

April 2, 2020

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment #3 to a Grant Agreement with  
Do Good Multnomah for  
COVID-19 Response Services

<b>Purpose/Outcomes</b>	Agency will provide enhanced COVID-19 response to serve un-housed individuals and families in Clackamas County.
<b>Dollar Amount and Fiscal Impact</b>	Grant net increase of \$109,734, for a new grant total of \$376,400.
<b>Funding Source</b>	State of Oregon Housing and Community Services Department, Emergency COVID-19 funds through Intergovernmental Agreement #5135, H3S#9525.
<b>Duration</b>	Amendment #3 term will be March 16, 2020 through June 30, 2020.
<b>Previous Board Action</b>	Board approval of original agreement on November 7, 2019, item 110719-A3.
<b>Strategic Plan Alignment</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. This funding aligns with the County's strategic priority to ensure safe, healthy and secure communities.</li> </ol>
<b>Counsel Review</b>	The amendment was approved March 19, 2020.
<b>Contact Person</b>	Brenda Durbin, Director – Social Services Division – (503) 655-8641
<b>Contract No.</b>	9626

**BACKGROUND:**

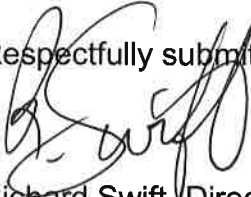
The Social Services Division of the Health, Housing and Human Services Department requests approval of an emergency Grant Amendment #3 with Do Good Multnomah for enhanced COVID-19 response for houseless population, including staffing, supplies, and motel vouchers. In response to COVID-19 Emergency Pandemic, funds for this Amendment will come from Oregon, Housing & Community Services Department, and some existing County General Funds currently in Do Good's agreement.

April 2, 2020

**RECOMMENDATION:**

Staff recommends the Board approval of this grant agreement and that Richard Swift, H3S Director, or his designee; be authorized to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Swift", written over the text "Respectfully submitted,".

Richard Swift, Director  
Health, Housing and Human Services Department

Contract Amendment  
Health, Housing and Human Services Department

H3S Contract Number 9518 Board Agenda Number COVID-19: to County Admin  
and Date 3-19-2020

Division Social Services Amendment No. 3

Contractor **Do Good Multnomah**

Amendment Requested By Brenda Durbin, Director

Changes:       Scope of Services                               Contract Budget  
                     Contract Time     Other: Pass-through requirements

**Justification for Amendment:**

As a result of the COVID-19 Emergency Pandemic, the Social Services Division of the Health, Housing & Human Services Department (SSD) received communications from the State of Oregon, Housing & Community Services Department (OHCS) that additional funds of approximately \$150,000 will be added to the existing Winter Shelter Intergovernmental Agreement (IGA #5135, H3S#9525) for enhanced COVID-19 response for houseless population, including staffing, supplies, and motel vouchers.

Do Good Multnomah is a recipient of funding issued under the IGA, and the purpose of Amendment #3 is to expand the Scope of Work in the contractor's grant agreement.

The existing agreement with Do Good for winter shelter services is \$266,666. With temperature-dependent winter shelter season ending soon, CGF funds within the agreement will be reduced by \$40,266 and reallocated, with new state funding increasing by \$150,000. This will result in a net increase to the dollar amount of the contract of \$109,734, and a new contract total of \$376,400.

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

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**AMEND ARTICLE I, #1**

Effective Date and Duration. This contract shall become effective November 1, 2019. Unless earlier terminated or extended, this Contract shall expire on April 15, 2020.

**TO READ:**

Effective Date and Duration. This contract shall become effective November 1, 2019. Unless earlier terminated or extended, this Contract shall expire on ***June 30***, 2020.



**AMEND ARTICLE I, #2**

Scope of Work. Contractor shall provide the following personal services: Provide an overnight warming center, and day shelter services to serve un-housed individuals in Clackamas County during periods of extreme cold ("Work"), further described in Exhibit A.

**TO READ:**

Scope of Work. Contractor shall provide the following personal services: Provide an overnight warming center, and day shelter services to serve un-housed individuals in Clackamas County during periods of extreme cold ("Work"), **and enhanced COVID-19 response during the term March 16, 2020 to June 30, 2020**, further described in Exhibit A.

**AMEND ARTICLE I, #3**

Consideration. The County agrees to pay Contractor, from available and authorized funds, for a total sum not to exceed Two Hundred Sixty Six Thousand Six Hundred and Sixty Six Dollars (\$266,666), for accomplishing the Work required by this Contract. Payments made are on a rate basis for bed nights and day shelter. A minimum total reimbursement for the warming shelter coordinator will not be less than \$17,000. Coordinator activities are listed in Exhibit A.

**TO READ:**

Consideration. The County agrees to pay Contractor, from available and authorized funds, for a total sum not to exceed **Three Hundred Seventy-Six Thousand Four Hundred Dollars (\$376,400)**, for accomplishing the Work required by this Contract. Payments **for warming center and coordinator services made** are on a rate basis for bed nights and day shelter. A minimum total reimbursement for the warming shelter coordinator will not be less than \$17,000. Coordinator activities are listed in Exhibit A. **Payment for COVID-19 response is based on the County approved budget listed in Exhibit A, Section II. Compensation.**

**AMEND Exhibit A, SECTION I. SCOPE OF WORK, A to INCLUDE:**

**13. Enhanced COVID-19 Scope of Work for the term March 16, 2020 to June 30, 2020:**

**Provide up to six staff persons; one outreach manager and up to five outreach specialists to accomplish the following:**

- **Conduct outreach and engagement to distribute information and basic supplies.**
- **Administer motel vouchers utilizing County-issued 'COVID-19 Motel Protocol for Houseless Persons', attached and incorporated by this reference.**
- **Refer to Exhibit A-1, 'Interim COVID-19 Guidance for Homeless Shelters' released by Oregon Housing Community Services, attached and incorporated by this reference.**
- **Assist in the staging of emergency outdoor shelter.**
- **Staff facility-based emergency shelters.**



- **Facilitate housing search and move in activities, and provide case management services, for clients who are transitioning from motels or other living arrangements who have been approved for a Metro 300 housing voucher.**
- **Complete HMIS Data Entry and corrections into HMIS provider specified by County.**
- **Point of Contact (POC) for Program Management as directed/updated by County.  
Current POC under Amendment #3 is Vahid Brown, County H3S Administration.**

**AMEND EXHIBT A. II COMPENSATION, Paragraph 1:**

The Contractor is eligible for an amount not to exceed Two Hundred Sixty Six Thousand Six Hundred and Sixty Six Dollars (\$266,666), for accomplishing the Work required by this Contract. Payments made are on a per site/per night basis for warming center activities; and on a per site/per day rate for day services.

**TO READ:**

***The Contractor is eligible for an amount not to exceed Three Hundred Seventy-Six Thousand Four Hundred Dollars (\$376,400), for accomplishing the Work required by this Contract. Payments for warming center and coordinator services made are on a rate basis for bed nights and day shelter, only from October 30, 2019 to April 15, 2020. A minimum total reimbursement for the warming shelter coordinator will not be less than \$17,000. Coordinator activities are listed in Exhibit A.  
Payment for COVID-19 response is based on the County approved budget listed in Exhibit A, Section II. Compensation.***

**AMEND EXHIBT A. II COMPENSATION TO INCLUDE:**

***Compensation under Amendment #3, term 3-16-2020 to 6-30-2020:***

***County to pay by reimbursement for actual expenses. Staffing and items purchased as supplies will require complete backup documentation such as payroll ledger and/or timesheet and receipts/invoices/proof of purchase during contract term for supplies.***

***Contractor may request an advance payment at contract execution by submitting an invoice for \$75,000 that will be used by Contractor for the purpose of paying for the cost of the motel/hotel for eligible clients. Payment will not be made until amendment execution.***

***Contractor may request approval for County to consider releasing another advance payment in the amount of \$50,000 for the purpose of paying for the cost of the motel/hotel for eligible clients. Payment will not be made until amendment execution.***





**County will not reimburse Contractor for any items that County determines do not have the required backup documentation/invoice/receipt/proof of expenditure.**

**Contractor will be required to return to County any unspent funds connected to all advanced payments made by County to Contractor, no later than 30 days after contract end date.**

**Invoices are due to County within 30 days after the month in which services are rendered. County may require June invoice to be due by July 10, 2020 to meet County Finance end-of-year deadlines. County Contract Program Manager or County Contract Administrator may waive invoice deadlines under special circumstances.**

**Invoice for Amendment #3 funds will be issued to Contractor after amendment execution.**

**Amendment #3 funds are valid for term 3-16-2020 to 6-30-2020:**

**Do Good – Budget\* COVID-19 Outreach Services**  
**Clackamas County, H3S#9518**

<b>Staffing</b>			
Description	County Budget	Do Good Contribution	Description2
Staffing (Wages)	\$ 77,000	\$ -	COVID-19: 6 FTE's- 1 Outreach Manager, 5 Outreach Specialists
Benefits (DGM)	\$ -	\$ 4,000	DGM Funds
Payroll Taxes	\$ 52,668	\$ -	COVID-19
<b>Total</b>	<b>\$ 129,668</b>	<b>\$ 4,000</b>	
<b>Operations</b>			
Description	County Budget	Do Good Contribution	Description
Motel Vouchers	\$ 125,000	\$ -	COVID-19
Supplies**	\$ 7,000	\$ -	COVID-19
<b>Total</b>	<b>\$ 132,000</b>	<b>\$ -</b>	
<b>Administration</b>			
Description	County Budget	Do Good Contribution	Description
Insurance	\$ -	\$ 1,200	DGM Funds
Bookkeeper/ CPA	\$ -	\$ 1,000	DGM Funds
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,200</b>	
<b>County Approved Budget Total</b>	<b>\$261,668</b>		

*\*County Program Manager in consultation with Contract Administrator may adjust budget category and line totals as needed, provided contract maximum is not exceeded.*

*\*\*Supplies are estimated at \$2,000 per month, but may exceed this per month estimate, provided that the \$7,000 budgeted is not exceeded.*



**AMEND EXHIBIT A, Page 16, ADDITIONAL REQUIREMENTS, PARAGRAPH A:**

- A) Organization must provide services to clients without regard to race, religion, ancestry, color, national origin, gender expression, sex, sexual orientation, age, marital status, sexual orientation, familial status, disability (as defined under the Americans with Disabilities Act) or any other protected class as defined in applicable state and federal law. Contracted services must reasonably accommodate the cultural, language and other special needs of clients.

The shelter must not require religious participation.

The shelter can limit residential services to specific subpopulations of homeless people in regard to gender expression, age, and disability as long as the purpose is to enhance service provision or the dignity and safety of participants, and if appropriate referrals are made for the benefit of clients who are denied services.

**TO INCLUDE:**

- B) Organization must provide services to clients without regard to race, religion, ancestry, color, national origin, gender expression, sex, sexual orientation, age, marital status, sexual orientation, familial status, ***perceived or actual COVID-19 symptoms or confirmed diagnosis or other health conditions***, disability (as defined under the Americans with Disabilities Act) or any other protected class as defined in applicable state and federal law. Contracted services must reasonably accommodate the cultural, language and other special needs of clients.

The shelter must not require religious participation.


The shelter can limit residential services to specific subpopulations of homeless people in regard to gender expression, age, and disability as long as the purpose is to enhance service provision or the dignity and safety of participants, and if appropriate referrals are made for the benefit of clients who are denied services.



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

**AGENCY**

**DO GOOD MULTNOMAH**

By:   
Chris Aiosa, Executive Director

3-19-20  
Date

5830 NE Alameda Street  
Department  
Street Address

Portland, OR 97213  
City / State / Zip  
(503) 490-7298 /  
Phone / Fax

Oregon Business Registry#: 1110774-91  
Tax ID#: 47-3934102  
Email: [caiosa@dogoodmultnomah.org](mailto:caiosa@dogoodmultnomah.org)

**CLACKAMAS COUNTY**

Commissioner: Jim Bernard, Chair  
Commissioner: Sonya Fischer  
Commissioner: Ken Humberston  
Commissioner: Paul Savas  
Commissioner: Martha Schrader

**Signing on Behalf of the Board:**

  
Richard Swift, Director  
Health, Housing and Human Services  
*Gary Schmidt, County Administrator*

3/19/2020  
Date



## **Clackamas County COVID 19 Motel Protocol for Houseless Persons**

March 18, 2020

### Background

- As of today there are no confirmed COVID 19 cases among Clackamas County warming center guests or houseless persons
- Literally homeless people over age 60 and literally homeless people with underlying health conditions are at higher risk of serious illness should they contract COVID 19
- Proactive steps are needed to contain the spread of COVID 19 throughout the County and region

### Estimated Need

Approximately 116 persons, based on warming center guests 1/1/20-present

### Eligibility for Motel Vouchers

- Literally homeless and unsheltered (sleeping outdoors, vehicle, other place not meant for human habitation), and either
  - 60 or older with a chronic health condition that increases vulnerability,
  - or
  - Experiencing uncharacteristic cough (ie by self-report different than usual smokers cough for people who smoke) or fever

### Partner Providers

Do Good Multnomah (lead provider)

Clackamas County Health Centers

Providence BOB team through 6/30/20

LEAD

Clackamas County Social Services

### Vouchering Protocol

- Outreach teams, Warming Centers, Day Centers (CSC, TFH and Fort Kennedy) can refer people meeting the above criteria to the designated Do Good contact or team
- All parties to this agreement will arrange payment to motels at a maximum of every two weeks and each voucher will be re-evaluated at a maximum of every two weeks based on a number of factors including individual needs and overall situation relative to the virus
- As much business as possible will be conducted remotely
- HMIS data will be entered into project # 5234 - SS Emergency Assistance Clackamas SP by Do Good or the partner provider working directly with the motel guest
- A shared google spreadsheet will be created in order to track expenses and projected expenses in real time, all parties to this agreement will keep as updated as possible and HMIS ID numbers used to identify each person or household being vouchered
- Do Good will invoice Clackamas County monthly
- CCSS staff can use existing motel voucher funding for people we are actively engaged with who meet the above criteria (\$4,259 remaining) whether or not they are moving into housing soon. More funds may be available if needed

### Logistics and Services for Motel Vouchered Guests

- Every effort will be made to voucher people into rooms with telephones, microwaves and refrigerators. For families and people with special needs, kitchenettes are preferable.
- No person without a working cell phone will be vouchered into a room without a land line.





**Do Good Multnomah**

**Personal Services Contract # 9518– Amendment # 3**

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- Do Good and/or partner providers will work individually with each person to develop a plan ensuring access to food. CSC or area senior centers potentially could be paid for prepared meals. Delivery would need to be worked out.
- Do Good and/or partner providers will attempt to contact each motel vouchered guest at least every other day to check in about overall health, food and any other immediate basic needs
- Do Good and/or partner providers will also obtain information on medical providers, type of insurance and emergency contacts for each vouchered individual
- If any vouchered individual is not enrolled in a health care plan, and eligible to enroll, Do Good and/or partner providers will prioritize helping them enroll which (hopefully) can be done remotely
- Persons consistently breaking motel rules and excluded from current motel will be given the opportunity to try a different motel, within reason and after a harm reduction conversation
- Do Good and/or partner providers will encourage motel vouchered people who are not in the Coordinated Housing Access system to call in and be assessed for longer term housing programs and help connect people with needed health, mental health and recovery services if appropriate
- The same protocols will apply to motel vouchered persons who become symptomatic as would apply to anyone else in the community at that time. Generally, isolation and OTC medication, calling in before visiting a health care facility and relying on health care professionals to determine whether testing, hospitalization or any additional medical treatment is warranted.



# Interim COVID-19 Guidance for Homeless Shelters

## Introduction

Homeless shelters pose many challenges due to their unique environment. Particular challenges include vulnerable populations, restrictions on client or resident movement and limited skilled staff or alternative work schedules for staff. Special considerations should be taken to prevent disease transmission when considering the movement of clients or residents, visitors and staff into and within the facilities. Facilities are advised to contact and collaborate with the local health department along with other local, state, and federal partners to develop specific protocols and procedures that would be employed to control impacts from COVID-19.

**NOTE:** Please be aware that this guidance is based on the best information currently available. Visit the [Oregon Health Authority](#), [Housing and Urban Development](#), and [Center for Disease Control and Prevention](#) for more information.

## Facility Readiness and Response plans

Persons experiencing homelessness may be at risk for infection during an outbreak of COVID-19. This interim guidance is intended to support response planning by homeless service providers, including overnight emergency shelters, day shelters, and meal service providers. There is much to learn about the transmissibility, severity, and other features of the disease. Everyone can do their part to help plan, prepare, and respond to this emerging public health threat.

### Be prepared

- Refer to the CDC site for pandemic preparedness [resources for Homeless shelters](#).
- Identify and implement mechanisms for access to public health and other critical information needed for situational awareness.
- Participate in local interagency COVID-19 planning activities.

### Communicate with staff and residents

- Keep residents and employees informed.
- Describe what actions the facility is taking to protect them, including answering their questions and explaining what they can do to protect themselves and their fellow residents.
- Educational materials and information should be provided to residents and visitors. If possible, materials should be translated.



**Protect your volunteers and workforce and your residents**

- Ensure staff are aware of sick leave policies and are encouraged to stay home if they are ill with respiratory symptoms.
- Advise employees to check for any signs of illness before reporting to work each day and notify their supervisor if they become ill.

**Social Distancing in Congregate Settings**

Limiting the number of people who congregate and interact with one another within a facility and allowing more physical space between people can help to curb spread of this infection. Depending on specific facility needs and severity of exposure to persons with COVID-19, social distancing can range from decreasing the number of people who can congregate at a time for different activities to suspending all non-essential activities. Explain to clients and staff why people are isolated from others to avoid stigmatizing those who are affected.

**The following are examples of social distancing that can be considered in congregate settings to limit the spread:**

<p>Sleeping Arrangements</p>	<ul style="list-style-type: none"> <li>• Increase spacing so beds are at least 3-6 feet apart</li> <li>• If space allows, put less residents within a dorm/unit</li> <li>• Arrange beds so that individuals lay head-to-toe (or toe-to-toe), or use neutral barriers</li> <li>• Move residents with symptoms into separate rooms with closed doors</li> <li>• If only shared rooms are available, consider housing the ill person in a room with the fewest possible number of other residents</li> <li>• Avoid housing people with underlying conditions in same room as people with symptoms</li> </ul>
<p>Mealtimes</p>	<ul style="list-style-type: none"> <li>• Stagger mealtimes to reduce crowding in shared eating facilities</li> <li>• Stagger the schedule for use of common/shared kitchen</li> </ul>
<p>Bathrooms &amp; Bathing</p>	<ul style="list-style-type: none"> <li>• Create a staggered bathing schedule to reduce the amount of people using the facilities at the same time</li> </ul>
<p>Common Areas</p>	<ul style="list-style-type: none"> <li>• Create a schedule for using common spaces</li> <li>• Reduce activities that congregate many residents at once such as "house meetings" and opt for smaller group activities</li> </ul>



Transport	<ul style="list-style-type: none"><li>• Opt for transporting less people per trip and ensure that passengers have more space between one another</li></ul>
Communication	<ul style="list-style-type: none"><li>• Reduce the amount of face-to-face interactions with residents for simple informational purposes</li><li>• Consider using the following methods of communication: Bulletin boards, signs, posters, brochures, emails, phone, sliding information under someone's door or mailbox</li></ul>

