

August 11, 2022

Board of County Commissioners
Clackamas County

Approval of Non-Federal Subrecipient with
Clackamas Service Center. Total contract value is \$75,000.
Funding through Public Health's FY21 Restricted Fund Balance. No County General Funds used.

Purpose/Outcome	Expansion Services a Blueprint Community Grant in the amount of \$75,000 to increase number of food distribution sites in Clackamas County that provide healthy and culturally preferred foods.
Dollar Amount and Fiscal Impact	Total contract value \$75,000; FY21 Restricted Fund Balance. No County General Funds used.
Funding Source	Public Health's FY21 Restricted Fund Balance
Duration	Effective January 1, 2022, through June 30, 2023
Previous Board Action/Review	No previous board action for FY22
Strategic Plan Alignment	1. Outreach to high priority populations 2. Reduce barriers to program access
Counsel Review	Date of Counsel review: 6/07/2022 Name of County Counsel performing review. Kathleen Rastetter
Procurement Review	(Please check yes or no for procurement review. If the answer is "no," please provide an explanation.) 1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. Item is a Non-Federal Subrecipient Blueprint Grant Agreement
Contact Person	Philip Mason-Joyner, Director of Public Health 503-742-5956
Contract No.	10577

BACKGROUND:

The Clackamas County Public Health Division (CCPHD) of the Health, Housing & Human Services Department requests the approval of Non-Federal Subrecipient Blueprint Grant Agreement with Clackamas Service Center. Public Health's FY21 Restricted Fund Balance.

This Agreement has a maximum value of \$75,000. This Agreement is effective upon signature for the performance period January 1, 2022 and continues through June 30, 2023.

RECOMMENDATION:

Staff recommends approval of this contract and authorizes the Chair, Board of County Commissioners to sign on behalf of the County.

Respectfully submitted,

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

Healthy Families. Strong Communities.

**CLACKAMAS COUNTY, OREGON
LOCAL SUBRECIPIENT GRANT AGREEMENT PH-22-007**

Program Name: **Clackamas Service Center Blueprint Grant – Contract #10577**

Program/Project Number:

This Agreement is between **Clackamas County, Oregon**, acting by and through its **Public Health Division** (COUNTY) and **Clackamas Service Center** (SUBSUBRECIPIENT), an Oregon Non-profit Organization.

COUNTY Data

Grant Accountant: **Sherry Olson**

Program Manager: **Susan Berns-Norman**

Clackamas County Public Health Division
Business Services and Finance Manager

Clackamas County Public Health Division
Program Planner, Senior

2051 Kaen Rd., Suite 367

2051 Kaen Rd., Suite 367

Oregon City, OR 97045

Oregon City, OR 97045

Phone: 503-742-5342

Phone: 503-936-2415

Email: SOlson4@clackamas.us

Email: SusanB@clackamas.us

SUBRECIPIENT Data

Finance/Fiscal Representative:

Program Representative: **Krista Harper**

Clackamas Service Center

Clackamas Service Center

8800 SE 80th Ave.

8800 SE 80th Ave.

Portland, OR 97206

Portland, OR 97206

Phone:

Phone: 503-929-1601

Email:

Email: kristaharper@cscoregon.org

UEI: JZCLPVJ5ZDQ8

RECITALS

1. The Blueprint for a Healthy Clackamas County is the county's external facing initiative to help coordinate, connect, and align priorities for partners to collectively make an impact on improving the health and quality of life for residents within our communities.

Over the past year, Clackamas County Public Health has convened community members and organizations to prioritize the goals, objectives, and strategies within the Blueprint report.

The Blueprint for a Healthy Clackamas County Community Grants fund community-driven projects that can work to implement the identified goals, objectives, and strategies within the plan. There is an emphasis on funding projects that will create coalitions in advancing health equity and trauma-informed approaches within specific communities in Clackamas County.

2. The Blueprint grant will help Clackamas Service Center to leverage their brand new 8,000 square foot food distribution warehouse to expand access to culturally preferred foods for Clackamas Service Center and other food site partners. Funds will primarily be used to purchase culturally preferred grocery items for Latino, Eastern European, and Middle Eastern/Halal cuisines, with a focus on serving new Afghan refugees arriving in Clackamas and east Portland.
3. This Grant Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBSUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local Grant Agreement the COUNTY and SUBSUBRECIPIENT 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 subrecipient for expenses approved in writing by County relating to the project incurred no earlier than **January 1, 2022** and not later than **June 30, 2023**, 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 is described in Attached Exhibit A: SUBRECIPIENT Statement of Program Objectives. 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. Furthermore, SUBRECIPIENT shall comply with the requirements of the Clackamas County Public Health Division Blueprint Community Grant Agreement that is the source of the grant funding.
4. **Grant Funds.** The COUNTY's funding for this Agreement is the **Blueprint Community Grant PH-22-007** issued to the COUNTY by **Public Health Division**. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$75,000**.
5. **Disbursements.** Monthly disbursements with true and verifiable expenses not to exceed \$75,000 in total.

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 the 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. If the maximum compensation amount is increased by amendment, the amendment must be fully effective before SUBRECIPIENT performs work subject to the amendment.
7. **Termination.** This Agreement may be terminated by the mutual consent of both parties or by a party upon written notice from one to the other. This notice may be transmitted in person, by mail, facsimile, or by email, with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. .
8. **Funds Available and Authorized.** The COUNTY certifies that it has been awarded funds sufficient to finance the costs of this Agreement. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on the COUNTY receiving appropriations or other expenditure authority sufficient to allow the COUNTY, in the exercise of its reasonable 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. **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) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or “deferred” until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are “earned”. All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to the County within 15 days.
- c) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of the COUNTY. At no time may budget modifications change the scope of the original grant application or agreement.
- 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 D: 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 C: SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit D: Request for Reimbursement. All reports must be submitted on SUBRECIPIENT letterhead, 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, the Public Health Division, the Secretary of the State of Oregon, and their 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, 2023), 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 the original contract and this agreement. Such material breach

shall give rise to the 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 including the original contract and all associated amendments.

11. 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. SUBRECIPIENT shall comply with the terms of the Grant Management Handbook available at http://www.oregon.gov/cjc/grants/Documents/2015_CJC_Grants_Management_Handbook.pdf and incorporated herein by reference.
- c) **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.

12. State Procurement Standards

- a) County’s performance under the Agreement is conditioned upon SUBRECIPIENT’s compliance with, and SUBRECIPIENT shall comply with, the obligations applicable to public contracts under the Local Contract Review Board (“LCRB”) regulations (Appendix C of Clackamas County Code, located at <http://www.clackamas.us/code/>), which are incorporated by reference herein. [IF STATE FUNDED, PASS THROUGH APPLICABLE STATE CONTRACTING RULES, PER YOUR GRANT AWARD.]
- b) Procurements for goods and services under this award shall use processes as outlined below:

\$0-\$5,000	Direct procurement	One vendor contact
\$5,000-\$50,000	Intermediate procurement	Obtain & document three quotes, award on best value
\$50,000-\$150,000	Intermediate Plus procurement	Issue request for quotes or other appropriate form of solicitation, award on best value
+\$150,000	Formal	Formal solicitation process following written procurement policies

- c) All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole-source procurements in excess of \$5,000 must receive prior written approval from County in addition to any other approvals required by law applicable to the SUBRECIPIENT. Justification for

sole-source procurement in excess of \$5,000 should include a description of the project and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information. Intergovernmental agreements are excluded from this provision.

- d) SUBRECIPIENT shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. SUBRECIPIENT shall follow chapter 244 of the Oregon Government Ethics Law relating to conflicts of interest. Contractors that develop or draft specifications, requirements, statements of work, and/or solicitations for proposals for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to COUNTY.
- e) SUBRECIPIENT agrees that, to the extent they use contractors or subcontractors, SUBRECIPIENT shall use small, minority-owned, and/or women-owned businesses when possible.

13. General Agreement Provisions.

- a) **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.
- b) **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 the 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 the 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 the 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) **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.
 - 5) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured, as well as the but only with respect to SUBRECIPIENT's activities under this agreement.
 - 6) **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.
 - 7) **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.
 - 8) **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.
 - 9) **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.
 - 10) **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.
 - 11) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.
- c) **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 the COUNTY.
 - d) **Independent Status.** SUBRECIPIENT is independent of the COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of the COUNTY and undertakes this work independent from the control and direction of the COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind the COUNTY in any transaction or activity.
 - e) **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.

- f) **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 the 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.
- g) **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.
- h) **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.
- i) **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.
- j) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- k) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

(Signature Page Attached)

SIGNATURE PAGE TO SUBRECIPIENT AGREEMENT

(CLACKAMAS COUNTY)

AGREED as of the Effective Date.

CLACKAMAS COUNTY, OREGON

CLACKAMAS SERVICE CENTER

By: _____
Tootie Smith, Chair

By:  _____
Krista Harper, Interim Executive Director

Dated: _____

Dated: 7/21/22 _____

By: _____
Recording Secretary

Dated: _____

Approved to Form



By: _____ 6/7/2022
County Counsel Date

- Exhibit A: SUBRECIPIENT Statement of Program Objectives
- Exhibit B: SUBRECIPIENT Program Budget
- Exhibit C: Performance Reporting
- Exhibit D: Request for Reimbursement

EXHIBIT A

STATEMENT OF PROGRAM OBJECTIVES

Clackamas Service Center

Background:

With support from the Blueprint for a Healthy Clackamas County, CSC plans to leverage our brand-new 8,000 square foot food distribution warehouse to expand access to culturally preferred foods for CSC and other food site partners. Funds will primarily be used to purchase culturally preferred grocery items for Latino, Eastern European, and Middle Eastern/Halal cuisines, with a focus on serving new Afghan refugees arriving in Clackamas and east Portland. We will purchase nutritious, whole ingredients for maximum cultural versatility such as beans, spices, whole grains, vegetables, and dairy products. We will also procure and distribute specialized culturally relevant items such as halal meats, tortillas/masa, avocados, dried chili, citrus, cultured dairy products, seafood, and specialty grains, as well as culturally relevant frozen products. Grocery items will be supported by information placards in relevant languages (Spanish, Arabic, Pashto, Dari, Russian, and Ukrainian) available to all partners.

The primary target population for this request is people who are food insecure, with a special focus on Latino, Eastern European/Russian, and Middle Eastern people, including refugees from Afghanistan resettling in Oregon. Secondary beneficiaries will be partner food aid organizations, including community nonprofits, churches, and other agencies that offer direct food assistance who will benefit from reliable and convenient access to fresh, healthy, nutritious, family-friendly, and culturally relevant food resources.

Scope of Work:

#1: By January 15, 2022; Identify preferably local sources for culturally relevant (Latino, Middle Eastern, Eastern European) foods; Sources secured for culturally relevant foods.

#2: By January 15, 2022; Identify key data points for tracking

#3: By January 30, 2022; create system and protocol for collecting and tracking key data points

#4: By February 15, 2022: Establish supply chains for culturally relevant foods (from source to warehouse); culturally relevant foods begin arriving at warehouse. Pounds and types of culturally relevant foods will be tracked.

#5: By February 15, 2022; Informational signage in relevant languages prepared for food pantry sites, program marketing. Deployed at CSC and offered to community partners.

#6: By June 30, 2022; Financial and transportation data tracking

#7: By June 30, 2022: Consumers begin accessing culturally relevant foods at CSC

pantry/community-based program and through existing community partners.

#8: By June 30, 2023: Up to 10 additional community partners identified, agreements created. As each agreement created, culturally relevant foods become available to each community partner service population.

#9: By June 30, 2023: Data is analyzed, conclusions drawn and shared

#10: By June 30, 2023: Serve up to 10,000 individuals each month in North Clackamas and Oregon City Equity Zones.

The COUNTY will:

- COUNTY shall facilitate the creation of a video to promote SUBRECIPIENT organization and this contract. This short video will be used for awareness and education on COUNTY platforms as well as for use by SUBRECIPIENT.

EXHIBIT B: SUBRECIPIENT BUDGET				
Organization:		Clackamas Service Center		
Funded Program Name:		Culturally Specific Food Program		
Program Contact:		Krista Harper		
Agreement Term:		June 30, 2023		
				Approved
				Approved
Approved Award Budget Categories				Award Amount
				Match Amount
Personnel (List salary, FTE & Fringe costs for each position)				
Executive Director 10%				\$ 9,269.60
Director of Food Operations 10%				\$ 17,999.80
Warehouse Manager 10%				\$ 4,488.00
Data Entry Specialist 10%				\$ 4,696.00
Delivery Driver 20%				\$ 3,536.00
[FUNDED PROGRAM POSITION DESCRIPTION] Fringe (1.0 FTE)				
Executive Director				\$ 1,195.40
Director of Food Operations				\$ 1,523.20
now				
Total Personnel Services				\$ 42,708.00
Administration [OPTION 1-SEE NOTE BELOW]				
Warehouse Lease 3% of annual warehouse lease				\$ 3,500.00
Grant reporting and audit				\$ 1,539.00
Travel and Mileage - grocery pickup				\$ 1,000.00
Program Costs				
Culturally Specific Foods				\$ 23,753.00
Translation Services				\$ 1,000.00
Packaging and Handling materials				1,500
Additional (please specify)				
Client assistance (bus tickets, etc.)				
Total Programmatic Costs				\$ 32,292.00
Indirect Rate				
Total Grant Costs				\$ 75,000.00

No match is required on this award [FORMAT IF MATCH REQUIRED]

EXHIBIT C

PERFORMANCE REPORTING

SUBRECIPIENT reporting requirements:

- Upon approval of the contract a check-in by COUNTY with AGENCY will occur during the 4th quarter or by June 30, 2022. The intent of this meeting is to discuss progress and technical assistance needs of the SUBRECIPIENT.
- Per COUNTY direction, SUBRECIPIENT representatives to attend assigned PHAC Standing committee or related COUNTY coalition meeting to promote its services, network with other organizations and provide input on advancing health equity and addressing health disparities.
- SUBRECIPIENT shall submit a 6th Quarter work plan performance report for all service up to December 31, 2022. Due 30 days after the end of the quarter or January 31, 2022.
- Per COUNTY direction: SUBRECIPIENT shall present an update to an assigned PHAC Standing Committee during quarters 7 and 8.
- SUBRECIPIENT will submit a final work plan performance report for the entire funded project at the end of the 8th Quarter, due 30 days after the end of the quarter or by July 30, 2023. The final report shall summarize accomplishments, lessons learned, recommendations for future work, and basic demographics of program participants.
- SUBRECIPIENT shall submit monthly reimbursement request/invoice by the 15th of each month, for the prior month. For example: contractor submits a reimbursement request/invoice for 1/1/22-1/30/22 by 2/15/22.

EXHIBIT D: SUBRECIPIENT REQUEST FOR REIMBURSEMENT				Invoice Number: 	
CLACKAMAS COUNTY PUBLIC HEALTH DIVISION					
Organization:			CLAIM PERIOD: Jul-16	Note: This form derives from the approved budget in your grant agreement. All expenditures must have adequate supporting documentation	
Funded Program Name:					
Program Contact:					
Agreement Term:					
Agreement Number:					
Category	Approved Grant Amount	Monthly Grant Expenditure	Total Monthly Expenditure	YTD Grant Expenditure	Balance
Personnel (List salary, FTE & Fringe costs for each position)					
[Funded Position Name - Salary]	\$ -	\$ -	\$ -	\$ -	\$ -
[Funded Position Name - Fringe]	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
Phone	\$ -	\$ -	\$ -	\$ -	\$ -
Computer	\$ -	\$ -	\$ -	\$ -	\$ -
Travel					
Mileage (.54/mile x 200 miles)	\$ -	\$ -	\$ -	\$ -	\$ -
Travel to X Conference	\$ -	\$ -	\$ -	\$ -	\$ -
Additional (please specify)					
Client assistance (bus tickets, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Programmatic Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Rate (X%)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Grant Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Clackamas County and the State of Oregon [IF APPLICABLE] retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and					
CERTIFICATION					
<i>By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this award.</i>					
Prepared by: 					
Authorized SUBRECIPIENT Official: 					
Date: 					
Department Review.					
Project Officer Name:	Sherry L. Olson				
Department:	Public Health Administration				
Signature:					
Department: forward to Grant Accountant for review and processing				Grant Accountant Initial/Date:	

COVER SHEET

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

Originating County Department: _____

Other party to contract/agreement: _____

Description:

After recording please return to: _____

- County Admin
- Procurement

If applicable, complete the following: _____

Board Agenda Date/Item Number: _____