



**Nancy Bush**

*Director*

Disaster Management  
2200 Kaen Road  
Oregon City, OR 97045

T 503-655-8378

[clackamas.us](http://clackamas.us)

May 7, 2020

Board of County Commissioners  
Clackamas County

Members of the Board:

Authorization for Disaster Management Director to sign HUD COVID-19 Grant Agreement

<b>Purpose/Outcomes</b>	Approval of the application for CARES Act COVID-19 funds for Clackamas County.
<b>Dollar Amount and Fiscal Impact</b>	Application for \$1,328,722 Community Development Block Grant COVID-19 (CDBG CV) funds during the 2019 program year.
<b>Funding Source</b>	U.S. Department of Housing and Urban Development grant funds. No County General Funds are involved.
<b>Safety Impact</b>	N/A
<b>Duration</b>	Effective March 13, 2020 and terminates on June 30, 2022
<b>Previous Board Action</b>	Board members held a preliminary discussion of the allocation of these COVID 19 funds during the April 9, 2020 Public Hearing review of the proposed 2020 Housing and Community Development program, proposed Action Plan.
<b>Contact Person</b>	Nancy Bush, Director 503-655-8665
<b>Contract No.</b>	NA

**BACKGROUND:** In response to the Coronavirus public health crisis, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was signed into law on March 27, 2020 to help respond to the coronavirus outbreak. The CARES Act allocated additional Community Development Block Grant COVID (CDBG CV) funding for Clackamas County to be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

The Department of Health, Housing and Human Services (H3S) Vulnerable Populations Planning group has been working with the Emergency Operations Center (EOC) command staff to respond to the impacts of this public health crisis that include increased homelessness, unemployment, and food insecurity. The current plan for use of these COVID-19 funds has not been identified at this time. Funding of **\$1,328,722** will be added to the 2019 Action Plan budget, according to grant guidance. Any reprogramming of regular 2019 funds and any new projects and services will require review and approval by the Board of County Commissioners.

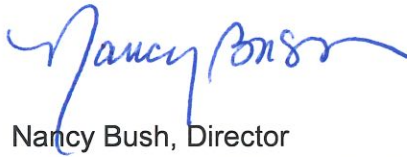
All COVID-19 projects and funding levels will be determined in coordination with the County's COVID-19 Emergency Operations Center activated on February 28, 2020.

**RECOMMENDATION:**

Staff recommends that the Board of County Commissioners take the following actions:

Authorize the Director of the Department of Disaster Management to sign on behalf of Clackamas County all documents necessary for submitting CARES Act COVID-19 (CDBG CV) applications, receiving funds, and amending applications for programs and projects to meet all grant requirements.

Respectfully submitted,



Nancy Bush, Director

Attachments: CARES Act CDBG CV Letter

# Grant Application Lifecycle Form

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

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

## \*\* CONCEPTION \*\*

Note: The processes outlined in this form are not applicable to disaster recovery grants.

### Section I: Funding Opportunity Information - To be completed by Requester

Application for:  Subrecipient funds  Direct Grant  
Lead Department: Health, Housing and Human Services Grant Renewal?  Yes  No

If renewal, complete sections 1, 2, & 4 only

Name of Funding Opportunity: CARES Act Community Development Block Grant (CDBG CV)  
Funding Source:  Federal  State  Local: \_\_\_\_\_  
Requestor Information (Name of staff person initiating form): Mark Sirois  
Requestor Contact Information: marksir@clackamas.us  
Department Fiscal Representative: Ed Johnson  
Program Name or Number (please specify): CFDA 14.218 Community Development Block Grant COVID (CDBG CV)  
Brief Description of Project:

The CARES Act made available \$1,328,722 Community Development Block Grant Coronavirus (CDBG-CV) funds for Clackamas County. Community Development Block Grant COVID 19 (CDBG-CV) funding. Any any new projects and services will require review and approval by the Board of County Commissioners. All COVID Projects and funding levels will be determined in coordination with the County's COVID 19 Emergency Operations Center. CDBG-CV funds will provide Public Services including: rent assistance for tenants, a housing stabilization fund for landlords, homeless shelter services and, purchasing homeless services supplies.

Name of Funding (Granting) Agency: U.S. Department of Housing and Urban Development (HUD)

Agency's Web Address for Grant Guidelines and Contact Information:

https://www.hudexchange.info/programs/cdbg/disease/

OR

Application Packet Attached:  Yes  No

Completed By: Mark Sirois April 29, 2020  
Date

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

### Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant  Non-Competing Grant  Other Funding Agency Award Notification Date: April 2, 2020  
CFDA(s), if applicable: CFDA 14.218  
Announcement Date: April 2, 2020 Announcement/Opportunity #: \_\_\_\_\_  
Grant Category/Title: Community Development Block Grant Max Award Value: \$ 1,328,722  
Allows Indirect/Rate: yes Match Requirement: none  
Application Deadline: NA Other Deadlines: TBD  
Grant Start Date: When SF424 signed by HUD Other Deadline Description: \_\_\_\_\_  
Grant End Date: \_\_\_\_\_ TBD  
Completed By: Mark Sirois Program Income Requirement: \_\_\_\_\_  
Pre-Application Meeting Schedule: NA

**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 support the Department and/or Division's Mission/Purpose/Goals?

The Department of Health, Housing and Human Services (H3S) Vulnerable Populations Planning group has been working with the Emergency Operations Center (EOC) command staff to respond to the impacts of this public health crisis that include increased homelessness, increased unemployment and increased food insecurity. The CDBG CV grant will provide funding to support our County response to community needs with projects and services to prevent, prepare for and respond to the coronavirus pandemic.

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

The H3S will work with community partners and the Emergency Operations Center to select the best allowable use of these funds for public services and projects in response the the coronavirus.

3. What are the objectives of this grant? How will we meet these objectives?

The Community Development Block Grant (CDBG) funds may be used for a range of eligible activities including projects and services that prevent and respond to the spread of infectious diseases such as the coronavirus.

4. Does the grant proposal fund an existing program? If yes, which program? If no, what is the purpose of the program?

No, this would be new services in response to COVID. The Community Development Division has an annual allocation of CDBG non-covid funding.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant timeframe?

The Department H3S working with County EOC command numerous division are adequately staffed to utilized these COVID response funds as intended by HUD.

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

No partnerships are required. It is recommended that we work with our local health authorities to determine needs, select services and projects and distribute funds

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

Not a pilot project

4. If funded, this grant would 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.)?

No new program. This is onetime funding.

**Collaboration**

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

Department of Health, Housing and Human Services, County Emergency Operations Center

**Reporting Requirements**

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

Project setup in the HUD Database: Integrated Disbursement and Information System (IDIS), financial reporting and project accomplishment reports in IDIS.

2. How will grant 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?

Each activity funded will be tracked in the HUD Database: Integrated Disbursement and Information System (IDIS), financial reporting and project accomplishment reports in IDIS.

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

Financial reporting will be completed in the HUD IDIS system

**Fiscal**

1. Will we realize more benefit than this grant will cost to administer?

Yes. County staff costs charged to this grant will increase the county's allocated costs revenue

2. Are other revenue sources required? Have they already been secured?

No other revenues are required.

3. 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.)?

No match requirement

4. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

Yes the grant does cover indirect costs through administration/staff costs

Program Approval:

Mark Sirois	April 30, 2020	<i>Mark Sirois</i>
Name (Typed/Printed)	Date	Signature
<b>** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **</b>		
<b>**ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.**</b>		

**Section IV: Approvals**

<b>DIVISION DIRECTOR (or designee, if applicable)</b>		
Mark Sirois	April 30, 2020	<i>Mark Sirois</i>
Name (Typed/Printed)	Date	Signature

<b>DEPARTMENT DIRECTOR or ELECTED OFFICIAL (or designee, if applicable)</b>		
Name (Typed/Printed)	Date	Signature

<b>FINANCE GRANT MANAGER (or designee, if applicable; FOR FEDERALLY-FUNDED APPLICATIONS ONLY)</b>		
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:**

<b>COUNTY ADMINISTRATOR</b>	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:

Date:

OR

Policy Session Date:

\_\_\_\_\_  
County Administration Attestation

**County Administration: re-route to department contact when fully approved.**

**Department: keep original with your grant file.**



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

Mr. Jim Bernard  
Chairperson Elect of the Board of Commissioners of Clackamas County  
2051 Kaen Road  
Oregon City, OR 97045-4035

Dear Chairperson Elect of the Board of Commissioners Bernard:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$1,328,722.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources

to enable swift implementation of CDBG-CV grants. As these become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'John Gibbs', written in a cursive style.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development





Nancy Bush

Director

Disaster Management  
2200 Kaen Road  
Oregon City, OR 97045

T 503-655-8378

[clackamas.us](http://clackamas.us)

May 7, 2020

Board of County Commissioners  
Clackamas County

Members of the Board:

Authorization for Disaster Management Director to sign HUD COVID-19 Grant  
Agreements

<b>Purpose/Outcomes</b>	Approval of the application for CARES Act COVID-19 funds for Clackamas County.
<b>Dollar Amount and Fiscal Impact</b>	Application for \$646,045 in Emergency Solutions Grant COVID-19 (ESG CV) funds during the 2019 program year.
<b>Funding Source</b>	U.S. Department of Housing and Urban Development grant funds. No County General Funds are involved.
<b>Safety Impact</b>	N/A
<b>Duration</b>	Effective March 13, 2020 and terminates on June 30, 2022
<b>Previous Board Action</b>	Board members held a preliminary discussion of the allocation of these COVID-19 funds during the April 9, 2020 Public Hearing review of the proposed 2020 Housing and Community Development program, proposed Action Plan.
<b>Contact Person</b>	Nancy Bush, Director 503-655-8665
<b>Contract No.</b>	NA

**BACKGROUND:** In response to the Coronavirus public health crisis, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was signed into law on March 27, 2020 to help respond to the coronavirus outbreak. The CARES Act allocated additional Community Solutions Grant funding for Clackamas County to be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

The Department of Health, Housing and Human Services (H3S) Vulnerable Populations Planning group has been working with the Emergency Operations Center (EOC) command staff to respond to the impacts of this public health crisis, which includes increases in homelessness, unemployment, and food insecurity. The current plan for use of these COVID-19 funds is as follows:

Emergency Solutions Grant (ESG CV) funds of **\$646,045** will be added to the 2019 Action Plan program in Health, Housing and Human Services (H3S) Community Development. These funds

will provide **\$450,000** of hotel and motel vouchers for homeless persons and homeless families. Clackamas County will distribute these vouchers in partnership with several community-based shelter providers. The remaining **\$196,045** will be distributed to homeless services providers and county offices as a combination of homeless outreach, homeless shelter operations and services, and Homeless Management Information System (HMIS) HUD reporting requirements expenditures.

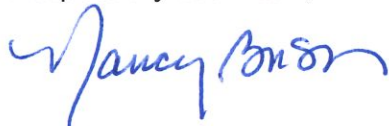
All COVID-19 projects and funding levels will be determined in coordination with the County's COVID-19 Emergency Operations Center activated on February 28, 2020. Clackamas County CARES dollars will be accepted and monitored by Clackamas Disaster Management and the Emergency Operations Center.

**RECOMMENDATION:**

Staff recommends that the Board of County Commissioners take the following actions:

Authorize the Director of the Department of Disaster Management to sign on behalf of Clackamas County all documents necessary for submitting CARES Act COVID-19 CDBG CV funds applications, receiving funds, and amending applications for programs and projects to meet all grant requirements.

Respectfully submitted,



Nancy Bush, Director

Attachments: CARES Act ESG CV letter



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

Mr. Jim Bernard  
Chairperson Elect of the Board of Commissioners of Clackamas County  
2051 Kaen Road  
Oregon City, OR 97045-4035

Dear Chairperson Elect of the Board of Commissioners Bernard:

I am pleased to inform you of special Emergency Solutions Grants (ESG) Program funds HUD is allocating to your jurisdiction in the amount of \$646,045, as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

President Trump signed the CARES Act on March 27, 2020 to help the Nation respond to the coronavirus outbreak. The CARES Act made available an additional \$4 billion in ESG-CV funds to supplement the Fiscal Year (FY) 2020 ESG funding provided under the Further Consolidated Appropriations Act, 2020 (Public Law 116-94). Of this amount, the Department is immediately allocating \$1 billion for ESG-CV grants based on the FY 2020 ESG formula. The rest of the funding for ESG-CV grants will be allocated directly to States or units of local government by a separate formula developed by the Secretary. Up to \$40 million of the additional funds will be set aside for technical assistance.

Given the immediate needs faced by our communities, the Department has announced the first allocation of funds, which are subject to the following flexibilities and conditions provided by the CARES Act:

- The funds may be used to cover or reimburse allowable costs incurred by a State or locality before the award of funding (including prior to the signing of the CARES Act) to prevent, prepare for, and respond to COVID-19;
- The funds are not subject to the spending cap on emergency shelter and outreach under 24 CFR 576.100(b)(1);
- Up to 10 percent of funds may be used for administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);
- The funds are exempt from the ESG match requirements, including 24 CFR 576.201;
- The funds are not subject to the consultation and citizen participation requirements that otherwise apply to the Emergency Solutions Grants, however each recipient must

publish how its allocation has and will be used, at a minimum, on the Internet at the appropriate Government web site or through other electronic media;

- The funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HUD notices) to any individual or family who does not have income higher than HUD's Very Low-Income Limit for the area and meets the criteria in paragraphs (1)(ii) and (1)(iii) of the "at risk of homelessness" definition in 24 CFR 576.3;
- That recipients may deviate from applicable procurement standards when using these funds to procure goods and services to prevent, prepare for, and respond to coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317-200.326;
- While we encourage you to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401(e).

In addition, the Act authorizes the Secretary to grant waivers of and specify alternative requirements for statutes and regulations the Secretary administers in connection with the use of ESG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). These waivers and alternative requirements can be issued when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further lay out the CARES Act provisions and other waivers and requirements to enable swift implementation of additional ESG-CV grants. This notice and any subsequent notices of waivers and alternative requirements will be made available on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As your jurisdiction develops its plan to use these grant funds, HUD encourages approaches that prioritize the unique needs of persons experiencing homelessness and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. Your jurisdiction should coordinate with State and local health authorities before undertaking any activity to support state or local pandemic response. HUD encourages you to share successes that may help other grantees. Like other supplemental funding, ESG-CV grants are subject to oversight and tracking, such as requirements to prevent the duplication of benefits. We look forward to working with you to prevent fraud, waste, and abuse and to document the impact of this program for beneficiaries.

Importantly, proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons who benefit from funded activities, and allowing HUD to monitor recipients. Your jurisdiction's ongoing attention is essential to ensuring complete and accurate reporting of performance measurement data.

HUD's Office of Community Planning and Development (CPD) is looking forward to working with your jurisdiction to successfully meet the urgent and complex challenges faced by our communities. If you or your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development

# Grant Application Lifecycle Form

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

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

## \*\* CONCEPTION \*\*

Note: The processes outlined in this form are not applicable to disaster recovery grants.

### Section I: Funding Opportunity Information - To be completed by Requester

Application for:  Subrecipient funds  Direct Grant  
Lead Department: Health, Housing and Human Services Grant Renewal?  Yes  No

If renewal, complete sections 1, 2, & 4 only

Name of Funding Opportunity: CARES Act Emergency Solutions Grant  
Funding Source:  Federal  State  Local: \_\_\_\_\_  
Requestor Information (Name of staff person initiating form): Mark Sirosis  
Requestor Contact Information: marksir@clackamas.us  
Department Fiscal Representative: Ed Johnson  
Program Name or Number (please specify): CFDA 14.231 Emergency Solutions Grant COVID  
Brief Description of Project:

In response to the Coronavirus public health crisis, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was signed into law on March 27, 2020 to help respond to the coronavirus outbreak. The CARES Act allocated additional Community Solutions Grant COVID (ESG CV) funding for Clackamas County to be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

Emergency Solutions Grant (ESG CV) funds of \$646,045 will provide \$450,000 of hotel and motel vouchers for homeless persons and homeless families. Clackamas County will distribute these vouchers in partnership with several community based homeless shelter providers. The remaining \$196,045 will be distributed to homeless services providers and county offices as a combination of homeless outreach, homeless shelter operations and services and Homeless Management Information System (HMIS) HUD reporting requirements expenditures.

Name of Funding (Granting) Agency: U.S. Department of Housing and Urban Development (HUD)

Agency's Web Address for Grant Guidelines and Contact Information:

https://www.hud.gov/program\_offices/comm\_planning/homeless\_esg\_covid-19

OR

Application Packet Attached:  Yes  No

Completed By: Mark Sirosis April 29, 2020  
Date

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

### Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant  Non-Competing Grant  Other Funding Agency Award Notification Date: April 2, 2020  
CFDA(s), if applicable: CFDA 14.231  
Announcement Date: April 2, 2020 Announcement/Opportunity #: \_\_\_\_\_  
Grant Category/Title: Emergency Solutions Grant Max Award Value: \$ 646,045  
Allows Indirect/Rate: yes Match Requirement: none  
Application Deadline: NA Other Deadlines: TBD  
Grant Start Date: When SF424 signed by HUD Other Deadline Description: \_\_\_\_\_  
Grant End Date: \_\_\_\_\_ TBD  
Completed By: Mark Sirosis Program Income Requirement: \_\_\_\_\_  
Pre-Application Meeting Schedule: NA

**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 support the Department and/or Division's Mission/Purpose/Goals?

An allocation of one-time funding for homeless services and to prevent, respond to COVID public health crisis

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

We will be contracting a portion of these funds to non-profits operating homeless shelters

3. What are the objectives of this grant? How will we meet these objectives?

The CARES Act allocated additional Community Solutions Grant COVID (ESG CV) funding for Clackamas County to be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

4. Does the grant proposal fund an existing program? If yes, which program? If no, what is the purpose of the program?

We will be contracting a portion of these funds to non-profits operating homeless shelters  
Some of the funds will be used to support existing Homeless Management Information System (HMIS) reporting to HUD.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant timeframe?

Social Services Division and Community Development Division have the capacity to perform this work and contract work with non-profit providers

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

Partnerships are recommended but not required for this one-time grant

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

This is not a pilot project

4. If funded, this grant would 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.)?

This grant would not create a new program, just one-time funding

**Collaboration**

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

Health, Housing and Human Services - several divisions

**Reporting Requirements**

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

Reports on persons served will be generated by the Homeless Management Information System. Project setup and completion reported will be entered in the HUD Database: Integrated Disbursement and Information System (IDIS)

2. How will grant 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?

Performance reports on persons served will be generated by the Homeless Management Information System. Project setup and completion reported will be entered in the HUD Database: Integrated Disbursement and Information System (IDIS).

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

Fiscal reports and invoicing will be through the HUD Database: Integrated Disbursement and Information System (IDIS).

**Fiscal**

1. Will we realize more benefit than this grant will cost to administer?

Yes, The County will get additional allocated costs and many more people will benefit from County services and little to no cost to the County.

2. Are other revenue sources required? Have they already been secured?

No match revenues are required for this one-time COVID funding

3. 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.)?

No match required

4. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

Yes, the grant has grant administration as an allowable cost which pays for indirect costs

Program Approval:

Mark Sirois

4/30/2020

*Mark Sirois*

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)		
Mark Sirois	4/30/2020	<i>Mark Sirois</i>
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR or ELECTED OFFICIAL (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

FINANCE GRANT MANAGER (or designee, if applicable; FOR FEDERALLY-FUNDED APPLICATIONS ONLY)		
		<i>Toni Hessevick</i>
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:**

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:

Date:

OR

Policy Session Date:

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County Administration Attestation

County Administration: re-route to department contact when fully approved.

Department: keep original with your grant file.