

June 2, 2022

Board of County Commissioners
Clackamas County

Approval of Grant Amendment #1 to a Federal Subrecipient Grant Agreement with Clackamas Women’s Services for Rental Assistance Services. No Dollar Change to Amendment. Funding through U.S. Department of Treasury, Consolidated Appropriations Act, Federal Emergency Rental Assistance Funds.
No County General Funds are involved.

Purpose/Outcomes	Approval of Amendment #1 to continue to allow Clackamas Women’s Services to provide rent assistance to households impacted by the COVID-19 crisis.
Dollar Amount and Fiscal Impact	No dollar change to amendment. Amendment adjusts fund sources. Agreement total remains the same at \$1,204,804
Funding Source	Federal Emergency Rental Assistance (FERA) funding from US Treasury through the CAA. No County General Funds are involved.
Duration	Amendment is effective upon signature to June 30, 2022.
Previous Board Action/Review	The original agreement was approved by the Board May 6, 2021. Item at County Issues: 5-31-22.
Strategic Plan Alignment	1. This funding aligns with the Social Services Division’s strategic priority to provide housing stabilization and supportive services to people who are homeless or at risk of becoming homeless so they can obtain and maintain permanent housing. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities.
Counsel Review	Approved 5-9-22 by Andrew Naylor.
Procurement Review	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: Item is a Grant Amendment
Contact Person	Brenda Durbin, Director – Social Services Division – (503) 655-8641
Contract No.	H3S#10100, #21-023

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services requests approval of Grant Amendment #1 to a federal subrecipient grant agreement with Clackamas Women’s Services to continue to provide rent assistance to households impacted by the COVID-19 crisis.

Amendment #1 extends the Agreement term to June 30, 2022 and the eligible grant expenditure period for Federal Emergency Rental Assistance (“FERA”) funding to June 30, 2022. Amendment #1 also transfers \$27,302.96 of Community Development Block Grant Funding program delivery funds to FERA program delivery funds, and adjusts the

administration budget to allow the addition of an eligible Federal Indirect Cost Recovery Rate budget line item per Clackamas Women's Services' federally approved provisional rate.

Funding for Amendment #1 is from the U.S. Department of Treasury through the Consolidated Appropriations Act, Federal Emergency Rental Assistance funds. County Counsel approved the Amendment and there is no change to maximum compensation. No County General Funds are required.

RECOMMENDATION:

Staff recommends the Board approval of this Amendment and that the Board authorizes the Chair to sign on behalf of the County.

Respectfully submitted,

Rodney A. Cook

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

Attachment:
Grant Amendment #1, H3S#10100, #21-023

Federal Subrecipient Grant Amendment (FY21-22)
Clackamas County, Department of Health, Housing and Human Services

Subrecipient Agreement Number: 21-023 (H3S#10100) Board Order Number: _____

Department/Division: Social Services Division Amendment No. 1

Subrecipient: Clackamas Women's Services Amendment Requested By: Brenda Durbin

Approved to Form:



05/09/2022

County Counsel

Dated

Changes: Scope of Services Grant Budget
 Grant Time Other _____

Justification for Amendment:

This Amendment #1 is entered into between Clackamas Women's Services ("SUBRECIPIENT") and Clackamas County ("COUNTY") and shall become part of that Federal Subrecipient Grant Agreement ("Agreement") entered into between both parties on May 6, 2021.

Amendment #1 extends the Agreement term to June 30, 2022 and the eligible grant expenditure period for Federal Emergency Rental Assistance ("FERA") funding to June 30, 2022. Amendment #1 also transfers \$27,302.96 of Community Development Block Grant Funding program delivery funds to FERA program delivery funds, and adjusts the administration budget to allow the addition of an eligible Federal Indirect Cost Recovery Rate budget line item per SUBRECIPIENT's federally approved provisional rate. There is no change to maximum compensation and no County General Funds are required.

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

REPLACE:

Finance/Fiscal Representative: <i>Melissa Erlbaum</i>	Program Representative: <i>Amv Doud</i>
Clackamas Women's Services 256 Warner Milne Rd. Oregon City, OR 97045 503-655-8600 melissae@cwsor.org	Clackamas Women's Services 256 Warner Milne Rd Oregon City, OR 97045 503-655-8600
DUNS: 959059759	

Clackamas Women's Services

Federal Subrecipient Grant Agreement #21-023 (H3S# 10100) – Amendment #1

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WITH:

Finance/Fiscal Representative: Melissa Erlbaum	Program Representative: Amv Doud
Clackamas Women's Services 256 Warner Milne Rd. Oregon City, OR 97045 503-655-8600 melissae@cwsor.org	Clackamas Women's Services 256 Warner Milne Rd Oregon City, OR 97045 503-655-8600
UEI: D5XHD5DNL3J9	

AMEND: SECTION 1. Term and Effective Date:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed. Eligible expenses for this Agreement may be charged during the period beginning January 1st, 2021 and expiring December 31, 2021, subject to additional restrictions set forth below and to the exhibits attached hereto, and 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. Funds issued under this Agreement may be used for expenses approved in writing by COUNTY relating to the project incurred, per specific eligible expenditure period as outlined in Exhibit B.

TO READ:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed **and end June 30, 2022.** Eligible expenses for this Agreement may be charged during the period beginning January 1st, 2021 and expiring **June 30, 2022**, subject to additional restrictions set forth below and to the exhibits attached hereto, and 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. Funds issued under this Agreement may be used for expenses approved in writing by COUNTY relating to the project incurred, per specific eligible expenditure period as outlined in Exhibit B.

AMEND: SECTION 4. Grant Funds:

4. **Grant Funds.** The maximum, not to exceed, grant amount COUNTY will pay is \$1,204,804. 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 Payment Request and Exhibit E: Monthly/ Final Performance Report. Failure to comply with the terms of this Agreement may result in withholding of payment or repayment of any funds advanced, together with any other remedy available to COUNTY under this Agreement, at law, or in equity. COUNTY's funding for this Agreement is as follows:

- \$926,796: Consolidated Appropriations Act (CFDA #: 21.023) issued to COUNTY by the U.S. Department of the Treasury.
- \$176,846: State Supporting Tenants Accessing Rental Assistance ("STARR") funding from the State of Oregon Housing and Community Services Department through COUNTY's Master Grant Agreement #5084.
- \$101,162: Community Development Block Grant ("CDBG COVID") (CFDA #: 14.218; FAIN: B20-UW-410001) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

TO READ:

4. **Grant Funds.** The maximum, not to exceed, grant amount COUNTY will pay is \$1,204,804. 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 Payment Request and Exhibit E: Monthly/ Final Performance Report. Failure to comply with the terms of this Agreement may result in withholding of payment or repayment of any funds advanced, together with any other remedy available to COUNTY under this Agreement, at law, or in equity. COUNTY's funding for this Agreement is as follows:

- **\$954,098.96:** Consolidated Appropriations Act (**Assistance Listing #:** 21.023) issued to COUNTY by the U.S. Department of the Treasury.
- \$176,846 State Supporting Tenants Accessing Rental Assistance ("STARR") funding from the State of Oregon Housing and Community Services Department through COUNTY's Master Grant Agreement #5084.
- **\$73,859.04** Community Development Block Grant ("CDBG COVID") (**Assistance Listing #:** 14.218; FAIN: B20-UW-410001) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

AMEND SECTION 10. Administrative Requirements, Subsection h, Indirect Cost Recovery:

h) Indirect Cost Recovery. Indirect cost recovery is not included with this award.

TO READ:

h) Indirect Cost Recovery. ***Indirect cost recovery is allowed during the period of July 1, 2021 to June 30, 2022. The indirect cost rate is 25.6% of direct salary and wages, including fringe benefits, as allowed per the SUBRECIPIENT's 'NEGOTIATED INDIRECT COST RATE AGREEMENT, NON PROFIT ORGANIZATION' issued by the U.S. Department of Justice, Office on Violence Against Women, dated May 10, 2021, incorporated by reference, or as amended or re-issued.***

AMEND EXHIBIT B, SUBRECIPIENT PROGRAM BUDGET:

**EXHIBIT B
SUBRECIPIENT PROGRAM BUDGET**

SUBRECIPIENT is eligible for an amount not to exceed One Million, Two Hundred Four Thousand, Eight Hundred Four? Dollars (\$1,204,804) for work performed as specified under the conditions listed in Exhibit A. This amount includes:

1. Supporting Tenants Accessing Rental Assistance Program (STARR) –State funded Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through June 30, 2021, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties.

Note: Except when eligible clients are only eligible for Federal Emergency Rental Assistance (“ERA”), and not eligible under STARR, the STARR funds must be used.

Eligible expenditure period for SUBRECIPIENT program delivery and administration is January 1, 2021 to June 30, 2021, and budget amounts as shown in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable state requirements, as amended, including Exhibits K, L, & M. SUBRECIPIENT must comply with Subrecipient Requirements as identified in COUNTY’S 19-21 Master Grant Agreement #5084 issued by the State of Oregon through its Housing & Community Services Department, incorporated into this Agreement by reference and available upon request. SUBRECIPIENT shall check requirement updates at State of Oregon Housing & Community Services Department website: <https://www.oregon.gov/ohcs/providers/Pages/program-compliance-forms.aspx>

2. Federal Emergency Rental Assistance (ERA)

Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through December 31, 2021, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties.

Eligible expenditure period for administration and program delivery is January 1, 2021 to December 31, 2021, and budget amounts as show in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements, as amended by the U.S. Department of Treasury, including Exhibits H, I, & J. SUBRECIPIENT shall check requirement updates at U.S. Treasury website <https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

3. Community Development Block Grant CARES (CDBG COVID)

Eligible expenditure period for program delivery for CDBG funds is January 1, 2021 to December 31, 2021, and according budget amounts as shown in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements and as identified in Exhibit N: Compliance Requirements: Community Development Block Grant (CDBG COVID) Funds.

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Budget Line Items	State funds – STARR Budget	Federal funds – ERA Budget	Federal Fund – CDBG COVID Budget
Program Delivery (Includes staff salaries, benefits, taxes).	\$27,923	\$41,915	\$101,162
Administration	\$37,231	\$46,573	0
Rent Assistance	\$111,692	\$838,308	0
Total	\$176,846	\$926,796	\$101,162

TO READ:

**EXHIBIT B
SUBRECIPIENT PROGRAM BUDGET**

SUBRECIPIENT is eligible for an amount not to exceed One Million, Two Hundred Four Thousand, **Eight Hundred Four Dollars** (\$1,204,804) for work performed as specified under the conditions listed in Exhibit A. This amount includes:

1. Supporting Tenants Accessing Rental Assistance Program (STARR) –State funded Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through June 30, 2021, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties.

Note: Except when eligible clients are only eligible for Federal Emergency Rental Assistance (“ERA”), and not eligible under STARR, the STARR funds must be used.

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2. Federal Emergency Rental Assistance (ERA)

Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through **June 30, 2022**, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties.

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Eligible expenditure period for administration and program delivery is January 1, 2021 to **June 30, 2022**, and budget amounts as show in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements, as amended by the U.S. Department of Treasury, including Exhibits H, I, & J. SUBRECIPIENT shall check requirement updates at U.S. Treasury website <https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

3. Community Development Block Grant CARES (CDBG COVID)

Eligible expenditure period for program delivery for CDBG funds is January 1, 2021 to **January 31, 2022**, and according budget amounts as shown in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements and as identified in Exhibit N: Compliance Requirements: Community Development Block Grant (CDBG COVID) Funds.

Budget Line Items	State funds – STARR Budget	Federal funds – ERA Budget	Federal Fund – CDBG COVID Budget
Program Delivery (Includes staff salaries, benefits, taxes).	\$27,923	\$69,217.96 <i>Eligible period: January 1, 2021 to June 30, 2022</i>	\$73,859.04 <i>Eligible period: January 1, 2021 to January 31, 2022</i>
Administration Directs	\$37,231	\$28,853.20 <i>Eligible period: January 1, 2021 to June 30, 2022</i>	0
FERA Federal Indirect Cost Recovery Rate: 25.6%. Applies to total direct salaries and wage including fringe benefits only. Eligible period: July 1, 2021 to June 30, 2022	0	\$17,719.80	0
Rent Assistance	\$111,692	\$838,308	0
Total	\$176,846	\$954,098.96	\$73,859.04

SIGNATURE PAGE TO FOLLOW


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IN WITNESS WHEREOF, the parties hereto have caused this Amendment #1 to be executed by their duly authorized officers.

CLACKAMAS WOMEN'S SERVICES

By: 

Melissa Erlbaum, Executive Director

CLACKAMAS COUNTY

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

05/06/2022

Date

256 Warner Milne Rd.

Street Address
Oregon City, OR 97045

City/State/Zip
(503) 341-7115

Phone

Tootie Smith, Chair
Board of County Commissioners

Date