

April 7, 2022

Board of County Commissioners  
Clackamas County

Approval of Grant Amendment #1 to a Federal Subrecipient Grant Agreement with Northwest Family Services for Rental Assistance Services. No Dollar Change to Amendment. Funding through U.S. Department of Treasury, Consolidated Appropriations Act, Federal Emergency Rental Assistance Funds.  
County General Funds are not involved.

<b>Purpose/Outcomes</b>	Approval of Amendment #1 to continue to allow Northwest Family Services, to provide rent assistance to households impacted by the COVID-19 crisis.
<b>Dollar Amount and Fiscal Impact</b>	No dollar change to amendment. Amendment adjusts fund sources. Agreement total remains the same at \$325,297.
<b>Funding Source</b>	Federal Emergency Rental Assistance (FERA) funding from US Treasury through the CAA. No County General Funds are involved.
<b>Duration</b>	Amendment is effective upon signature to June 30, 2022.
<b>Previous Board Action/Review</b>	The original agreement was approved by the Board May 6, 2021. Item at County Issues: 4-5-22.
<b>Strategic Plan Alignment</b>	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. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities.
<b>Counsel Review</b>	Approved 3-16-22 by Andrew Naylor.
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: Item is a Grant Amendment
<b>Contact Person</b>	Brenda Durbin, Director – Social Services Division – (503) 655-8641
<b>Contract No.</b>	H3S#10101, #21-024

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services requests approval of Grant Amendment #1 to a federal subrecipient grant agreement with Northwest Family Services to continue to provide rent assistance to households impacted by the COVID-19 crisis.

Amendment #1 extends the Agreement end to June 30, 2022 and the eligible grant expenditure period for Federal Emergency Rental Assistance (FERA) funding to June 30, 2022. This Amendment #1 also reduces State of Oregon STARR rent assistance by \$30,157 and increases FERA rent assistance funding by the same amount. In addition, Amendment #1

reduces Community Development Block Grant Funding for program delivery by \$20,857 while increasing FERA program delivery funding by the same amount.

Funding for Amendment #1 is from the U.S. Department of Treasury through the Consolidated Appropriations Act, Federal Emergency Rental Assistance funds. County Counsel approved the Amendment and there is no change to maximum compensation. No County General Funds are required.

**RECOMMENDATION:**

Staff recommends the Board approval of this Amendment and that the Board authorizes the Chair to sign on behalf of the County.

Respectfully submitted,

*Rodney A. Cook*

Rodney A. Cook  
Director  
Health, Housing and Human Services Department

Attachment:  
Grant Amendment #1, H3S#10101, #21-024


Federal Subrecipient Grant Amendment (FY21-22)  
Clackamas County, Department of Health, Housing and Human Services

Subrecipient Agreement Number: 21-024 (H3S#10101) Board Order Number: \_\_\_\_\_

Department/Division: Social Services Division Amendment No. 1

Subrecipient: Northwest Family Services Amendment Requested By: Brenda Durbin

Approved to Form:

 \_\_\_\_\_ 03/16/2022  
County Counsel Dated

Changes:  Scope of Services  Grant Budget  
 Grant Time  Other \_\_\_\_\_

**Justification for Amendment:**

This Amendment #1 is entered into between Northwest Family Services ("SUBRECIPIENT") and Clackamas County ("COUNTY") and shall become part of that Federal Subrecipient Grant Agreement ("Agreement") entered into between both parties on May 6, 2021.

Amendment #1 extends the Agreement end to June 30, 2022 and the eligible grant expenditure period for Federal Emergency Rental Assistance (FERA) funding to June 30, 2022. This Amendment #1 also reduces State of Oregon STARR rent assistance by \$30,157 and increases FERA rent assistance funding by the same amount. In addition, the Amendment #1 reduces Community Development Block Grant Funding for program delivery by \$20,857 while increasing FERA program delivery funding by the same amount. There is no change to maximum compensation and there are no County General Funds required.

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: SECTION 1. Term and Effective Date:**

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed. Eligible expenses for this Agreement may be charged during the period beginning January 1st, 2021 and expiring December 31, 2021, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement. Funds issued under this Agreement may be used for expenses approved in writing by COUNTY relating to the project incurred, per specific eligible expenditure period as outlined in Exhibit B.

**TO READ:**

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed. Eligible expenses for this Agreement may be charged during the period beginning January 1st, 2021 and expiring **June 30, 2022**, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement. Funds issued under this Agreement may be used for expenses approved in writing by COUNTY relating to the project incurred, per specific eligible expenditure period as outlined in Exhibit B.

**AMEND: SECTION 4. Grant Funds:**

4. **Grant Funds.** The maximum, not to exceed, grant amount COUNTY will pay is \$325,297. 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 Payment Request and Exhibit E: Monthly/ Final Performance Report. Failure to comply with the terms of this Agreement may result in withholding of payment or repayment of any funds advanced, together with any other remedy available to COUNTY under this Agreement, at law, or in equity. COUNTY’s funding for this Agreement is as follows:

- \$250,235: Consolidated Appropriations Act (CFDA #: 21.023) issued to COUNTY by the U.S. Department of the Treasury.
- \$47,748: State Supporting Tenants Accessing Rental Assistance (“STARR”) funding from the State of Oregon Housing and Community Services Department through COUNTY’s Master Grant Agreement #5084.
- \$27,314: Community Development Block Grant (“CDBG COVID”) (CFDA #: 14.218; FAIN: B20-UW-410001) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

**TO READ:**

4. **Grant Funds.** The maximum, not to exceed, grant amount COUNTY will pay is \$325,297. 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 Payment Request and Exhibit E: Monthly/ Final Performance Report. Failure to comply with the terms of this Agreement may result in withholding of payment or repayment of any funds advanced, together with any other remedy available to COUNTY under this Agreement, at law, or in equity. COUNTY’s funding for this Agreement is as follows:

- **\$301,249:** Consolidated Appropriations Act (CFDA #: 21.023) issued to COUNTY by the U.S. Department of the Treasury.
- **\$17,591:** State Supporting Tenants Accessing Rental Assistance (“STARR”) funding from the State of Oregon Housing and Community Services Department through COUNTY’s Master Grant Agreement #5084.
- **\$6,457:** Community Development Block Grant (“CDBG COVID”) (CFDA #: 14.218; FAIN: B20-UW-410001) issued to COUNTY by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

**AMEND EXHIBIT B, SUBRECIPIENT PROGRAM BUDGET:**

**EXHIBIT B  
SUBRECIPIENT PROGRAM BUDGET**

SUBRECIPIENT is eligible for an amount not to exceed Three Hundred Twenty Five Thousand Two Hundred Ninety-Seven Dollars (\$325,297) for work performed as specified under the conditions listed in Exhibit A. This amount includes:

1. Supporting Tenants Accessing Rental Assistance Program (STARR) – State funded Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through June 30, 2021, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties.

**Northwest Family Services**

Federal Subrecipient Grant Agreement #21-024 (H3S# 10101) – Amendment #1

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Note: Except when eligible clients are only eligible for Federal Emergency Rental Assistance (“ERA”), and not eligible under STARR, the STARR funds must be used.

Eligible expenditure period for SUBRECIPIENT program delivery and administration is January 1, 2021 to June 30, 2021, and budget amounts as shown in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable state requirements, as amended, including Exhibits K, L, & M. SUBRECIPIENT must comply with Subrecipient Requirements as identified in COUNTY’S 19-21 Master Grant Agreement #5084 issued by the State of Oregon through its Housing & Community Services Department, incorporated into this Agreement by reference and available upon request. SUBRECIPIENT shall check requirement updates at State of Oregon Housing & Community Services Department website: <https://www.oregon.gov/ohcs/providers/Pages/program-compliance-forms.aspx>

**2. Federal Emergency Rental Assistance (ERA)**

Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through December 31, 2021, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties. Eligible expenditure period for administration and program delivery is January 1, 2021 to December 31, 2021, and budget amounts as show in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements, as amended by the U.S. Department of Treasury, including Exhibits H, I, & J. SUBRECIPIENT shall check requirement updates at U.S. Treasury website <https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

**3. Community Development Block Grant CARES (CDBG COVID)** Eligible expenditure period for program delivery for CDBG funds is January 1, 2021 to December 31, 2021, and according to budget amounts as shown in table below. Program delivery will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements and as identified in Exhibit N: Compliance Requirements: Community Development Block Grant (CDBG COVID) Funds.

Budget Line Items	State funds - STARR Budget	Federal funds - ERA Budget	Federal Fund- CDBG COVID Budget
Program Delivery (Includes staff salaries, benefits, taxes).	\$7,539	\$11,317	\$27,314
Administration	\$10,052	\$12,575	0
Rent Assistance	\$30,157	\$226,343	0
<b>Total</b>	<b>\$47,748</b>	<b>\$250,235</b>	<b>\$27,314</b>

**TO READ:**

**EXHIBIT B  
SUBRECIPIENT PROGRAM BUDGET**

SUBRECIPIENT is eligible for an amount not to exceed Three Hundred Twenty Five Thousand Two Hundred Ninety-Seven Dollars (\$325,297) for work performed as specified under the conditions listed in Exhibit A. This amount includes:

1. Supporting Tenants Accessing Rental Assistance Program (STARR) –State funded Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through June 30, 2021, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties.

Note: Except when eligible clients are only eligible for Federal Emergency Rental Assistance (“ERA”), and not eligible under STARR, the STARR funds must be used.

Eligible expenditure period for SUBRECIPIENT program delivery and administration is January 1, 2021 to June 30, 2021, and budget amounts as shown in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable state requirements, as amended, including Exhibits K, L, & M. SUBRECIPIENT must comply with Subrecipient Requirements as identified in COUNTY’S 19-21 Master Grant Agreement #5084 issued by the State of Oregon through its Housing & Community Services Department, incorporated into this Agreement by reference and available upon request. SUBRECIPIENT shall check requirement updates at State of Oregon Housing & Community Services Department website: <https://www.oregon.gov/ohcs/providers/Pages/program-compliance-forms.aspx>

2. Federal Emergency Rental Assistance (ERA)

Eligible expenditure period for client rent assistance includes payment of arrears incurred after April 1, 2020 through **June 30, 2022**, per budget amounts as shown in table below. Payment of rent assistance by SUBRECIPIENT is eligible for reimbursement for payments made after signature of both parties. Eligible expenditure period for administration and program delivery is January 1, 2021 to **June 30, 2022**, and budget amounts as show in table below. Program delivery and administration will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements, as amended by the U.S. Department of Treasury, including Exhibits H, I, & J. SUBRECIPIENT shall check requirement updates at U.S. Treasury website <https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

3. Community Development Block Grant CARES (CDBG COVID) Eligible expenditure period for program delivery for CDBG funds is January 1, 2021 to December 31, 2021, and according to budget amounts as shown in table below. Program delivery will be billed based on actual expenditures incurred. Eligible expenditures must comply with all applicable federal requirements and as identified in Exhibit N: Compliance Requirements: Community Development Block Grant (CDBG COVID) Funds.

Budget Line Items	State funds – STARR Budget	Federal funds – ERA Budget	Federal Fund – CDBG COVID Budget
Program Delivery (Includes staff salaries, benefits, taxes).	\$7,539	<b>\$32,174</b>	<b>\$6,457</b>
Administration	\$10,052	\$12,575	0
Rent Assistance	<b>\$0</b>	<b>\$256,500</b>	0
Total	<b>\$17,591</b>	<b>\$301,249</b>	<b>\$6,457</b>

**SIGNATURE PAGE TO FOLLOW**

