

June 23, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Local Subrecipient Grant Agreement with LifeWorks NW Children’s Relief Nursery services in Clackamas County. Agreement has a maximum value of \$144,000 (\$72,000 awarded each program year for the duration of the agreement) paid with budgeted County General Funds

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|--|--|
| Purpose/Outcome | LifeWorks NW Children’s Relief Nursery will continue to provide services to families with children at risk and/or that have experienced child abuse/neglect. Services include therapeutic programs and home visitation services or equivalent virtual support, ongoing home-based parent education and respite care. |
| Dollar Amount and Fiscal Impact | This agreement is for \$144,000 (\$72,000 awarded each program year for the duration of the agreement). |
| Funding Source | Budgeted County General Funds – approved through June 30, 2023. Subsequent funding dependent on annual approval of County budget. |
| Duration | July 1, 2022 to June 30, 2024 |
| Previous Board Action/Review | BCC Issues: June 21, 2022 |
| Strategic Plan Alignment | 1. Individuals and families in need are healthy and safe |
| Counsel Review | This Subrecipient Grant agreement has been reviewed and approved by County Counsel on 6/1/22, KR |
| Procurement Review | Was the item processed through Procurement? No. Subrecipient grant amendment |
| Contact Person | Adam Freer 971-533-4929 |
| Contract No. | H3S #10714 |

BACKGROUND:

The Children, Family and Community Connections Division of the Health, Housing and Human Services Department requests the approval of a Subrecipient Grant Agreement with LifeWorks NW Children’s Relief Nursery services. LifeWorks NW provides the only Children’s Relief Nursery in Clackamas County that services high-risk families with children under the age of six with the intensive support they need for their children to grow up safe, healthy and ready for school. Children participate in therapeutic programs, families receive home visits and are offered parenting education opportunities to promote health parenting and child development, with the goal of reducing the risk of child abuse and neglect.

This Subrecipient Grant Agreement is effective upon signature by all parties for services starting on July 1, 2022 and terminating on June 30, 2024. This Agreement has a maximum value of \$114,000.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Tootie Smith, Board Chair, to sign on behalf of Clackamas County.

Respectfully submitted,

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

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|--|--|
| CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC-10714 | |
| Program Name: <i>Lifeworks NW – Relief Nursery</i> | |
| This Agreement is between <u>Clackamas County, Oregon</u> , acting by and through its Health, Housing & Human Services Children, Family & Community Connections Division (“COUNTY”) and <u>LifeWorks NW Children’s Relief Nursery</u> (“SUBRECIPIENT”), an Oregon Non-profit Organization. | |
| COUNTY Data | |
| Grant Accountant: <i>Joseph Rosevear</i> | Program Manager: <i>Chelsea Hamilton</i> |
| Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5429 jrosevear@clackamas.us | Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (971) 990-5677 chamilton@clackamas.us |
| RECIPIENT Data | |
| Finance/Fiscal Representative: <i>April Martinez</i> | Program Representative: <i>Denise Glascock</i> |
| LifeWorks NW Children’s Relief Nursery 5415 SW Westgate Dr. Portland, OR 97221 April.martinez@lifeworksnw.org | LifeWorks NW Children’s Relief Nursery 5415 SW Westgate Dr. Portland, OR 97221 (503) 594-1772 ex. 5772 Denise.glascock@lifeworksnw.org |
| FEIN: 93-0502822 | |

RECITALS

1. LifeWorks NW Children’s Relief Nursery (SUBRECIPIENT) is a not-for-profit organization who provides the only Relief Nursery program in Clackamas County, they serve high-risk families with children under the age of six with the intensive support they need for their children to grow up safe, healthy, and ready for school. Children participate in therapeutic classrooms with low adult-child ratios, families receive home visits that promote healthy parenting and child development, with the goal of reducing the risk of child abuse and neglect.
2. Relief Nursery services will be provided to Clackamas County families with children at risk of and/or that have experienced child abuse/neglect. Services include 276 hours of therapeutic classroom and home visitation for a minimum of 16 children, ongoing home-based parent education for 20 families, and respite services for 5 families.
3. This subrecipient grant agreement (“Agreement”) is funded by Clackamas County General Funds.
4. This Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local Grant Agreement COUNTY and SUBRECIPIENT agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse RECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than **July 1, 2022** and not later than **June 30, 2024**, unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.
2. **Program.** The Program requirements are described in Exhibit A-1: Statement of Program Objectives and Exhibit A-2: Work Plan Quarterly Report and Narrative. SUBRECIPIENT agrees to perform the Program in accordance with the terms and conditions of this Agreement.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and regulations.
4. **Grant Funds.** COUNTY's funding for this Agreement is **County General Fund**. The maximum, not to exceed, grant amount that COUNTY will pay on this agreement is **\$144,000 [\$72,000 awarded each fiscal year, unspent funds will not carry forward]**, contingent on COUNTY's receipt of sufficient funds.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in Exhibit C: Request for Reimbursement.

Failure to comply with the terms of this Agreement may result in withholding of payment.
6. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. SUBRECIPIENT must submit a written request including a justification for any amendment to COUNTY in writing at least forty-five (45) calendar days before this Agreement expires. No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement except for the final payment. The final request for payment must be submitted to COUNTY no later than fifteen (15) days after the end date of this Agreement. If the maximum compensation amount is increased by amendment, the amendment must be fully executed before SUBRECIPIENT performs work subject to the amendment.
7. **Termination.** This Agreement may be suspended or terminated for cause or convenience prior to the expiration of its term by:
 - a) Written notice provided by COUNTY resulting from material failure by SUBRECIPIENT to comply with any term of this Agreement, or;
 - b) Mutual agreement by COUNTY and SUBRECIPIENT.
 - c) Written notice provided by COUNTY that it lacks sufficient funds or funds are no longer available, as determined by COUNTY in its sole discretion, to continue to perform under this Agreement.
8. **Funds Available and Authorized.** COUNTY certifies that funds sufficient to pay for this Agreement have been obligated to COUNTY through June 30, 2024. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving future

appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its sole administrative discretion, to continue to make payments under this Agreement.

9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in this agreement.
10. **Nonprofit status.** SUBRECIPIENT warrants that it is, and shall remain during the performance of this Agreement, a private nonprofit Organization as defined in the Regulations, including:
 - a) That it is described in Section 501(c) of the Internal Revenue Code of 1954;
 - b) That it is exempt from taxation under Subtitle A of the Internal Revenue Code of 1954;
 - c) That it has an accounting system and a voluntary board; and
 - d) That it practices nondiscrimination in the provision of assistance to the homeless.
11. **Administrative Requirements.** SUBRECIPIENT agrees to its status as a SUBRECIPIENT, and accepts among its duties and responsibilities the following:
 - a) **Financial Management.** SUBRECIPIENT shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all costs incurred.
 - b) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT agrees to expend funds in accordance with the approved budget provided in this agreement. All expenditures that exceed a budget line item by more than 10% or \$500, whichever is greater, must be approved in writing by COUNTY. Budget revisions must be submitted and approved prior to changing the budget. At no time may budget modifications change the scope of the original grant application or agreement.
 - c) **Change in Key Personnel.** SUBRECIPIENT is required to notify COUNTY, in writing, whenever there is a change in SUBRECIPIENT key administrative or programmatic personnel and the reason for the change. Key personnel include but are not limited to: Executive Director, Finance Director, Program Manager, Bookkeeper, or any equivalent to these positions within the organization.
 - d) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.
 - e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the term and effective date. Cost incurred prior or after this date will be disallowed.
 - f) **Match.** Matching funds are not required for this Agreement.
 - g) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15th of the following month using the form and instructions in Exhibit C: Request for Reimbursement. SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement.
 - h) **Performance and Financial Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in Exhibit A-2 : SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit C: Request for Reimbursement. All reports must be submitted on templates provided in the

Exhibits, must reference this agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.

- i) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- j) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, and its duly authorized representatives shall have access to such records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts. Monitoring may be performed onsite or offsite, at the COUNTY's discretion.
- k) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years following the Project End Date (June 30, 2025), or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- l) **Failure to Comply.** SUBRECIPIENT acknowledges and agrees that this agreement and the terms and conditions therein are essential terms in allowing the relationship between COUNTY and SUBRECIPIENT to continue, and that failure to comply with such terms and conditions represents a material breach of this agreement. Such material breach shall give rise to COUNTY's right, but not obligation, to withhold SUBRECIPIENT grant funds until compliance is met, reclaim grant funds in the case of omissions or misrepresentations in financial or programmatic reporting, or to terminate this relationship and all associated amendments.

12. Compliance with Applicable Laws

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and as applicable to SUBRECIPIENT.
- b) **State Statutes.** SUBRECIPIENT expressly agrees to comply with all statutory requirements, laws, rules, and regulations issued by the State of Oregon, to the extent they are applicable to the agreement.
- c) **Confidential Information Definition.** SUBRECIPIENT acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by SUBRECIPIENT or its employees or agents in the performance of this Agreement shall be deemed confidential information and SUBRECIPIENT agrees to hold such confidential information in strict confidence, using at least the same degree of care that it uses in maintaining the confidentiality of its own confidential information.

- d) **Conflict Resolution.** If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Agreement, SUBRECIPIENT shall in writing request COUNTY resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the design or other Services required under the Agreement.

13. General Agreement Provisions.

- a) **Non-appropriation Clause.** If payment for activities and programs under this Agreement extends into COUNTY's next fiscal year, COUNTY's obligation to pay for such work is subject to approval of future appropriations to fund the Agreement by the Board of County Commissioners.
- b) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to SUBRECIPIENT's negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT's control. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT's actions, employees, agents or otherwise with respect to those under its control.
- c) **Insurance.** During the term of this agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:
- 1) **Commercial General Liability.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury, death, and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this agreement. This policy(s) shall be primary insurance as respects to COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.
 - 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.
 - 3) **Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. COUNTY, at its option, may require a complete copy of the above policy.
 - 4) **Abuse and Molestation.** SUBRECIPIENT shall carry Abuse and Molestation Insurance as an endorsement to the Commercial General Liability policy, in a form and with coverage that are satisfactory to COUNTY covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the SUBRECIPIENT is responsible including but not limited to

SUBRECIPIENT's employees and volunteers. Policy endorsement's definition of an insured shall include the SUBRECIPIENT, and the SUBRECIPIENT'S employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

- 5) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.
- 6) **Additional Insured Provisions.** All liability insurance, except for professional liability, workers' compensation, network security and private liability (if applicable), required under this Agreement must include an additional insured endorsement specifying "Clackamas County, its agents, officers, and employees" as an additional insured, but only with respect to SUBRECIPIENT's activities under this agreement.
- 7) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 30 day notice of cancellation provision shall be physically endorsed on to the policy.
- 8) **Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- 9) **Certificates of Insurance.** As evidence of the insurance coverage required by this agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. No agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.
- 10) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
- 11) **Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the agreement.
- 12) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

- d) **Assignment.** SUBRECIPIENT shall not enter into any subcontracts or subawards for any of the Program activities required by the Agreement without prior written approval. This Agreement may not be assigned in whole or in part with the express written approval of COUNTY.
- e) **Independent Status.** SUBRECIPIENT is independent of COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of COUNTY and undertakes this work independent from the control and direction of COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind COUNTY in any transaction or activity.
- f) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), (3) sent by facsimile transmission, with the original to follow by regular mail; or, (4) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.
- g) **Governing Law.** This Agreement is made in the State of Oregon, and shall be governed by and construed in accordance with the laws of that state. Any litigation between COUNTY and SUBRECIPIENT arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- h) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- i) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- j) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- k) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- l) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

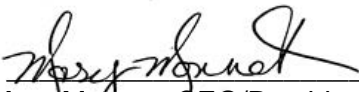
(Signature Page Attached)

SUBRECIPIENT

LifeWorks NW Children's Relief Nursery
5415 SW Westgate Dr
Portland, OR 97221

CLACKAMAS COUNTY

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

By: 
Mary Monnat, CEO/President

Signing on behalf of Clackamas County:

By: _____
Tootie Smith, Board Chair
Clackamas County

Dated: 6/02/22

Dated: _____

Approved as to form: 

- Exhibit A-1: Statement of Program Objectives
- Exhibit A-2: Program Reporting Requirements and Work Plan Quarterly Report
- Exhibit B: Program Budget
- Exhibit C: Request for Reimbursement
- Exhibit D: Monthly Activity Report

EXHIBIT A-1

STATEMENT OF PROGRAM OBJECTIVES

BACKGROUND

LifeWorks NW Children's Relief Nursery services high-risk families with children under the age of six with the intensive support they need for their children to grow up safe, health, and ready for school. Children participate in therapeutic classrooms with low adult-child ratios. Families receive home visits that promote healthy parenting and child development, with the goal of reducing the risk of child abuse and neglect.

OBJECTIVES

Relief Nursery services will be provided to families with children at risk of and/or that have experienced child abuse/neglect. Services include 276 hours of therapeutic classroom and home visitation for a minimum of 16 children, ongoing home-based parent education for 20 families, and respite services for 5 families.

ACTIVITIES

Activities to be conducted under this Agreement include:

- Center-based services – social service professionals and volunteers collaborate to create a safe environment where very young at-risk children can participate with peers in therapeutic activities that promote healthy, age- appropriate development. Services are child-focused, nurturing and exploratory, with attention to safety and meeting developmental milestones.
- Home-based services – case managers regularly visit families in their homes to help them achieve identified family goals. They provide counseling, coaching, safety checks, emotional support, and referrals to other agencies when appropriate, and ongoing support as families build healthier parent/child relationships.
- Respite childcare – parents who need time to take care of personal or family matters can place their young children in scheduled care for several hours a month.

FUNDER RECOGNITION

Marketing, educational, promotional, and outreach materials and flyers describing services, workshops, and other activities funded through this Agreement must acknowledge Clackamas County Children, Family & Community Connections (CFCC) and include its logo.

Marketing materials produced using these grant funds must be submitted with quarterly reports.

EXHIBIT A-2

PERFORMANCE REPORTING SCHEDULE AND WORK PLAN QUARTERLY REPORT

PERFORMANCE REPORTING SCHEDULE

LifeWorks NW Children's Relief Nursery will submit a Monthly Activity Report (Exhibit C) to the Clackamas County Program Manager, no later than the 15th day of the following month. It should accompany the Fiscal Report and Reimbursement Request (Exhibit B).

The Monthly Activity Report will include the following metrics.

- a) Total number of participants served.
- b) Activities conducted.

LifeWorks NW Children's Relief Nursery will submit a quarterly Performance Report to the Clackamas County Program Manager no later than the 15th day of the month following the end of the calendar quarter. Quarterly reports must be submitted electronically on the Work Plan Quarterly Reporting & Narrative document template (Exhibit A-2).

The Final Performance Report should be submitted no later than July 15, 2024.

In addition to the Quarterly Performance Reports, LifeWorks NW Children's Relief Nursery must notify Clackamas County Program Manager of developments that have a significant impact on the grant-supported activities. Lifeworks NW must inform Clackamas County Program Manager as soon as problems, delays or adverse conditions become known which will impair the ability to meet the outputs/outcomes specified above. This notification shall include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

Exhibit A-2 Work Plan Quarterly Report and Narrative
 Children, Family & Community Connections Division

Program: Children’s Relief Nursery
 Contractor: LifeWorks NW
 Contact: Denise Glascock denise.glascock@lifeworksnw.org
 Contract Term: July 1, 2022 – June 30, 2023

| Activities/Outputs | Intermediate Outcomes/Measurement Tool | | Q1 | Q2 | Q3 | Q4 |
|--|---|--|----|----|----|----|
| <p>Center-Based By 6/30/2023, a minimum of 16 unduplicated children will each receive 276 hours of therapeutic classroom services.</p> <p>By 6/30/2023, a minimum of 16 unduplicated children will be receiving, at minimum, monthly home visiting services.</p> | <p>70% children will demonstrate improvement in age appropriate interactions with peers and adults based on ASQ and ASQ-SE assessments. Subjective observation, reported quarterly for children who have not yet completed 276 hours.</p> <p>After one year of Relief Nursery services, 80% of children will either achieve age-appropriate developmental progress as measured by appropriate developmental assessment tools (ASQ and ASQ-SE), or will be receiving appropriate Special Education and/or other special needs services). Reported when child/family has received services for one year.</p> | # Children served center-based (new) | | | | |
| | # Children receiving 60-day assessment | | | | | |
| | # Children continuing services from previous quarter | | | | | |
| | # Children receiving 6-month assessment (ASQ, ASQ-SE) | | | | | |
| | # Children demonstrating appropriate developmental progress at 6 month assessment | | | | | |
| | # children who have been referred to and/or are receiving appropriate Special Education and/or other special needs services | | | | | |
| | # Served center-based – families | | | | | |
| | # Served center-based – parents (individual) | | | | | |
| | # Parents (individual) participated in PFS-2 | | | | | |
| <p>Home-Based By 6/30/2023, a minimum of 10-20 unduplicated families will receive ongoing home-based</p> | <p>After six months of enrollment, 70% of parents express prosocial skills after 6 month assessment utilizing the Protective Factors Survey, 2nd edition, Retrospective (PFS-2).</p> | # Children served home-based (new) | | | | |
| | | # Children receiving 60-day assessment | | | | |
| | | # Children continuing services from previous quarter | | | | |

| | | | | | | |
|--|--|---|--|--|--|--|
| parenting education delivered in person or virtual format. | Factors Survey, 2 nd edition (Retrospective) (PFS-2). | # Children receiving 6-month assessment (ASQ, ASQ-SE) | | | | |
| | | # Children demonstrating appropriate developmental progress at 6 month assessment | | | | |
| | | # children who have been referred to and/or are receiving appropriate Special Education and/or other special needs services | | | | |
| | | # Served home-based – families | | | | |
| | | # Served home-based – parents (individual) | | | | |
| | | # Parents (individual) participated in PFS-2 | | | | |
| | | # Parents (individual) expressing prosocial skills after 6 month assessment utilizing the PFS-2 | | | | |
| Respite By 6/30/2023, an average of 5 families receiving home-based and center-based services will take advantage of Respite Services at least twice (Respite will occur once a month and includes up to three hours of classroom based services). | | # Served Respite – children | | | | |
| | | # Served Respite – families | | | | |

Exhibit A-2 Work Plan Quarterly Report and Narrative

Provider: Lifeworks NW – Children’s Relief Nursery

Person completing this report: _____

Provide narrative information to clarify numbers reported in the table above. Please include information that improves County’s understanding of Relief Nursery services, client needs/situations, etc. Highlight particular successes, challenges, barriers, and/or otherwise compelling stories during the quarter.

July-September:

October-December:

January-March:

April-June:

EXHIBIT B: PROGRAM BUDGET

| Exhibit B: Budget | | | |
|--|---|---|----------------------|
| Contractor: | Lifeworks NW | | |
| Program: | Children's Relief Nursery | | |
| Address: | 14600 NW Cornell Rd | | |
| | Portland, OR 97229 | | |
| Contact Person: | | | |
| Phone Number: | | | 7/1/22-6/30/24 |
| E-mail: | | | |
| Budget Category | Approved Budget 7/1/22-6/30/23 | Approved Budget 7/1/23-6/30/24 | Total Budget |
| <u>Personnel (List each position separately)</u> | | | |
| Early Childhood Specialist @.99 fte | \$ 33,462.00 | \$ 33,462.00 | \$ 66,924.00 |
| Fringe @ 25% | \$ 8,365.50 | \$ 8,365.50 | \$ 16,731.00 |
| Program Coordinator @ .20 fte | \$ 8,910.72 | \$ 8,910.72 | \$ 17,821.44 |
| Fringe @ 25% | \$ 2,227.68 | \$ 2,227.68 | \$ 4,455.36 |
| Service Director @ .10 fte | \$ 724.46 | \$ 724.46 | \$ 1,448.92 |
| Fringe @ 25% | \$ 217.34 | \$ 217.34 | \$ 434.68 |
| Admin Assistant to service director at .005 fte | \$ 197.50 | \$ 197.50 | \$ 395.00 |
| Fringe @ 25% | \$ 54.31 | \$ 54.31 | \$ 108.62 |
| | | | |
| | | | |
| | \$ 54,159.51 | \$ 54,159.51 | \$ 108,319.02 |
| <u>Administration (limited to 10% of total budget)</u> | | | |
| Admin | \$ 6,788.00 | \$ 6,788.00 | \$ 13,576.00 |
| | \$ 6,788.00 | \$ 6,788.00 | \$ 13,576.00 |
| <u>Program costs</u> | | | |
| General Office - occupancy, rent, utilities, telephone, copier, general and property insurance | \$ 9,822.49 | \$ 9,822.49 | \$ 19,644.98 |
| Professional Insurance | \$ 125.00 | \$ 125.00 | \$ 250.00 |
| Conference/Training | \$ 305.00 | \$ 305.00 | \$ 610.00 |
| Mileage | \$ 800.00 | \$ 800.00 | \$ 1,600.00 |
| | | | |
| | | | |
| <u>Additional (please specify)</u> | | | |
| | \$ - | \$ - | \$ - |
| | | | |
| | \$ 11,052.49 | \$ 11,052.49 | \$ 22,104.98 |
| Total Budget | \$ 72,000.00 | \$ 72,000.00 | \$ 144,000.00 |

EXHIBIT C: REQUEST FOR REIMBURSEMENT

| Exhibit C: REQUEST FOR REIMBURSEMENT | | | | |
|---|---|-------------------------|-------------------------|---------------------|
| Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including: | | | | |
| <ul style="list-style-type: none"> • Request for Reimbursement with an authorized signature • General Ledger backup to support the requested amount • Monthly Activity Report (Exhibit D) showing numbers served and activities conducted during the month of request <i>(The Monthly Activity Report is NOT required on months when quarterly reports are due).</i> | | | | |
| Contractor: | Lifeworks NW - Children's Relief Nursery | Contract Number: | | |
| Address: | 14600 NW Cornell Rd Portland, OR 97229 | Report Period: | | |
| Contact Person: | | | | |
| Contact Info: | | | | |
| Term: | | | | |
| Budget Category | Approved Budget July 1 '22-June 30 '23 | Current Draw Request | Previously Requested | Balance |
| <u>Personnel</u> | | | | |
| Early Childhood Specialist @ .99 fte | \$ 33,462.00 | \$ - | \$ - | \$ 33,462.00 |
| Fringe @ 25% | \$ 8,365.50 | \$ - | \$ - | \$ 8,365.50 |
| Program Coordinator @ .20 fte | \$ 8,910.72 | \$ - | \$ - | \$ 8,910.72 |
| Fringe @ 25% | \$ 2,227.68 | \$ - | \$ - | \$ 2,227.68 |
| Services Director @ .10 fte | \$ 724.46 | \$ - | \$ - | \$ 724.46 |
| Fringe @ 25% | \$ 217.34 | \$ - | \$ - | \$ 217.34 |
| Admin Assist to service director @ .005 fte | \$ 197.50 | \$ - | \$ - | \$ 197.50 |
| Fringe @ 25% | \$ 54.31 | \$ - | \$ - | \$ 54.31 |
| | \$ 54,159.51 | \$ - | \$ - | \$ 54,159.51 |
| <u>Administration (limited to 10% of total budget)</u> | | | | |
| Admin | \$ 6,788.00 | \$ - | \$ - | \$ 6,788.00 |
| | \$ 6,788.00 | \$ - | \$ - | \$ 6,788.00 |
| <u>Program costs</u> | | | | |
| General office -occupancy, rent, utilities, telephone, copier, general & property insurance | \$ 9,822.49 | \$ - | \$ - | \$ 9,822.49 |
| Professional Insurance | \$ 125.00 | \$ - | \$ - | \$ 125.00 |
| Conference/Training | \$ 305.00 | \$ - | \$ - | \$ 305.00 |
| Mileage | \$ 800.00 | \$ - | \$ - | \$ 800.00 |
| | | | | |
| | | | | |
| <u>Additional (please specify)</u> | | | | |
| | \$ - | \$ - | \$ - | \$ - |
| | | | | |
| | \$ 11,052.49 | \$ - | \$ - | \$ 11,052.49 |
| Total Budget | \$ 72,000.00 | \$ - | \$ - | \$ 72,000.00 |
| <i>Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Recipient that are pertinent to this Agreement.</i> | | | | |
| CERTIFICATION | | | | |
| By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and represents actual expenditures, disbursements and cash receipts for the purposes and objectives set forth in the terms of the agreement. | | | | |

EXHIBIT D: MONTHLY ACTIVITY REPORT

**Children, Family and Community Connections Division
Monthly Activity Report
July 1 – June 30**

Agency:

Funded Service:

Program Contact:

Contact Info:

*This report covers the fiscal year starting **July and ending June 30.** Complete the sections below as they apply to the group(s) targeted for services with this funding as outlined in your Work Plan.*

Submit this report with monthly requests for reimbursement except on months when the quarterly report is submitted.

- 1. Total number of participants served during the month:**
Number of children 0-6 years: _____ youth: _____
Number of families: _____

- 2. Activities that were conducted during the month with the funding allocated for this programming:**

Person(s) completing this form:

Date: