

April 3, 2025

Board of County Commissioners
 Clackamas County

BCC Agenda Date/Item:

Members of the Board:

Approval of an Amendment to a Subrecipient Agreement with Clackamas Women’s Services to provide legal assistance for domestic violence restraining order petitioners. Amendment Value is \$10,321 for 6 months. Total Agreement Value is \$163,338 for 3 years. Funding is through the US Department of Justice. No County General Funds are involved.

Previous Board Action/Review	Previous Board Agenda: Original 20232016 V.G.4		
Performance Clackamas	To ensure safe and stable home environments and academic progress, provide equitable prevention, early intervention, and system coordination services to children and families.		
Counsel Review	Yes – J.Vetto	Procurement Review	NA
Contact Person	Jessica Duke	Contact Phone	971-291-8569

EXECUTIVE SUMMARY: The Children, Family & Community Connections (CFCC) Division of the Health, Housing and Human Services Department requests approval of Amendment #1 with Clackamas Women’s Services to increase programmatic costs, including funding for participant assistance/transportation and the purchase of ring cameras for survivors in need of extra security. The Improving Criminal Justice Response (ICJR) agreement enhances domestic violence victim safety and offender accountability in cases of sexual assault, domestic violence, dating violence, and stalking by encouraging jurisdictions to work collaboratively with community partners to identify problems and share ideas that will result in effective responses to these crimes. Funding is through the Office on Violence Against Women (OVW).

Clackamas Women’s Service is currently providing a part-time Civil Legal Supervising Attorney and a part-time Civil Legal Program Manager, both housed at A Safe Place Family Justice Center, to collaboratively assist petitioners for protective orders in responding to contested domestic violence hearings to strengthen the response to survivors seeking safety.

Clackamas Women’s Service Civil Legal Program will:

1. Provide 200 consultations with petitioners and/or advocates regarding protective order issues and preparation for contested hearings. Survivors continue to face barriers to engaging with the criminal justice system in seeking safety, particularly a lack of survivor-centered contested restraining order hearings and legal assistance.
2. Provide legal representation at protective order contested hearings for 100 petitioners by providing locally-based and accessible culturally-specific representation to impact equitable and safe service delivery.
3. Meet with courthouse staff to create policies, protocols, and agreements necessary to host contested hearings onsite with the goal of holding contested hearings onsite by the beginning of Year 2 of this agreement.

Amendment #1 is effective upon signature by all parties for services through September 30, 2025. Amendment value is \$10,321. Agreement value is increased to \$163,338.

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve Amendment #1 to the agreement (12032) and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health, Housing & Human Services

Subrecipient Agreement Amendment #1
H3S – Children, Family & Community Connections
Division

Subrecipient Agreement Number: 23-013 A. 1

Board Order Number: _____

Department/Division: H3S/CFCC

Amendment No. 01

Subrecipient: Clackamas Women's Services

Amendment Requested By: Jessica Duke

Changes: Scope of Service
 Agreement Time

Agreement Budget
(X) Other: _____

This Amendment #1 shall become a part of the Subrecipient Grant Agreement 23-013 ("Agreement") entered into between Clackamas County ("COUNTY") and Clackamas Women's Services ("SUBRECIPIENT") on February 16, 2023.

Justification for Amendment:

This Amendment #1 removes language in **Section 5: Grant Funds** that restricts budget expenditures in each of the three years of the Agreement and adds funds to participant assistance to assist survivors in finding and maintaining safety.

This Amendment #1 adds to the maximum compensation, increasing the grant by \$10,321 from \$153,017 to \$163,338. These increases are in Programmatic Costs, including adding additional funding for participant assistance/transportation and the purchase of ring cameras for survivors in need of extra security. Additionally, the Personnel line items have been amended to reflect approved changes in SUBRECIPIENT project structure and a local agreement budget amendment in December 2024.

These changes were approved by the Office on Violence Against Women (OVW) on 2/10/25.

COUNTY's funding for this Agreement is the FY22 Improving Criminal Justice Response Program Award #15OVW-22-GG-01835-ICJR issued to the COUNTY by the Department of Justice - Office on Violence Against Women, which has a project period and budget period from October 1, 2022, to September 1, 2025.

Amendment #1 is effective upon signature. The project period for this Amendment is November 1, 2022, through September 30, 2025.

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

AMEND the following portions of Section 4, Grant Funds:

- 4. Grant Funds.** COUNTY's funding for this Agreement is the FY22 Improving Criminal Justice Response Program Award # 15JOVW-22-GG-01835-ICJR (**Assistance Listing #:16.590**) issued to COUNTY by the Department of Justice The maximum, not to exceed, grant amount that COUNTY will pay is **\$153,017**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in **Exhibit B** – Subrecipient Program Budget, **Exhibit D** – Required Financial Reporting and **Exhibit D-1**– Request for Reimbursement. Failure to comply with the terms of this Agreement may result in COUNTY withholding payment or pursuing any other remedy available to it under this Agreement

TO READ:

- 4. Grant Funds.** COUNTY's funding for this Agreement is the FY22 Improving Criminal Justice Response Program Award # 15JOVW-22-GG-01835-ICJR (**Assistance Listing #:16.590**) issued to COUNTY by the Department of Justice The maximum, not to exceed, grant amount that COUNTY will pay is **\$163,338**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in **Exhibit B** – Subrecipient Program Budget, **Exhibit D** – Required Financial Reporting and **Exhibit D-1**– Request for Reimbursement. Failure to comply with the terms of this Agreement may result in COUNTY withholding payment or pursuing any other remedy available to it under this Agreement.

Replace Section 5, Disbursements, in its entirety with the following:

- 5. Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in **Exhibit D** - Required Financial Reporting and **Exhibit D-1** - Request for Reimbursement.

Exhibit B: SUBRECIPIENT PROGRAM BUDGET

	Contract #	10968 A-1
Organization: <i>Clackamas Women's Services</i>		
Funded Program Name: <i>OVW Improving Criminal Justice Response - CWS</i>		
Program Contact: <i>Melissa Erlbaum</i>		
Agreement Term: <i>November 1, 2022-September 30, 2025</i>		
Approved Award Budget Categories		Approved Award Amount
Personnel (List salary, FTE & Fringe costs for each position)		
LASO Civil Legal Attorney - Salary .20 FTE	\$	37,863.78
LASO Civil Legal Attorney - Fringe	\$	8,519.34
Civil Legal Supervisory Attorney - Salary .20 FTE (35 months)	\$	25,294.07
Civil Legal Supervisory Attorney - Fringe	\$	4,080.66
Civil Legal Program Manager - Salary .20 FTE (35 months)	\$	35,083.00
Civil Legal Program Manager - Fringe	\$	9,682.00
Total Personnel Services	\$	120,522.85
Programmatic Costs		
Administration		
Administration	\$	24,544.15
Supplies		
Program Supplies		
Travel		
Conferences and Training	\$	1,578.00
Mileage		
Training consultant and LE training expenses		
Additional (please specify)		
Translation	\$	5,850.00
Participant Assistance/transportation	\$	3,343.00
Participant Assistance - ring cameras	\$	7,500.00
Total Programmatic Costs	\$	42,815.15
Total Grant Costs	\$	163,338.00

AMEND EXHIBIT D-1: Request for Reimbursement, to replace the reimbursement request with the following:

EXHIBIT D-1: REQUEST FOR REIMBURSEMENT				
<i>Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:</i>				
Contractor: Clackamas Women's Services			Contract #:	10968 A-1
Address: 256 Warner Milne Rd		Report Period:		
Clackamas, OR 97045				
Contact Person: Melissa Erlbaum				
Phone Number: 503-557-5810				
E-mail: melissae@cwsor.org				
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>				
LASO Civil Legal Attorney - Salary .20 FTE	\$ 37,863.78	\$ -	\$ -	\$ 37,863.78
LASO Civil Legal Attorney - Fringe	\$ 8,519.34	\$ -	\$ -	\$ 8,519.34
Civil Legal Supervisory Attorney - Salary .20 FTE (35 months)	\$ 25,294.07	\$ -	\$ -	\$ 25,294.07
Civil Legal Supervisory Attorney - Fringe	\$ 4,080.66	\$ -	\$ -	\$ 4,080.66
Civil Legal Program Manager - Salary .20 FTE (35 months)	\$ 35,083.00	\$ -	\$ -	\$ 35,083.00
Civil Legal Program Manager - Fringe	\$ 9,682.00	\$ -	\$ -	\$ 9,682.00
Total Personnel	\$ 120,522.85	\$ -	\$ -	\$ 120,522.85
<u>Administration</u>				
Administration	\$ 24,544.15	\$ -	\$ -	\$ 24,544.15
<u>Supplies</u>				
Program Supplies				
<u>Travel</u>				
Conferences and Training	\$ 1,578.00	\$ -	\$ -	\$ 1,578.00
Mileage				
<u>Additional</u>				
Translation/Interpretation	\$ 5,850.00			\$ 5,850.00
Participant Assistance/transportation	\$ 3,343.00	\$ -	\$ -	\$ 3,343.00
Participant Assistance - ring cameras	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
Total Program	\$ 42,815.15	\$ -	\$ -	\$ 42,815.15
Total Budget	\$ 163,338.00	\$ -	\$ -	\$ 163,338.00
<i>Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Recipient that are pertinent to this Agreement.</i>				

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and represents actual expenditures, disbursements and cash receipts for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: _____
 Authorized Signature: _____
 Date: _____

Department Review
 Program Manager: _____
 Signature: _____ Date: _____

[Signature Page to Follow]

SIGNATURE PAGE

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

CLACKAMAS WOMEN'S SERVICES

256 Warner Milne Road
Oregon City, OR 97045



Melissa Erlbaum, Executive Director

Date: 3/6/25_____

COUNTY OF CLACKAMAS

2051 Kaen Road
Oregon City, OR 97045

Craig Roberts, Board Chair

Date _____

Approved as to Form:

By: Jane E. Vetto
County Counsel

Dated: 2/27/25_____