

March 24, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Subrecipient Agreement Amendment # 3 with Clackamas County Circuit Court to increase staff time for Protective Order and Support Services at the Family Justice Center. Grant amendment is fully funded by U.S. Department of Justice, Office on Violence Against Women Improving Criminal Justice Response Grant. Amendment #3 has a value of \$9,976 for a maximum award of \$235,415.

No County General funds are involved.

Purpose/Outcome	Amendment #3 with Clackamas County Circuit Court will increase funded Court Clerk staff time to align with project needs for the balance of the grant period. The Court Clerk located at, A Safe Place Family Justice Center, provides Protective Order and Support services and assistance to petitioners for protective orders, consults with advocates and Family Justice Center partners, tracks orders through the court system, and provides trainings to insure efficient and effective services.
Dollar Amount and Fiscal Impact	Amendment #3 adds \$9,976 for a maximum value of \$235,415 No County General Fund involved and no match required.
Funding Source	U.S. Department of Justice, Office on Violence Against Women Improving Criminal Justice Responses Grant Program Award 2019-WE-AX-0017 Catalog of Federal Domestic Assistance (CFDA) 16.590
Duration	Amendment is effective upon signature by all parties for services through grant end at 9/30/22.
Previous Board Action/Review	BCC Issues: 3/22/22
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
Counsel Review	This Grant amendment has been reviewed and approved by County Counsel on: 2/23/22 (AN)
Procurement Review	Was the item processed through Procurement? No. Federal Subrecipient Grant Amendment
Contact Person	Adam Freer 971-533-4929
Contract No.	H3S #9493

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests approval of Subrecipient Grant Amendment #3 with Clackamas County Circuit Court to provide Protective Order and Support Services out of A Safe Place Family Justice Center; this will include access to domestic violence restraining orders, sexual assault, stalking and elder abuse. The funding in this amendment allows for an increase in FTE for the funded Court Clerk position from .65 to .75 FTE for 9 months to provide additional services in tracking and reporting restraining order related data.

This Subrecipient Grant Amendment is effective upon signature by all parties for services starting on October 1, 2020 and terminating on September 30, 2022. Amendment has a value of 9,976 for a maximum award of \$235,415.

RECOMMENDATION:

Staff recommends Board approval this Subrecipient Amendment and authorizes Tootie Smith to sign on behalf of Clackamas County.

Respectfully submitted,

Rodney Cook

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

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

Subrecipient Agreement Number: 20-020 A.3 (H3S
9493)

Board Order Number: 052021


Department/Division: H3S/CFCC

Amendment No. 03

Subrecipient: Clackamas County Circuit Court

Amendment Requested By: Adam Freer

Approved as to form:



02/23/2022

County Counsel

Date

Changes: Scope of Service
 Agreement Time

Agreement Budget
 Other: Updates contacts

This Amendment #03 is entered into between Clackamas County Circuit Court (“SUBRECIPIENT”) and Clackamas County (“COUNTY”) and shall become a part of that Subrecipient Grant Agreement (“Agreement”) entered into between both parties on March 19, 2020.

Justification for Amendment:

This Amendment #3 updates the budget with additional funding. SUBRECIPIENT will be increasing the FTE of funded staff to align with project needs for the balance of the grant period.

This Amendment #3 increases the Agreement amount by \$9,976 for a new total of \$235,415.

This Amendment #3 is effective **upon signature**. The program period for this Amendment #3 is **October 1, 2021** through **September 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 Section 4 of the Agreement:

4. **Grant Funds.** COUNTY's funding for this Agreement is the FY19 Improving Criminal Justice Response Program Award # 2019-WE-AX-0017 (Catalogue of Federal Domestic Assistance [CFDA]#: 16-590) issued to COUNTY by the Department of Justice. The maximum, not to exceed, grant amount that COUNTY will pay is \$225,439. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained Exhibit D – Required Financial Reporting and Exhibit D-1– Request for Reimbursement and Exhibit B – Subrecipient Program Budget. Failure to comply with the terms of this Agreement may result in withholding of payment and represents a material breach of the original grant and this Agreement. Such material breach shall give rise to COUNTY's right, but not obligation, to withhold SUBRECIPIENT grant funds until compliance is met, reclaim grant funds in the case of omissions or misrepresentations in financial or programmatic reporting, require repayment of any funds used by SUBRECIPIENT in violation of this Agreement, to terminate this Agreement, and to pursue any right or remedy available to COUNTY at law, in equity, or under this Agreement.

TO READ:

4. **Grant Funds.** COUNTY funding for this Agreement is the FY19 Improving Criminal Justice Response Program Award # 2019-WE-AX-0017 (Catalogue of Federal Domestic Assistance [CFDA]#: 16-590) issued to COUNTY by the Department of Justice. The maximum, not to exceed, grant amount that COUNTY will pay is **\$235,415**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained Exhibit D – Required Financial Reporting and Exhibit D-1– Request for Reimbursement and Exhibit B – Subrecipient Program Budget. Failure to comply with the terms of this Agreement may result in withholding of payment and represents a material breach of the original grant and this Agreement. Such material breach shall give rise to COUNTY's right, but not obligation, to withhold SUBRECIPIENT grant funds until compliance is met, reclaim grant funds in the case of omissions or misrepresentations in financial or programmatic reporting, require repayment of any funds used by SUBRECIPIENT in violation of this Agreement, to terminate this Agreement, and to pursue any right or remedy available to COUNTY at law, in equity, or under this Agreement.

REPLACE: Exhibit B: Subrecipient Program Budget in its entirety with:

EXHIBIT B SUBRECIPIENT PROGRAM BUDGET

PROJECT NAME: Improving Criminal Justice Response (Fund Source: Office on Violence Against Women (DOJ), CFDA 16.590)	AGREEMENT No. 20-020
SUBRECIPIENT: Clackamas County Circuit Court	

EXHIBIT B: SUBRECIPIENT BUDGET		
Organization:	<i>Clackamas County Circuit Court</i>	
Funded Program Name:	<i>Court Clerk</i>	
Program Contact:	<i>Gina Setter</i>	
Agreement Term:	<i>Oct 1, 2020 - Sept 30, 2022</i>	
Agreement # 9493 Amendment #3	Approved	Approved
Approved Award Budget Categories	Award Amount	Match Amount
Personnel (List salary, FTE & Fringe costs for each position)		<i>No match is required on this award</i>
Court Clerk salary (.65 FTE)	\$ 129,691.00	
Court Clerk Fringe	\$37,971.00	
Court Clerk health benefits	\$ 67,753.00	
Total Personnel Services	\$ 235,415.00	
Administration		
Supplies		
Utilities		
Travel		
Training	\$ -	
Travel/Mileage	\$ -	
Additional (please specify)		
Total Programmatic Costs	\$ -	
Total Grant Costs	\$ 235,415.00	

REPLACE Exhibit D-1: Request for Reimbursement in its entirety with:

**EXHIBIT D-1
 REQUEST FOR REIMBURSEMENT**

PROJECT NAME: Improving Criminal Justice Response (Fund Source: Office on Violence Against Women (DOJ) Grant, CFDA 16.590)	AGREEMENT No. 20-020
SUBRECIPIENT: Clackamas County Circuit Court	

Exhibit D-1 REQUEST FOR REIMBURSEMENT				
<i>Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:</i> <ul style="list-style-type: none"> • Request for Reimbursement with an authorized signature • General Ledger backup to support the requested amount • Monthly Activity Report (Exhibit D-2) showing numbers served and activities conducted during the month of request (<i>The Monthly Activity Report is NOT required on months when quarterly reports are due</i>). 				
	Contractor: Clackamas County Circuit Court		Contract #: 9493 Amend 3	
	Address: 807 Main Street		Report Period:	
	Oregon City, OR 97045			
	Contact Person: Gina Setter			
	Phone Number: 503-655-8631			
	E-mail: Gina.L.Setter@ojd.state.or.us			
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>				
Court Clerk salary (.65 FTE/.75 FTE)	\$ 129,691.00	\$ -		\$ 129,691.00
Court Clerk Fringe	\$ 37,971.00	\$ -		\$ 37,971.00
Court Clerk health benefits	\$ 67,753.00	\$ -		\$ 67,753.00
Total Personnel	\$ 235,415.00	\$ -	\$ -	\$ 235,415.00
<u>Administration</u>				
Administration (10%)		\$ -	\$ -	\$ -
<u>Supplies</u>				
Office/Client Supplies	\$ -	\$ -	\$ -	\$ -
<u>Utilities</u>				
Utilities/Maintenance	\$ -	\$ -	\$ -	\$ -
Phone/Internet	\$ -	\$ -	\$ -	\$ -
<u>Travel</u>				
Training	\$ -	\$ -	\$ -	\$ -
Travel/Mileage	\$ -	\$ -	\$ -	\$ -
<u>Additional (please specify)</u>				
Client Assistance	\$ -	\$ -	\$ -	\$ -
Child care expense	\$ -	\$ -	\$ -	\$ -
Total Program	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 235,415.00	\$ -	\$ -	\$ 235,415.00
<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				
<i>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).</i>				
	Signature			
	Title			
	Date			
Department Review.				
	Program Manager:			
	Department: Children, Family & Community Connections			
	Signature:		Date:	

[Signature page follows]

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #03 to be executed by their duly authorized officers.

CLACKAMAS COUNTY CIRCUIT COURT



2/11/2022

Nancy Cozine, State Court Administrator

807 Main Street

Street Address

Oregon City, OR 97045

City/State/Zip

**COUNTY OF CLACKAMAS
BOARD OF COMMISSIONERS**

Commissioner: Tootie Smith, Chair

Commissioner: Sonya Fischer

Commissioner: Paul Savas

Commissioner: Martha Schrader

Commissioner: Mark Shull

Tootie Smith, Chair

Date
