

August 17, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of a Non-Federal Subrecipient Grant with Hawthorne OR Foursquare Church dba Theophilus Church for Blueprint Grant. Total Contract value is \$74,978 for 2 years. Funded through budgeted County General Funds.

Previous Board Action/Review	BCC Issues Topic 8/15/23		
Performance Clackamas	1. To assist individuals and families in need to be healthy and safe		
Counsel Review	Yes	Procurement Review	No
Contact Person	Philip Mason-Joyner	Contact Phone	503-742-5956

EXECUTIVE SUMMARY: The Clackamas County Public Health Division (CCPHD) of the Health, Housing & Human Services Department requests the approval of Amendment #1 to a Non-Federal Subrecipient Blueprint Grant Amendment with the Theophilus Church.

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.

With this grant, the Theophilus Church will be able to serve more immigrant community members by expanding food distribution offerings, creating greater capacity for community events and services, and exploring new avenues for partnership.

Theophilus Church will provide food and supplies that are culturally preferred for Latinx families which is lacking in Clackamas County. Oregon Food Bank will provide the bulk of the dry goods and produce in the form of donated food to OFB and purchased produce from Charlie’s Produce. Theophilus Church is working towards obtaining permanent partner status with OFB. With permanent OFB partner status, Theophilus Church will be able to reach out to other immigrant communities.

Currently, Theophilus Church services between 225 and 350 families at each event. With this grant, Theophilus Church will be able to purchase more produce (perhaps

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Healthy Families. Strong Communities.

from an additional local vendor) and a wider variety of pantry goods to supply a greater number of people from various immigrant communities on a more frequent basis.

RECOMMENDATION: Staff recommends the Board of County Commissioners approve this grant #11152.

Respectfully submitted,

Rodney A. Cook

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

**CLACKAMAS COUNTY, OREGON
LOCAL SUBRECIPIENT GRANT AGREEMENT PH-23-014**

Program Name: **Hawthorne OR Foursquare Church dba Theophilus Church**
 Program/Project Number: 11152

This Agreement is between **Clackamas County, Oregon**, acting by and through its
 Public Health Division (COUNTY) and **Hawthorne OR Foursquare Church dba Theophilus Church**
 (SUBSUBRECIPIENT), an Oregon Non-profit Organization.

COUNTY Data

Grant Accountant: **Sherry Olson**

Program Manager: **Susan Berns-Norman**

Clackamas County Public Health Division

 150 Beaver Creek Rd.

 Oregon City, OR 97045

 (971) 804-1012

SOlson4@clackamas.us

Clackamas County Public Health Division
 Center for Population Health, Blueprint/CHIP

 150 Beaver Creek Rd.

 Oregon City, OR 97045

 (503) 936-2415

susanb@clackamas.us

SUBRECIPIENT Data

Fiscal/Senior Pastor (signer): **Cameron Marvin**

Project Manager: **Beth Ronk**

Hawthorne OR Foursquare Church dba Theophilus Church

 16575 SE Webster Road

 Milwaukie, OR 97267

 (360) 901-6953

cameron@theophiluschurch.com

Hawthorne OR Foursquare Church dba Theophilus Church

 5114 NE 60th Ave.

 Portland, OR 97267

 (503) 358-3165

bethronk@gmail.com

FEIN: 90-0510653

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.

With this grant, Subrecipient will be able to serve more BIPOC and immigrant community members by expanding food distribution offerings, creating greater capacity for community events and services, and exploring new avenues for partnership. Subrecipient will provide food and supplies that are culturally preferred for Latinx families which is lacking in Clackamas County. Oregon Food Bank will provide the bulk of the dry goods and produce in the form of donated food to OFB and purchased produce from Charlie's Produce. Subrecipient is working towards obtaining permanent partner status with OFB. With permanent OFB partner status, Subrecipient will be able to reach out to other immigrant communities.

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 for the award period of **July 1, 2023** and not later than **June 30, 2025**, 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.
4. **Grant Funds. Grant Funds.** The COUNTY's funding for this Agreement is the **Blueprint Community Grant PH-23-014** issued to the COUNTY by **Public Health Division**. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$74,978**.
5. **Disbursements.** Will receive \$20,000 upon execution with monthly disbursements with true and verifiable expenses not to exceed **\$74,978** 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:

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.

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.

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.

Allowable Uses of Funds. SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement and in accordance with Blueprint for a Healthy Clackamas County Community Grant Award letter dated May 9, 2023.

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.

Match. Matching funds are not required for this Agreement.

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.

Audit. SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.

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, 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.

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, 2024), 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.

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

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.

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.

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

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.]

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

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.

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.

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.

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.

Insurance. During the term of this agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:

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.

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.

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.

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.

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 Public Health Division, but only with respect to SUBRECIPIENT's activities under this agreement.

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.

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.

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.

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.

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.

Waiver of Subrogation. SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

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.

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.

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.

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.

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.

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.

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.

Binding Effect. This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.

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

HAWTHORNE OR FOURSQUARE CHURCH dba THEOPHILUS CHURCH

By: _____
Tootie Smith, Chair
Board of County Commissioner's

By:  _____
Cameron Marvin, Senior Pastor

Dated: _____

Dated: 7/28/2023

By: _____
Recording Secretary

Dated: _____

Approved to Form


By: _____
County Counsel

- Exhibit A: SUBRECIPIENT Work Plan
- Exhibit B: SUBRECIPIENT Program Budget
- Exhibit C: Performance Reporting
- Exhibit D: Request for Reimbursement

EXHIBIT A SCOPE OF WORK

Immigrant Mutual Aid Coalition

With this grant, SUBRECIPIENT will be able to serve more BIPOC and immigrant community members by expanding food distribution offerings, creating greater capacity for community events and services, and exploring new avenues for partnership.

SUBRECIPIENT will provide food and supplies that are culturally preferred for Latinx families which is lacking in Clackamas County. Oregon Food Bank will provide the bulk of the dry goods and produce in the form of donated food to OFB and purchased produce from Charlie's Produce. SUBRECIPIENT is working towards obtaining permanent partner status with OFB. With permanent OFB partner status, SUBRECIPIENT will be able to reach out to other immigrant communities.

Currently, SUBRECIPIENT services between 225 and 350 families at each event. With this grant, SUBRECIPIENT will be able to purchase more produce (perhaps from an additional local vendor, or preferably BIPOC farmers) and a wider variety of pantry goods to supply a greater number of people from various immigrant communities on a more frequent basis.

SUBRECIPIENT will research obtaining its 501c3 process. Having this status would allow SUBRECIPIENT to more easily become an OFB partner. SUBRECIPIENT also provides other supplies in addition to food, such as diapers, baby wipes, bar soap, toilet paper, sanitary pads, masks, sanitizer, pet food, and small packages of laundry detergent.

SUBRECIPIENT will assess whether expanding into rural areas in Clackamas County is sustainable. This grant would allow us to provide interpretation services at meetings as needed.

SUBRECIPIENT will work to increase its ability to communicate with community members. In addition to providing fresh and healthy food, SUBRECIPIENT will provide information about health-related issues, COVID, testing, and vaccination either through volunteer outreach at events, on our website, through text messaging, or in printed form. SUBRECIPIENT will continue to provide information about staying safe in the heat, smoke, and cold. We would like to distribute more of this type of information in a variety of formats to reach our community members who don't have reliable internet access. SUBRECIPIENT recognizes that the COVID-19 pandemic and climate change disasters impact BIPOC and immigrant communities more severely, and, as many of our community members are farmworkers and service workers, have felt the impact of these events for a longer period of time resulting in more economic and health disparities. SUBRECIPIENT will assess bringing on an AmeriCorps staff member in the future to assist with coordination of community events and communications.

SUBRECIPIENT serves immigrant community members, particularly Latinx immigrants, who live primarily in Clackamas County. The majority live in the Milwaukie/Clackamas area, but there are a significant number of people who travel from Estacada, Molalla, Damascus, and Canby. We hope that through this request we can continue to meet the needs of the communities already receiving support through SUBRECIPIENT while expanding our capacity to support Latinx Indigenous language-speakers and other immigrant communities in the county. Currently, over 95% of the people SUBRECIPIENT serves identify as Latinx or Indigenous and speak Spanish and/or an Indigenous language at home. A small percentage of families are Russian or Ukrainian. According to another voluntary community survey from this year, over 90% of families rent their home, and of those who own their home, the majority own a mobile home. We also serve many large, multigenerational, or multi-family households, most of which have two or more children. Finally, the majority of adults work in agriculture or service. These demographics represent the

population of community members that we initially set out to serve, and SUBRECIPIENT feels ready to expand services to additional immigrant communities in Clackamas County.

SUBRECIPIENT will complete the following tasks during the duration of the contract:

- Research and establish customer account(s) with additional supplier(s) of culturally specific produce and dry goods.
- Continue researching requirements to achieve 501c3 status & file necessary paperwork OR become program of existing partner organization.
- Recruit an additional 15 volunteers to hold at least one additional distribution per month.
- Build partnership with Collective of Indigenous Interpreters of Oregon in order to increase language access for Indigenous immigrant community members
- Research additional immigrant communities in rural Clackamas County and develop a plan to deliver food/supplies once per month on a rotating schedule
- Deliver food/supplies once per month to rural Clackamas County
- Hold at least one additional distribution per month, with a goal of hosting mid-week/evening events
- Research additional immigrant communities (outside of Latinx communities). Find interpreters as needed. Reach out to “new” communities. Adjust product offerings at distribution based on research.
- Develop plan for providing a calendar of community events around health, food, and cultural exchange. Find guest speakers and community leaders to lead events.
- Release calendar of events and do outreach to register community members. Hold events.
- Conduct community survey to assess new changes. Review feedback and make adjustments.
- Apply for AmeriCorps state grant to hire AmeriCorps member.

WORK PLAN

Provide Projected Work Plan / Timeline / Milestones
 Note: Only complete what is necessary to accurately detail your project work plan / timeline / outcomes.
 For outcomes: describe the anticipated outcomes of this project and how the outcomes (results) will be collected and analyzed. Please note that outcomes can be described in different ways; system, process, policy outcomes
 Add more lines as needed

YEAR ONE: 2/15/2023-2/14/2024

Outcome / Task / Activity	Start Date	Completion Date	People Involved	Milestone / Result	Actual work completed
Research and establish customer account(s) with additional supplier(s) of culturally specific produce and dry goods	2/15/2023	3/15/2023	Project Coordinator & SUBRECIPIENT coordinating team	Account(s) established, and agreements made. Additional food available to allow more families to attend.	To be completed as part of required reports.
Finalize 501c3 status	Currently in beginning stage	8/1/2023	Project Coordinator & SUBRECIPIENT coordinating team	SUBRECIPIENT will have more stable status in order to provide long-term services to community. Achieve more secure legal standing and position to receive more funding.	
Recruit additional volunteers to hold at least one additional distribution per month on site	2/15/2023	3/15/2023 (and ongoing)	Project Coordinator & SUBRECIPIENT coordinating team	At least 15 new volunteers will be added to pool.	
Hold at least one additional distribution per month, with a goal of hosting mid-week/evening events	3/15/2023	monthly	Coordinator, SUBRECIPIENT coordinating team and volunteers	Increase in community members accessing food and increased supply to existing attendees	
Build partnership with Collective of Indigenous Interpreters of Oregon in order to increase language access for Indigenous immigrant community members	3/15/2023	4/15/2023 (and ongoing)	Coordinator, SUBRECIPIENT coordinating team, SUBRECIPIENT advisors, Collective of Indigenous Interpreters	Increase in attendance from Indigenous Latinx immigrant communities attending SUBRECIPIENT distribution days and being able to access services and spaces through the site. Potentially reach more rural areas of the county.	

Research additional immigrant communities in rural Clackamas County and develop a plan to deliver food/supplies once per month on a rotating schedule	3/15/2023	4/15/2023	Coordinator, SUBRECIPIENT coordinating team, advisors	Connections with communities who may not have been receiving services. Plan and delivery method in place	
Recruit small group of volunteers for rural deliveries	3/30/2023	4/30/2023	Coordinator, SUBRECIPIENT coordinating team and volunteers	Create a pool of 7 volunteers (new or existing) who have a flexible schedule/willing to help with deliveries	
Deliver food/supplies once per month to rural Clackamas County	5/15/2023	monthly	Coordinator, SUBRECIPIENT coordinating team and volunteers	Increase in rural community members receiving food. Current attendees would not need to drive as far/reach people who cannot drive.	
Research additional immigrant communities (outside of Latinx communities). Find interpreters as needed. Reach out to “new” communities. Adjust product offerings at distribution based on research.	5/15/2023	6/15/2023, begin adjustment after this date	Coordinator, SUBRECIPIENT coordinating team and advisors	Achieve more diverse and representative immigrant populations at events. Increase number of community members served.	
Develop plan for providing a calendar of community events around health, food, and cultural exchange. Find guest speakers and community leaders to lead events.	5/15/2023	6/15/2023	Coordinator, SUBRECIPIENT coordinating team and advisors	Integrate distribution space with events that community members have asked for. Provide community education.	
Release calendar of events and do outreach to register community members. Hold events. Rotate every other month – special event / guest org tabling at distribution	6/15/2023	monthly	Coordinator, SUBRECIPIENT coordinating team and volunteers	“ “	
Conduct community survey to assess new changes. Review feedback and make adjustments.	Open survey 6/1/2023 11/1/2023	Close survey 6/21/2023 11/21/2023	Coordinator, SUBRECIPIENT coordinating team and volunteers	Surveys allow us to monitor and adjust. Understand trends and new populations we are seeing. Gather new ideas and needs from the community.	

Apply for AmeriCorps state grant to hire AmeriCorps member	Spring 2023		Coordinator, SUBRECIPIENT coordinating team	If approved, SUBRECIPIENT will have a part- or full-time AmeriCorps member to assist with operations and expand services further.	
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Provide Projected Work Plan / Timeline / Milestones
 Note: Only complete what is necessary to accurately detail your project work plan / timeline / outcomes.
 For outcomes: describe the anticipated outcomes of this project and how the outcomes (results) will be collected and analyzed. Please note that outcomes can be described in different ways; system, process, policy outcomes
 Add more lines as needed

YEAR TWO: 2/15/2024-2/14/2025

Outcome / Task / Activity	Start Date	Completion Date	People Involved	Milestone / Result	Actual work completed
Reassess vendors supplying produce & dry goods. Research local farms to discern if it's possible to source more locally grown produce.	2/15/2024	3/15/2024	Project Coordinator & SUBRECIPIENT coordinating team	Will determine if previous vendors are the best fit. Partnership with local farm will provide higher quality produce and support local community members. Account(s) established, and agreements made. Additional food available to allow more families to attend.	To be completed as part of required reports.
Continue from Year One: Hold at least one additional distribution per month, with a goal of hosting mid-week/evening events	2/15/2024	monthly	Coordinator, SUBRECIPIENT coordinating team and volunteers	Increase in community members accessing food and increased supply to existing attendees	
Continue from Year One: Deliver food/supplies once per month to rural Clackamas County	2/15/2024	monthly	Coordinator, SUBRECIPIENT coordinating team and volunteers	Increase in rural community members receiving food. Current attendees would not need to drive as far/reach people who cannot drive.	

Continue from Year One: Hold community events focusing on health and cultural exchange	2/15/2024	monthly	Coordinator, SUBRECIPIENT coordinating team and advisors	Integrate distribution space with events that community members have asked for. Provide community education.	
Conduct community survey to assess new changes. Review feedback and make adjustments.	Open survey 4/1/2024 10/1/2024 2/1/2025	Close survey 4/21/2024 10/21/2024 2/14/2025	Coordinator, SUBRECIPIENT coordinating team and volunteers	Surveys allow us to monitor and adjust. Understand trends and new populations we are seeing. Gather new ideas and needs from the community.	

**EXHIBIT B
PROGRAM BUDGET**

EXHIBIT B: SUBRECIPIENT BUDGET	
YEAR ONE Contract through 6/30/2024	
<i>Organization: Hawthorne OR Foursquare Church dba Theophilus Church</i>	
Funded Program Name: <i>Immigrant Mutual Aid Coalition</i>	
Program Contact: <i>Beth Ronk</i>	
Agreement Term: <i>Entire contract through June 30, 2025</i>	
YEAR ONE Contract	Approved
Approved Award Budget Categories	Award Amount
<u>Personnel</u>	
Project Coordinator	\$ 7,776.00
Total Personnel Services	\$ 7,776.00
<u>Administration</u>	
Bookeeping by Subrecipient staff 6 hrs./mo. @ \$22.50/hr.	\$ 1,620.00
<u>Supplies</u>	
Additional produce & dry goods - \$1190.00/distribution for additional produce (e.g., peppers, tomatillos, citrus, seasonal fruit) and dry goods (e.g., dried beans, canned tuna, tortillas, shelf-stable milk) x 20 events	\$ 23,800.00
Office & packaging supplies - materials used for events	\$ 300.00
	\$ -
<u>Travel</u>	
Mileage (.56/mile)	\$ 485.00
	\$ -
<u>Additional (please specify)</u>	
Van rental - U-Haul rental for making rural deliveries \$100/day x 9 events	\$ 900.00
Interpretation services	\$ 1,500.00
	\$ -
Total Programmatic Costs	\$ 28,605.00
Indirect Rate	\$ -
Total Grant Costs	\$ 36,381.00

EXHIBIT B: SUBRECIPIENT BUDGET	
YEAR TWO Contract through 7/1/2024 - 6/30/2025	
Organization: <i>Hawthorne OR Foursquare Church dba Theophilus Church</i>	
Funded Program Name: <i>Immigrant Mutual Aid Coalition</i>	
Program Contact: <i>Beth Ronk</i>	
Agreement Term: <i>Entire contract through June 30, 2025</i>	
YEAR TWO Contract	Approved
Approved Award Budget Categories	Award Amount
<u>Personnel</u>	
Project Coordinator	\$ 5,232.00
Total Personnel Services	\$ 5,232.00
<u>Administration</u>	
Payroll (\$135.00/mo., 6 hrs./mo. @ \$22.50/hr.)	\$ 1,620.00
<u>Supplies</u>	
Additional produce & dry goods - \$1190.00/distribution for additional produce (e.g., peppers, tomatillos, citrus, seasonal fruit) and dry goods (e.g., dried beans, canned tuna, tortillas, shelf-stable milk) x 20 events	\$ 28,560.00
Office & packaging supplies - materials used for events	\$ 400.00
	\$ -
<u>Travel</u>	
Mileage (.56/mile)	\$ 485.00
	\$ -
<u>Additional (please specify)</u>	
Van rental - U-Haul rental for making rural deliveries \$100/day x 9 events	\$ 1,200.00
Interpretation services	\$ 1,100.00
	\$ -
Total Programmatic Costs	\$ 33,365.00
Indirect Rate	\$ -
Total Grant Costs	\$ 38,597.00

EXHIBIT C
PERFORMANCE REPORTING

PERFORMANCE REPORTING REQUIREMENTS AND SCHEDULE

SUBRECIPIENT will provide a work plan progress report every 6 months.

- For the period of contract approval – December 31, 2023 = Report due 2/1/24
- For the contract period of 1/1/24 – 6/30/24 = Report due 7/1/24
- For the period of 7/1/24– December 31, 2024 = Report due 2/1/25
- For the contract period of 1/1/25 – 6/30/25 = Report due 7/1/25

SUBRECIPIENT will do a Project-End presentation with PHAC by May 31, 2025.

HAWTHORNE OR FOURSQUARE CHURCH dba THEOPHILUS CHURCH #11152

Local Grant Agreement – PH-23-014

EXHIBIT D: SUBRECIPIENT REQUEST FOR REIMBURSEMENT CLACKAMAS COUNTY PUBLIC HEALTH DIVISION				Invoice Number:								
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	Total YTD Expenditure	Balance						
Personnel (List salary, FTE & Fringe costs for each position)												
[Funded Position Name - Salary]	\$ 5,232.00	\$ -	\$ -	\$ -	\$ -	\$ 5,232.00						
[Funded Position Name - Fringe]	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
[Funded Position Name - Salary]	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
[Funded Position Name - Fringe]	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
[Funded Position Name - Salary]	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
[Funded Position Name - Fringe]	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
Total Personnel Services	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
Supplies												
Phone	\$ 28,560.00	\$ -	\$ -	\$ -	\$ -	\$ 28,560.00						
Computer	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00						
Insurance												
Insurance Required for Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Travel												
Mileage (.54/mile x 200 miles)	\$ 485.00	\$ -	\$ -	\$ -	\$ -	\$ 485.00						
Travel to X Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Additional (please specify)												
Client assistance (bus tickets, etc.)	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00						
	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ 1,100.00						
	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Total Programmatic Costs	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
Indirect Rate (X%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Total Grant Costs	#REF!	\$ -	\$ -	\$ -	\$ -	#REF!						
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 payments and writings of SUBRECIPIENT that are pertinent to this Agreement.												
CERTIFICATION												
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.												
<table border="0" style="width:100%"> <tr> <td style="width:60%;"></td> <td style="width:40%;">Prepared by:</td> </tr> <tr> <td></td> <td>Authorized SUBRECIPIENT Official:</td> </tr> <tr> <td></td> <td>Date:</td> </tr> </table>								Prepared by:		Authorized SUBRECIPIENT Official:		Date:
	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:								