

March 24, 2022

Board of County of Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment #3 to the Subrecipient Agreement with Northwest Family Services (NWFS) for homeless shelter services and rent assistance. Amendment adds \$100,000 funded through Emergency Solutions Grant. No County General funds are involved

<b>Purpose/ Outcome</b>	The special Emergency Solutions Grant COVID (ESG CV2) program, as authorized by the Coronavirus Aid, Relief, and Economic Securities Act (CARE Act). Special funding is to be used as a direct response to the COVID pandemic and its impacts on individuals and families.
<b>Dollar Amount and Fiscal Impact</b>	Emergency Solutions Grant (ESG CV2) funds budget increase of \$100,000 for a new total of \$857,500 as a grant.
<b>Funding Source</b>	U.S. Department of Housing and Urban Development ESG CARES Act funds <b>No County General Funds</b> are included in this Agreement
<b>Duration</b>	Upon signature to June 30, 2022
<b>Previous Board Action/ Review</b>	Previous Board Action on February 3, 2022. Agenda item 20220203 B5. Issues item 3.22.22
<b>Strategic Plan Alignment</b>	Increase self-sufficiency for our clients. Ensure safe, healthy and secure communities.
<b>County Review</b>	The Subrecipient Agreement was reviewed and approved by County Counsel AN on February 3, 2022.
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. Item is a Subrecipient Agreement that was processed through Finance Grant Management
<b>Contact Person</b>	Mark Sirois, Manager - Community Development: 503-351-7240
<b>Contract No.</b>	Subrecipient Agreement 21-015.A3 (H3S #10011_03)

**BACKGROUND:** The Community Development Division of the Health, Housing and Human Services Department requests the approval of Amendment #3 to the Subrecipient Agreement with Northwest Family Services (NWFS) for homeless shelter services and rent assistance to prevent, prepare for, and respond to the coronavirus pandemic (COVID 19) in Clackamas County. In October of 2020 NWFS applied for special Emergency Solutions Grant (ESG CV2) funding to provide eligible operating and shelter services and Rapid Rehousing assistance as needed.

**PROJECT OVERVIEW:** NWFS will provide staffing, operation, food, rent assistance and transportation services as requested for the purpose of providing homeless shelter services to individuals and families to prevent exposure and to mitigate the impacts of COVID-19.

It is expected that the funding under this ESG CV2 agreement will assist approximately 60 homeless families with shelter services and Rapid Rehousing during the program year. With this amendment, NWFS has added approximately 45 more clients to their existing caseload to ensure active

*Healthy Families. Strong Communities.*

participants in the Rapid Rehousing program can successfully transition from hotel room shelter beds to apartments.

**RECOMMENDATION:** We recommend the approval of this amendment to the Subrecipient Agreement.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rodney Cook".

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

## Contract Amendment Health, Housing and Human Services Department

H3S Contract Number 21-015 Board Agenda Number \_\_\_\_\_

and Date 1/3/2022

Division Community Development Amendment No. 2

Contractor Northwest Family Services

Amendment Requested By Amy Council & Mark Sirois

Changes:       Scope of Services                       Contract Budget  
                   Contract Time                                       Other \_\_\_\_\_

### Justification for Amendment:

This Amendment #2 is entered into between Northwest Family Services ("SUBRECIPIENT") and Clackamas County ("COUNTY") and shall become part of that Subrecipient Grant Agreement ("Agreement") entered into between both parties on December 22, 2020. This Amendment #2 updates the budget with additional funding. SUBRECIPIENT has taken on the bulk of the clients from Greater Good Northwest when that agreement was terminated on June 14, 2021. COUNTY is using available funding from that terminated contract to provide additional funds to SUBRECIPIENT under the Agreement. These services are needed as a direct response to COVID and the additional funds allow SUBRECIPIENT to continue to provide services. Additionally, the period of performance is extended to June 30, 2022. The funding is by reimbursement through a COVID CARES Act grant.

**This Amendment #2 increases the Agreement amount by \$100,000 for a new total of \$757,500.**

This Amendment #2 is effective **upon signature** and continues through **June 30, 2022**.

Except as amended hereby, all other terms and conditions of the Agreement remain in full force and effect. Changes are identified with "***bold/italic***" font for easy reference.

### AMEND:

#### AGREEMENT

1. Term and Effective Date. This Agreement becomes effective when it is signed by both Parties. The term of this Agreement is a period beginning January 1, 2021 and expires December 31, 2021, a total of twelve (12) months.

### TO READ:

1. Term and Effective Date. This Agreement becomes effective when it is signed by both Parties. The term of this Agreement is a period beginning January 1, 2021 and expires ***June 30, 2022***, a total of ***eighteen (18)*** months.

### AMEND:

4. Grant Funds. COUNTY's funding for this Agreement is the Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development (Federal Award Identification # E20-UW-41-0001). The maximum, not to exceed, grant amount COUNTY will pay is **\$657,500**. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Required Financial Reporting and Reimbursement Request. Failure to comply with the terms of this Agreement may result in withholding of payment.

[Type here]

**TO READ:**

AGREEMENT

4. Grant Funds. COUNTY’s funding for this Agreement is the Emergency Solutions Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 14.231) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development (Federal Award Identification # E20-UW-41-0001). The maximum, not to exceed, grant amount COUNTY will pay is \$757,500. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Required Financial Reporting and Reimbursement Request. Failure to comply with the terms of this Agreement may result in withholding of payment.

**AMEND:**

**EXHIBIT B**  
**SUBRECIPIENT PROGRAM BUDGET**

- A. The total compensation under this contract shall not exceed **\$657,500** with payments to be made as outlined in the body of the contract.
- B. Adjustments to the budget may only be made with the approval of both Parties.

**Shelters**

<b>Program Costs</b>	<b>Total Budget Amount</b>	<b>Total ESG Amount</b>	<b>Source of Funds</b>
Shelter Staffing Costs		81,761	
Shelter utilities		10,000	ESG & Other
Shelter rent			ESG & Other
Shelter supplies		5,000	ESG & Other
Transportation		3,239	ESG & Other
Administration		10,000	Other
<b>Total Expenses</b>			
<b>Shelters Total ESG CV2:</b>		<b>110,000</b>	

**Rapid Rehousing**

<b>Program Costs</b>	<b>Total Budget Amount</b>	<b>Total ESG Amount</b>	<b>Source of Funds</b>
RRH Staffing Costs		91,503	
Program supplies, phones		1,200	ESG & Other
Transportation		2,297	ESG & Other
Rent Assistance		140,000	ESG & Other

Administration		22,500	Other
Total Expenses			
Total ESG CV2:		247,500	

**TO READ:**

**EXHIBIT B  
 SUBRECIPIENT PROGRAM BUDGET**

- C. The total compensation under this *Agreement* shall not exceed \$ 757,500 with payments to be made as outlined in the body of *this Agreement*.
- D. Adjustments to the budget may only be made with the approval of both Parties.

**Shelters**

<b>Program Costs</b>	<b>Total Budget Amount</b>	<b>Total ESG Amount</b>	<b>Source of Funds</b>
Shelter Staffing Costs		81,761	
Shelter utilities		<b>15,300</b>	ESG & Other
Shelter rent			ESG & Other
Shelter supplies		<b>7,501.40</b>	ESG & Other
Transportation		<b>1,371.76</b>	ESG & Other
Administration		<b>4,065.84</b>	Other
Total Expenses			
Shelters Total ESG CV2:		110,000	

**Rapid Rehousing**

<b>Program Costs</b>	<b>Total Budget Amount</b>	<b>Total ESG Amount</b>	<b>Source of Funds</b>
RRH Staffing Costs		160,000	
Program supplies, phones		1,800	ESG & Other
Transportation		8,123	ESG & Other
Rent Assistance		417,577	ESG & Other
Administration		60,000	Other
Total Expenses			
<b>Total ESG CV2:</b>		647,500	

**Northwest Family Services**

Subrecipient Agreement 21-015 – Amendment #02

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IN WITNESS WHEREOF, the parties hereto have caused this Amendment #2 to be executed by their duly authorized officers.

**NORTHWEST FAMILY SERVICES**

By:   
Rose Fuller, Executive Director

1/10/2022  
Date  
6200 SE King Road  
Street Address  
Portland, Oregon 97222  
City/State/Zip  
fuller@nwfs.org  
Email

**CLACKAMAS COUNTY**

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

**Signing for the Board:**

  
\_\_\_\_\_  
Tootie Smith, Chair  
2/3/2022  
Date