

December 8, 2022

Board of Commissioners
Clackamas County

Members of the Board:

Approval of an Amendment increasing funding for a Non-Federal Subrecipient Grant Agreement with Northwest Housing Alternatives for System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. Amendment value is \$144,000. Grant value is now \$744,000. Funding is through the State of Oregon Housing and Community Services Department.

No County General Funds are involved.

Purpose/Outcomes	Approval of Amendment #6, which extends the eligible grant expenditure period by one year to June 30, 2023, and adds \$144,000 in additional funds during the extended expenditure period to continue System Diversion, Homelessness Prevention, and Rapid Re-Housing Services.
Dollar Amount and Fiscal Impact	Adds \$144,000 in additional funds for a new total value not to exceed \$744,000.
Funding Source	State of Oregon Housing and Community Services Department, Homeless Response and Prevention Services (HRPS) funds. No County General Funds.
Duration	The amendment is effective upon signature, with an eligible grant expenditure period of July 1, 2022 – June 30, 2023.
Previous Board Action	The original agreement (3-29-2018), amendment #1 (2-28-2019), amendment #2 (11-7-2019), and amendment #3 (10-8-2020) were approved by the Board and authorized for the H3S Director's signature. Amendment #4 was approved by the Board on 1-6-22. Amendment #5 was approved by the Board on 6-2-22. Item at County issues: 12-6-22
Strategic Plan Alignment	1. This funding aligns with H3S's strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the County's strategic priority to ensure safe, healthy, and secure communities.
Counsel Review	Date of Counsel Review: 10-20-22 Andrew Naylor
Procurement Review	1. Was the item processed through Procurement? No 2. If no, provide a brief explanation: The item is a Grant Amendment.
Contact Person	Brenda Durbin, Social Services Director (503)655-8641
Contract No.	H3S# 8696

BACKGROUND:

The Social Services Division (SSD) of the Health, Housing, and Human Services Department requests approval of Grant Amendment #6 with Northwest Housing Alternatives (NHA) for System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. This program assisted 48 households in the fiscal year 2021-2022.

Healthy Families. Strong Communities.

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

Clackamas.us/h3s

Amendment #6 extends the eligible grant expenditure period by one year to June 30, 2023, and adds \$144,000 in additional funds for a new total value not to exceed \$744,000.

Finance Grants has approved the extension of the agreements under exigent circumstances per the County Grants Manual policy. Eventually, the administration of the funds for this agreement will be held by the new Housing & Community Development Division (HCD) when sufficient business services infrastructure is in place. This agreement will be administered by the Social Services Division through June 30, 2023, to ensure the continuity of services.

This Grant Amendment was approved by County Counsel and is effective upon signature by all parties. The original grant award and previous amendments were made under a County issued Notice of Funding Opportunity with additional funder-approved extensions. NHA is approved by the State of Oregon Housing and Community Services Department (OHCS) as a non-federal sub-recipient. Further funder approval from OHCS is not required on the extension of this grant award for system diversion, homelessness prevention, and rapid re-housing.

The Amendment will allow an eligible grant expenditure period of July 1, 2022, to June 30, 2023. No County General Funds are required.

RECOMMENDATION:

Staff recommends the Board approval of this Grant Amendment and authorization for Tootie Smith, Board Chair, to sign.

Respectfully submitted,



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

Attachment:
Non-Federal Subrecipient Grant Amendment #6, H3S#8696

Agency Service Contract (Grant) Amendment
Health, Housing and Human Services Department

H3S Agreement Number 8696 Board Agenda Number _____

and Date _____

Division Social Services Amendment No. 6

Contractor **Northwest Housing Alternatives, Inc.**

Amendment Requested By Brenda Durbin, Director

Changes: Scope of Services Grant Budget
 Grant Time Other _____

Justification for Amendment:

This Amendment #6 is entered into between Northwest Housing Alternatives, Inc. (“AGENCY”) and Clackamas County (“COUNTY”) and shall become part of that Agency Service Contract grant agreement (“Agreement”) entered into between both parties on April 4, 2018.

Amendment #6 adds \$144,000 in funds and extends the eligible grant expenditure period by one year to June 30, 2023.

Agency is approved by State of Oregon Housing and Community Services Department (OHCS) as a non-federal subrecipient and further funder approval from OHCS is not required on the extension of this grant award for system diversion, homelessness prevention and rapid re-housing.

Except as amended hereby, all other terms and conditions of the Agreement remain in full force and effect. The County has identified the changes with “***bold/italic***” font for easy reference.

AMEND: SECTION II, COMPENSATION AND RECORDS, SUBSECTION A:

A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I.

- a. For financial assistance on a cost reimbursement basis for all eligible costs up to a maximum compensation of \$600,000 as described in Exhibit C: Budget & Output.
- b. Funding for Amendment #2, fiscal year 19-20 and Amendment #3, fiscal year 20-21, award fund source is 19-21 Biennium Master Grant Agreement, #5084, H3S#9302 issued to County by Oregon Housing and Community Services (OHCS).
- c. Funding for Amendment #4, fiscal year 21-22 award fund source is 21-23 Biennium Master Grant Agreement, #7005, H3S#10239 issued to County by Oregon Housing and Community Services (OHCS) .

Total maximum compensation under this contract shall not exceed \$600,000.

TO READ:

- A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I.
- a. For financial assistance on a cost reimbursement basis for all eligible costs up to a maximum compensation of **\$744,000** as described in Exhibit C: Budget & Output.
 - b. Funding for Amendment #2, fiscal year 19-20 and Amendment #3, fiscal year 20-21, award fund source is 19-21 Biennium Master Grant Agreement, #5084, H3S#9302 issued to County by Oregon Housing and Community Services (OHCS).
 - c. Funding for Amendments #4 **and** #5, fiscal year 21-22 award fund source is 21-23 Biennium Master Grant Agreement, #7005, H3S#10239 issued to County by Oregon Housing and Community Services (OHCS).
 - d. Funding for Amendment #6, fiscal year 22-23 award fund source is 21-23 Biennium Master Grant Agreement, #7005, H3S#10239 issued to County by Oregon Housing and Community Services (OHCS).**

ADD the following paragraph to EXHIBIT B, REPORTING REQUIREMENTS, SECTION B, INVOICING:

Total amount billed for Homeless Prevention and Rapid Re-housing during the eligible grant expenditure period of July 1, 2022 to June 30, 2023 shall not exceed \$144,000, as set forth in Exhibit C.

AMEND EXHIBIT C, BUDGET & OUTPUT, SECTION A, BUDGET:

A. BUDGET

Total maximum compensation under this Agreement shall not exceed \$600,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$600,000 EHA funds as follows:

Eligible costs applied to original contract term for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from March 29, 2018 to June 30, 2019 and shall not exceed \$240,000. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Eligible costs applied to amendment #1 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from January 1, 2019 to June 30, 2019. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Northwest Housing Alternatives

H3S Agreement # 8696 – Amendment #6

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Eligible costs applied to amendment #2 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2019 to June 30, 2020. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Administration is allowed, and shall be billed monthly, not to exceed 5% of total monthly charges (based on participant rent and deposits, other eligible client assistance, and personnel & mileage) on invoice submittals and not to exceed a total amount of \$6,000 in the July 1, 2019 to June 30, 2020 amendment #2 terms and a total amount of \$6,000 in the July 1, 2020 to June 30, 2021 amendment #3 term. Administration is not in addition to grant award.

Eligible costs applied to amendment #3 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021, and total amount billed shall not exceed \$120,000.

Eligible costs applied to Amendment #4 & Amendment #5 award shall not exceed \$60,000 for System Diversion, Homelessness Prevention, and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to June 30, 2022.

Eligible administrative expenses for Amendment #4 & Amendment #5 shall not exceed \$2,850 in the July 1, 2021 to June 30, 2022 eligible grant expenditure period.

Administration is not in addition to grant award.

Administration and Personnel costs shall not be billed without associated client services, but shall be billed each month during the contract term to reflect the monthly time spent serving clients and include associated client support expenses.

Budget spend down requirement. All grant funds, with the exception of administrative allocations, will be spent proportionally to the expenditure period at the rates prescribed below.

Minimum Spending Targets for July 1, 2019 to June 30, 2020:

- By September 30, 2019, at least 10% of the funding must be spent
- By December 31, 2019 at least 35% of the funding must be spent
- By March 31, 2020, at least 70% of the funding must be spent
- By May 15, 2020, at least 90% of the funding must be spent.

Minimum Spending Targets for July 1, 2020 to June 30, 2021:

- By September 30, 2020, at least 10% of the funding must be spent
- By December 31, 2020, at least 35% of the funding must be spent
- By March 31, 2021, at least 70% of the funding must be spent
- By May 15, 2021, at least 90% of the funding must be spent.

Minimum Spending Target for July 1, 2021 to June 30, 2022:

- By June 15, 2022, at least 90% of the funding must be spent

Any spending below the rates above is subject to rescission of the program funds which may be reallocated by COUNTY. When spending is below the threshold described above, and prior to

funding rescission, COUNTY and AGENCY will commit to collaborating to find solutions that resolve the issues.

Withholding of Funds. COUNTY may withhold any and all undisbursed grant funds from AGENCY if COUNTY, in its sole discretion, determines that AGENCY has failed to timely satisfy any material obligation arising under this Agreement, including Program & Reporting Requirements. AGENCY obligations include, but are not limited to providing complete, accurate, and timely reports satisfactory to COUNTY about its performance under this Agreement as well as timely satisfying all Program and Reporting Requirements, including timely provision of additional information or explanation of Work costs or performance as may be requested. COUNTY also may withhold any and all requested grant funds from AGENCY if COUNTY, in its sole discretion, determines that the rate or scale of requests of funds in any expenditure category deviates from approved budget or is unsubstantiated by required and related back up documentation.

Eligible Expenditure Period Budget July 1, 2021 to June 30, 2022:

COUNTY may, in its sole discretion, approve adjustments to all encumbrance lines and budget categories.

AGENCY may make adjustments to AGENCY's budget for this Amendment #4 within the Homelessness System Diversion or Rapid Re-Housing elements as follows and without prior approval from COUNTY:

- Adjust up to 10% between 'participant rent and deposits' and 'other eligible client assistance' lines.
- Personnel and mileage categories may be reduced and the corresponding amount applied to increase 'participant rent and deposits' and 'other eligible client assistance' lines.

Budget and Output Template
System Diversion, Homelessness Prevention, and Rapid Re-housing

Estimated Project Period: 7/1/2021 – 6/30/22

Proposed Project Budget and Output Detail

Allowable Costs by Element	Amount Requested	Projected Households Served
Homeless System Diversion		5
Direct Service		
Participant rent and deposits	\$11,880.50	
Other eligible client assistance	\$1,241.00	
Personnel & mileage	\$6,015.50	
Subtotal	\$19,137.00	
Personnel FTE - enter number of full-time employees	2	
Homelessness Rapid Re-Housing*		7
Direct Service		
Participant rent and deposits	\$21,570.00	
Other eligible client assistance	\$2,758.50	
Personnel & mileage (up to 25% of total)	\$13,684.50	
Subtotal	\$38,013.00	
Personnel FTE - enter number of full-time employees	2	
Grand total	\$57,150.00	
Admin	\$2,850.00	
Total w/ Admin	\$60,000.00	

TO READ:

A. BUDGET

Total maximum compensation under this Agreement shall not exceed **\$744,000**.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$600,000 EHA funds **and \$144,000 Homeless Response and Prevention Services (HRPS) funds** as follows:

Eligible costs applied to original contract term for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from March 29, 2018 to June 30, 2019 and shall not exceed \$240,000. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Northwest Housing Alternatives

H3S Agreement # 8696 – Amendment #6

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Eligible costs applied to amendment #1 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from January 1, 2019 to June 30, 2019. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Eligible costs applied to amendment #2 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2019 to June 30, 2020. Payment shall be full compensation for work performed for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

Administration is allowed, and shall be billed monthly, not to exceed 5% of total monthly charges (based on participant rent and deposits, other eligible client assistance, and personnel & mileage) on invoice submittals and not to exceed a total amount of \$6,000 in the July 1, 2019 to June 30, 2020 amendment #2 terms and a total amount of \$6,000 in the July 1, 2020 to June 30, 2021 amendment #3 term. Administration is not in addition to grant award.

Eligible costs applied to amendment #3 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021, and total amount billed shall not exceed \$120,000.

Eligible costs applied to Amendment #4 & Amendment #5 award shall not exceed \$60,000 for System Diversion, Homelessness Prevention, and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to June 30, 2022.

Eligible administrative expenses for Amendment #4 & Amendment #5 shall not exceed \$2,850 in the July 1, 2021 to June 30, 2022 eligible grant expenditure period.

Eligible costs applied to Amendment #6 award shall not exceed \$144,000 for System Diversion, Homelessness Prevention, and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2022 to June 30, 2023. Fund source is Oregon Housing & Community Services Homeless Response and Prevention Services (HRPS).

Eligible administrative expenses for Amendment #6 award shall not exceed \$7,200 in the July 1, 2022 to June 30, 2023 eligible grant expenditure period. Fund source is HRPS.

Administration is not in addition to grant award.

Administration and Personnel costs shall not be billed without associated client services, but shall be billed each month during the contract term to reflect the monthly time spent serving clients and include associated client support expenses.

Budget spend down requirement. All grant funds, with the exception of administrative allocations, will be spent proportionally to the expenditure period at the rates prescribed below.

Minimum Spending Targets for July 1, 2019 to June 30, 2020:

- By September 30, 2019, at least 10% of the funding must be spent
- By December 31, 2019 at least 35% of the funding must be spent
- By March 31, 2020, at least 70% of the funding must be spent
- By May 15, 2020, at least 90% of the funding must be spent.

Minimum Spending Targets for July 1, 2020 to June 30, 2021:

- By September 30, 2020, at least 10% of the funding must be spent
- By December 31, 2020, at least 35% of the funding must be spent
- By March 31, 2021, at least 70% of the funding must be spent
- By May 15, 2021, at least 90% of the funding must be spent.

Minimum Spending Target for July 1, 2021 to June 30, 2022:

- By June 15, 2022, at least 90% of the funding must be spent

Minimum Spending Target for July 1, 2022 to June 30, 2023:

- By June 15, 2023, at least 90% of the funding must be spent***

Any spending below the rates above is subject to rescission of the program funds which may be reallocated by COUNTY. When spending is below the threshold described above, and prior to funding rescission, COUNTY and AGENCY will commit to collaborating to find solutions that resolve the issues.

Withholding of Funds. COUNTY may withhold any and all undisbursed grant funds from AGENCY if COUNTY, in its sole discretion, determines that AGENCY has failed to timely satisfy any material obligation arising under this Agreement, including Program & Reporting Requirements. AGENCY obligations include, but are not limited to providing complete, accurate, and timely reports satisfactory to COUNTY about its performance under this Agreement as well as timely satisfying all Program and Reporting Requirements, including timely provision of additional information or explanation of Work costs or performance as may be requested. COUNTY also may withhold any and all requested grant funds from AGENCY if COUNTY, in its sole discretion, determines that the rate or scale of requests of funds in any expenditure category deviates from approved budget or is unsubstantiated by required and related back up documentation.

Eligible Expenditure Period Budget July 1, 2021 to June 30, 2022:

COUNTY may, in its sole discretion, approve adjustments to all encumbrance lines and budget categories.

AGENCY may make adjustments to AGENCY's budget for this Amendment #4 within the Homelessness System Diversion or Rapid Re-Housing elements as follows and without prior approval from COUNTY:

- Adjust up to 10% between 'participant rent and deposits' and 'other eligible client assistance' lines.
- Personnel and mileage categories may be reduced and the corresponding amount applied to increase 'participant rent and deposits' and 'other eligible client assistance' lines.

Budget and Output Template
System Diversion, Homelessness Prevention, and Rapid Re-housing

Estimated Project Period: 7/1/2021 – 6/30/22

Proposed Project Budget and Output Detail

Allowable Costs by Element	Amount Requested	Projected Households Served
Homeless System Diversion		5
Direct Service		
Participant rent and deposits	\$11,880.50	
Other eligible client assistance	\$1,241.00	
Personnel & mileage	\$6,015.50	
Subtotal	\$19,137.00	
Personnel FTE - enter number of full-time employees	2	
Homelessness Rapid Re-Housing*		7
Direct Service		
Participant rent and deposits	\$21,570.00	
Other eligible client assistance	\$2,758.50	
Personnel & mileage (up to 25% of total)	\$13,684.50	
Subtotal	\$38,013.00	
Personnel FTE - enter number of full-time employees	2	
Grand total	\$57,150.00	
Admin	\$2,850.00	
Total w/ Admin	\$60,000.00	

Eligible Expenditure Period Budget July 1, 2022 to June 30, 2023:

COUNTY may, in its sole discretion, approve adjustments to all encumbrance lines and budget categories.

AGENCY may make adjustments to AGENCY’s budget for this Amendment #4 within the Homelessness System Diversion or Rapid Re-Housing elements as follows and without prior approval from COUNTY:

- **Adjust up to 10% between ‘participant rent and deposits’ and ‘other eligible client assistance’ lines.**
- **Personnel and mileage categories may be reduced and the corresponding amount applied to increase ‘participant rent and deposits’ and ‘other eligible client assistance’ lines.**

Budget and Output Template
System Diversion, Homelessness Prevention, and Rapid Re-housing
Project Period: 7/1/2022 – 6/30/2023

Amendment #6 Budget, FY22-23, \$144,000

Budget Summary		Projected HH For Amend. Term	Projected Persons For Amend. Term
Homeless System Diversion Proposed Project Amount	\$ -		
Rapid Re-Housing Proposed Amount	\$ 136,800	20	70
Administration (5% maximum)	\$ 7,200		
Total	\$ 144,000	20	70

Budget and Output Detail

Allowable Costs by Element	Budget
Homeless System Diversion	
Participant rent and deposits	\$ -
Other eligible client assistance	\$ -
Personnel & mileage	\$ -
Subtotal	\$ -
Rapid Re-Housing	
Participant rent and deposits	\$ 76,500.00
Other eligible client assistance	\$20,000
Personnel & mileage	\$ 40,300.00
Subtotal	\$ 136,800.00
Administration - 5% Total	\$ 7,200.00
Grand Total	\$ 144,000.00

ADD the following paragraphs to EXHIBIT C, BUDGET & OUTPUT, SECTION C, OUTCOMES/PERFORMANCE MEASURES:

During the eligible grant expenditure period for Amendment #6, July 1, 2022 to June 30, 2023, approximately 20 households will be served with Rapid Rehousing funds.

AMEND EXHIBIT D, SPECIAL REQUIREMENTS, GENERAL #9:

9. Under Amendment #4, AGENCY will comply with COUNTY'S 21-23 Biennium Master Grant Agreement, #7005, H3S#10239, issued to COUNTY by Oregon Housing and Community Services (OHCS), the State Homeless Funds Program Operations Manual, published date: July 1, 2020, and all amended versions released by OHCS as applicable.

All highlighted terms and conditions in the Master Grant Agreement, and Master Grant Agreement Exhibits J, K, L, M, and N attached hereto and incorporated by this reference herein, are hereby incorporated into this Agreement. AGENCY will comply with the highlighted terms and conditions in the Exhibits as if AGENCY were the Subgrantee's (COUNTY'S) Subrecipient under that agreement, as well as any other term or condition set forth in the aforementioned Exhibits as may be required by OHCS:

- 2021-23 Master Grant Agreement
- 2021-23 Master Grant Agreement, Exhibit J, Definitions
- 2021-23 Master Grant Agreement Exhibit K: Standard Terms & Conditions
- 2021-23 Master Grant Agreement Exhibit L: Special Provisions
- 2021-23 Master Grant Agreement Exhibit M, Program Element, General Terms and Conditions
- 2021-23 Master Grant Agreement Exhibit N, Program Element PE 03, Emergency Housing Assistance (EHA)

TO READ:

19. Under Amendment #4, **#5, and #6**, AGENCY will comply with COUNTY'S 21-23 Biennium Master Grant Agreement, #7005, H3S#10239, issued to COUNTY by Oregon Housing and Community Services (OHCS), the State Homeless Funds Program Operations Manual, published date: July 1, 2020, and all amended versions released by OHCS as applicable.


All highlighted terms and conditions in the Master Grant Agreement, and Master Grant Agreement Exhibits J, K, L, M, and N, **and O** attached hereto and incorporated by this reference herein, are hereby incorporated into this Agreement. AGENCY will comply with the highlighted terms and conditions in the Exhibits as if AGENCY were the Subgrantee's (COUNTY'S) Subrecipient under that agreement, as well as any other term or condition set forth in the aforementioned Exhibits as may be required by OHCS:

- 2021-23 Master Grant Agreement
- 2021-23 Master Grant Agreement, Exhibit J, Definitions
- 2021-23 Master Grant Agreement Exhibit K: Standard Terms & Conditions
- 2021-23 Master Grant Agreement Exhibit L: Special Provisions
- 2021-23 Master Grant Agreement Exhibit M, Program Element, General Terms and Conditions
- 2021-23 Master Grant Agreement Exhibit N, Program Element PE 03, Emergency Housing Assistance (EHA)
- **2021-23 Master Grant Agreement Exhibit O, Program Element PE 23, Homeless Response and Prevention Services HRPS**

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #6 to be executed by their duly authorized officers.

AGENCY
Northwest Housing Alternatives, Inc.

CLACKAMAS COUNTY

By: 
Trell Anderson, Executive Director

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

11/3/2022


Date

2316 SE Willard St
Street Address
Milwaukie OR 97222
City/State/Zip
503-654-1007 /
Phone / Fax

Tootie Smith, Chair
Board of County Commissioners

Date

Approved as to Form:

 11/16/2022
County Counsel Date

2021-23 MASTER GRANT AGREEMENT
Exhibit A, Program Element PE 23
Homelessness Response and Prevention Services (HRPS)

1. Description. The Homelessness Response and Prevention Services (HRPS) is state general funds appropriated through House Bill 5202 in the 2022 Regular Legislative Session. OHCS has elected to use these funds to supplement existing local programs and/or establish new programs designed to prevent and reduce homelessness. HRPS funds are available only for the purposes of: Emergency Shelter, Homelessness Prevention, and Rapid Re-housing activities.

2. Scope of Work.

- A) Subgrantee shall, and shall cause and require by contract that its subrecipients comply and perform all work to the satisfaction of OHCS, and in accordance with the terms of this agreement, including its funding application as approved by OHCS and incorporated herein by reference, together with applicable program requirements. The remaining provisions of this Section 2 are supplemental to, and do not limit the obligations of subgrantee or its subrecipients arising under this Subsection 2A or otherwise under this agreement.

- B) Subgrantee shall, and shall cause and require its subrecipients by contract to administer the program in a manner satisfactory to OHCS and in compliance with all program requirements, including but not limited to the following terms and conditions:
 - 1) Expend funds only for the purposes of Emergency Shelter, Homelessness Prevention and Rapid Re-Housing activities as described in the State Homeless Funds Operations Manual.
 - 2) Expend no more than fifteen percent of the funds (including allowable administrative costs shared with subrecipients) for allowable administrative costs in order to provide the services outlined in this agreement.
 - 3) Comply with Emergency Housing Assistance (EHA) program requirements as described in the State Homeless Funds Operations Manual.
 - 4) Conduct an initial evaluation to determine eligibility for program services in alignment with department program requirements.
 - 5) Assure that program services are available to Oregon homeless or unstably housed, very-low-income and low-income households.

3. Program Specific Reporting.

- A) Subgrantee shall and shall cause and require its subrecipients by contract to submit to the satisfaction of OHCS all reports as required in this agreement.
- B) Reports submitted shall include:

- 1) Quarterly Provider Reports, due 20 days following the end of each fiscal quarter (Oct 20, Jan 20, Apr 20, Jul 20).
- 2) Any additional reports as needed or requested by OHCS.

4. Performance Measures.

- A) Subgrantee shall, and shall cause and require its subrecipients by contract to administer the program in a manner consistent with program requirements designed to achieve the following performance goals:
 - 1) Increased housing stability as measured by the percentage of total program participants who reside in permanent housing at the time of their exit from the program or project funded by the program.
 - 2) Increased housing stability as measured by the percentage of program participants who reside in permanent housing (those counted in the above performance goal one) and maintain permanent housing for six months from the time of program or project exit.

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to _____
- Other _____

Originating County Department: _____

Other party to contract/agreement: _____

Document Title:

After filing please return to: _____

County Admin

Procurement

If applicable, complete the following:

Board Agenda Date/Item Number: _____