

August 17, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
 Clackamas County

**Approval of Amendment #3 extending the term and increasing the value of contract #10788 with Impact NW for continued housing navigation and placement, supportive housing case management, and shelter + care services. Amendment value is \$923,537.92 for one year for a total contract value of \$1,701,806.16 for two years. Funding is through the Supportive Housing Services Measure. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	August 18, 2022 - 20220818 II.B - Original Contract approved December 15, 2022 - 20221215 VF9 - Amendment #1 approved July 31, 2023 - Amendment #2 - time only extension approved by Department August 15, 2023 – Item briefed at Issues		
<b>Performance Clackamas</b>	1. This funding aligns with H3S's Strategic Business Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County's Performance Clackamas goal to ensure safe, healthy, and secure communities.		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Vahid Brown, HCDD Deputy Director	<b>Contact Phone</b>	(971)332-9870

**EXECUTIVE SUMMARY:** On behalf of the Housing and Community Development Division (HCDD), Health, Housing & Humans Services requests approval of Amendment #3 to Contract# 10788 with Impact NW adding \$923,537.92 of funding for an additional year of providing housing navigation and placement, supportive housing case management, and shelter + care services.

Impact NW has extensive experience serving vulnerable populations in need of housing assistance and supportive services throughout Oregon, including Clackamas County. Each year their staff assist approximately 20,000 people with comprehensive stabilization and strengthening services in a multitude of programs throughout Oregon and Washington.


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Impact NW has proven itself to be successful in all their programming and their contract is being extended for an additional year to secure the current service levels providing housing navigation and placement to approximately 30 households, supportive housing case management to approximately 75 households, and Shelter + Care services to approximately 41 households.

Funding for this amendment is through Supportive Housing Services Measure funding.

**RECOMMENDATION:** Staff recommends the Board approve Amendment #3 to contract #10788 with Impact NW to provide housing navigation and placement, supportive housing case management, and shelter + care services.

Respectfully submitted,



Rodney A. Cook  
Health, Housing & Human Services

**AMENDMENT #3**  
**TO THE CONTRACT DOCUMENTS WITH IMPACT NW FOR HOUSING NAVIGATION AND**  
**PLACEMENT/SUPPORTIVE HOUSING CASE MANAGEMENT SERVICES/SHELTER +**  
**CARE**  
**Contract #10788**

This Amendment #3 is entered into between **Impact NW** (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents originally entered into between Contractor and the Housing Authority of Clackamas County on August 18, 2022. (“Contract”).

**1. ARTICLE I, Section 1. Effective Date and Duration** is hereby amended as follows:

The Contract term is extended to June 30, 2024. The Contract may be extended, upon execution of a written amendment(s) by both parties, for up to three (3) one-year terms. By execution of this Amendment #3, the parties have agreed to exercise the first one-year renewal.

Prior to consideration of any additional optional renewal, the County will provide Contractor with an allocation amount of funds County has determined are available for the one-year renewal term. Upon receipt of the allocation amount, the Contractor will submit a proposed annual budget to the County based on that amount. The County may either agree to the proposed annual budget and exercise the renewal, negotiate with Contractor to use a different proposed annual budget, or reject the proposed annual budget and decline to renew the Contract.

**2. ARTICLE I, Section 3. Consideration** is hereby amended as follows:

In consideration for Contractor performing Work during the extended term of this Contract, County will pay Contractor an amount not to exceed Nine Hundred Twenty-Three Thousand and Five Hundred Thirty-Seven Dollars and Ninety Two Cents (\$923,537.92), as set forth in the amended budget attached hereto as Exhibit C to this Amendment #3. Consideration rates are on a reimbursement basis in accordance with the budget set forth Exhibit C to this Amendment #3 and the terms and conditions of the Contract.

<b>ORIGINAL CONTRACT</b>	<b>\$602,336.38</b>
<b>AMENDMENT #1</b>	<b>\$175,931.86</b>
<b>AMENDMENT #2</b>	<b>TIME ONLY</b>
<b><u>AMENDMENT #3</u></b>	<b><u>\$923,537.92 + TIME</u></b>
<b>TOTAL AMENDEE CONTRACT</b>	<b>\$1,701,806.16</b>

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #3, effective upon the date of the last signature below.

**Impact NW**

  
\_\_\_\_\_  
Authorized Signature                      Date                      7-27-23

**Andy Nelson, Executive Director**  
\_\_\_\_\_  
Name / Title (Printed)

**12947**  
\_\_\_\_\_  
Oregon Business Registry #

**Nonprofit/Oregon**  
\_\_\_\_\_  
Entity Type / State of Formation

**CLACKAMAS COUNTY**

Chair, Tootie Smith  
Commissioner, Paul Savas  
Commissioner, Martha Schrader  
Commissioner, Mark Shull  
Commissioner, Ben West

\_\_\_\_\_  
Tootie Smith, Chair                      Date

Approved as to Form:

  
\_\_\_\_\_  
County Counsel                      Date                      07/31/2023

**EXHIBIT C  
PERSONAL SERVICES CONTRACT  
BUDGET**

<b>Program Area</b>	<b>FY 22/23</b>	<b>FY23/24</b>
Supportive Housing Case Management	\$402,337.70	\$416,742.67
Shelter + Care	\$199,999.00	\$234,980.73
Navigation	\$175,931.00	\$271,814.52
<b>TOTAL</b>	<b>\$778,267.70</b>	<b>\$923,537.92</b>

<b>Budget: Supportive Housing Case Management Services</b>		
<b>Line-Item Category</b>	<b>Narrative/Description Please provide a detailed description of each line item</b>	<b>Funds Requested</b>
<b>Personnel</b>		
Housing Specialist II	3.0FTE in direct services offering supportive housing case management to up to 75 households	\$218,938.00
Program Supervisor	0.2FTE in program/staff support and day to day operations	\$18,647.00
Assistant Director	0.06FTE in supervision and contract management	\$6,893.00
QA Specialist	0.15FTE in quality assurance for data and service delivery support	\$10,686.00
Total FTE:	3.41	
<b>Personnel Subtotal:</b>		<b>\$255,164.00</b>
<b>Program Operations</b>		
Mileage	Staff reimbursement for mileage - 65.5 cents per mile (500 mi per month average)	\$3,930.00
Insurance	\$342.85 per year per FTE	\$1,169.12
Cell Phone	\$264 per FTE for 3.33FTE staff (Assistant Director and QA excluded)	\$844.80
Laptop	3.0 FTE staff	\$3,600.00
IT Allocation	\$881 per year per FTE	\$3,004.21
Office supplies	Office supplies, postage, printing, marketing expenses	\$1,500.00
Occupancy	\$3871 per year per FTE	\$13,200.11
<b>Program Operations Subtotal:</b>		<b>\$27,248.24</b>
<b>Client Services</b>		
Client Flexible Assistance	Flex Funds available to each household for emergency needs and/or expenses related to ensuring long term housing stability. About \$1000 (on average) per household per year.	\$75,000.00
<b>Client Services Subtotal:</b>		<b>\$75,000.00</b>
<b>Administration</b>		
Indirect Administration	Agency federally approved admin rate of 16.6%	\$59,330.43
<b>Administration Subtotal:</b>		<b>\$59,330.43</b>
<b>Total Funds Requested</b>		<b>\$416,742.67</b>

## Budget: Shelter + Care

Line-Item Category	Narrative/Description Please provide a detailed description of each line item	Funds Requested
<b>Personnel</b>		
Housing Specialist II	2.0FTE in direct services offering supportive housing case management to up to 41 households	\$143,802.00
Program Supervisor	0.2FTE in program/staff support and day to day operations	\$18,206.00
QA Specialist	0.05FTE in quality assurance for data and service delivery support	\$3,475.00
Total FTE:	2.25	
<b>Personnel Subtotal:</b>		<b>\$165,483.00</b>
<b>Program Operations</b>		
Mileage	Staff reimbursement for mileage - 65.5 cents per mile (300 mi per month average)	\$2,750.00
Insurance	\$342.85 per year per FTE	\$771.41
Cell Phone	\$264 per FTE for 2.33FTE staff (QA excluded)	\$580.80
IT Allocation	\$881 per year per FTE	\$1,982.25
Office supplies	Office supplies, postage, printing, marketing expenses	\$750.00
Occupancy	\$3871 per year per FTE	\$8,709.75
<b>Program Operations Subtotal:</b>		<b>\$15,544.21</b>
<b>Client Services</b>		
Client Flexible Assistance	Flex Funds available to each household for emergency needs and/or expenses related to ensuring long term housing stability. Average of about \$500 per household per year.	\$20,500.00
<b>Client Services Subtotal:</b>		<b>\$20,500.00</b>
<b>Administration</b>		
Indirect Administration	Prior Grant year Admin rate 12%	\$33,453.52
<b>Administration Subtotal:</b>		<b>\$33,453.52</b>
<b>Total Funds Requested</b>		<b>\$234,980.73</b>

## Budget: Housing Navigation Services

Line-Item Category	Narrative/Description Please provide a detailed description of each line item	Funds Requested
<b>Personnel</b>		
Housing Specialist II	1.0FTE in direct services offering housing navigation/placement for 30 households per year	\$72,455.00
Program Supervisor	0.6FTE in program/staff support and day to day operations	\$56,113.00
Assistant Director	0.06FTE in supervision and contract management	\$6,733.00
QA Specialist	0.15FTE in quality assurance for data and service delivery support	\$10,686.00
Total FTE:	1.81	
<b>Personnel Subtotal:</b>		<b>\$145,987.00</b>
<b>Program Operations</b>		
Mileage	Staff reimbursement for mileage - 65.5 cents per mile (100 mi per month average)	\$786.00
Insurance	\$342.85 per year per FTE	\$620.56
Cell Phone	\$264 per FTE for 1.34FTE staff (Assistant Director and QA excluded)	\$422.40
Laptop	1.0 FTE staff	\$1,200.00
IT Allocation	\$881 per year per FTE	\$1,594.61
Office supplies	Office supplies, postage, printing, marketing expenses	\$500.00
Occupancy	\$3871 per year per FTE	\$7,006.51
<b>Program Operations Subtotal:</b>		<b>\$12,130.08</b>
<b>Client Services</b>		
Client Flexible Assistance	Flex Funds available to each household for emergency needs, move in costs, and/or expenses related to accessing housing/housing stability. Average of \$2500 per household per year.	\$75,000.00
<b>Client Services Subtotal:</b>		<b>\$75,000.00</b>
<b>Administration</b>		
Indirect Administration	Agency federally approved admin rate of 16.6%	\$38,697.44
<b>Administration Subtotal:</b>		<b>\$38,697.44</b>
<b>Total Funds Requested</b>		<b>\$271,814.52</b>