

June 2, 2022

Board of Commissioners  
Clackamas County

Members of the Board:

Approval of a Non-Federal Subrecipient Grant Amendment #6 with Clackamas Women’s Services for System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. Agreement is funded by the State of Oregon, Housing and Community Services Department. No Dollar Increase in Amendment.  
No County General Funds are involved.

<b>Purpose/Outcomes</b>	Approval of Amendment # 6, which extends the end date of the eligible grant expenditure from July 1, 2021 through December 31, 2021 to July 1, 2021 through June 30, 2022, to continue System Diversion, Homelessness Prevention, and Rapid Re-Housing Services.
<b>Dollar Amount and Fiscal Impact</b>	No dollar increase.
<b>Funding Source</b>	State of Oregon Housing and Community Services Department, Emergency Housing Assistance (EHA) funds. No County General Funds.
<b>Duration</b>	Amendment is effective upon signature, with an eligible grant expenditure period of July 1, 2021 – June 30, 2022.
<b>Previous Board Action</b>	The original agreement, amendments #1 (2-18-2019), #3 (12-5-2019), and #4 (10-8-2020), were approved by the Board and authorized for H3S signature authority in 2018 and 2020. Amendment #2 was approved by the H3S Director (6-29-2019). Amendment #5 was approved by the Board (1-13-2022). Item at County issues: May 31, 2022.
<b>Strategic Plan Alignment</b>	1. This funding aligns with H3S’s strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the County’s strategic priority to ensure safe, healthy and secure communities.
<b>Counsel Review</b>	This Non-Federal Subrecipient Grant Amendment was reviewed and approved by County Counsel on 4-18-22.
<b>Procurement Review</b>	1. Was the item processed through Procurement? No 2. If no, provide brief explanation: This is a grant amendment, not subject to Procurement review.
<b>Contact Person</b>	Brenda Durbin, Social Services Director (503)655-8641
<b>Agreement Number</b>	H3S# 8697

**BACKGROUND:**

The Social Services Division (SSD) of the Health, Housing, and Human Services Department requests the approval of Amendment #6 with Clackamas Women’s Services for System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. The Agreement is funded with Emergency Housing Assistance state grant funds passed through to SSD from Oregon Housing and Community Services (OHCS). OHCS executed the County’s 21-23 Master Grant Revenue Agreement to fund this program, along with many others providing services to low income households, in August 2021. Since the

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2051 Kaen Road, Oregon City, OR 97045 • Phone (503) 650-5697 • Fax (503) 655-8677

[Clackamas.us/h3s](http://Clackamas.us/h3s)

Agreement was executed, SSD has been working with OHCS on approval of work plans, subrecipient lists and budgets for each individual funding stream in order to be able to spend funds. EHA funds were approved and made available for spending in November 2021, with an eligible period of expenditure beginning July 1, 2021.

This Grant Amendment was approved by County Counsel and is effective upon signature by all parties. The grant award and amendments were made under a Notice of Funding Opportunity with additional funder-approved extensions. OHCS has approved an extension from the previous amendment, and the Amendment will allow an eligible grant expenditure period of July 1, 2021 to June 30, 2022. No County General Funds are required.

**RECOMMENDATION:**

Staff recommends the Board approval of this Grant Amendment, and authorization for Tootie Smith, Board Chair, to sign.

Respectfully submitted,

*Rodney A. Cook*

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

Attachment:  
Non-Federal Subrecipient Grant Amendment #6, H3S#8697

Agency Service Contract (Grant) Amendment  
Health, Housing and Human Services Department

H3S Contract Number \_\_\_\_\_ 8697 Board Agenda Number \_\_\_\_\_

and Date \_\_\_\_\_

Division \_\_\_\_\_ Social Services Amendment No. \_\_\_\_\_ 6

Contractor \_\_\_\_\_ **Clackamas Women's Services**

Amendment Requested By \_\_\_\_\_ Brenda Durbin, Director

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

**Justification for Amendment:**

This Amendment #6 is entered into between Clackamas Women's Services ("AGENCY") and Clackamas County ("COUNTY") and shall become part of that Agency Service Contract grant agreement ("Agreement") entered into between both parties on April 4, 2018.

The State of Oregon Housing and Community Services Department (OHCS) has approved extending the grant award for system diversion, homelessness prevention and rapid re-housing services to June 30, 2022.

Amendment #6 extends the eligible grant expenditure period from Amendment # 5 from July 1, 2021 to December 31, 2021 to July 1, 2021 to June 30, 2022. No county general funds are involved.

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 EXHIBIT B, REPORTING REQUIREMENTS, SECTION B, INVOICING, the following paragraph:**

Total amount billed for Homelessness Prevention and Rapid Re-housing during the eligible grant expenditure period of July 1, 2021 to December 31, 2021 shall not exceed \$40,000 based on Exhibit C.

**TO READ:**

Total amount billed for Homelessness Prevention and Rapid Re-housing during the eligible grant expenditure period of July 1, 2021 to ***June 30, 2022*** shall not exceed \$40,000 based on Exhibit C.

**AMEND EXHIBIT C, BUDGET & OUTPUT, SECTION A. BUDGET:**

**A. BUDGET**

Total maximum compensation under this contract shall not exceed \$520,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$520,000 EHA funds as follows:

Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under original NOFO award, shall not exceed \$160,000.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under Amendment #1 award, shall not exceed \$160,000. Eligible costs applied to Amendment #1 funds for System Diversion, Homeless Prevention, and Rapid Re-Housing shall be from January 1, 2019 to June 30, 2019.

Total amount billed under Amendment #1 funds are as follows:

System Diversion estimated at \$40,000, reduces as bednights are billed.

Rapid Re-Housing Mobile Housing Team shall not exceed \$60,000, reduced as bednights are billed.

In lieu of fully expending Amendment #1 funds outline above for System Diversion, Homelessness Prevention and Rapid Re-Housing line items, flexibility will be allowed for AGENCY to bill COUNTY \$36.00 per person in residence per night, up to a maximum of 1,245 bednights, for a total dollar amount of \$44,820 with payments to be made as outline in Exhibit B: Reporting Requirements. A minimum of 1,132 bednights must be billed at \$36.00 per person in residence per night rate, and all bednights may only be billed for services between April 1, 2019 through June, 30 2019.

Administration is allowed, and shall be billed monthly, not to exceed 5% of total monthly charges (based on participant rent and deposits, other eligible client assistance, and personnel & mileage) on invoice submittals, and not to exceed a total amount of \$2,300 in the July 1, 2019-June 30, 2020 to Amendment #1 and a total amount of \$2,300 in the July 1, 2020 to June 30, 2021 Amendment #2 term.

Eligible costs applied to Amendment #3 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2019 to June 30, 2020, and total amount billed shall not exceed \$80,000.

Eligible costs applied to Amendment #4 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021, and total amount billed shall not exceed \$80,000.

Eligible costs applied to Amendment #5 award shall not exceed \$40,000 for Homelessness Prevention or Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to December 31, 2021.

Eligible administrative expenses for Amendment #5 shall not exceed \$2,000 in the July 1, 2021 to December 31, 2021 eligible grant expenditure period.

Administration is not in addition to grant award.

Administration and personnel costs shall not be billed without associated client services, but shall be billed each month during the contract term to reflect the monthly time spent serving clients and include associated client support expenses.

**Budget Spend Down Requirement.** All grant funds, with the exception of administrative allocations, will be spent proportionally to the expenditure period at the rates prescribed below.

Minimum Spending Targets for July 1, 2019 to June 30, 2020:

By December 31, 2019 at least 10% of the funding must be spent

By December 31, 2019 at least 35% of the funding must be spent

By March 31, 2020, at least 70% of the funding must be spent

By May 15, 2020, at least 90% of the funding must be spent.

Minimum Spending Targets for July 1, 2020 to June 30, 2021:

By December 31, 2020, at least 10% of the funding must be spent

By December 31, 2020, at least 35% of the funding must be spent

By March 31, 2021, at least 70% of the funding must be spent

By May 15, 2021, at least 90% of the funding must be spent.

Minimum Spending Target for July 1, 2021 to December 31, 2021:

By December 15, 2021, at least 90% of the funding must be spent

Any spending below the rates above is subject to rescission of the program funds which may be reallocated by COUNTY. When spending is below the threshold described above, and prior to funding rescission, COUNTY and AGENCY will commit to collaborating to find solutions that resolve the issues.

**Withholding of Funds.** COUNTY may withhold any and all undisbursed grant funds from AGENCY if COUNTY, in its sole discretion, determines that AGENCY has failed to timely satisfy any material obligation arising under this Agreement, including Program & Reporting Requirements. AGENCY obligations include, but are not limited to providing complete, accurate, and timely reports satisfactory to COUNTY about its performance under this Agreement as well as timely satisfying all Program and Reporting Requirements, including timely provision of additional information or explanation of Work costs or performance as may be requested. COUNTY also may withhold any and all requested grant funds from AGENCY if COUNTY, in its sole discretion, determines that the rate or scale of requests of funds in any expenditure category deviates from approved budget or is unsubstantiated by required and related back up documentation.

Eligible Expenditure Period Budget July 1, 2021 to December 31, 2021:

COUNTY may, in its sole discretion, approve adjustments to all encumbrance lines and budget categories.

AGENCY may make adjustments to AGENCY'S budget for this Amendment #4 within the Homelessness Prevention or Rapid Re-Housing elements as follows without prior approval from COUNTY:

- Adjust up to 10% between 'participant rent and deposits' and 'other eligible client assistance' lines.
- Personnel and mileage categories may be reduced and the corresponding amount applied to increase 'participant rent and deposits' and 'other eligible client assistance' lines.

Budget and Output Template  
System Diversion, Homelessness Prevention, and Rapid Re-housing  
Estimated Project Period: 7/1/2021 – 12/31/2021

***Proposed Project Budget and Output Detail***

Allowable Costs by Element	Budget	Projected HH For Amend. Term
<b>Homelessness Prevention, includes System Diversion</b>		15
Participant rent and deposits	\$ 21,000.00	
Other eligible client assistance	\$ 5,000.00	
Personnel & mileage	\$ 12,000.00	15
<b>HP Total</b>	\$ 38,000.00	
<b>Rapid Re-Housing, includes System Diversion</b>		
<b>RRH Total</b>	\$ -	
<b>Administration - 5% Total</b>	\$ 2,000.00	
<b>Grand Total</b>	\$ 40,000.00	

**TO READ:**

Total maximum compensation under this **Agreement** shall not exceed \$520,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$520,000 EHA funds as follows:

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Eligible costs applied to Amendment #3 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2019 to June 30, 2020, and total amount billed shall not exceed \$80,000.

Eligible costs applied to Amendment #4 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021, and total amount billed shall not exceed \$80,000.

Eligible costs applied to Amendment #5 & **Amendment #6** award shall not exceed \$40,000 for Homelessness Prevention or Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to **June 30, 2022**.

Eligible administrative expenses for Amendment #5 & **Amendment #6** shall not exceed \$2,000 in the July 1, 2021 to **June 30, 2022**, eligible grant expenditure period.

Administration is not in addition to grant award.

Administration and personnel costs shall not be billed without associated client services, but shall be billed each month during the contract term to reflect the monthly time spent serving clients and include associated client support expenses.

Budget Spend Down Requirement. All grant funds, with the exception of administrative allocations, will be spent proportionally to the expenditure period at the rates prescribed below.

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Minimum Spending Target for July 1, 2021 to **June 30, 2022**:

By **June 15, 2022**, at least 90% of the funding must be spent

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<b>RRH Total</b>	\$ -	
<b>Administration - 5% Total</b>	\$ 2,000.00	
<b>Grand Total</b>	\$ 40,000.00	

**AMEND EXHIBIT C, SECTION C, OUTCOMES/PERFORMANCE MEASURES, To adjust the following paragraph:**

During the Amendment #5 eligible grant expenditure period, July 1, 2021 to December 31, 2021, approximately 15 households will be served with Homelessness Prevention funds.


**TO READ:**

***During the eligible grant expenditure period for Amendment #5 and Amendment #6, July 1, 2021 to June 30, 2022, approximately 15 households will be served with Homelessness Prevention funds.***

**SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #6 to be executed by their duly authorized officers.

**AGENCY**  
**Clackamas Women's Services**

By:   
\_\_\_\_\_  
Melissa Erlbaum, Executive Director

05/02/2022  
\_\_\_\_\_  
Date

256 Warner Milne Rd.  
\_\_\_\_\_  
Street Address  
Oregon City, OR 97035  
\_\_\_\_\_  
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Phone / Fax

**CLACKAMAS COUNTY**

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

\_\_\_\_\_  
Tootie Smith, Chair  
Board of County Commissioners  
  
\_\_\_\_\_  
Date

Approved to Form:

  
\_\_\_\_\_  
County Counsel  
05/02/2022  
\_\_\_\_\_  
Date