ Affairs (ODVA) FY23-24 funding to support the County Veterans’ Services Office (CVSO) operations. These services support Clackamas County veterans in accessing disability, needs based pension, Veterans’ Affairs (VA) health care, and other benefits earned through military service.

In FY22-23, ODVA funds supported both FTE and program costs. Staff held in-office and out-of-office interviews (face-to-face interactions) with veterans or family members that resulted in supports for completion of USDVA forms to attain VA services or benefits. In FY21-22, the last year for which we have complete data, CVSO staff supported veterans in securing \$7,569,154 in veterans’ benefits. Additionally, CVSO Staff participated in Veterans’ Advisory Council meetings, monthly Homeless Veteran Coordination meetings, a Tri-County VSO Leadership meeting, and trainings hosted by ODVA, NVLSP (National Veterans Legal Services Program, and CVO (Coalition of Veterans Organizations), and local outreach events.

\$682,234 of budgeted County General Funds is included in the funds total.

RECOMMENDATION: Staff recommends approval of this agreement and that Tootie Smith, Board Chair, or her designee be authorized to sign all documents on behalf of the Clackamas County Board of Commissioners.

Respectfully submitted,

Rodney A. Cook

Rodney Cook, Director
Health, Housing and Human Services Department

For Filing Use Only



COUNTY APPLICATION FOR ODVA FUNDS
FY2024: JULY 1, 2023 TO JUNE 30, 2024

This is a fillable form. Save the form to your computer, complete the form, print, sign, scan and send electronically.

A county must complete and submit this form along with the required documents listed below to the Oregon Department of Veterans' Affairs **no later than 8/31/2023** in order to receive state funds for the county's Veteran Services Office. Please submit the documents to: ODVA_CVSO-NSOFunding@odva.oregon.gov.

SUBMIT TO: ODVA_CVSO-NSOFunding@odva.oregon.gov

TIME PERIOD
July 1, 2023 to June 30, 2024

CONTACT INFORMATION

Oregon Department of Veterans' Affairs, Strategic Partnerships Division
700 Summer St NE Salem, OR 97301-1285
For questions, please call: (503) 373-2090

COUNTY
Clackamas County

Budgeted Revenue for July 1, 2023 to June 30, 2024

ITEM	AMOUNT
County Funds	\$ 682,234
Carry forward of unspent budgeted funds from previous fiscal year <i>(if applicable)</i>	\$ 171,235
ODVA Funds for 2023-24	\$ 273,069
Other Funds <i>(Identify source):</i>	\$
TOTAL REVENUE	\$ 1,126,538

Budgeted Expenditures for July 1, 2023 to June 30, 2024

TOTAL BUDGETED EXPENDITURES \$ 1,126,538

(NOTE: Budgeted expenditures should match budgeted revenue)

Required Documents

- ✓ A copy of the approved budget for county Veteran Services Office for the fiscal year 2024. → *Appendix A*
- ✓ A copy of the actual revenue and expenditures for the prior fiscal year, **if changed since submission with fourth quarter report.** → *Appendix B*
- ✓ *A description of the planned use of the carry-forward funds from FY 2023, if applicable.* → *Appendix C*
- If the county contracts for the provision of veteran services, attach a signed copy of the contract.

CERTIFICATION

By my signature below, I hereby certify the following: the county is applying for funds for the county Veteran Services Office from the Oregon Department of Veterans' Affairs; the county will use these funds only as provided in ORS 406.310 and ORS 406.450 – 406.460; the county will comply with the Oregon Administrative Rules in Chapter 274, Division 030 that govern these funds; and the county will submit quarterly reports of activities and expenditures to the Oregon Department of Veterans' Affairs no later than the 30th day of the month following the end of each quarter.

Printed Name of County Commissioner/Judge (or designee)
Tootie Smith

Signature of Authorized County Representative named above

Date Signed

Title of Signer
Chair, Board of County
Commissioners

Email Address
bcc@clackamas.us

Telephone Number
503-655-8581

ODVA APPROVED FOR FUNDING

Authorized Signature

Date

APPENDIX A: Budget**FY24 Veterans Enhancement Grant
Project 400224400**

Account	Account Description	FY24 Budget
30110	Restricted Beginning Fund Balance	171,235.00
33150	State Operating Grants	273,069.00
39115	Transfers in From General Fund	682,234.00
	FY24 Revenue	1,126,538.00

Account	Account Description	FY24 Budget
41100	Full Time Wages & Salaries	407,498.00
41120	Temporary Workers Wages & Sala	13,442.00
41210	Fringe Benefits	141,362.00
41220	PERS	124,801.00
41230	Taxes	37,872.00
42010	Advertising/Marketing	1,000.00
42080	Dues & Memberships	500.00
42220	Office Supplies	1,500.00
42240	Postage/Shipping	1,250.00
42250	Printing & Copies	2,000.00
42270	Publications & Subscriptions	500.00
42310	Telephone & Internet	5,500.00
42320	Training & Development	2,000.00
42330	Transportation - Mileage	4,500.00
42360	Travel - Per Diem	5,920.00
44120	Computer < \$5K	7,590.00
44240	Program Materials & Supplies	131,447.00
46110	Leases - Copier	1,927.00
41320	Worker Compensation Ins	2,332.00
42150	Insurance - Liability	2,270.00
46150	Leases - Office	9,809.00
47100	Allocated Costs -Finance	16,908.00
47120	Allocated Costs - Facilities	16,452.00
47130	Allocated Costs - Utilities	3,659.00
47140	Allocated Costs -Tech Services	34,478.00
47150	Allocated Cost - PGA	4,383.00
47160	Allocated Costs -Records Mgmt	1,206.00
47170	Allocated Cost -Human Resource	11,957.00
47180	Allocated Cost -County Admin	2,292.00
47190	Cost Allocation -Legal	2,317.00
47110	Division Indirect Costs	111,139.00
47300	H3S Allocated Costs	16,727.00
	FY24 Expenditures	1,126,538.00

FY24 Surplus/(Deficit) 0.00

APPENDIX B: FY22-23 Revenue and Expenditures

Row Labels	Account2	Sum of Amount
30110	Restricted Beginning Fund Bala	10,442.89
33150	State Operating Grants	(278,320.25)
38100	Miscellaneous Revenue	(10.00)
39115	Transfers in From General Fund	(488,105.00)
41100	Full Time Wages & Salaries	340,985.88
41110	Part Time Wages & Salaries	0.00
41120	Temporary Workers Wages & Sala	10,698.47
41210	Fringe Benefits	106,375.92
41220	PERS	104,784.83
41230	Taxes	29,059.94
41320	Worker Compensation Ins	1,839.82
42010	Advertising/Marketing	17,438.53
42080	Dues & Memberships	300.00
42150	Insurance - Liability	2,222.14
42220	Office Supplies	341.32
42240	Postage/Shipping	499.84
42250	Printing & Copies	160.58
42280	Records Destruction	35.98
42310	Telephone & Internet	8,492.44
42320	Training & Development	1,892.34
42350	Travel - Lodging Airfare Other	911.11
42360	Travel - Per Diem	1,564.63
43100	Professional Services	4,357.75
43240	Legal Services	186.00
43290	Preemployment Services	37.00
44240	Program Materials & Supplies	12,238.69
46110	Leases - Copier	2,676.48
46150	Leases - Office	11,811.83
47100	Cost Allocation - Finance	12,865.39
47110	Division Indirect Costs	688.00
47120	Cost Allocation - Facilities	9,768.90
47130	Cost Allocation - Utilities	1,967.14
47140	Cost Allocation - Tech Service	20,671.46
47150	Cost Allocation - PGA	2,461.84
47160	Cost Allocation - Rec Mgmt	93.75
47170	Cost Allocation - HR	7,385.18
47180	Cost Allocation - County Admin	1,965.49
47300	Dept. Indirect Costs	92,396.38
Grand Total		53,182.69

809,175.05 Total Exp posted run date 9/12/23
 787,441.33 Total Exp reported run date 8/9/23
 21,733.72 Variance

APPENDIX C: Use of Carryover Funds

1 FTE Human Services Assistant: \$137,500

Flags and cases: \$8,500

Outreach Specific Services (includes Media and Events): \$25,235

Total: **\$171,235.00**

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Award type: Direct Appropriation (no application) Subrecipient Award Direct Award

Award Renewal? Yes No

Lead Fund # and Department:	240 : H3S Social Services Division
Name of Funding Opportunity:	ODVA Veterans' Enhancement Grant, FY23-24

Funding Source: Federal – Direct Federal – Pass through State Local

Requestor Information: (Name of staff initiating form)	R.E. ("Ari") Szego
Requestor Contact Information:	rszego@clackamas.us
Department Fiscal Representative:	Doug Green
Program Name & Prior Project #: (please specify)	Veteran's Enhancement Grant #400222400

Brief Description of Project:

To operate the County's Veterans' Services Offices, which connect Clackamas County Veterans and their families to earned benefits.

Name of Funding Agency: Oregon Department of Veterans' Affairs

Notification of Funding Opportunity Web Address: ODVA_CVSO-NSOFunding@odva.oregon.gov

OR

Application Packet Attached: Yes No

Completed By: R.E. Szego Date: 09/26/23

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application Non-Competing Application Other

Assistance Listing Number (ALN), if applicable:	N/A	Funding Agency Award Notification Date:	08/11/23
Announcement Date:	N/A	Announcement/Opportunity #:	ODVA Veterans' Enhancement, 23-24
Grant Category/Title	ODVA Veterans' Enhancement, 23-24	Funding Amount Requested:	\$273,069, plus \$171,235 carry forward
Allows Indirect/Rate:	Yes	Match Requirement:	\$682,234 budgeted (maintenance of effort, not match)
Application Deadline:	08/31/23 - extension requested	Total Project Cost:	\$1,126,538
Award Start Date:	07/01/23	Other Deadlines and Description:	
Award End Date:	06/30/24		
Completed By:	R.E. Szego	Program Income Requirements:	N/A
Pre-Application Meeting Schedule:	N/A		

Additional funding sources available to fund this program? Please describe:

The county is required to provide maintenance of effort funds to support the county's Veteran's Services office. These funds are provided from County General Fund.

How much General Fund will be used to cover costs in this program, including indirect expenses?
\$682,234

How much Fund Balance will be used to cover costs in this program, including indirect expenses?
\$171,235 in carry forward

In the next section, limit answers to space available.

Section III: Funding Opportunity Information - To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. *How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?*

2. *Who, if any, are the community partners who might be better suited to perform this work?*

3. *What are the objectives of this funding opportunity? How will we meet these objectives?*

4. *Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?*

Organizational Capacity:

1. *Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?*

2. *Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?*

3. *If this is a pilot project, what is the plan for sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?*

4. *If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?*

Collaboration

1. List County departments that will collaborate on this award, if any.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

3. What are the fiscal reporting requirements for this funding?

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Other information necessary to understand this award, if any.

Program Approval:

Gus Bedwell

9/26/23

Gus L Bedwell Digitally signed by Gus L Bedwell
Date: 2023.09.26 13:01:10 -07'00'

Name (Typed/Printed)

Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR****

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)

Teresa Christopherson 9/26/23

Teresa Christopherson
Teresa Christopherson (Sep 26, 2023 14:29 PDT)

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Adam Brown Sep 26, 2023

Adam Brown (Sep 26, 2023 15:30 PDT)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort Sep 26, 2023

Elizabeth Comfort

Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL (WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)

Name (Typed/Printed)

Date

Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications less than \$150,000:

Table with 3 columns: COUNTY ADMINISTRATOR, Approved:, Denied: and a bottom row for Name (Typed/Printed), Date, Signature.

For applications up to and including \$150,000 email form to Tracy Moreland at TracyMor@clackamas.us for Gary Schmidt's approval.

For applications \$150,000 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #:

Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at and Grants Manager at financegrants@clackamas.us when fully approved.

Department: keep original with your grant file.