

February 3, 2022

Board of County of Commissioners
Clackamas County

Members of the Board:

Approval of Amendment #2 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

Purpose/ Outcome	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.
Dollar Amount and Fiscal Impact	Emergency Solutions Grant (ESG CV2) funds budget increase of \$100,000 for a new total of \$757,500 as a grant.
Funding Source	U.S. Department of Housing and Urban Development ESG CARES Act funds No County General Funds are included in this Agreement
Duration	January 1, 2022 to June 30, 2022
Previous Board Action/ Review	Previous Board Action on September 16, 2021. Agenda item 09162021 A6.
Strategic Plan Alignment	Increase self-sufficiency for our clients. Ensure safe, healthy and secure communities.
County Review	The Subrecipient Agreement was reviewed and approved by County Counsel AN on January 10, 2022.
Procurement Review	1. Was the item processed through Procurement? <i>yes</i> <input type="checkbox"/> <i>no</i> <input checked="" type="checkbox"/> 2. Item is a Subrecipient Agreement that was processed through Finance Grant Management
Contact Person	Mark Sirois, Manager - Community Development: 503-655-8359
Contract No.	Subrecipient Agreement 21-015.A1 (H3S #10011_02)

BACKGROUND: The Community Development Division of the Health, Housing and Human Services Department requests the approval of Amendment #2 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.

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Subrecipient Agreement 21-015.A2 (ESG CV2) - NWFS

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

Program Costs	Total Budget Amount	Total ESG Amount	Source of Funds
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
Total Expenses			
Shelters Total ESG CV2:		110,000	

Rapid Rehousing

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

Northwest Family Services

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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

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

Rapid Rehousing

Program Costs	Total Budget Amount	Total ESG Amount	Source of Funds
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			
Total ESG CV2:		647,500	

Northwest Family Services

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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
rfuller@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

Date