

July 28, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement with Oregon City School District to provide evidence-based Parenting Education classes in Clackamas County.
Agreement has a maximum value of \$10,000 paid with Oregon State University grant funds.
No County General Funds are involved.

Purpose/Outcome	Oregon City School District (OCSD) was selected through a competitive process to provide evidence-based parent education class series to parents of young children living in Clackamas County. <ul style="list-style-type: none"> • Active Parenting, First Five Years • Active Parenting Now • Parent Community Cafés
Dollar Amount and Fiscal Impact	Agreement has a maximum value of \$10,000
Funding Source	Oregon State University Grant agreement
Duration	August 1, 2022-June 30, 2023
Previous Board Action/Review	BCC Issues: 7/26/22
Strategic Plan Alignment	1. Ensure safe, healthy and secure communities
Counsel Review	This Subrecipient Grant agreement has been reviewed and approved by County Counsel on: 6/30/22 (KR)
Procurement Review	Was the item processed through Procurement? No. Intergovernmental Agreement, selected through a competitive process
Contact Person	Adam Freer 971-533-4929
Contract No.	H3S # 10742

BACKGROUND:

The Children, Family & Community Connections (CFCC) Division of the Health, Housing and Human Services Department requests the approval of an Intergovernmental Agreement with OCSD to provide high quality, evidence-based parenting education series to parents and caregivers in Clackamas County. Evidence-based parent education brings parents and children together in highly interactive sessions resulting in healthy child development, strengthens parenting skills, parent-child relationships and increases school readiness skills for children.

This Intergovernmental Agreement is effective upon signature by all parties for services starting on August 1, 2022 and terminating on June 30, 2023. Agreement has a maximum value of \$10,000.

RECOMMENDATION:

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

Respectfully submitted,

Rodney A. Cook

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

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
CLACKAMAS COUNTY CHILDREN, FAMILY & COMMUNITY CONNECTIONS
AND
OREGON CITY SCHOOL DISTRICT**

Contract # 10742

This Agreement is entered into and between Clackamas County ("County") acting by and through its Children, Family & Community Connections Division, a political subdivision of the State of Oregon and Oregon City School District ("Agency"), an Oregon municipal corporation, collectively referred to as the "Parties" and each a "Party".

RECITALS

Oregon Revised Statutes Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.

Oregon City School District, acting by and through the Oregon City School District Community Education Division, was selected through a competitive process to provide evidence-based Spanish parent education class series to parents and children, who are living in Clackamas County. Evidence-based parent education brings parents and children together in highly interactive sessions resulting in healthy child development, strengthens parenting skills, parent-child relationships and school-readiness.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

AGENCY agrees to accomplish the following work under this agreement:

- Oregon City School District will conduct parenting education courses to parents of young children. Classes may be conducted in person or virtually to best meet the health and safety needs of the community.

TERMS

1. **Term.** This Agreement shall be effective upon execution for services provided between August 1, 2022 and June 30, 2023.
2. **Scope of Work.** The Agency agrees to provide the services further identified in the Scope of Work attached hereto as Exhibit A and incorporated herein ("Work").
3. **Consideration.** The County agrees to pay Agency, from available and authorized funds received from the Oregon State University – Grant Agreement, a sum not to exceed **\$10,000**, for accomplishing the Work required by this Agreement.
4. **Payment.** Unless otherwise specified, the Agency shall submit monthly invoices for Work performed and shall include the total amount billed to date by the Agency prior to the current invoice. Invoices shall describe all Work performed with particularity, by whom it was

performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to Agency following the County's review and approval of invoices submitted by Agency. Agency shall not submit invoices for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above.

5. Representations and Warranties.

- A. *Agency Representations and Warranties:* Agency represents and warrants to County that Agency has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of Agency enforceable in accordance with its terms.
- B. *County Representations and Warranties:* County represents and warrants to Agency that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
- C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. Termination.

- A. Either the County or the Agency may terminate this Agreement at any time upon thirty (30) days written notice to the other party.
- B. Either the County or the Agency may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. The County or the Agency shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Project under this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source.

- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. Indemnification.

- A. Agency shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of Work, or from any act, omission, or neglect of Agency, its subcontractors, agents, or employees. The Agency agrees to indemnify, hold harmless and defend Clackamas County, and their officers, elected officials, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the Agency or the Agency's employees, subcontractors, or agents.

However, neither Agency nor any attorney engaged by Agency shall defend the claim in the name of County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Clackamas County Counsel's Office authority to act as legal counsel for County, nor shall Agency settle any claim on behalf of County without the approval of the Clackamas County Counsel's Office. County may, at its election and expense, assume its own defense and settlement.

- 8. **Insurance.** The Agency agrees to furnish the County with evidence of commercial general liability insurance with a combined single limit of not less than \$1,000,000 for each claim, incident, or occurrence, with an aggregate limit of \$2,000,000 for bodily injury and property damage for the protection of Clackamas County, and their officers, elected officials, agents, and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Agreement. If self-insured, Agency shall provide documentation to the County of Agency's self-insured status by completing the Self-Insurance Certification form provided by the County.

a.) Abuse and Molestation. SUBRECIPIENT shall carry Abuse and Molestation Insurance as an endorsement to the Commercial General Liability policy, in a form and with coverage that are satisfactory to COUNTY covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the SUBRECIPIENT is responsible including but not limited to SUBRECIPIENT's employees and volunteers. Policy endorsement's definition of an insured shall include the SUBRECIPIENT, and the SUBRECIPIENT'S employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

9. **Notices; Contacts.** Legal notice provided under this Agreement shall be delivered personally, by email or by certified mail to the individuals identified below. Any communication or notice so addressed and mailed shall be deemed to be given upon receipt. Any communication or notice sent by electronic mail to an address indicated herein is deemed to be received 2 hours after the time sent (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered. Any communication or notice by personal delivery shall be deemed to be given when actually delivered. Either Party may change the Party contact information, or the invoice or payment addresses by giving prior written notice thereof to the other Party at its then current notice address.

A. Stephanie Radford or their designee will act as liaison for the County.

Contact Information:

sradford@clackamas.us

Candice Henkin or their designee will act as liaison for the Agency.

Contact Information:

Candice.henkin@orecity.k12.or.us

10. **General Provisions.**

A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and Agency that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Agency, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.

B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.

- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.

- D. **Access to Records.** Agency shall retain, maintain, and keep accessible all records relevant to this Agreement (“Records”) for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. Agency shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, Agency shall permit the County’s authorized representatives’ access to the Records at reasonable times and places for purposes of examining and copying.

- E. **Work Product.** All work performed under this Agreement shall be considered work made for hire and shall be the sole and exclusive property of the District. The District shall own any and all data, documents, plans, copyrights, specifications, working papers and any other materials produced in connection with this Agreement. On completion or termination of the Agreement, the Agency shall promptly deliver these materials to the District’s Project Manager.

- F. **Hazard Communication.** Agency shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 137, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County’s request, Agency shall immediately provide Material Safety Data Sheets for the products subject to this provision.

- G. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

- H. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.

- I. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.

- J. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

- K. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.

- L. **No Third-Party Beneficiary.** Agency and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

- M. **Subcontract and Assignment.** Agency shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. County's consent to any subcontract shall not relieve Agency of any of its duties or obligations under this Agreement.

- N. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.

- O. **Survival.** All provisions in Sections 5, 7, and 9 (A), (C), (D), (G), (H), (I), (J), (L), (Q), (T), and (U) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.

- P. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.

- Q. **Time is of the Essence.** Agency agrees that time is of the essence in the performance this Agreement.

- R. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.

- S. **Force Majeure.** Neither Agency nor County shall be held responsible for delay or default caused by events outside of the Agency or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Agency shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

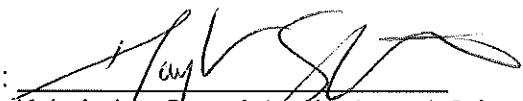
- T. **Confidentiality.** Agency acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by Agency or its employees or agents in the performance of this Agreement shall be deemed confidential information of the County ("Confidential Information"). Agency agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Agency uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.

- U. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

AGENCY

Oregon City School District
1417 7th Street
Oregon City, OR 97045

By: 

Kyle Laire, Superintendent, Doyle Spritzer

Date: 7-1-2022

EIN: 93-60000264

CLACKAMAS COUNTY

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

Tootie Smith, Board Chair
Clackamas County

Date: _____

Approved to Form: 

6/30/2022

This IGA consists of five (5) sections plus the following attachments which by this reference are incorporated herein:

- Exhibit A: Scope of Work and Work Plan
- Exhibit B: Program Budget
- Exhibit C: Performance Reporting Schedule
- Exhibit D-1: Reimbursement Request
- Exhibit D-2: Monthly Activity Report

EXHIBIT A SCOPE OF WORK

PROGRAM GOALS

Oregon Community Foundation – Oregon Parenting Education Collaborative (OPEC) goals are to expand parenting education opportunities in Clackamas County, especially in areas and among populations where there is limited access with the intent of increasing parenting skills and knowledge of healthy child development and to promoting early learning and readiness for kindergarten.

PROGRAM ACTIVITIES AND EXPECTED OUTCOMES - classes may be facilitated in person or virtually to best meet the health and safety needs of the community. Outcomes measured by Parenting Skills Ladder survey, workshop evaluations and facilitator observations.

- Active Parenting, First Five Years
- Active Parenting Now
- Parent Community Cafes

Children, Family & Community Connections Division Work Plan and Quarterly Report, 2021-2022

Provider: Oregon City School District
 Activity: **Clackamas Parenting Together – Parenting Education**
 Contact: Candice Henkin
Candice.henkin@arecity.k12.or.us | 503.785-8520

Contract Period: August 1, 2022 - June 30, 2023

Active Parenting, First Five Years							
Activities/Outputs	Intermediate Outcomes/Measurement Tool		Aug-Sept 1 st Qtr	Oct-Dec 2 nd Qtr	Jan-Mar 3 rd Qtr	Apr-May 4 th Qtr	Total
By June 30, 2023, conduct one English class series of Active Parenting, First Five Years (total of 6 sessions), with a minimum of 10 unduplicated parents. Classes must target families with children birth to 5 years old and may be facilitated in person or virtually.	75% of parent participants will report an increase in quality of parent-child/youth interactions as measured by Parenting Skills Ladder (PSL) responses. 75% of participants will attend at least 70% of the 8 sessions offered.	# sessions offered during the quarter					
		# of parents attending at least one class:					
		Average # of parents at each class:					
		# of parents attending at least 70% of class sessions offered: (measured at series end)					
		# of children in childcare each night:					
		# of families with DHS involvement					
# Parents Assessed with PSL							
# Successful based on PSL							
% Parent Successful							
ADDITIONAL REQUIREMENTS							
Facilitator must review fidelity standards information document and complete one fidelity checklist by June 30, 2023.		Indicate which quarter the fidelity checklist was completed:					

Facilitator must arrange with county staff one class site observation prior to week 5 of class duration.	Indicate which quarter the site visit was completed:					
--	--	--	--	--	--	--

Active Parenting Now							
Activities/Outputs	Intermediate Outcomes/Measurement Tool		Aug-Sept 1 st Qtr	Oct-Dec 2 nd Qtr	Jan-Mar 3 rd Qtr	Apr-May 4 th Qtr	Total
By June 30, 2023, conduct one class series of Active Parenting Now (total of 6 sessions), with a minimum of 10 unduplicated parents. Classes must target families with children 5 to 12 years old and may be facilitated virtually or in person.	75% of parent participants will report an increase in quality of parent-child/youth interactions as measured by Parenting Skills Ladder (PSL) responses. 75% of participants will attend at least 70% of the 8 sessions offered.	# sessions offered during the quarter					
		# of parents attending at least one class:					
		Average # of parents at each class:					
		# of parents attending at least 70% of class sessions offered: (measured at series end)					
		# of children in childcare each night:					
		# of families with DHS involvement					
		# Parents Assessed with PSL					
		# Successful based on PSL					
		% Parent Successful					
ADDITIONAL REQUIREMENTS							
Facilitator must review fidelity standards information document and complete one fidelity checklist by June 30, 2023.		Indicate which quarter the fidelity checklist was completed:					
Facilitator must arrange with county staff one class site observation prior to week 5 of class duration.		Indicate which quarter the site visit was completed:					

Parent Community Cafes							
Activities/Outputs	Intermediate Outcomes/Measurement Tool		Aug-Sept 1 st Qtr	Oct-Dec 2 nd Qtr	Jan-Mar 3 rd Qtr	Apr-May 4 th Qtr	Total
<p>By June 30, 2023, conduct a minimum of 3 parent community cafes engaging a minimum of 12 unduplicated parents.</p>	<p>75% of parent participants will report the information and/or resources they received at these workshops was helpful as measured by Parent Workshop Evaluation (PWE) responses.</p> <p>80% of participants in need will successfully be connected to other community or school resources. (as reported by facilitator)</p>	# cafes offered during the quarter					
		# of parents attending at least one cafe:					
		Average # of parents at each cafe:					
		# Parents participants in need of additional resources					
		# successfully connected					
		% successfully connected					
# Parents Assessed with PWE							
# Successful based on PWE							
% Parent Successful							

**Children, Family & Community Connections Division
Work Plan 2022-2023
Comments and Narrative**

*Please include in narrative sections successes and challenges of your parenting programs.
Also include marketing timelines and strategies as well as appropriate family or program
success stories.*

August-September:

October-December:

January-March:

April-June:

Exhibit B: Budget

Exhibit B: Budget			
Contractor: Oregon City School District			
Address: 1417 7th Street			
	Oregon City, OR 97045		
Contact Person: Candice Henkin			
Contact Info: candice.henkin@orecity.k12.or.us			Contract #: 10742
Term: 8/1/22-6/30/23			OPEC
Budget Category	Approved Budget (OSU/DHS)	Approved Budget (OSU/SSA)	
<u>Personnel</u>			No Match Required
Parenting Educators & Child Care Staff	\$ 2,210.25	\$ 2,210.25	
Program Director & Admin			
Administrative/Front Desk			
Taxes/Benefits			
	\$ 2,210.25	\$ 2,210.25	
<u>Administration</u>			
Operating Costs		\$ 300.00	
		\$ 300.00	
<u>Program costs</u>			
Parent Incentives & Program Supplies	\$ 1,000.00		
Curriculum		\$ 3,712.50	
Facilitator Training & Travel	\$ 567.00		
	\$ 1,567.00	\$ 3,712.50	
Total Budgets	\$3,777.25	\$ 6,222.75	

EXHIBIT C: PERFORMANCE REPORTING SCHEDULE

Schedule and Requirements:

Due **monthly** by the 15th of the month for the previous month (only if requesting payment *monthly*):

- Exhibit D-1: Request for Reimbursement and general ledger
- Exhibit D-2: Monthly Activity Report

Due **quarterly** by the 8th of the month following the end of the quarter:

- Work Plan Quarterly Report

Quarterly due dates:

- August – September Due October 8, 2022
- October – December Due January 8, 2023
- January – March Due April 8, 2023
- April – June Due July 8, 2023

EXHIBIT D-1: REIMBURSEMENT REQUEST

Exhibit D-1: REQUEST FOR REIMBURSEMENT					
Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:					
<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 (The Monthly Activity Report is NOT required on months when quarterly reports are due). 					
Contractor:	Oregon City School District			Contract Number:	10742
Address:	1417 7th Street			Report Period:	
	Oregon City, OR 97045				
Contact Person:	Candice Henkin				
Contact Info:	candice.henkin@orecity.k12.or.us				OPEC
Term:	8/1/22-6/30/23				
Budget Category	Budget (OSU/DHS)	Budget (OSU/SSA)	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>					
Parenting Educators & Child Care Staff	\$2,210.25	\$ 2,210.25	\$ -	\$ -	\$ 4,420.50
Program Director & Admin					
Administrative/Front Desk					
Taxes/Benefits					
	\$2,210.25	\$ 2,210.25	\$ -	\$ -	\$ 4,420.50
<u>Administration</u>					
<u>Operating Costs</u>					
		\$ 300.00	\$ -	\$ -	\$ 300.00
		\$ 300.00	\$ -	\$ -	\$ 300.00
<u>Program costs</u>					
Parent Incentives & Program Supplies	\$500.00	\$ 500.00	\$ -	\$ -	\$ 1,000.00
Childcare & Program Supplies		\$ -	\$ -	\$ -	\$ -
Curriculum		\$ 3,712.50	\$ -	\$ -	\$ 3,712.50
Facilitator Training & Travel	\$567.00		\$ -	\$ -	\$ 567.00
	\$1,067.00	\$ 4,212.50	\$ -	\$ -	\$ 5,279.50
Total Budget	\$3,277.25	\$ 6,722.75	\$ -	\$ -	\$ 10,000.00
<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 of the agreement.</i>					

EXHIBIT D-2: MONTHLY ACTIVITY REPORT

August 1, 2022 through June 30, 2023

Agency: Oregon City School District
Funded Service: Evidence-Based Parenting Education
Program Contact:
Contact Info:

*This report covers the fiscal year starting **August 1, 2022 through June 30, 2023**. Complete the sections below as they apply to the group(s) targeted for services with this funding as outlined in your Work Plan.*

Submit this report with monthly requests for reimbursement except on months when the quarterly report is submitted.

1. Total number of participants served during the month with the funding allocated for this programming:

Number of adult participants:

Number of children:

Number of unduplicated adults to date:

2. Activities that were conducted during the month with the funding allocated for this programming:

3. Issues related to service delivery and how those issues were addressed.

Person(s) completing this form:

Date:

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to _____
- Other _____

Originating County Department: _____

Other party to contract/agreement: _____

Description:

After recording please return to: _____

County Admin

Procurement

If applicable, complete the following:

Board Agenda Date/Item Number: _____