

December 7, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of Amendment #4 expanding the scope of work and increasing funding of a personal services contract with Northwest Family Services for adult and youth housing supportive services. Amendment value is \$472,252.21 for 9 months. Agreement value is increased to \$8,250,381.21 for 3 years. Funding is through the Supportive Housing Services Measure. No County General Funds are involved.

Previous Board Action/Review	Original Contract Approved - October 14, 2021 – 20211014 I.4 Amendment # 1- June 30, 2022 – 20220630 II.B Assignment Addendum- September 29, 2022 – 20220929 I.B Amendment # 2- December 15, 2022 – 20221215.V.F.10 Amendment # 3- July 13, 2023 – 20230713 I.C.16 Amendment # 4-December 5, 2023 – 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 #4 to a contract with Northwest Family Services (NWFS) to expand the scope of work and increase the contract value by \$472,252.21.

Northwest Family Services is a Clackamas County-based organization with nearly 40 years of experience providing services to Clackamas County residents, and this amendment will add Foster Youth to Independence(FYI) supportive services, a mental health clinician for NWFS staff, and funds for building organizational capacity to their current supportive housing services contract.

For youth ages 18-24 coming out of foster care, securing stable housing as an adult is challenging. The FYI program assists these youth with rental assistance through federal funding. In addition, these FYI participants need additional support to transition from the foster care system to living independently on their own using their rental assistance. This amendment will add funding to provide youth with emergency shelter services, housing navigation, and supportive housing case management.

Additionally, this amendment adds a mental health clinician to support front-line NWFS staff and provide supportive clinical care to staff exposed to displaced trauma and grief. As supportive housing programs have expanded to serve many more

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participants with acute physical and behavioral health challenges, the need to provide clinical support to provider front-line staff has emerged across the region.

Lastly, this amendment adds funding to build organizational capacity to ensure the NWFS organization can grow stability as they continue to expand their services to meet the growing needs of residents and the expansion of the supportive housing services program in Clackamas County.

The amendment adds \$472,252.21 to the current contract to provide the additional services for the remaining 9 months of FY 23-24. Funding is through the Metro Supportive Housing Services funds. No County general funds are involved.

RECOMMENDATION: Staff respectfully recommends the Board approve Amendment #4 to Contract #10374 between Northwest Family Services and Clackamas County to provide Foster Youth to Independence voucher and mental health clinician for staff and residents experiencing homelessness.

Respectfully submitted,

Rodney A. Cook

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Director of Health Housing and Human Services

AMENDMENT #4
TO THE CONTRACT DOCUMENTS WITH NORTHWEST FAMILY SERVICES FOR
SUPPORTIVE HOUSING SERVICES
Contract #10374

This Amendment #4 is entered into between **Northwest Family Services** (“Contractor”) and **Clackamas County** (“County”) and shall become part of the Contract documents originally entered into between Contractor and the Housing Authority of Clackamas County on **October 14, 2021** (“Contract”).

The Purpose of this Amendment #4 is to make the following changes to the Contract:

1. ARTICLE I, Section 2. **Scope of Work** is hereby amended as follows:

Contractor will perform additional services as part of the Work. The additional services are incorporated in the Foster Youth to Independence Scope of Work, set forth in Exhibit A to this Amendment #4, attached hereto and incorporated by this reference therein.

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

In consideration for Contractor performing additional Work, as amended by this Amendment #4, County will pay Contractor an additional amount not to exceed \$472,252.21. Consideration rates are on a budget reimbursement basis in accordance with the budget set forth in Exhibit B to this Amendment #4. The total Contract compensation will not exceed \$ 8,250,381.21.

Should the Contract be extended by annual renewal, Exhibit B will be updated, as needed, to reflect the budget amount for each renewal year.

Budget line items within categories may be changed with written agreement by both parties. County may approve, in writing, adjustments to budget line items amounts provided the maximum Contract amount is not exceeded.

ORIGINAL CONTRACT	\$ 900,156.00
AMENDMENT #1	\$ 489,065.00 (+SCOPE)
AMENDMENT #2	\$ 3,961,292.00 (+SCOPE+TERM)
AMENDMENT #3	\$ 2,427,616.00 (+SCOPE)
<u>AMENDMENT #4</u>	<u>\$ 472,252.21 (+SCOPE)</u>
TOTAL AMENDED CONTRACT	\$ 8,250,381.21

3. ARTICLE I, Section 4. Invoices and Payments is hereby amended to add the following:

Invoices shall reference the above Contract Number and be submitted to: HCDD-AP@clackamas.us

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.

Northwest Family Services

Rose Fuller 11/13/23
Authorized Signature Date

Rose Fuller, Exec. Director
Printed Name/ Title

170100-18
Oregon Business Registry #

OR Non Profit
Entity Type/State of Formation

Clackamas County

, Date

Date

Approved as to Form:
[Signature] 11/13/2023

County Counsel Date

**EXHIBIT A
PERSONAL SERVICES CONTRACT
SCOPE OF WORK**

Foster Youth to Independence – Northwest Family Services

Northwest Family Services (“Contractor”) will provide Foster Youth to Independence (“FYI”) voucher recipients with emergency shelter (hotel/motel) services, housing navigation, and supportive housing case management in Clackamas County. This program will work with the Housing Services Team for ongoing operational support.

Former foster youth (ages 18-24) experiencing homelessness in Clackamas County are eligible for the FYI voucher. Youth do not need to have received foster care services in Oregon to qualify. The FYI voucher provides youth participants with 3 years of housing assistance. Qualifying youth will pay an adjusted 30% of their income to rent and the FYI Voucher will subsidize the remainder. Flex funds will be available to support FYI voucher recipients through system navigation.

The Foster Youth to Independence voucher program will assist approximately **38** youth households annually. Referrals to this program will come from the By Name List (“BNL”) via the Oregon Department of Human Services (“ODHS”). Youth will have been offered Housing First Aid/Diversion prior to being referred to contractor. Participants will receive immediate emergency shelter, navigation, and case management services to maintain housing stability. As youth approach the end of their third year of services, case manager will assist the youth with proactively developing a plan to transition from FYI voucher to independent housing or alternative supportive housing services as needed. Funding will be allocated for 1.7 FTE.

Emergency Shelter services will be hotel/motel-based & time-limited, working toward a goal of moving participants to safe, stable permanent housing resources within an average of 45 days from move-in. Shelter beds must be prioritized for youth with the highest safety and health vulnerabilities. Youth will be supported with attending voucher orientation and procuring necessary identifying documents. Contractor will work with the Clackamas County Housing Services Team (HST) to establish and/or approve prioritization policies.

Contractor agrees to accomplish shelter services under the following terms:

- Shelters may not require youth participants to be “clean and sober” or pass urinalysis or breath testing. However, shelters may have rules disallowing alcohol or drug possession or use on shelter premises. Additionally, shelters must incorporate harm reduction into their service delivery.
- Shelters may have rules to ensure a safe environment, but these rules must be in plain language and as streamlined as possible. Shelter rules must align with Fair Housing law pertaining to emergency shelters.
- Contractor will document and certify eligibility of each youth head of household member as either Population A or Population B, in accordance with Exhibit F
- Open shelter beds must be accessible on weekends and holidays.
- Security measures will be in place to ensure the safety of shelter guests.
- Shelters must comply with all relevant health, fire and life safety codes from the local fire marshal and the jurisdiction with permitting authority.

- All uses of flexible funds for client services must adhere to the Clackamas County Supportive Housing Services Flexible Funding Use Guidelines, attached hereto as Exhibit G, and incorporated by this reference herein.

Navigation services will provide participants with support through the FYI voucher application process as well as providing financial support with applications, deposits, moving & other housing-related expenses. Navigation services will be tailored to meet each young person's unique needs so they can move into housing as quickly as possible. Contractor will engage collaboratively with the HST, community organizations, and other resources to creatively support client needs related to housing.

Navigation services must include, but are not limited to:

- Check-ins at least weekly with all participating youth households during housing search.
- Client-driven assessment of housing barriers, needs, and preferences.
- Support and flexible funds to address immediate housing barriers.
- Assistance attending housing orientations and responding to program requirements to secure long-term rent assistance in cases where longer-term subsidy is deemed necessary for housing stabilization.
- Housing search assistance, including researching available units, contacting landlords, accompanying participants on apartment tours, etc.
- Landlord engagement, establishing relationships with landlords to facilitate participant placement and retention.
- Assistance with housing application preparation, housing application appeals and reasonable accommodation requests necessary to obtain housing.
- Support with moving assistance, securing furniture, application fees, and other non-rent move-in costs.

Supportive Housing Case Management services are flexible, participant driven, and voluntary to assist youth households who are experiencing homelessness & housing instability in achieving stability and personal wellness. This program will work with the Housing Services Team for ongoing operational support.

Specific components of supportive housing case management include, but are not limited to:

- Intensive, relationship based, and trauma informed one-on-one case management focused on housing stabilization and lease compliance offered at least monthly (and in most cases, weekly). Case Management services must be tailored to meet the needs and desires of each youth. These services include but should not be limited to:
 - Identify and leverage existing individual/family strengths, expertise, and assets through a strength-based assessment
 - Create a housing stability plan including wraparound services, which are determined by participants and focused on housing success.
 - Wraparound services led by case managers providing connections to physical and behavioral health, youth peer support, family mediation, and other services
 - Evaluate progress, as defined by the participant, and adjust plan as needed

- Ensure each participant has a monthly plan to pay their portion of the rent/utilities and general money management support
- Assistance responding to FYI rental subsidy requirements including inspections and paperwork completion
- Act as a landlord contact and assist in landlord relational development
- Education on tenant and landlord rights and responsibilities
- Regular communication with the tenant and property management
- Early interventions and support to address issues that could jeopardize housing stability
- Problem solving and crisis management
- Connection to independent living supports and/or provision of life skills training, as needed
- Connection to positive permanent social connections
- Connection to education and employment opportunities, as defined by youth
- Assistance (or connections to assistance) with applying for SSI/SSDI using the SOAR model, and other mainstream benefits, when appropriate.
- Appropriate use of flexible funding to support housing stability and wellness goals
- Assistance with house cleaning and unit maintenance as needed to ensure lease compliance
- Coordination and connections with other supportive services as needed
- Plan to transition from FYI voucher services after 3 years, to independent housing or other supportive housing services

Goals and Benchmarks

Outcome	Goal	Data Source
Data Accuracy	95% completeness in HMIS	HMIS
Optimal Occupancy	Once at full program capacity, maintain at least 95% occupancy, based on stated capacity.	HMIS
Increase and Maintain Income and/or Education	All youth homeless programs meet the local goal of at least 80% of youth participants having increased or maintained income AND/OR attending high school, post-secondary education, or other training program at end of operating year or at exit.	HMIS
Effective Services	Average length of shelter participation below 75 days, with a goal to reduce to 45 days.	HMIS
Ending Homelessness	At least 75% of youth households exit shelter to a permanent or transitional housing option.	HMIS

Ending Homelessness	At least 95% of youth households, housed through the program, who subsequently must leave their rental unit are re-located to a new rental unit without a break in supportive services	HMIS, case notes
Ending Homelessness	At least 95% of youth households will either maintain housing within the program for at least 12 months or exit the program to a permanent housing destination	HMIS
Ending Homelessness	At least 95% of youth households who exit to permanent housing remain in permanent housing as of 6-month follow-up assessment	HMIS

Benchmarks and Timeline Responsibilities:

Contractor Benchmarks and Timeline Responsibilities:

1. Hire and have 100% of contracted staff on board within 90 days of contract execution
2. Complete HMIS training for at least one staff member within 90 days of contract execution
3. All program staff to complete Housing First Aid/Diversion training within 180 days of contract execution
4. Submit agency program manual and policies within 180 days of contract execution
5. Staff will complete RLRA training and attend an RLRA Orientation within 30 days of being hired
6. Staff will participate in Built For Zero (BFZ) Case Conferencing within 30 days of being hired

The program must work toward meeting the goals, follow the timeline, and meet each benchmark above, as indicated.

Unmet benchmarks and lack of progress toward meeting goals will result in the following progressive action:

- First time missing a benchmark
 - Monitoring meeting with HST to identify barriers and possible solutions
- Second time missing a benchmark
 - Another monitoring meeting which will result in a mutually agreed upon Performance Improvement Plan (PIP)
- Third time missing a benchmark
 - Another monitoring meeting, including an evaluation of PIP, with all remedies, up to and including Contract termination, available.

HST will use HMIS and training enrollment data to verify benchmark achievement. Contractor is expected to notify HST through email within 14 days once staff are hired and if there are challenges in meeting any of the benchmarks above.

HST Benchmark and Timeline Responsibilities:

1. Incorporate and adhere to the guiding principles and expectations set forth below
2. Adhere to all applicable Fair Housing laws
3. Support Contractor in creating policy manual, including sharing examples among Contracted providers
4. Provide HMIS access, training, and support
5. Provide connections to CHA and Housing First Aid/diversion training
6. Coordinate, support, and/or facilitate provider meetings, including case conferencing meetings, as needed
7. Provide information, access, and/or support for staff to attend Equity, Inclusion, and continuing education trainings
8. Connect all contracted programs with the overall system of services for people experiencing homelessness
9. Support both formal and informal partnerships between provider organizations, including those newly formed
10. Facilitate connections to broader systems of care, including but not limited to:
 - a. Housing
 - b. Workforce
 - c. Education
 - d. Foster care
 - e. Department of Human Services
 - f. Domestic Violence
 - g. Community corrections
 - h. Healthcare, both physical and mental
 - i. Substance use Disorder treatment
 - j. Peer support
 - k. Family mediation
11. Identify unmet needs, gaps in services and system barriers and address these with the system of providers
12. Provide case staffing, either in a group of service provider peers or one-on-one, as needed
13. Assist with program access prioritization, as needed
14. Incorporate youth/participant voice in SHS programming decisions
15. Maintain effective working relationships with contracted providers
16. Attend training and community/systems meetings
17. Provide or assist with creation of necessary participant/program forms
18. Support Contractor in identifying and re-matching youth households that either need a lower or higher level of service than originally anticipated. Re-matching may happen within contracted provider programs or across contracted providers.
19. Coordinate with Contractor to participate in by-name-list case conferencing meetings
20. Apply the process as outlined in the Benchmark section described above

Reporting Requirements

Contractor Reporting Responsibilities:

1. Complete narrative sections of semi-annual “progress reports” within 30 days of receipt

2. Semi-annual “progress reports” will include, at a minimum, but not limited to the following data categories:
 - a. HMIS data quality: % missing
 - b. Participant demographic data, including race and ethnicity
 - i. All data points listed below will include a breakdown of demographic characteristics related to race and ethnicity
 - c. Average cost per youth household served (successfully and total)
 - d. Program-specific elements
 - i. Number of youth households served
 - ii. Bed/Unit utilization
 - iii. Rates of increased income and benefits
 - iv. Rates of Permanent Housing
 1. Maintenance of housing in program
 2. Exits to other permanent housing
 3. Relocations within program to another PH unit
 4. Post-exit follow-up PH retention rates
 - v. Average cost per youth household served annually
 - e. Narrative responses to questions that align with the Guiding Principles and Expectations
 - i. What are some unexpected challenges you faced or strengths you have discovered as an agency? (consider including participant success stories)
 - ii. How is your agency working towards ensuring low-barrier programming? Have you seen a need to adjust services to make them more accessible?
 - iii. Please explain how you have been leading with race while reducing homelessness overall in the community
 - iv. Has your agency made progress toward “building connections and coordinating with multiple systems of care to build a community of resources, easily accessible to all”? If yes, please describe how the need for the new connection was identified and the process of building the connection.
3. Work with HST to continually improve on performance targets
4. Conduct post-program-exit follow-up assessments at 6- and 12-months post-exit
 - a. Enter the results into HMIS
5. Prepare an annual participant feedback report
6. Submit to monitoring for contract compliance

HST Reporting Responsibilities:

1. Work with Contractor to continuously monitor demographics and outcomes, and to create any necessary quality improvement plans
2. Assist with achieving desired program outcomes and improving those outcomes
3. Communicate with Contractor in a timely manner when additional data metrics are determined
4. Use HMIS data to create and provide semi-annual “progress report” to Contractor
5. Work with Contracted providers to continually improve on performance targets
6. Work with Contractor to identify strengths and weaknesses apparent in programming through data
7. Review and identify strengths and weaknesses from participant feedback report with Contractor
8. Monitor for contract compliance.

**EXHIBIT B
PERSONAL SERVICES CONTRACT
BUDGET**

Northwest Family Services - #10374	
General Services	\$6,230,213.98
Youth Services	\$2,020,166.23
Total Contract Value	\$8,250,381.21

General Services				
Services	FY 21-22	FY 22-23	FY 23-24	TOTAL
Navigation	\$753,417.00	\$1,046,889.00	\$1,608,536.42	\$3,408,842.42
SHCM	\$545,804.00	\$526,789.00	\$1,414,482.56	\$2,487,075.56
STRA	\$90,000.00	\$89,911.00	\$132,000.00	\$311,911.00
Capacity Building	\$0.00	\$0.00	\$22,385.00	\$22,385.00
TOTAL	\$1,389,221.00	\$1,663,589.00	\$3,177,403.98	\$6,230,213.98

Youth Services				
Youth SHCM	N/A	\$70,202.00	\$437,466.87	\$507,668.87
Youth Housing Navigation/Placement	N/A	\$69,094.00	\$376,917.48	\$446,011.48
Youth Rapid Rehousing	N/A	\$71,175.00	\$284,701.73	\$355,876.73
Youth Safety off the Streets	N/A	\$106,097.00	\$520,637.15	\$626,734.15
Youth Capacity Building	N/A	\$16,775.00	\$67,100.00	\$83,875.00
Total	N/A	\$333,343.00	\$1,686,823.23	\$2,020,166.23

NWFS Budget (General SHS - updated 10.31.23)

July 1, 2023 - June 30, 2024

Line Item Category	Narrative/Description	Funds Requested
Housing Navigation/Placement		
Personnel		
Project Director	.50 FTE x \$88,000 for 12 mo	\$44,000.00
Project Supervisor	.50 FTE @ \$71,000 for 12 mo	\$35,500.00
Mental Health Professional	.5 FTE @ \$95,000 for 8 mo (Nov - June)	\$31,666.67
3 FTE Devoted Housing Navigators	3 FTE @ \$57,200 for 12 mo	\$171,600.00
5 FTE Blended Housing Navigators	2.5 FTE @ \$57,200 for 12 mo	\$143,000.00
Behavioral Health Blended Housing Navigator	.50 FTE x \$75,000 for 12 mo	\$37,500.00
Housing Inspector	.50 FTE x \$68,000 for 12 mo	\$34,000.00
Administrative Assistant	.50 FTE x \$52,000 for 12 mos	\$26,000.00
0.5 FTE Data / HMIS Assistant	.25 FTE x \$52,000 for 12 mo	\$13,000.00
Fringe / Benefits	25% of above Personnel	\$134,066.67
Personnel Subtotal:		\$670,333.33
Program Operations - Materials and Supplies		
Phone service	(\$20 x 12 mos x 8.25 FTE) + (\$20 x 8 mos x 1 FTE)	\$2,140.00
Office supplies	(\$45 x 12 mos x 8.25 FTE) + (\$45 x 8 mos x 1 FTE)	\$4,815.00
Mileage	(\$0.655 x 300 miles x 12 mos x 8.25 FTE) + (\$0.655 x 300 miles x 8 mos)	\$21,025.50
Staff Training / Professional Development	(\$1,000 x 3 FTE) + (\$1,000 x 5.25 FTE)	\$8,250.00
MH professional supervision & training		\$1,000.00
Phone for MH professional	.5 FTE * \$500	\$250.00
Laptop for MH professional	.5 FTE * \$1800	\$900.00
Program expenses (e.g, translation, docusign/printing/ postage)	\$284 x 12 mos	\$3,408.00
Insurance		\$184.00
Program Operations - Materials and Supplies Subtotal:		\$41,972.50
Client Services		
Client Move-In Expenses	180/year x \$1,500	\$270,000.00
Client Services/ Flexible Funding	180/year x \$2,000	\$360,000.00
Referred from County emergency cases	24/year x \$5,000	\$120,000.00
Client Services Subtotal:		\$750,000.00
Indirect Administration		
Overhead/Admin	10%	\$146,230.58
Indirect Subtotal:		\$146,230.58

Housing Navigation/Placement Subtotal:		\$1,608,536.42
Supportive Housing Case Management		
Personnel		
Project Director	.50 FTE x \$88,000 for 12 mo	\$44,000.00
Project Supervisor	.50 FTE @ \$71,000 for 12 mo	\$35,500.00
Program Manager	.30 FTE x \$78,000 for 12 mo	\$23,400.00
Mental Health Professional	.5 FTE @ \$95,000 for 8 mo (Nov - June)	\$31,666.67
5 FTE Blended Case Managers	2.5 FTE @ \$57200 for 12 mo	\$143,000.00
3 FTE SH Case Managers	3 FTE @ \$57200 for 12 mo	\$171,600.00
Behavioral Health Blended Case Manager	.50 FTE x \$75,000 for 12 mo	\$37,500.00
Housing Inspector	.50 FTE x \$68,000 for 12 mo	\$34,000.00
Administrative Assistant	.50 FTE x \$52,000 for 12 mos	\$26,000.00
0.5 FTE Data / HMIS Assistant	.25 FTE x \$52,000 for 12 mo	\$13,000.00
Fringe / Benefits	25% of above Personnel	\$139,916.67
Personnel Subtotal:		\$699,583.33
Program Operations - Materials and Supplies		
Phone service	(\$20 x 12 mos x 8.55 FTE) + (\$20 x 8 mos x 1 FTE)	\$2,212.00
Office supplies	(\$45 x 12 mos x 8.55 FTE) + (\$45 x 8 mos x 1 FTE)	\$4,977.00
Mileage	(\$0.655 x 300 miles x 12 mos x 8.55 FTE) + (\$0.655 x 300 miles x 8 mos)	\$21,732.90
Staff Training / Professional Development	\$1,000 x 8.55 FTE	\$8,550.00
MH professional supervision & training		\$1,000.00
Phone for MH professional	.5 FTE * \$500	\$250.00
Laptop for MH professional	.5 FTE * \$1800	\$900.00
Program expenses (e.g, translation, docusign/printing/ postage)	\$542 x 12 mos	\$6,504.00
Insurance		\$184.00
Program Operations - Materials and Supplies Subtotal:		\$46,309.90
Client Services		
Client Services/ Flexible Funding	180 x \$3,000	\$540,000.00
Client Services Subtotal:		\$540,000.00
Indirect Administration		
Overhead/Admin	10%	\$128,589.32
Indirect Subtotal:		\$128,589.32
Supportive Housing Case Management Subtotal:		\$1,414,482.56
Short-term Rent Assistance		
Short-term Rent Assistance	\$10,000 x 12 mos	\$120,000.00
Client Services Subtotal:		\$120,000.00
Indirect Administration		
Overhead/Admin	10%	\$12,000.00
Indirect Subtotal:		\$12,000.00
Short-term Rent Assistance Subtotal:		\$132,000.00

Capacity Building		
Develop Negotiated Indirect Cost Rate	Contract w/ CFO Selections (\$185/hr * 110 hours)	\$20,350.00
Capacity Building Subtotal:		\$20,350.00
Indirect Administration		
Overhead/Admin	10%	\$2,035.00
Indirect Subtotal:		\$2,035.00
Capacity Building Subtotal:		\$22,385.00
Total Budget:		\$3,177,403.97

NWFS Youth Services Budget (updated 10.31.23 w/Foster Youth)		
July 1, 2023- June 30, 2024		
Supportive Housing Case Management		
Personnel		
Program Manager	.50 FTE x \$78,000 for 12 mos	\$39,000.00
Foster Youth Program Manager	.2 FTE x \$78,000 for 9 mos (Oct - June)	\$11,700.00
2 FTE SH Case Managers	2.0 FTE @ \$53,045 for 12 mos	\$106,090.00
1.5 FTE blended Foster Youth SH Case Managers	1.5 FTE x \$53,045 for 9 mos	\$59,675.63
Fringe/Benefits	.25 FTE	\$54,116.41
Personnel Subtotal:		\$270,582.03
Program Operations - Materials and Supplies		
Phone service	2.5 FTE x \$20 x 12 mos	\$600.00
Phone service Foster Youth program	1.5 FTE x \$20 x 9 mos	\$270.00
Office supplies Foster Youth program	1.5 FTE x \$35 x 9 mos	\$472.50
Office supplies	2.5 FTE x \$35 x 12 mos	\$1,050.00
Mileage Foster Youth program	1.5 FTE x \$.625 x 350 miles x 9 months	\$2,953.13
Mileage	2.5 FTE x \$.625 x 350 miles x 12 months	\$6,562.50
Staff Training Foster Youth program	\$1000 x 1.5 FTE	\$1,500.00
Staff Training/Professional Dev	\$1000 x 2.5 FTE	\$2,500.00
Program Expenses Foster Youth program	\$267 x 9 mos	\$2,403.00
Program expenses	\$267 x 12 mos	\$3,204.00
Program Operations - Materials and Supplies Subtotal:		\$21,515.13
Client Services		
Client Services - Flexible Funding	50 x \$1,200	\$60,000.00
Foster Youth Client Services - Flexible Funding	38 x \$1,200	\$45,600.00
Client Services Subtotal:		\$105,600.00
Indirect Administration		
Overhead/Admin	10%	\$39,769.72
Indirect Subtotal:		\$39,769.72
Supportive Housing Case Management Subtotal:		\$437,466.87

Housing Navigation - Permanent Supportive Housing		
Personnel		
Project Manager	.20 FTE x \$78,000	\$15,600.00
1 FTE Case managers	1.0 FTE @ \$53,045 for 12 mos	\$53,045.00
Fringe/Benefits	.25 FTE	\$17,161.25
Personnel Subtotal:		\$85,806.25
Program Operations - Materials and Supplies		
Phone Service	1.2 FTE x \$20 x 12 mos	\$288.00
Office Supplies	1.2 FTE x \$35 x 12 mos	\$504.00
Mileage	1.2 FTE x \$.625 x 350 miles x 12 months	\$3,150.00
Staff Training/Professional Dev	\$1000 x 1.2 FTE	\$1,200.00
Program Supplies	\$267 x 12 mos	\$3,204.00
Program Operations - Materials and Supplies Subtotal:		\$8,346.00
Client Services		
Client Move-in Expenses	70 youth x \$1,000	\$70,000.00
Client Services - Flexible Funding	70 youth x \$1300	\$91,000.00
Foster Youth - client move-in expenses	25 youth x \$1,500	\$37,500.00
Foster Youth - flexible funding	25 youth x \$2,000	\$50,000.00
Client Services Subtotal:		\$248,500.00
Indirect Administration		
Overhead/Admin	10%	\$34,265.23
Indirect Subtotal:		\$34,265.23
Housing Navigation - Permanent Supportive Housing Subtotal:		\$376,917.48
Rapid Rehousing		
Personnel		
Project Manager	.10 FTE x \$78,000	\$7,800.00
1 FTE Case managers	1.0 FTE @ \$53,045 for 12 mos	\$53,045.00
Fringe/Benefits	.25 FTE	\$13,261.25
Personnel Subtotal:		\$74,106.25
Program Operations - Materials and Supplies		
Phone Service	1.1 FTE x \$20 x 12 mos	\$264.00
Office Supplies	1.1 FTE x \$35 x 12 mos	\$462.00
Mileage	1.1 FTE x \$.625 x 350 miles x 12 months	\$2,887.50
Staff Training/Professional Dev	\$1000 x 1.1 FTE	\$1,100.00
Program Operations - Materials and Supplies Subtotal:		\$4,713.50
Client Services		
Rapid Rehousing	20 x 6 mos (avg) x \$1500	\$180,000.00
Client Services Subtotal:		\$180,000.00
Indirect Administration		
Overhead/Admin	10%	\$25,881.98
Indirect Subtotal:		\$25,881.98
Rapid Rehousing Subtotal:		\$284,701.73
Safety off the Streets		

Personnel		
Project Director	.20 FTE x \$78,000	\$15,600.00
2 FTE Shelter Case Manager	2 FTE x \$53,045	\$106,090.00
Fringe/Benefits	.25 FTE	\$30,422.50
Personnel Subtotal:		\$152,112.50
Program Operations - Materials and Supplies		
Phone plan	2.2 FTE x \$20 x 12 mos	\$528.00
Office supplies	2.2 FTE x \$35 x 12 mos	\$924.00
Mileage	2.2 FTE x \$.625 x 350 miles x 12 months	\$5,775.00
Staff training/professional dev	\$1000 x 2.2 FTE	\$2,200.00
Program Supplies	\$267	\$267.00
Program Operations - Materials and Supplies Subtotal:		\$9,694.00
Client Services		
Client Services - Flexible Funding	64 x \$3,500 (temporary motel/hotel shelter)	\$224,000.00
Foster Youth - temporary motel/hotel shelter	25 youth & \$3,500	\$87,500.00
Client Services Subtotal:		\$311,500.00
Indirect Administration		
Overhead/Admin	10%	\$47,330.65
Indirect Subtotal:		\$47,330.65
Safety off the Streets Subtotal:		\$520,637.15
Capacity Building		
Van to assist with move-in	1 covered van, slightly used	\$61,000.00
Client Services Subtotal:		\$61,000.00
Indirect Administration		
Overhead/Admin	10%	\$6,100.00
Indirect Subtotal:		\$6,100.00
Capacity Building Subtotal:		\$67,100.00
Total Budget:		\$1,686,823.22

EXHIBIT F
Experiencing or at Imminent Risk of
Long-Term Homelessness



Housing Authority of
Clackamas County

Please note, this will be entered into HMIS

Experiencing or at Imminent Risk of Long-Term Homelessness

Name of Head of Household: _____ Date of screening: _____

1. Household is earning between 0-30% Area Median Income (AMI); **AND**

2021 Income Limit	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
30% AMI	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$35,580	\$40,120	\$44,660

2. Head of household has a disabling condition. This can include a physical, psychological or cognitive disability, a chronic illness, or an addiction;

*This can be self-certified. The disability does not need to be diagnosed or documented by a third party; **AND***

3. Head of household is currently (client only needs to meet one of the following criteria):

- a. Literally homeless (staying in a tent, car, emergency shelter, transitional housing or hotel); **OR**
- b. In an institution or publicly funded system of care (e.g. hospital, jail, prison, or foster care); **OR**
- c. In housing and will become literally homeless within 14 days of the date of application for homeless assistance and/or has received an eviction (this includes households that are involuntarily doubled-up); **OR**
- d. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, trafficking, or other dangerous or life-threatening conditions that relate to violence and lacks the resources or support networks to obtain other safe, permanent housing.

*Question 3 and 4 can be self-certified or certified by a supportive services provider. No additional documentation is required; **AND***

4. Head of household meets one or more of the following criteria:

- a. Has been literally homeless, institutionalized in a publicly funded system of care, and/or involuntarily doubled-up for a combined total of 12 or more months over the past 3 years; **OR**
- b. Was housed through another Homeless Assistance Housing Program in the last 3 years and is not currently being served in that program; **OR**
- c. Is being served in an intensive case management program (e.g. Assertive Community Treatment)

Priority Population A

The head of household meets all four of the above criteria. The head of household is experiencing or at imminent risk of long-term homelessness.

Priority Population B

The head of household did not meet all four of the above criteria. The head of household is applying for homeless services and at substantial risk of homelessness and/or is experiencing any form of homelessness.

Completing this screening does not necessarily mean eligibility for a specific program or service.

Certification Box

I certify (name of head of household) _____ is in
priority Population A or B (Check one).

Staff Name: _____ Work Phone: _____

Staff Signature: _____ Date: _____

Staff Agency: _____

Email: _____

Note on Area Median Income (AMI): The Department of Housing and Urban Development (HUD) sets AMI limits every year. **This form needs to be updated on an annual basis to reflect these changes** (usually the new income limits come out in April). HUD develops AMI based on Median Family Income estimates and Fair Market Rent Area Definitions for each metropolitan area. Clackamas County is part of the **Portland-Vancouver-Hillsboro, OR-WA MSA** metropolitan area. This includes Clackamas, Clark, Columbia, Multnomah, Skamania, Washington & Yamhill Counties.

EXHIBIT G
PERSONAL SERVICES CONTRACT
USE OF SHS CLIENT SERVICES FLEXIBLE FUNDING

Revised: 2/2023

Flexible Funding in the SHS program may be used to pay for supportive services or items that address specific needs of program participants. SHS flexible funding must only be used to assist program participants to obtain and maintain permanent housing. All SHS providers will follow procurement law and use reasonable discretion to make economical purchasing choices. **This list below includes guidelines and policies that should be used to inform program budgeting for use of client services flexible funding, recommended caps for specific expenditures, and some resources to seek first before using client services flexible funding.**

All uses of SHS client services flexible funding must fall within one of the following three categories:

- 1) Outreach – including safety on the streets/survival assistance (refer to your contract’s scope of work for further specific guidelines on outreach-related flexible funding use)
- 2) Obtaining permanent housing – including removal of barriers to obtaining permanent housing, acquiring necessary documents, filing and application fees, moving and furnishings, etc.
- 3) Maintaining permanent housing – including supportive services such as skills training, credit counseling, benefits acquisition, etc.; and eviction prevention costs, such as rent and utility arrears.

All providers must maintain supportive documentation that any use of client services flexible funding falls within these three categories. For expenses that fall outside the spending guidelines listed below, please document the justification for the variance in such expenses as they relate to the three eligible categories above; this may include notes in the client’s case file, supporting documentation from a medical provider, ledgers of unpaid debts to a housing provider, etc. Any questions on eligible use or supporting documentation can be directed to HousingServices@clackamas.us.

Housing Services staff will periodically monitor agency client services flex fund utilization to ensure that supportive documentation has been maintained. Failure to maintain supportive documentation will lead to progressive corrective action, which may include contract termination.

I. Rental Screening Barrier Busting

- Identification/documentation replacement-*up to \$200/person*
- Rent Arrears (up to \$5,000/household)- if needed to remove screening barrier and access rental housing

- Be sure to consult COVID-related rental arrears legal guidance to determine if rental arrears accumulated during CY2020 and CY2021 may be used in landlord screening. Housing Rights and Resources maintains up-to-date info on these and other protections:
<https://www.clackamas.us/socialservices/housingassistance.html>
- Utility arrears (*up to \$1000/household*)- if needed to remove screening barrier and access rental housing or to set up utilities in rental housing
 - Before making a payment, consult with Clackamas Energy Assistance Program: contacts at
<https://www.clackamas.us/socialservices/energy.html>
- Traffic fines and fees up to *\$1000*
 - must be tied to removing screening barrier to rental housing-

II. Housing Related Costs

- Rental Application fees-up to *\$150/household*
- Holding deposits-up to *\$400/household*
- Utility deposits-up to *\$500/household*
- Rental/Security deposits – work with RLRA team **first** to problem solve based on client specific needs to ensure compliance with the HACC Move Policy and in cases where the landlord will not accept a promissory note on a new move-in. If a participant needs to move due to health and/or safety and no other resources exist, flex funds can be used to pay for the security deposit. Check with HACC voucher program **first** to confirm if deposit assistance is available prior to using flex funds.
- Pet deposits- for up to 2 pets-up to *\$800*
- Utility payments—*up to \$500*
 - There is a utility allowance built into in the HACC rent calculation document *for heat, water, sewer, garbage and power to the rental unit*. Ensure the participant has an on-going plan to cover utility costs
- Unpaid tenant portion of rent: up to *\$500*
 - Must be a one-time or short-term prevention strategy
- Moving costs-up to *\$500 in total/household*
 - May include truck rental, moving company, and/or moving supplies
 - If hiring a moving company, agency must receive 3 quotes before contracting with lowest price
- Community Warehouse participation costs, including delivery fee-up to *\$500/household*
- Mattress (when unavailable at Community Warehouse) - up to *\$400*
 - For mattresses at a higher cost, please document need (such as medical need that could not be paid for with health insurance)
- Mediation between landlords and program participants-up to *\$300*
 - See also free landlord mediation services provided through the County's Resolutions Services:

<https://www.clackamas.us/ccrs/eviction-prevention-mediation>

- Temporary short-term housing provision- up to \$150 per night
 - Diversion should be used in all cases to find the most cost efficient, trauma- informed, and suitable option for each participant
 - If Emergency Shelter is the best intervention, attempts must be made first utilize existing Emergency Shelter units or vouchers
 - Hotel/motel costs may be paid out of flex funding if all other options have been exhausted, including diversion, and this is the best option for the individual
 - Costs up to \$150 per night
 - Must seek re-authorization at least monthly with Housing Services team to continue to pay for this cost

III. Other General Uses

- Basic Hygiene/medical needs-up to *\$100/person/year*
 - Ex. Menstruation products, toilet paper, first aid kit and/or supplies, toiletries etc.
- Survival assistance-up to \$500/household-
 - Includes costs to support program participants' ability to survive the elements while identifying temporary and/or permanent housing options.
 - Ex. Tent, sleeping bag, hand/foot warmers, socks, shoes, warm weather gear, food/water, sunscreen, backpack etc.
- Assistance applying for benefits-up to *\$500/applicant*
 - Ex. Fees to attorneys or others to assist with completing an SSI/SSDI application
- Cell phone bill-up to *\$200/household*
 - Before paying with SHS funds, households must apply for reduced cost phone programs. Example: Oregon Lifeline, <https://www.oregon.gov/puc/pages/oregon-lifeline.aspx>; Oregon Health Plan members can also receive a free phone via their care coordinator (with CareOregon or HealthShare). Info at: <https://www.healthplansinoregon.com/free-cell-phones-for-members-of-oregon-health-plan/>
- Educational/Life Skills services-up to *\$300*
 - Ex. Consumer/financial ed, health education, prevention programs, literacy, ESL/ELL, GED, tutoring, household management, conflict management, use of public transit, nutrition, meal prep, parental ed
 - Ex. buying required books, supplies, and/or instructional material associated with education
- Transportation
 - Bus passes (*monthly*)-*\$100/person*
 - If qualified, agency must assist individuals in applying for honored citizen or other reduced cost bus passes; apply via <https://trimet.org/fares/honoredcitizen.htm>

- Check with local partners about TriMet partnerships to offset the cost of bus passes (example, Clackamas Service Center and The Father's Heart)
- Gas cards (*up to \$100 monthly*)
 - When transportation is at least 70% associated with participants work, healthcare needs, grocery shopping, accessing services, and other essential functions
 - SHS funding can only pay for gas cards on an as-needed basis. This policy should **not** be read to mean that every participant with a vehicle automatically receives \$100 a month
- Car repair or maintenance, not to exceed 10% of Blue Book value of the vehicle-
- Food (*up to \$150/mo/household*)
 - Food paid for by SHS should be supplemental to SNAP benefits and accessing food banks and other free or reduced cost food programs
 - SHS funding can only pay for food on an as-needed basis. This policy should **not** be read to mean that every participant/household automatically receives \$150 a month in food assistance
- Employment assistance and job training- in-person or online- up to *\$100/working-age person*
 - Ex. Training in particular software or computer skills, on-the-job instruction, employment assistance programs, reasonable stipends for job training
- Costs or fees associated with participating in necessary healthcare services- up to *\$100*
 - *Contact Clackamas County Behavioral Health for appointments*
 - Ex. mental or physical health costs, program fees, etc.
- Credit Counseling- up to *\$75*
 - Assistance with resolving personal credit issues
- Engagement services- costs to support engagement with program participants-up to *\$150/household*
- Childcare
 - Cost of establishing childcare or providing childcare vouchers
 - Costs for food, as required by a childcare provider
- Storage unit costs- -up to *\$200/household*
 - *Storage unit costs should only be covered for a short time (generally 3 months max) until a participant can be reunited with their possessions*