

June 27, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of Amendment #3 extending the term and increasing the value of a personal services contract with Do Good Multnomah for supportive services at the Clackamas County Veterans Village. Amendment value is \$369,986.30 for 1 year, Contract is increased to \$2,087,539.49 for 3 years. Funding is through Supportive Housing Services Measure funds. No County General Funds are involved.

Previous Board Action/Review	June 30, 2022 – 20220630 II.C – Original Contract Approved February 15, 2023 – Amendment #1, language update executed by the Health, Housing & Human Services Department September 21, 2023 – Amendment #2, time extension/scope, Approved June 25, 2024 – Item briefed at Issues		
Performance Clackamas	1. This programming aligns with H3S’s Strategic Business Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County’s Performance Clackamas goal to ensure safe, healthy, and secure communities.		
Counsel Review	Yes	Procurement Review	No
Contact Person	Vahid Brown, HCDD Deputy Director	Contact Phone	(971) 334-9870

EXECUTIVE SUMMARY: On behalf of the Housing and Community Development Division (HCDD), Health, Housing & Human Services requests approval of Amendment #3 to Contract #10713 with Do Good Multnomah to provide intensive case management, peer support, and housing navigation for veterans living at the Clackamas County Veterans Village. The amendment adds \$369,986.30 to fund services for an additional year, through June 30, 2025. .

Do Good Multnomah provides intensive case management, peer support, housing navigation, and a supportive community environment to veterans receiving services at Clackamas County Veterans Village. The Village consists of 24 tiny homes, and veterans reside there until they transition to permanent housing/higher level of care facilities or long-term substance abuse treatment programs.

Through this amendment, Do Good Multnomah will provide continued stabilizing and supportive services for veterans as part of the county’s goal to end veteran homelessness.

Funding for this amendment is provided through Supportive Housing Services Funds.

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RECOMMENDATION: Staff recommends the Board approve Amendment #3 to

Contract #10713 with Do Good Multnomah for Veterans Village services for Clackamas County veterans experiencing homelessness.

Respectfully submitted,

Rodney A. Cook

Rodney A. Cook
Health, Housing & Human Services

**AMENDMENT # 3
TO THE CONTRACT DOCUMENTS WITH
DO GOOD MULTNOMAH.
Contract # 10713**

This Amendment #3 is entered into between **Do Good Multnomah** (“Contractor”) and Clackamas County, on behalf of its Housing and Community Development Division (“County”) and shall become part of the Contract documents entered into between Contractor and the Housing Authority of Clackamas County on **June 30, 2022** (“Contract”).

The Purpose of this Amendment #3 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. Effective Date and Duration is hereby amended as follows:

The Contract term is extended to **June 30, 2025**. By execution of this Amendment #3, the parties have agreed to exercise the second one-year renewal.

2. ARTICLE I, Section 3. Consideration is hereby amended as follows:

In consideration for Contractor performing Work during the extended term of this Contract, County will pay Contractor an amount not to exceed \$ 369,986.30.

Consideration is on a budget reimbursement basis in accordance with the revised budget attached hereto as **Exhibit A to this Amendment #3** and incorporated by this reference herein, and the terms and conditions of the Contract. The total Contract amount shall not exceed \$ 2,087,539.49.

ORIGINAL CONTRACT	\$ 1,685,300.21
AMENDMENT #1	\$ 0 (Language Update)
AMENDMENT #2	\$ 32,252.98 + Scope + Time Extension
<u>AMENDMENT #3</u>	<u>\$ 369,986.30 + Time Extension</u>
TOTAL AMENDED CONTRACT	\$ 2,087,539.49

3. ARTICLE I, Section 3. Consideration, is hereby amended to add the following:

County may, in its sole discretion, advance Contractor an amount not to exceed one sixth (1/6) of the total Contract amount (the “Advanced Funds”). Contractor may only use the Advanced Funds for purposes of paying Contractor’s eligible expenses incurred between the effective date of the Contract and when Contractor’s first monthly invoice is submitted and paid. Advanced Funds may continue to be used to pay Contractor’s eligible expenses incurred from July through March on a rolling thirty-day (30) basis to ensure Contractor may perform the Work prior to County paying Contractor’s monthly invoices. However, Contractor shall continue to invoice County during the July through March time period for eligible expenses incurred on a monthly basis, in accordance with the terms and conditions of the Contract, with the Advanced Funds being used to cover

eligible expenses prior to when County reviews, approves, and pays Contractor's monthly invoices.

Contractor shall separately account for use of the Advanced Funds on a monthly basis. The parties intend that as of April of each contract year, the Contractor shall have enough Advanced Funds remaining to cover a substantial portion of the costs for remaining Work. As such, starting in April of each contract year, in lieu of an invoice, Contractor shall submit a monthly reconciliation statement of expenses incurred against the Advanced Funds. The reconciliation statement shall include the same information and supporting documentation as an invoice submitted pursuant to Article I, Section 4 of the Contract. The reconciliation statement shall document, to County's satisfaction, how the Advanced Funds were spent down on a monthly basis, including reimbursing Contractor for Work performed for each remaining month of the contract year (April through June).

For the month of the contract year when advanced funds are fully spent down, which is anticipated to be May or June, Contractor shall submit a final reconciliation statement that details the use of the remaining Advanced Funds, if any. If the Advanced Funds do not fully cover eligible Work performed by Contractor, Contractor shall submit an invoice for the remaining amounts owed. The invoice amount shall be reduced by the remaining Advanced Funds.

If there are any Advanced Funds remaining after the final reconciliation statement is submitted and no further amounts are owed to Contractor for Work performed, or if the Contract is terminated prior to expiration of its term for any reason, the remaining Advanced Funds must be returned to County within ten (10) business days of the termination date of the Contract.

Prior to County advancing the Contractor the Advanced Funds, Contractor must submit an advance request, in a form acceptable to the County, that details the amount of the Advanced Funds requested, the specific purposes for which the Advanced Funds will be used, and such other information as the County may require.

If the Advanced Funds is approved by the County, County will issue payment of the Advanced Funds within 30 days of approval.

Advanced funds do not increase the maximum compensation amount set forth above. Contractor shall not submit invoices for, and County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above.

The Advanced Funds are not intended to be used to expand the Work beyond the eligible expenses incurred for the thirty-day period.

Contractor's use of Advanced Funds for any purpose not expressly permitted by this Contract, or failure to return Advanced Funds in accordance with the provisions above, constitutes a misuse and is a breach of the Contract. Upon such breach, and in addition to any other right or remedy provided at law, in equity, or in this Contract, County may

require Contractor to immediately repay all or a portion of the Advanced Funds, terminate the Contract, and/or reduce any pending invoice for Work performed by the amount of misused Advanced Funds.

4. **ARTICLE II. Section 1. Access to Records** is hereby deleted in its entirety and replaced with the following:

1. Monitoring/Access to Records.

- a. **Access to Records.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
- b. **Performance Monitoring.** Contractor shall comply with County's then-current performance monitoring practices for purposes of ensuring Contractor is performing the Work in accordance with the terms and conditions of the Contract. Each party shall bear their own costs and expenses incurred as a result of County's monitoring of Contractor's performance under the Contract. County's performance monitoring practices may include, but are not limited to, the following:
 - i. **Site Reviews.** County may schedule on-site visits to review Contractor compliance with the Contract. Site visits are usually scheduled with provider, but County may, in its sole discretion, conduct a site visit without prior notice to Contractor.
 - ii. **Performance evaluations.** County may, in its sole discretion, require additional performance evaluations in addition to those already set forth in this Contract. The additional performance evaluations may be performed through a variety of quality assurance and evaluation processes. i.e. HMIS, benchmarks, etc. Contractor must comply and cooperate with any County performance evaluation requirements to ensure County may fully evaluate Contractor's performance under this Contract.
 - iii. **Fiscal Compliance.** County may, in its sole discretion, conduct fiscal compliance reviews to ensure that financial records, systems and procedures conform to Generally Accepted Accounting Principles and are in compliance with all County and State of Oregon audit and accounting requirements.

- iv. File Compliance. County may request periodic review of client files to ensure all required documentation is completed, services are being provided as contracted and client funds are being used in accordance with the County's flex fund policy.

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #4, effective upon the date of the last signature below.


Do Good Multnomah

Clackamas County

Stephanie VanRheen 5/28/2024
Authorized Signature Date

Commissioner Tootie Smith, Chair Date

Stephanie VanRheen
Printed Name

Approved as to Form:
 05/29/2024
County Counsel Date

**EXHIBIT A TO THIS AMENDMENT #3
BUDGET**

FY 2024-2025 Budget		
Budget Category	Narrative/Description	Budget Amount
Safety off the Streets - 400705		
Personnel		
Salaries & Wages	4 direct service FTE + .35 direct management FTE	\$258,157.10
Overtime	Seasonal & Emergent O/T	\$2,490.48
Fringe	Taxes, Benefits, Payroll Processing, Workers' Comp	\$47,433.60
Safety off the Streets - 400705 Personnel Subtotal:		\$308,081.18
Program Operations - Materials and Supplies		
Professional Services	Lyft and TriMet passes, on-call translation (hearing and language barriers)	\$1,000.00
Printing	Printer lease & supplies	\$3,000.00
Telecommunications	Phone & Internet	\$4,620.00
Supplies	Participant activities, office, & program supplies, pod turnover, cameras, etc.	\$7,100.00
Education & Training	Staff training & professional development	\$2,900.00
Local Travel	Reimbursement at the IRS per mile rate	\$2,400.00
Insurance	Workers comp, program-related insurance	\$750.00
Dues & Subscriptions	Caseworthy software (organization wide)	\$2,000.00
Safety off the Streets - 400705 Program Operations - Materials and Supplies Subtotal:		\$23,770.00
Client Services		
Flex Funds	Eviction prevention, move-in costs, utility debt, employment, job-related needs, etc.	\$4,500.00
Safety off the Streets - 400705 Client Services Subtotal:		\$4,500.00
Indirect Administration		
Indirect Administration	10% de minimis indirect rate	\$33,635.12
Safety off the Streets - 400705 Indirect Subtotal:		\$33,635.12
Safety off the Streets - 400705 Total:		\$369,986.30
FY 2024-2025 Budget:		\$369,986.30