

July 9, 2020

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of Amendment #3, to Intergovernmental Subrecipient Agreement with Foothills Community Church/Molalla Adult Community Center to Provide Older Americans Act Services for Clackamas County Residents

Purpose/Outcomes	Subrecipient Agreement, Amendment #3 with the Foothills Community Church/Molalla Adult Community Center to provide Older American Act (OAA) funded services for persons in the Molalla/Molino service area.
Dollar Amount and Fiscal Impact	The maximum value is increased by \$33,134 for a revised agreement maximum of \$205,071. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
Funding Source	The Older American Act (OAA and Ride Connection pass-through funds - no County General Funds are involved.
Duration	Amendment is effective April 21, 2020 and terminates on June 30, 2020
Previous Board Action	061319-A1, 050720-A1
Strategic Plan Alignment	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
County Counsel	Amendment in a format approved by County Counsel and has been reviewed by EOC Command.
Contact Person	Brenda Durbin, Director, Social Services Division 503-655-8641
Contract No.	H3S #9315; Subrecipient #20-003

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #3; with Foothills Community Church/Molalla Adult Community Center to provide Older American Act (OAA) funded services for persons living in the Molalla/Molino service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This amendment was delayed due to the timing of the State agreement amendment.

Page 2 – Staff Report: H3S#9297
April 30, 2020

This amendment adds \$33,134 in funding for the 2019-20 fiscal year retro-active to April 21, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel and has been reviewed by EOC Command.

RECOMMENDATION:

Staff recommends the Board approval of this 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 blue ink that reads "Richard Swift, H3S Deputy / For". The signature is written in a cursive style.

Richard Swift, Director
Health Housing & Human Services

Subrecipient Agreement Amendment
Health, Housing and Human Services

H3S Contract#: 9315 Subrecipient #: 20-003 Board Agenda #: 0691319-A1, 050720-A1

Division: Social Services

Amendment Number: 3

Contractor: Foothills Community Church as manager of; Molalla Adult Comm. Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$33,134.

This Amendment #3, when signed by the Foothills Community Church as manager of Molalla Adult Community Center ("SUBRECIPIENT") the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County ("COUNTY") will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

WHEREAS, the SUBRECIPIENT and COUNTY entered into those certain Subrecipient Agreement documents for the provision of services dated July 1, 2019 as may be amended ("agreement");

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 21, 2020 and otherwise modify it as set forth herein;

NOW, THEREFORE, the SUBRECIPIENT and COUNTY hereby agree that the Agreement is amended as follows:

- I. **Amend:** The maximum not-to-exceed compensation payable to Subrecipient under this agreement for the period of July 1, 2019 through June 30, 2020 is:
 4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$171,937**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
 - a. **Grant Funds.** The COUNTY's funding of **\$62,663** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to the COUNTY by the State of Oregon, Department of

Human Services, State Unit on Aging and **\$4,800** from Federal Transportation Administration funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation.

- b. **Other Funds.** The COUNTY's funding of **\$69,601** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to the COUNTY by Ride Connection, Inc. and TriMet. The **\$33,248** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities. The **\$1,625** in for Low Income Home Energy Assistance application assistance outlined in this Agreement are issued to the COUNTY from HEAT Oregon, an Oregon nonprofit organization.

TO READ:

4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$205,071**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
 - a. **Grant Funds.** The COUNTY's funding of **\$95,797** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to the COUNTY by the State of Oregon, Department of Human Services, State Unit on Aging and **\$4,800** from Federal Transportation Administration funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation.
 - b. **Other Funds.** The COUNTY's funding of **\$69,601** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to the COUNTY by Ride Connection, Inc. and TriMet. The **\$33,248** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities. The **\$1,625** in for Low Income Home Energy Assistance application assistance outlined in this Agreement are issued to the COUNTY from HEAT Oregon, an Oregon nonprofit organization.
- II. **AMEND:** Exhibit 4 Subrecipient Standard Terms and Conditions to include specific requirements related to the use of "Families First Coronavirus Response Act Funding" and the "Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding" to include a new Section 12 "Major Disaster Declaration number DR4499OR Agreement Provisions" incorporated herein by reference and stated as follows:
 12. **Major Disaster Declaration number DR4499OR Agreement Provisions.**
County is acquiring the services under this amended Agreement for the purpose of responding to the State of Emergency declared by the Governor on Saturday, March 7, 2020, and pursuant to the Major Disaster Declaration number DR4499OR as a direct result of the COVID-19. County intends to

Foothills Community Church DBA: Molalla Adult Community Center
Subrecipient Grant Agreement #20-003, Amendment 3

request reimbursement from the federal government, including but not limited to FEMA and from the resources provided by the Families First Coronavirus Response Act Funding and the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding, for the costs, and Contractor shall provide to County timely reports that provide enough detail to County's reasonable satisfaction in order to obtain federal reimbursement.

III. **AMEND:** Exhibit 6 – Budget and Units of Services– Unit Cost Schedule incorporated here as Page 4, is hereby amended

TO READ: Exhibit 6 – Budget and Units of Services– Unit Cost Schedule as incorporated here as Page 5

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Amend

Foothills Community Church
 Molalla Adult Community Center Services
 Fiscal Year 2019-20

Foothills Community Church DBA: Molalla Adult Community Center
 Subrecipient Grant Agreement #20-003, Amendment 3

Page 4 of 6

	OAA III B	OAA III B	OAA III C1	OAA III C1	OAA III C2	OAA III C2	OAA III D	Match	NSIP	Other	Ride Conn/TriMet		TriMet	Medicaid	LIHEAP	P.I. (if applicable)	NO. OF	TOTAL	Reimburse-ment Rate
	Funds	Funds	Funds	Funds	Funds	Funds	Funds		Funds		STF	5310	STF Funds	Funds	Funds		UNITS	COST	
Federal Award Numbers	15AORT3SS	CARES Act	15AORT3CA	FF Act	15AORT3HD	FF & CARES Act	15AORT3PH	N/A	15ACR09P	State	STF Funds	OR-65-012	N/A	N/A	N/A				
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.045	93.043		93.053	funds	N/A	20.513	N/A						
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
COVID Grant Award						13,886		N/A											\$13,886
Case Management	7,749	2,150						862									378.11 hrs	\$10,761	\$26.18
Reassurance	4,899	2,150						545									226	\$7,594	\$31.23
Information & Assistance	1,085							121									81	\$1,206	\$13.44
Public Outreach	300							33									6	\$333	\$50.00
Transportation - OAA III-B								0								0	0	\$0	\$5.00
CAA - Meal Site Mgmt			6,707		7,853			1,619								21,840	22,750	\$38,019	\$1.25
Food Service - Frozen HDMs					14,555			1,619	5,041								7,100	21,215	\$0.71
APD Medicaid HDMs					(11,358)			(1,263)	(3,054)					36,968		(3,720)	3,875	\$17,573	\$7.79
OAA Nutrition Supplies										0						0	0	\$0	\$0.00
Evidence-based Health & Wellness programming							10,700	0	0								142.6 Classes	\$10,700	\$75.04
Non Medical Medicaid Rides													1,606	3,294			350	\$4,900	\$14.00
Transport - Ride Con Out of Dist.											23,716					1,355	2,710	\$25,071	\$8.75
Vehicle Maintenance - Ride Conn.								\$513.50				\$4,800						\$5,314	
Special Tran. Formula-TAXI and/or Van											40,985						1,532	\$40,985	N/A
LIHEAP Intakes														1,625			65	\$1,625	\$25.00
TOTALS	14,033	4,300	6,707	-	11,050	13,886	16,760	4,049	1,988	-	64,701	4,800	1,606	40,262	1,625	13,475		199,180	

CFDA Number 20.513 & Federal Award Number applies to Ride Connection Vehicle Maintenance funds only. The balance of the Ride Connection Funding is State/Local funds

Source of OAA Match - Staff time

County Contract Amount: \$171,937

Federal Award Totals 67,463

To Read

**foothills Community Church
 Molalla Adult Community Center Services
 Fiscal Year 2019-20**

Foothills Community Church DBA: Molalla Adult Community Center
 Subrecipient Grant Agreement #20-003, Amendment 3

Federal Award Numbers	OAA III B	OAA III B	OAA III C1	OAA III C1	OAA III C2	OAA III C2	OAA III D	Match	NSIP	Other State Funds	Ride Conn/Tribal		Tribal	Medicaid	LIHEAP	P.L. (if applicable)	NO. OF UNITS	TOTAL COST	Per Unit Cost
	Funds	Funds	Funds	Funds	Funds	Funds	Funds		Funds		5310	STF Funds	OR-65-012	Funds	Funds				
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.045	93.043		93.053		N/A	20.513	N/A						
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
COVID Grant Award						13,886		N/A										\$13,886	
Case Management	7,749	2,150						862									378.11 hrs	\$10,761	\$26.16
Reassurance	4,899	2,150						545									226	\$7,594	\$31.23
Information & Assistance	1,085							121									81	\$1,205	\$13.44
Public Outreach	300							33									6	\$333	\$50.00
Transportation - OAA III-B								0								0	0	\$0	\$5.00
OAA - Meal Site Mgmt			6,707		7,353			1,619								21,840	22,750	\$38,019	\$1.25
Food Service - Frozen HDMs					14,555			1,619	5,041								7,180	21,215	\$0.71
APD Medicaid HDMs					(11,358)			(1,263)	(3,054)					36,968		(3,720)	3,875	\$17,573	\$7.79
OPI HDMs										0						0	0	\$0	\$0.00
Evidence-based Health & Wellness programming							10,700	0		0							142.6 Classes	\$10,700	\$75.04
Non Medical Medicaid Rides													1,606	3,294			350	\$4,900	\$14.00
Transport - Ride Conn Out of Dist.											23,716					1,355	2,710	\$25,071	\$8.75
Vehicle Maintenance - Ride Conn.								\$513.50				\$4,800						\$5,314	
Special Tran. Formula-TAXI and/or Van											40,985						1,532	\$40,985	N/A
LIHEAP Intakes															1,625		65	\$1,625	\$25.00
TOTALS	14,033	4,300	6,707	-	11,850	13,886	16,700	4,846	1,988	-	94,701	4,800	1,606	49,262	1,625	19,475		199,180	

CFDA Number 20.513 & Federal Award Number applies to Ride Connection Vehicle Maintenance funds only. The balance of the Ride Connection Funding is State/Local funds

Source of OAA Match - Staff time

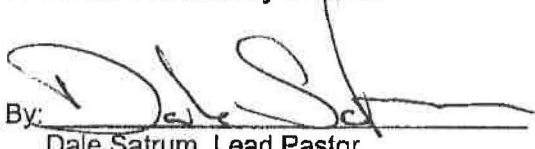

County Contract Amount: \$171,937

Federal Award Totals 67,463

Foothills Community Church DBA: Molalla Adult Community Center
Subrecipient Grant Agreement #20-003, Amendment 3

Except as set forth herein, the SUBRECIPIENT and COUNTY ratify the remainder of the Contract and affirm that no other changes are made hereby.

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

Foothills Community Church	CLACKAMAS COUNTY
By:  Dale Satrum, Lead Pastor	Commissioner: Jim Bernard, Chair Commissioner: Sonya Fischer Commissioner: Ken Humberston Commissioner: Paul Savas Commissioner: Martha Schrader
Date: <u>6/14/20</u>	Signing on Behalf of the Board:
Approved as to Content:	
 Cecily Rose, Center Manager Molalla Adult Community Center	Richard Swift, Director Health, Housing & Human Services Dept.
Date: <u>5/29/2020</u>	Date: _____

July 9, 2020

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of Amendment #3, to Intergovernmental Subrecipient Agreement with City of Sandy – Senior & Community Center to Provide Older Americans Act Services for Clackamas County Residents

Purpose/Outcomes	Subrecipient Agreement, Amendment #3 with the City of Sandy – Senior & Community Center to provide Older American Act (OAA) funded services for persons in the Sandy service area.
Dollar Amount and Fiscal Impact	The maximum value is increased by \$2,400 for a revised agreement maximum of \$232,570. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
Funding Source	The Older American Act (OAA) and Ride Connection pass-through funds - no County General Funds are involved.
Duration	Amendment is effective April 21, 2020 and terminates on June 30, 2020
Previous Board Action	051619-A2, 060420-A2
Strategic Plan Alignment	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
County Counsel	Amendment in a format approved by County Counsel and has been reviewed by EOC Command.
Contact Person	Brenda Durbin, Director, Social Services Division 503-655-8641
Contract No.	H3S #9246; Subrecipient #20-009

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #3; with City of Sandy – Senior & Community Center to provide Older American Act (OAA) funded services for persons living in the Sandy service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This amendment was delayed due to the timing of the State agreement amendment.

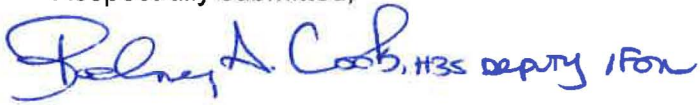
This amendment adds an additional \$2,400 in funding for the 2019-20 fiscal year retro-active to April 21, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel.

Page 2 – Staff Report: H3S#9246
July 9, 2020

RECOMMENDATION:

Staff recommends the Board approval of this 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 blue ink that reads "Felicity A. Cook, H3S deputy / for". The signature is written in a cursive style.

Richard Swift, Director
Health Housing & Human Services

Subrecipient Agreement Amendment
Health, Housing and Human Services

H3S Contract#: 9246 Subrecipient #: 20-009 Board Agenda #: 051619-A2, 060420-A2

Division: Social Services Amendment Number: 3

Contractor: City of Sandy – Sandy Senior & Community Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$2,400.

This Amendment #3, when signed by the City of Sandy – Sandy Senior & Community Center ("SUBRECIPIENT") the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County ("COUNTY") will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

WHEREAS, the SUBRECIPIENT and COUNTY entered into those certain Subrecipient Agreement documents for the provision of services dated July 1, 2019 as may be amended ("agreement");

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 21, 2020 and otherwise modify it as set forth herein;

NOW, THEREFORE, the SUBRECIPIENT and COUNTY hereby agree that the Agreement is amended as follows:

I. **Amend:** The maximum not-to-exceed compensation payable to Subrecipient under this agreement for the period of July 1, 2019 through June 30, 2020 is:

4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$230,170**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)

a. **Grant Funds.** The COUNTY's funding of **\$112,154** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit and **\$34,800** from Federal Transportation Administration

funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation, and TriMet.

- b. **Other Funds.** COUNTY's funding of **\$66,846** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to COUNTY by Ride Connection, Inc. and TriMet. The **\$12,870** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities. The **\$3,500** in for Low Income Home Energy Assistance application assistance outlined in this Agreement are issued to the COUNTY from HEAT Oregon, an Oregon nonprofit organization.

TO READ:

- 4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$232,570**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
 - a. **Grant Funds.** The COUNTY's funding of **\$114,554** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit and **\$34,800** from Federal Transportation Administration funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation, and TriMet.
 - b. **Other Funds.** COUNTY's funding of **\$66,846** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to COUNTY by Ride Connection, Inc. and TriMet. The **\$12,870** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities. The **\$3,500** in for Low Income Home Energy Assistance application assistance outlined in this Agreement are issued to the COUNTY from HEAT Oregon, an Oregon nonprofit organization.

- II. **AMEND:** Exhibit 6 – Budget and Units of Services– Unit Cost Schedule incorporated here as Page 3, is hereby amended

TO READ: Exhibit 6 – Budget and Units of Services– Unit Cost Schedule as incorporated here as Page 4

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Amend

CITY OF SANDY - SENIOR CENTER
Fiscal Year 2019-20

City of Sandy – Sandy Senior & Community Center
Subrecipient Grant Agreement #20-009, Amendment 3

	OAA III B	OAA IIB	OAA IIC1	OAA IIC2	OAA IIC2	OAA IID	OAA IIE	Required Match	NSIP Funds	Other State Funds	Ride Connection		TriMet Funds		MEDICAID	LEAP	Program Income	NO. OF UNITS	TOTAL COST	REIMBURSEMENT RATE
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds		STF	\$310 Funds	\$310 Funds	STF	Funds	Funds	Funds			
Federal Award Numbers	16A0RT3SS	CARES Act	16A0RT3CM	16A0RT3BD	F & CARES Act	16A0RT3PH	16A0RT3FC	N/A	16A0RNSP		N/A	20.513	20.513	N/A	N/A	N/A				
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.043	93.052		93.053											
Service Category	(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
COVID Grant Award		9575			14,344			N/A												\$23,919
Case Management (Hours)	\$3,295	\$750						\$366										113	\$4,411	\$35.81
Reassurance (Contacts)	\$1,434	\$750						\$159										84	\$2,343	\$25.90
Info. & Assistance	\$3,429							\$381										188	\$3,810	\$18.27
Transportation OAA	\$5,244	\$1,000						\$583									\$1,000	1,311	\$6,827	\$4.00
Physical Activity/ Falls Prevention						\$5,110		\$0										68.1 Classes	\$5,110	\$75.00
Family Crgc. Respite							\$5,536	\$1,384									\$2,000	175	\$6,920	\$31.70
Trans - Ride Con. Out of Dist											\$22,190						\$600	2,536	\$22,190	\$8.75
Transportation - Special Needs											\$40,525							1,039	\$40,525	\$39.00
Transportation - Boring Lifeline											\$3,081	\$30,000						848	\$33,081	\$39.00
Transport - T19 Non-Med.													\$336	\$714				75	\$1,050	\$14.00
Ride Con - Vehicle Maint								\$1,200				\$4,800						N/A	\$6,000	N/A
Food Service - Frozen HDM				\$13,250				\$1,473	\$4,810									6,775	\$19,534	\$0.710
OAA Nutrition Supplies					\$500			\$0											\$500	
OAA Meal Site Management			\$8,027	\$4,011	\$36,324			\$1,339									\$22,560	23,500	\$49,701	\$1.30
Medicaid Meals - SDSA				(\$3,028)	(\$1,026)			(\$337)	(\$1,182)					\$14,310			(\$1,440)	1,500	\$8,737	\$7.79
LEAP Intakes															\$3,500			140	\$0	\$25.00
TOTALS	\$13,402	\$12,075	\$8,027	\$14,233	\$50,142	\$5,110	\$5,536	\$6,550	\$3,628	\$0	\$65,796	\$4,800	\$30,000	\$336	\$15,024	\$3,500	\$24,720		\$234,659	

CFDA Number 20.513 & Federal Award Number applies to Ride Connection Vehicle Maintenance funds only

Source of OAA Match - Staff time & Units of Service in excess of contract

Contract Amount: \$230,170

Federal Award Total: \$146,954

To Read:

CITY OF SANDY - SENIOR CENTER
Fiscal Year 2019-20

City of Sandy – Sandy Senior & Community Center
Subrecipient Grant Agreement #20-009, Amendment 3

	OAA III B	OAA III B	OAA III C1	OAA III C2	OAA III C2	OAA III D	OAA III E	Required	NSIP	Other	Ride Connection		In-Meal Funds		MEDICAID	LIEAP	Program	NO. OF	TOTAL	REBURSE-	
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Match	Funds		Funds	STF	5310 Funds	STF	Funds	Funds	Income				UNITS
Federal Award Numbers	16AORTSSS	CARES Act	16AORT3CM	16AORT3HD	F & CARES Act	16AORT3PH	16AORT3FC	N/A	16AORNSIP	Other	STF	5310 Funds	5310 Funds	STF	Funds	Funds	Income	UNITS	COST	MENT RATE	
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.043	93.052		93.053	Funds	N/A	20.513	20.513	N/A							
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	
COVID Grant Award		9575			14,344			N/A												\$23,919	
Case Management (Hours)	\$3,295	\$750						\$366										113	\$4,411	\$35.81	
Reassurance (Contacts)	\$1,434	\$750						\$159										84	\$2,343	\$25.90	
Info. & Assistance	\$3,429							\$381										188	\$3,810	\$18.27	
Transportation OAA	\$5,244	\$1,000						\$583									\$1,000	1,311	\$6,827	\$4.00	
Physical Activity/ Falls Prevention						\$5,110		\$0										68.1 Classes	\$5,110	\$75.00	
Family Crgvr. Respite							\$5,536	\$1,384									\$2,000	175	\$6,920	\$31.70	
Trans - Ride Con. Out of Dist											\$22,190						\$600	2,536	\$22,190	\$8.75	
Transportation - Special Needs											\$40,525							1,039	\$40,525	\$39.00	
Transportation - Boring Lifeline											\$3,081		\$30,000					848	\$33,081	\$39.00	
Transport - T19 Non-Med.													\$336	\$714				75	\$1,050	\$14.00	
Ride Con - Vehicle Maint								\$1,200				\$4,800						N/A	\$6,000	N/A	
Food Service - Frozen HDM				\$13,250				\$1,473	\$4,810									6,775	\$19,534	\$0.710	
OAA Nutrition Supplies					\$500			\$0											\$500		
OAA Meal Site Management			\$8,027	\$4,011	\$36,324			\$1,339									\$22,560	23,500	\$49,701	\$1.30	
Site Purchased Meals - Restaurant					\$2,400													300	\$2,400	\$8.00	
Medicaid Meals - SDSA				(\$3,028)	(\$1,026)			(\$337)	(\$1,182)						\$14,310		(\$1,440)	1,500	\$8,737	\$7.79	
LIEAP Intakes																\$3,500		140	\$0	\$25.00	
TOTALS	\$13,402	\$12,075	\$8,027	\$14,233	\$52,542	\$5,110	\$5,536	\$6,550	\$3,628	\$0	\$65,796	\$4,800	\$30,000	\$336	\$15,024	\$3,500	\$24,720		\$237,059		

CFDA Number 20.513 & Federal Award Number applies to Ride Connection Vehicle Maintenance funds only

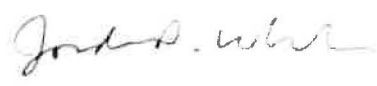
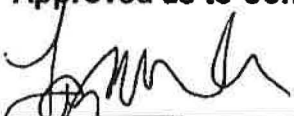
Source of OAA Match - Staff time & Units of Service in excess of contract

Contract Amount: \$232,570

Federal Award Total: \$149,354

Except as set forth herein, the SUBRECIPIENT and COUNTY ratify the remainder of the Contract and affirm that no other changes are made hereby.

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

City of Sandy – Sandy Senior & Community Center	CLACKAMAS COUNTY
By:  Jordan Wheeler, City Manager	Commissioner: Jim Bernard, Chair Commissioner: Sonya Fischer Commissioner: Ken Humberston Commissioner: Paul Savas Commissioner: Martha Schrader
Date June 9, 2020	Signing on Behalf of the Board:
Approved as to Content:  Tanya Richardson, Comm. Services Director	Richard Swift, Director Health, Housing & Human Services Dept.
Date 6/3/20	Date

July 9, 2020

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of Amendment #3, to Intergovernmental Subrecipient Agreement with Friends
of the Estacada Community Center to Provide Older Americans Act Services for
Clackamas County Residents

Purpose/Outcomes	Subrecipient Agreement, Amendment #3 with the Friends of the Estacada Community Center to provide Older American Act (OAA) funded services for persons in the Estacada/Eagle Creek service area.
Dollar Amount and Fiscal Impact	The maximum value is increased by \$38,760 for a revised agreement maximum of \$114,723. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
Funding Source	The Older American Act (OAA and Ride Connection pass-through funds - no County General Funds are involved.
Duration	Amendment is effective April 21, 2020 and terminates on June 30, 2020
Previous Board Action	060619-A4, 043020-A2
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
County Counsel	Amendment in a format approved by County Counsel and has been reviewed by EOC Command.
Contact Person	Brenda Durbin, Director, Social Services Division 503-655-8641
Contract No.	H3S #9297; Subrecipient #20-002

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #3; with Friends of the Estacada Community Center to provide Older American Act (OAA) funded services for persons living in the Estacada/Eagle Creek service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This amendment was delayed due to the timing of the State agreement amendment.

This amendment adds \$38,760 in funding for the 2019-20 fiscal year retro-active to April 21, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel and has been reviewed by EOC Command.

RECOMMENDATION:

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

Respectfully submitted,



Richard Swift, Director
Health Housing & Human Services

Subrecipient Agreement Amendment
Health, Housing and Human Services

H3S Contract#: 9297 Subrecipient #: 20-002 Board #: 060619-A4, 043020-A2

Division: Social Services Amendment Number: 3

Contractor: Estacada Community Center, The Friends of the

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$38,760.

This Amendment #3, when signed by The Friends of the Estacada Community Center ("SUBRECIPIENT") the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County ("COUNTY") will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

WHEREAS, the SUBRECIPIENT and COUNTY entered into those certain Subrecipient Agreement documents for the provision of services dated July 1, 2019 as may be amended ("agreement");

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 21, 2020 and otherwise modify it as set forth herein;

NOW, THEREFORE, the COUNTY and SUBRECIPIENT hereby agree that the Agreement is amended as follows:

- I. **Amend:** The maximum not-to-exceed compensation payable to Subrecipient under this agreement for the period of July 1, 2019 through June 30, 2020 is:
 4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$75,963**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
 - a. **Grant Funds.** The COUNTY's funding of **\$54,632** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052,

93.053) issued to the COUNTY by the State of Oregon, Department of Human Services, State Unit on Aging and **\$2,400** from Federal

Page 1 of 6

The Friends of the Estacada Community Center
Subrecipient Grant Agreement #20-002, Amendment 3

Transportation Administration funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation.

- b. **Other Funds.** The COUNTY's funding of **\$12,452** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to the COUNTY by Ride Connection, Inc. and TriMet. The **\$6,480** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities.

TO READ:

4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$114,723**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)

- a. **Grant Funds.** The COUNTY's funding of **\$87,374** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to the COUNTY by the State of Oregon, Department of Human Services, State Unit on Aging and **\$2,400** from Federal Transportation Administration funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation.

- b. **Other Funds.** The COUNTY's funding of **\$13,501** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to the COUNTY by Ride Connection, Inc. and TriMet. The **\$11,448** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities.

- II. **AMEND:** Exhibit 4 Subrecipient Standard Terms and Conditions to include specific requirements related to the use of "Families First Coronavirus Response Act Funding" and the "Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding" to include a new Section 12 "Major Disaster Declaration number DR4499OR Agreement Provisions" incorporated herein by reference and stated as follows:

12. ***Major Disaster Declaration number DR4499OR Agreement Provisions. County is acquiring the services under this amended Agreement for the purpose of responding to the State of Emergency declared by the Governor***

on Saturday, March 7, 2020, and pursuant to the Major Disaster Declaration number DR4499OR as a direct result of the COVID-19. County intends to request reimbursement from the federal government, including but not limited to FEMA and from the resources provided by the Families First Coronavirus Response Act Funding and the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding, for the costs, and Contractor

Page 2 of 6

The Friends of the Estacada Community Center Subrecipient Grant Agreement #20-002, Amendment 3 **shall provide to County timely reports that provide enough detail to**

County's reasonable satisfaction in order to obtain federal reimbursement.

III. **AMEND:** Exhibit 6 – Budget and Units of Services– Unit Cost Schedule incorporated here as Page 4, is hereby amended

TO READ: Exhibit 6 – Budget and Units of Services– Unit Cost Schedule as incorporated here as Page 5

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The Friends of the Estacada Community Center Subrecipient
Grant Agreement #20-002, Amendment 3

Ame

Estacada Community Center
Fiscal Year 2019-20

	OAA IIIB	OAA IIIB	OAA IIIC1	OAA IIIC1	OAA IIIC2	OAA IIIC2	OAA IIID	Required	NSIP	State	Ride Conn/TriMet			TriMet	MEDICAID	OAA	NO. OF	TOTAL	REIMBURSE-
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Match	Funds	Funds	TriMet	STF Funds	5310 Funds	STF Funds	Funds	Prog Inc	UNITS	COST	MENT RATE
Federal Award Numbers	16AORT3SS	CARES Act	16AORT3OM	FF Act	16AORT3HD	FF & CARES Act	16AORT3PH	N/A	16AORNSIP	N/A	Funds	N/A	CR-65-012	N/A	N/A	N/A	N/A	N/A	N/A
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.045	93.043	N/A	93.053	N/A	N/A	N/A	20.513	N/A	N/A	N/A	N/A	N/A	N/A
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
COVID Grant Award						11,139		N/A										11,139	
Case Management	1735	750						193									114.62	2,678	\$21.68
Reassurance	1714	750						191									107.83	2,655	\$22.85
Information & Assistance	2500							278									151.1	2,778	\$16.55
Public Outreach	200							22									4.0	222	\$50.00
Transportation - OAA	5568							619									928.0	6,187	\$6.00
Trans - Ride Con In Dist								0			9,891					600	1199	10,491	\$8.25
Trans - Ride Con Out Dist								0				1,510				92	183	1,602	\$8.25
Ride Con - Vehicle Maint								600					2,400				N/A	3,000	N/A
Trans - T19 non medical								0						344	706		75	1,050	\$14.00
Evidence-based Health & Wellness programming								5,110	0	0							68 Classes	5,110	\$75.00
Meal Site Mngt. - OAA			4,704		8,071			523								16,425	18,250	29,723	\$1.60
Food Service - Frozen HDM			3,342		7,933			372	3,905								5,500	15,552	\$2.76
OPI HDM										0							0	0	\$0.00
APD Medicaid HDM					(2,198)			(244)	(591)						7,155	(675)	750	3,446	\$4.92
TOTALS	\$11,717	\$1,500	\$8,046	\$0	\$13,806	11,139	\$5,110	\$2,553	\$3,314	\$0	\$9,891	\$1,510	\$2,400	\$344	\$7,861	\$16,441		\$95,632	

Source of OAA Match - Staff time

CFDA Number 20.513 & Federal Award Number applies to Ride Connection Vehicle Maintenance funds only

Contract Amount: \$ 75,963
Federal Award Totals \$ 57,032

To

The Friends of the Estacada Community Center
 Subrecipient Grant Agreement #20-002, Amendment 3

Estacada Community Center
 Fiscal Year 2019-20

	OAA IIB	OAA IIB	OAA IIIC1	OAA IIIC2	OAA IIIC2	OAA IIID	Required	NSIP	State	Ride Conn/TriMet			TriMet	MEDICAID	OAA	NO. OF
	Funds	Funds	Funds	Funds	Funds	Funds	Match	Funds	Funds	TriMet	STF Funds	5310 Funds	STF Funds	Funds	Prog Inc	UNITS
Federal Award Numbers	16AAORT3SS	CARES Act	16AAORT3CM	16AAORT3HD	FF & CARES Act	16AAORT3PH	N/A	16AAORNSIP	N/A	Funds	N/A	OR-65-012	N/A	N/A	N/A	N/A
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.043	N/A	93.053	N/A	N/A	N/A	20.513	N/A	N/A	N/A	N/A
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
COVID Grant Award		7,400			11,139		N/A									
Case Management	1,735	750					193									114.62
Reassurance	1,714	750					191									107.83
Information & Assistance	2,500						278									151.1
Public Outreach	200						22									4.0
Transportation - OAA	5,568	1,000					619									928.0
Trans - Ride Con In Dist							0			9,891					600	1199
Trans - Ride Con Out Dist							0				1,510				92	183
Ride Con - Vehicle Maint							600					2,400				N/A
Trans -T19 non medical							0						688	1,412		150
Evidence-based Health & Wellness programming						5,110	0		0							68 Classes
Meal Site Mngt. - OAA			2,527	7,247	31,586		281								16,425	18,250
Food Service - Frozen HDM			2,415	4,145			269	3,905								5,500
Site Purchased Meals - Restaurant					2,120		0									265
OAA Nutrition Supplies					500		0		0							0
APD Medicaid HDM				(2,911)	(982)		(324)	(1,044)						12,641	(1,193)	1,325
TOTALS	\$11,717	\$9,900	\$4,943	\$8,481	44,363	\$5,110	\$2,129	\$2,861	\$0	\$9,891	\$1,510	\$2,400	\$688	\$14,052	\$15,924	

Source of OAA Match - Staff time

CFDA Number 20.513 & Federal Award Number applies to Ride Connection Vehicle Maintenance funds only

Contract Amount: \$ 114,723
 Federal Award Totals \$ 89,774

Except as set forth herein, the COUNTY and the SUBRECIPIENT ratify the remainder of the Contract and affirm that no other changes are made hereby.

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

Friends of the Estacada Community Center CLACKAMAS COUNTY	
Commissioner: Ken Humberston By: _____ Jan Gilliland, Board Chair	Commissioner: Jim Bernard, Chair Commissioner: Sonya Fischer Commissioner: Paul Savas Commissioner: Martha Schrader
<u>Janet L. Gilliland</u> 6/08/20	
Date Signing on Behalf of the Board: Approved as to Content:	
<u>Valerie Renteria</u>	Richard Swift, Director Valerie Renteria, Center Manager Health, Housing & Human Services Dept.
<u>06/08/2020</u>	
Date	Date

July 9, 2020

Board of County Commissioner
County Administrator
Clackamas County

Members of the Board:

Approval of Amendment #3, to Intergovernmental Subrecipient Agreement with City of Wilsonville - Community Center to Provide Older Americans Act Services for Clackamas County Residents

Purpose/Outcomes	Subrecipient Agreement, Amendment #3 with the City of Wilsonville - Community Center to provide Older American Act (OAA) funded services for persons in the Wilsonville service area.
Dollar Amount and Fiscal Impact	The maximum value is increased by \$34,911 for a revised agreement maximum of \$118,403. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
Funding Source	The Older American Act (OAA and Ride Connection pass-through funds - no County General Funds are involved.
Duration	Amendment is effective April 13, 2020 and terminates on June 30, 2020
Previous Board Action	060619-A6, 060420-A4
Strategic Plan Alignment	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
County Counsel	Amendment in a format approved by County Counsel and has been reviewed by EOC Command.
Contact Person	Brenda Durbin, Director, Social Services Division 503-655-8641
Contract No.	H3S #9271; Subrecipient #20-011

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #3 with City of Wilsonville - Community Center to provide Older American Act (OAA) funded services for persons living in the Wilsonville service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This amendment was delayed due to the timing of the State agreement amendment.

Page 2 – Staff Report: H3S#9271
July 9, 2020

This amendment adds an additional \$34,911 in funding for the 2019-20 fiscal year retro-active to April 13, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel and has been reviewed by EOC Command.

RECOMMENDATION:

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

Respectfully submitted,

Handwritten signature in blue ink that reads "Kelly A. Cook, H3S Deputy / For".

Richard Swift, Director
Health Housing & Human Services

Subrecipient Agreement Amendment
Health, Housing and Human Services

H3S Contract#: 9271 Subrecipient #: 20-011 Board Agenda #: 060619-A6

Division: Social Services Amendment Number: 3

Contractor: City of Wilsonville – Community Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$34,911.

This Amendment #3, when signed by the City of Wilsonville – Community Center (“SUBRECIPIENT”) the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

WHEREAS, the SUBRECIPIENT and COUNTY entered into those certain Subrecipient Agreement documents for the provision of services dated July 1, 2019 as may be amended (“agreement”);

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 13, 2020 and otherwise modify it as set forth herein;

NOW, THEREFORE, the SUBRECIPIENT and COUNTY hereby agree that the Agreement is amended as follows:

Amend:

4. **Grant Funds.** COUNTY’s funding for this Agreement is a combination of Federal, State and Local dollars as specified below by title and CFDA number as appropriate. The maximum, not to exceed, grant amount that COUNTY will pay is **\$83,492**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in Exhibit 4 – Reporting Requirements and Exhibit 5 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. The split between funding sources is outlined in Exhibit 5 – Budget and Units of Services.

a. **Grant Funds.** COUNTY’s funding of **\$83,492** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.045, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit.

TO READ:

4. **Grant Funds.** COUNTY's funding for this Agreement is a combination of Federal, State and Local dollars as specified below by title and CFDA number as appropriate. The maximum, not to exceed, grant amount that COUNTY will pay is **\$83,492**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in Exhibit 4 – Reporting Requirements and Exhibit 5 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. The split between funding sources is outlined in Exhibit 5 – Budget and Units of Services.

a. **Grant Funds.** COUNTY's funding of **\$83,492** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.045, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit.

a. **Other Funds.** The COUNTY's funding of **\$10,000** for nutrition program raw food purchases is from Meals on Wheels People (MOWP) funds issued to the COUNTY by MOWP and Oregon Food Bank.

II. **AMEND:** Exhibit 3 Subrecipient Standard Terms and Conditions to include specific requirements related to the use of "Families First Coronavirus Response Act Funding" and the "Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding" to include a new Section 12 "Major Disaster Declaration number DR4499OR Agreement Provisions" incorporated herein by reference and stated as follows:

12. Major Disaster Declaration number DR4499OR Agreement Provisions.

County is acquiring the services under this amended Agreement for the purpose of responding to the State of Emergency declared by the Governor on Saturday, March 7, 2020, and pursuant to the Major Disaster Declaration number DR4499OR as a direct result of the COVID-19. County intends to request reimbursement from the federal government, including but not limited to FEMA and from the resources provided by the Families First Coronavirus Response Act Funding and the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding, for the costs, and Contractor shall provide to County timely reports that provide enough detail to County's reasonable satisfaction in order to obtain federal reimbursement.

III. **AMEND:** Exhibit 6 – Budget and Units of Services– Unit Cost Schedule incorporated here as Page 4, is hereby amended

TO READ: Exhibit 6 – Budget and Units of Services– Unit Cost Schedule as incorporated here as Page 5

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Amend:

CITY OF WILSONVILLE - COMMUNITY CENTER

Fiscal Year 2019-20

City of Wilsonville – Community Center
Subrecipient Grant Agreement #20-011, Amendment 3

	OAA III B Funds	OAA IIIB Funds	OAA IIIC1 Funds	OAA IIIC1 Funds	OAA IIIC2 Funds	OAA IIIC2 Funds	OAA IIID Funds	OAA Match	NSIP Funds	Other State Funds	Prog. Income	NO. OF UNITS	TOTAL COST	REIMBURSE- MENT RATE
Federal Award Numbers	16AORT3SS	CARES Act	16AORT3CM	FF Act	16AORT3HD	FF & CARES Act	16AORT3PH		16AORNSIP					
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.045	93.043	N/A	93.053					
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
COVID Grant Award						10,071		N/A					\$10,071	
Case Management	\$2,106	\$825						234				101.63	\$3,165	\$28.84
Reassurance	\$1,894	\$825						211				95.98	\$2,930	\$28.33
Info. & Assistance	\$1,460							162				65	\$1,622	\$22.46
Transportation	\$5,371							597				1,343	\$5,968	\$4.00
PHYSICAL ACTIVITY/ FALLS PREVENTION							\$2,860	0				38.1 Classes	\$2,860	\$32.87
OAA/NSIP Food Service			\$13,130		\$9,805			2,550	\$10,395		\$15,840	16,500	51720.37	\$1.43
OAA Meal Site Mngt.			\$14,169		\$10,581			2,752				16,500	\$27,502	\$0.86
OPI HDM										0			\$0	
TOTALS	\$10,831	\$1,650	\$27,300	\$0	\$20,385	\$10,071	\$2,860	\$6,507	\$10,395	\$0	\$15,840		\$105,839	

Source of OAA Match -Staff time & Units of Service in excess of contract

Prog. Income = Program Income/Participant Donations

CONTRACT AMOUNT: \$ 83,492

Federal Award Total \$ 83,492

To Read:

CITY OF WILSONVILLE - COMMUNITY CENTER

Fiscal Year 2019-20

City of Wilsonville – Community Center
Subrecipient Grant Agreement #20-011, Amendment 3

	OAA III B Funds	OAA IIIB Funds	OAA IIIC1 Funds	OAA IIIC2 Funds	OAA IIIC2 Funds	OAA IIID Funds	OAA Match	NSIP Funds	Other Funds	Prog. Income	NO. OF UNITS	TOTAL COST	REIMBURSE- MENT RATE
Federal Award Numbers	16AORT3SS	CARES Act	15AORT3CM	15AORT3HD	FF & CARES Acts	16AORT3PH		15AORNSIP					
CFDA Number	93.044	93.044	93.045	93.045	93.045	93.043	N/A	93.053					
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
COVID Grant Award		\$6,725			10,071		N/A					\$16,796	
Case Management	\$2,106	\$825					234				101.63	\$3,165	\$28.84
Reassurance	\$1,894	\$825					211				95.98	\$2,930	\$28.33
Info. & Assistance	\$1,460						162				65	\$1,622	\$22.46
Transportation	\$5,371	\$1,000					597				1,343	\$6,968	\$4.00
PHYSICAL ACTIVITY/ FALLS PREVENTION						\$2,860	0				38.1 Classes	\$2,860	\$32.87
OAA/NSIP Food Service			\$8,695	\$6,493	\$8,094		1,689	\$10,553		\$16,080	16,750	\$51,604	\$2.02
OAA Meal Site Mngt.			\$9,604	\$6,786	\$20,381		1,823				16,750	\$38,594	\$2.20
Site Purchased Meals - Restaurant					\$2,160		N/A				270	\$2,160	\$8.00
OAA Nutrition Supplies					\$2,500		N/A					\$2,500	
MOWP-Raw Food Reimbursement							0		10,000			\$10,000	
TOTALS	\$10,831	\$9,375	\$18,299	\$13,279	\$43,206	\$2,860	\$4,716	\$10,553	\$10,000	\$16,080		\$139,199	

Source of OAA Match -Staff time & Units of Service in excess of contract

Prog. Income = Program Income/Participant Donations


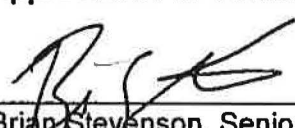
CONTRACT AMOUNT: \$ 118,403

Federal Award Total \$ 108,403

City of Wilsonville – Community Center
Subrecipient Grant Agreement #20-011, Amendment 3

Except as set forth herein, the SUBRECIPIENT and COUNTY ratify the remainder of the Contract and affirm that no other changes are made hereby.

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

City of Wilsonville	CLACKAMAS COUNTY
 By: _____ Bryan Cosgrove, City Manager	Commissioner: Jim Bernard, Chair Commissioner: Sonya Fischer Commissioner: Ken Humberston Commissioner: Paul Savas Commissioner: Martha Schrader
_____ Date Approved as to Content:	Signing on Behalf of the Board:
 _____ Brian Stevenson, Senior Services Manager	_____ Richard Swift, Director Health, Housing & Human Services Dept.
_____ Date	_____ Date

July 09, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Intergovernmental Agreement #160453, Amendment #1 with the State of Oregon, Department of Human Services, Aging and People with Disabilities Division for the Provision of No Wrong Door Services to Clackamas County Residents

Purpose/Outcomes	State and Federally funding to provide No Wrong Door services for Clackamas County residents age 60 and over to assist in making informed Long Term Care decisions.
Dollar Amount and Fiscal Impact	The total agreement is \$341,229. Funded by State General Fund and Federal Medicaid funds.
Funding Source	Funded by State General Fund and Federal Medicaid funds. No County General Funds are involved.
Duration	Effective July 1, 2019 and terminates on June 30, 2021
Previous Board Action	071119-A5
Strategic Plan Alignment	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
Counsel Review	County Counsel reviewed and approved this document on 6/23/20
Contact Person	Brenda Durbin, Director, Social Services Division 503-655-8641
Contract No.	H3S# 9352

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services requests approval of the Intergovernmental Agreement #160453, Amendment #1 with the State of Oregon, Dept. of Human Services, Aging and People with Disabilities, Community Supports & Services. This agreement provides additional funding for the Social Services Division Aging & Disabilities Resource Center (ADRC) Unit to provide critical access functions to those populations most at risk of COVID-19, mitigate adverse effects of the Pandemic and to enhance and increase virtual access to services. This helps residents remain independent and reduce feelings of isolation in the current environment.

Page 2 – Staff Report: H3S# 9352
July 11, 2019

Social Services Division is the designated ADRC for the Clackamas Planning and Service area designated by the State of Oregon, Department of Human Services, Aging and People with Disabilities Division, Community Supports & Services. This amendment adds \$55,842 to the existing biennial agreement for a new total of \$341,229. This amendment was reviewed and approved by County Council on June 23, 2020. No County general funds are involved.

RECOMMENDATION:

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

Respectfully submitted,



Richard Swift, Director
Health Housing & Human Services



Agreement Number 160453

**AMENDMENT TO
STATE OF OREGON
INTERGOVERNMENTAL AGREEMENT**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This is amendment number **01** to Agreement Number **160453** between the State of Oregon, acting by and through its Department of Human Services, hereinafter referred to as "DHS" and

**Clackamas County
by and through its Social Services Division
Attn: Brenda Durbin
2051 Kaen Road, POB 2950
Oregon City, Oregon 97045
503.655.8640
brendadur@co.clackamas.or.us**

hereinafter referred to as "County."

1. This amendment shall become effective the date this amendment has been fully executed by every party and, when required, approved by Department of Justice. County shall perform the Program described in Exhibit A, Part 1 with the additional funding for providing services to respond to the state of emergency declared by the Governor on Saturday, March 7, 2020 and pursuant to the Major Disaster Declaration number DR4499OR. . This amendment shall be governed by the terms and conditions herein, and such expenses incurred by County may be reimbursed once the Agreement is effective in accordance with the schedule of payments in Exhibit A, Part 2, Section 1f.
2. The Agreement is hereby amended as follows:
 - a. Amend maximum not-to-exceed amount found in **Section 3. Consideration, Subsection a. to be effective April 1, 2020 per the authority under OAR 125-247-0288(a)**. Language to be deleted or replaced is ~~struck through~~; new language

is **underlined and bolded**.

3. Consideration

a. The maximum, not-to-exceed compensation payable to County under this Agreement, which includes any allowable expenses, is ~~\$285,387.00~~ **\$341,229.00** DHS will not pay County any amount in excess of the not-to-exceed compensation of this Agreement for completing the Work and will not pay for Work performed before the date this Agreement becomes effective or after the termination or expiration of this Agreement. If the maximum compensation is increased by amendment of this Agreement, the amendment must be fully effective before County performs Work subject to the amendment.

- b. Amend **EXHIBIT A, Part 1 Statement of Work** with the addition of a new **Section 6 Rapid Assessment Process COVID-19 Pandemic Response** stated as follows:

6. Rapid Assessment Process COVID-19 Pandemic Response

The Assessment services described in this section provide for a focused response to COVID-19 Pandemic with the coordination of No Wrong Door and Aging and Disability Resource Connection (ADRC) services.

a. **Purpose:**

The purpose of this Amendment is to use COVID-19 funding to support ADRCs in providing critical access functions to those populations most at risk of COVID-19, mitigate adverse effects resulting from the Pandemic, and to enable enhancement and increased virtual access to services.

b. **County shall:**

1. Conduct a Rapid Assessment of ADRC workforce, population, and services specific to COVID-19 response, to be based on guidance provided by the Administration for Community Living (ACL) and the Community Services and Supports Unit (CSSU). The rapid assessment should be completed and submitted via SurveyMonkey no later than June 26, 2020;
2. Use Rapid Assessment results to prioritize the use of Agreement funds to conduct response activities from the list of COVID-19 Potential Response Activities below. Develop and submit a brief project plan and budget for the project period of April 1, 2020 through September 30, 2021, no later than August 1, 2020;
3. Track Agreement expenditures based on guidance provided by ACL and the CSSU. Information and referral, options counseling, and care transitions activities should be recorded in GetCare according to established ADRC standards;
4. Track and report on completed tasks and consumers served throughout Agreement period per requirements established by ACL.
5. Provide a brief summary of completed tasks and number of

consumers served with each invoice submitted quarterly.

6. Submit a final report with an overview of completed tasks and number of consumers served one month after all funds have been expended, but no later than October 31, 2021.

c. Rapid Assessment Process Guidance:

Per ACL guidance, County Rapid Assessment Process may include the use of existing data or completing additional information gathering to assess some of the following:

1. Assessment of current workloads or capacity and challenges as part of working remotely at the local level in providing ADRC services to individuals and families.
2. Assessment of the most pressing population needs, services that have been discontinued, or services where demand has increased dramatically due to COVID-19, and other areas where capacity is smaller than demand.
3. Assessment of existing waitlists, if any, and review data reported on types of referrals to identify any increases in types of services requested
4. Assessment of potential ways to improve data tracking and intake to specifically count COVID-19 related inquiries and referral types
5. Assessment of populations most at risk of COVID-19 who are seeking transitional support from hospital-to-home and nursing home-to-home to release additional pressure on hospitals and nursing homes;
6. Assessment of populations most at risk of social isolation and needed outreach plans; and
7. Assessment of existing data on people who are now homebound due to COVID-19 and develop an outreach plan to identify need.

d. COVID-19 Potential Response Activities:

ADRC may use Agreement funds to conduct some or all of the following activities:

1. Virtual Management of ADRC access functions. Enhancement and infrastructure development of ADRC access functions, e-services to overcome access challenges resulting from COVID-19.
2. Mitigation of social isolation through proactive Information and Referral (I&R) and options counseling activities and follow-ups, including:
 - a) Increase I&R and options counseling phone processes by supporting phone and web-based capacity to respond to increased demands as a result of COVID-19;
 - b) Implement follow-up protocols with I&R staff and options

counselors to ensure that services are activated and are responsive throughout COVID-19 crises;

- c) Develop and implement social isolation screenings and protocols used by I&R specialists and options counselors.
 - d) Utilize and/or expand I&R and options counseling workforce to conduct social calls, text messaging or video chat to homebound individual.
 - e) Ensure statewide I&R access system is able to identify and collaborate with community partners able to provide essential services to meet critical needs of ADRC consumers. Some examples include coordination with local restaurants and/or online/mobile food order and delivery services and local transportation services to deliver meals, food and medications to older adults, people with disabilities and their caregivers.
3. Support technology needs of ADRC consumers by:
- a) Collaborating with and providing referrals to the State Assistive Technology Act program, Access Technologies Inc. for assistive technology assessments, technology devices, and training for older adults, people with disabilities, caregivers and clinicians to understand how to use telehealth technologies to provide and receive services and participate in technology strategies to increase social engagement and social connectedness while reducing social isolation.
 - b) Collaborating with and providing referrals to the Public Utility Commission (PUC) to help consumers who qualify access their Telecommunications Devices Access Program (TDAP) and Lifeline Program.
 - c) Providing consumers with a telecommunications device on loan and/or funding support for cellular or internet connectivity for consumers. Services provided by programs like the state AT program and the PUC should be explored prior to using funds for these activities. The most cost effective option that meets the consumer's needs should be selected. See additional guidance below.
4. Collaborate with Longterm Care Ombudsman office to help address needs of consumers residing in longterm care facilities.
5. Innovation of and Development of enhancements to ADRC services or service structures
6. Marketing and outreach of ADRC services to support consumers affected by COVID-19
7. For ADRCs with established evidence-based Coleman Care Transitions programs in place, funds could be used for the deployment

of Care Transitions services for targeted populations most at risk of COVID-19 who are seeking transitional support from hospital-to-home and nursing home-to-home.

e. **Guidance for Purchases under this Agreement:**

Purchase of technology/devices and providing technical assistance to consumers on the use of technology/devices.

1. ADRC should collaborate with existing programs like the state Assistive Technology (AT) program prior to using funds to purchase technology/devices, AT services, and/or consumer support for using technology and devices. If funds are used to purchase these items, ADRC should research multiple purchasing options including bulk purchasing through the Department of Human Services in order to secure the most cost-effective option. Additionally, policies and procedures governing the provision and usage of such technologies and devices should be developed and should consider issues such as whether they will be provided on loan, or permanently; the criteria for provision; what type of assessment will be made to determine the conditions for provision and the frequency for reassessment; whether or not usage by individuals in the home who are younger than age 60 is a permissible use; how will Information Technology (IT) support be provided, at what frequency, and total hours provided per consumer; how will upgrades to software be provided; who is responsible if the device is broken, lost or stolen; will it be used only for the duration of the public health emergency and then retrieved; etc.

2. Purchase of cellular or internet access.

ADRC should collaborate with existing programs like the state AT program and the PUC prior to using funds to purchase these items. If funds are used to purchase these items, policies and procedures governing the provision and usage of cellular or internet access should be developed and should consider issues such as whether they will be provided on a fixed short term or longer basis; the criteria for provision; what type of assessment will be made to determine the conditions for provision and the frequency for reassessment; whether or not usage by individuals in the home who are younger than age 60 is a permissible use; how will IT support be provided; who is responsible if any limits on usage are exceeded; will it be provided only for the duration of the public health emergency; etc.

- c. Amend **Exhibit A, Part 3 “Special Terms and Conditions”**, to include specific requirements related to the use of “Families First Coronavirus Response Act Funding”, to include a new **Exhibit A, Part 3 “Special Terms and Conditions”**, Section 8, “Major Disaster Declaration number DR4499OR Agreement Provisions”, incorporated herein by this reference stated as follows:

8. Major Disaster Declaration number DR4499OR Agreement Provisions.

DHS is acquiring the services under this amended Agreement for the purpose of responding to the state of emergency declared by the Governor on Saturday, March 7, 2020 and pursuant to the Major Disaster Declaration number DR4499OR as a direct result of the COVID-19. DHS intends to request reimbursement from the federal government, including but not limited to FEMA and from the resources provided by the Families First Coronavirus Response Act, for the costs, and Recipient shall provide to DHS timely reports that provide enough detail to DHS' reasonable satisfaction, in order to obtain federal reimbursement.

This Agreement is subject to the additional federal terms and conditions located at:

<https://www.oregon.gov/das/Procurement/Documents/COVIDFederalProvisions.pdf> as may be applicable to this Agreement.

3. Except as expressly amended above, all other terms and conditions of the original Agreement and any previous amendments are still in full force and effect. County certifies that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this amendment and with the same effect as though made at the time of this amendment.
4. **Certification.** Without limiting the generality of the foregoing, by signature on this Agreement amendment, the County hereby certifies under penalty of perjury that:
 - a. The County is in compliance with all insurance requirements in Exhibit C of the original Agreement and notwithstanding any provision to the contrary, County shall deliver to the DHS Agreement Administrator (see page 1 of this Agreement) the required Certificate(s) of Insurance for any extension of the insurance coverage, within 30 days of execution of this Agreement Amendment. By certifying compliance with all insurance as required by this Agreement, County acknowledges it may be found in breach of the Agreement for failure to obtain required insurance. County may also be in breach of the Agreement for failure to provide Certificate(s) of Insurance as required and to maintain required coverage for the duration of the Agreement;
 - b. The County acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) that is made by (or caused by) the County and that pertains to this Agreement or to the project for which the Agreement work is being performed. The County certifies that no claim described in the previous sentence is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. County further acknowledges that in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the County;
 - c. The information shown in County Data and Certification, of original Agreement or as amended is County's true, accurate and correct information;

- d. To the best of the undersigned's knowledge, County has not discriminated against and will not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts;
- e. County and County's employees and agents are not included on the list titled "Specially Designated Nationals" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at: <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>;
- f. County is not listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal procurement or Nonprocurement Programs" found at: <https://www.sam.gov/portal/public/SAM/>;
- g. County is not subject to backup withholding because:
 - (1) County is exempt from backup withholding;
 - (2) County has not been notified by the IRS that County is subject to backup withholding as a result of a failure to report all interest or dividends; or
 - (3) The IRS has notified County that County is no longer subject to backup withholding.
- h. County Federal Employer Identification Number (FEIN) provided to DHS is true and accurate. If this information changes, County is required to provide DHS with the new FEIN within 10 days.

5. **County Data.** This information is requested pursuant to ORS 305.385 and OAR 125-246-0330(1).

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

County Name (exactly as filed with the IRS): _____

Street address: _____

City, state, zip code: _____

Email address: _____

Telephone: () _____ Facsimile: () _____

Proof of Insurance: County shall provide the following information upon submission of the signed Agreement amendment. All insurance listed herein and required by Exhibit C of the original Agreement, must be in effect prior to Agreement execution.

Workers' Compensation Insurance Company: _____

Policy #: _____ Expiration Date: _____

6. Signatures.

COUNTY: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY STATE APPROVALS

Clackamas County

By:

Authorized Signature

Printed Name

Title

Date

State of Oregon acting by and through its Department of Human Services

By:

Authorized Signature

Printed Name

Title

Date

Approved for Legal Sufficiency:

Jefferay A. Wahl Attorney-in-Charge
Department of Justice

Email approval on file

6/17/2020
Date

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Local Subrecipient Grant Agreement Amendment #3 with Lifeworks Northwest to provide Relief Nursery Services in Clackamas County

Purpose/Outcome	Lifeworks Northwest – Children’s Relief Nursery will provide services to families with children at risk and/or that have experienced child abuse/neglect. Services include therapeutic programs and home visitation services or equivalent virtual support, ongoing home-based parent education and respite care. Parents will also have the opportunity to attend an additional 10-week Circle of Security parenting education series.
Dollar Amount and Fiscal Impact	Amendment #3 adds \$72,000 for a maximum value of \$218,260 and extends the end date to June 30, 2021.
Funding Source	Clackamas County General Fund
Duration	July 1, 2020 to June 30, 2021
Previous Board Action/Review	062019-A7
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel reviewed and approved this document on: June 9, 2020
Contact Person	Adam Freer 562-676-7675
Contract No.	CFCC 8926

BACKGROUND:

The Children, Family and Community Connections Division of the Health, Housing and Human Services Department requests the approval of a local Subrecipient Grant Agreement Amend #3 with LifeWorks Northwest for Relief Nursery services. Lifeworks NW – Children’s Relief Nursery services high-risk families with children under the age of six with the intensive support they need for their children to grow up safe, healthy and ready for school. Children participate in therapeutic programs, families receive home visits and are offered parenting education opportunities to promote health parenting and child development, with the goal of reducing the risk of child abuse and neglect.

This Local Subrecipient Grant Agreement Amend #3 is effective upon signature by all parties for services starting on July 1, 2020 and terminating on June 30, 2021. This Agreement has a maximum value of \$218,260.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

 H3S Deputy / For

Richard Swift, Director
Health, Housing & Human Services

Healthy Families. Strong Communities.

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

www.clackamas.us

Local Subrecipient Grant Amendment (FY 20-21)
H3S – Children, Family & Community Connections Division

<u>Local Recipient Agreement Number: 8926</u>	<u>Board Order Number: 062019-A7</u>
<u>Department/Division: H3S-Children, Family & Community Connections</u>	<u>Amendment No. 3</u>
<u>Local Recipient: Lifeworks NW – Relief Nursery</u>	<u>Amendment Requested By: Adam Freer</u>
Changes: <input checked="" type="checkbox"/> Scope of Service <input checked="" type="checkbox"/> Agreement Time	<input checked="" type="checkbox"/> Agreement Budget <input type="checkbox"/> Other:

Justification for Amendment:

This Amendment adds additional funds to continue Relief Nursery programming services.

This Amendment adds to the maximum compensation and expands the scope of service.

Maximum compensation is increased by \$72,000 for a revised maximum of \$218,260. It becomes effective July 1, 2020 and terminates June 30, 2021.

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.

AMEND:

1. **Grant Funds.** The COUNTY's funding for this Agreement is County General Fund. The maximum, not to exceed, grant amount that the COUNTY will pay is \$146,260.

TO READ:

1. **Grant Funds.** The COUNTY's funding for this Agreement is County General Fund. The maximum, not to exceed, grant amount that the COUNTY will pay is ***\$218,260***.

AMEND:

11. **General Agreement Provisions**
b) **Insurance**

3) **Professional Liability.** If the Agreement involves the provision of professional services, RECIPIENT shall obtain and furnish the COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this Agreement, with limits not less than \$2,000,000 per occurrence for the protection of the COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this Agreement. COUNTY, at its option, may require a complete copy of the above policy.

TO READ:

11. General Agreement Provisions
b) Insurance

3) **Professional Liability.** If the Agreement involves the provision of professional services, ***SUBRECIPIENT*** shall obtain and furnish COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this Agreement, with limits not less than \$2,000,000 per occurrence for the protection COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this Agreement. COUNTY, at its option, may require a complete copy of the above policy. ***Contractor 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 the 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 Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor'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.***

REPLACE:

Exhibit B: Budget Lifeworks NW – Children’s Relief Nursery

WITH:

Exhibit B: BUDGET				
Contractor: LifeWorks NW - Children's Relief Nursery Address: 14600 NW Cornell Rd Portland, OR 97229 Contact Person: Cynthia Asai Phone Number: E-mail: cynthia.asai@lifeworksnw.org Contract Term: July 1, 2018 through June 30, 2021 Contract #: CFCC - #8926 Amend #3				
Budget Category	Budget FY18-19 July 1 '18-June 30 '19	Budget FY19-20 July 1 '19-June 30 '20	Budget FY20-21 July 1 '20-June 30 '21	Total
Personnel				
Early Childhood Specialist @.99 FTE	\$ 33,462.00	\$ 33,462.00	\$ 33,462.00	\$ 100,386.00
Fringe @ .25	\$ 8,365.50	\$ 8,365.50	\$ 8,365.50	\$ 25,096.50
Program Coordinator .20 FTE	\$ 8,910.72	\$ 8,910.72	\$ 8,910.72	\$ 26,732.16
Fringe @ .25	\$ 2,227.68	\$ 2,227.68	\$ 2,227.68	\$ 6,683.04
Service Director @ .10 FTE	\$ 724.46	\$ 724.46	\$ 724.46	\$ 2,173.38
Fringe @ .25	\$ 217.34	\$ 217.34	\$ 217.34	\$ 652.02
Admin assistant to service director @ .005 FTE	\$ 197.50	\$ 197.50	\$ 197.50	\$ 592.50
Fringe @ .25	\$ 54.31	\$ 54.31	\$ 54.31	\$ 162.93
Total Personnel	\$ 54,159.51	\$ 54,159.51	\$ 54,159.51	\$ 162,478.53
Administration				
Admin costs - IT, payroll, accounting, benefits admin, cultural diversity,	\$ 6,788.00	\$ 6,788.00	\$ 6,788.00	\$ 20,364.00
Total Administration	\$ 6,788.00	\$ 6,788.00	\$ 6,788.00	\$ 20,364.00
Program				
General office - occupancy, rent, utilities telephone, copier, general & property insurance	\$ 9,822.49	\$ 9,822.49	\$ 9,822.49	\$ 29,467.47
Professional insurance	\$ 125.00	\$ 125.00	\$ 125.00	\$ 375.00
Conference/Training	\$ 305.00	\$ 305.00	\$ 305.00	\$ 915.00
Mileage	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
Circle of Security - program supplies	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00
Circle of Security - child care	\$ -	\$ 960.00	\$ -	\$ 960.00
Total Program	\$ 11,052.49	\$ 13,312.49	\$ 11,052.49	\$ 35,417.47
Total Budget	\$ 72,000.00	\$ 74,260.00	\$ 72,000.00	\$ 218,260.00

**Exhibit C: Performance Reporting
 Children, Family & Community Connections Division
 Work Plan Quarterly Report – Year 3 (includes COS training)**

Program: Children's Relief Nursery
 Contractor: LifeWorks NW
 Contact: Denise Glascock denise.glascock@lifeworksnw.org
 Contract Term: July 1, 2020 – June 30, 2021

Activities/Outputs	Intermediate Outcomes/Measurement Tool		Q1	Q2	Q3	Q4
<p>Center-Based By 6/30/2021, a minimum of 16 unduplicated children will each receive 276 hours of therapeutic classroom services or equivalent virtual support.</p> <p>By 6/30/2021, a minimum of 16 unduplicated children will be receiving, at minimum, monthly home visiting services. Home visiting services may be delivered virtually.</p>	<p>70% children will demonstrate improvement in age appropriate interactions with peers and adults based on ASQ & ASQSE assessments. Subjective observation, reported quarterly for children who have not yet completed 276 hours.</p> <p>After one year of Relief Nursery services, 80% of children will either achieve age-appropriate developmental progress as measured by appropriate developmental assessment tools (ASQ and ASQ-SE), or will be receiving appropriate Special Education and/or other special needs services). Reported when child/family has received services for one year.</p> <p>70% of parents will demonstrate positive parent-child interactions as measured by Relief Nursery standards.</p>	# Served center-based – children (total)				
		# Served center-based – families (total)				
		# Served center-based – parents (total)				
		# Children who have received at least 276 hours of therapeutic services				
		# children (276 hours of services) achieving age appropriate developmental progress (ASQ, ASQ-SE)				
		# children (276 hours of services) who have been referred to and are receiving appropriate Special Education and/or other special needs services				
		# parents demonstrating positive parent/child interaction				
		# Children receiving monthly home visiting services				
<p>Home-Based By 6/30/2021, a minimum of 10-20 unduplicated families will receive ongoing home-based parenting education delivered in person or virtual format.</p>	<p>70% parents will demonstrate an increase in quality of parent-child interactions as measured by the Child Directed Interaction Surveys (pre/post).</p>	# Served home-based – children				
		# Served home-based – families				
		# Served home-based – parents				
		# parents demonstrating increased quality of parent/child interactions				
<p>By 6/30/2021, an average of 5 families receiving home-based and center-based services will take advantage of Respite Services at least twice. (As restrictions allow, respite will occur every second Friday of the month and includes up to three hours of classroom based services).</p>	<p><i>Relief Nursery Parent Interaction Assessment</i></p>	# Served Respite – children				
		# Served Respite – families				
PARENTING EDUCATION						
By June 30, 2021, conduct one English	75% of participants in English-speaking Parenting	# sessions offered during the quarter				

<p>class series of Circle of Security (total of 10 sessions), with a minimum of 6 unduplicated parents.</p>	<p>Education classes will report an increase in quality of parent-child/youth interactions as measured by Parenting Skills Ladder (PSL) responses.</p>				
	<p>75% of participants in English speaking Parent Education classes will attend at least 70% of the 10 sessions offered.</p>	# of parents attending at least one class:			
	<p>Measured by Parenting Skills Ladder survey, facilitator observations</p>	Average # of parents at each class:			
		# of parents attending at least 70% of class sessions offered: (measured at series end)			
		Average # of children in childcare each night:			
		# of families with DHS involvement			
		# Assessed with PSL			
		# Successful based on PSL			
% Successful					
<p>ADDITIONAL REQUIREMENTS</p>					
<p>Facilitator(s) must review fidelity standards information document and complete one fidelity checklist by June 30, 2021.</p>	Indicate which quarter the fidelity checklist was completed:				
<p>Facilitator(s) must arrange with county staff one class site observation prior to week 8 of class duration for each series offered</p>	Indicate which quarter the site visit was completed:				

REPLACE:

Exhibit D-1: Lifeworks NW – Children's Relief Nursery Reimbursement Request

WITH:

Exhibit D-1: REIMBURSEMENT REQUEST				
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: LifeWorks NW - Children's Relief Nursery				
Address: 14600 NW Cornell Rd		Report Period:		
Portland, OR 97229				
Contact Person: Cynthia Asai		Contract 8926 Amend 3		
Phone Number:				
E-mail: cynthia.asai@lifeworksnw.org				
Contract Period: July 1, 2020 - June 30, 2021				
Budget Category	Budget July 1 '20-June 30 '21 (includes COS carry-fwd)	Current Draw Request	Previously Requested	Balance
Personnel				
Early Childhood Specialist @.99 FTE	\$ 33,462.00	\$ -	\$ -	\$ 33,462.00
Fringe @ .25	\$ 8,365.50	\$ -	\$ -	\$ 8,365.50
Program Coordinator .20 FTE	\$ 8,910.72	\$ -	\$ -	\$ 8,910.72
Fringe @ .25	\$ 2,227.68	\$ -	\$ -	\$ 2,227.68
Service Director @ .10 FTE	\$ 724.46	\$ -	\$ -	\$ 724.46
Fringe @ .25	\$ 217.34	\$ -	\$ -	\$ 217.34
Admin assistant to service director @ .005	\$ 197.50	\$ -	\$ -	\$ 197.50
Fringe @ .25	\$ 54.31	\$ -	\$ -	\$ 54.31
Total Personnel	\$ 54,159.51	\$ -	\$ -	\$ 54,159.51
Administration				
Admin costs - IT, payroll, accounting, benefits admin, cultural diversity, exec team	\$ 6,788.00	\$ -	\$ -	\$ 6,788.00
Total Administration	\$ 6,788.00	\$ -	\$ -	\$ 6,788.00
Program				
General office - occupancy, rent, utilities telephone, copier, general & property	\$ 9,822.49	\$ -	\$ -	\$ 9,822.49
Professional insurance	\$ 125.00	\$ -	\$ -	\$ 125.00
Conference/Training	\$ 305.00	\$ -	\$ -	\$ 305.00
Mileage	\$ 800.00	\$ -	\$ -	\$ 800.00
Circle of Security - program supplies	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
Circle of Security - child care	\$ 960.00	\$ -	\$ -	\$ 960.00
Total Program	\$ 13,312.49	\$ -	\$ -	\$ 13,312.49
Total Grant Funds Requested	\$ 74,260.00	\$ -	\$ -	\$ 74,260.00

By signing this request, I verify that the information on this Funds Request and attachments is accurate, represents contracted services, and is true to the best of my knowledge.
 Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings that are pertinent to this Contract.

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

AGENCY

Lifeworks NW
14600 NW Cornell Road
Portland, OR 97229

By: 
Mary Morhart, CEO/President

Date: 06/12/20

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

Date: _____

Approved as to budget and work plan:


Adam Freer, Director
Children, Family & Community Connections Division

Date: June 16, 2020

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Local Subrecipient Grant Agreement Amendment #1 with
Todos Juntos to provide Kindergarten Readiness Partnership & Innovation Services

Purpose/Outcome	Todos Juntos will implement JumpStart, a kindergarten readiness program, community-based workshops and community events to families with children ages 0-6 to increase the readiness for pre-kindergarten children in Clackamas County Oregon Trail and Estacada School Districts. The amendment extends the end date and adds another year of funding.
Dollar Amount and Fiscal Impact	Amendment #1 adds \$119,000 for a maximum value of \$218,711 and extends the end date to June 30, 2021. No County General Fund involved and no match required.
Funding Source	State of Oregon, Dept of Education through its Early Learning Division
Duration	July 1, 2020 to June 30, 2021
Previous Board Action/Review	102419-A2
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel reviewed and approved this document on:
Contact Person	Adam Freer 562-676-7675
Contract No.	CFCC 9473

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests approval of a Local Grant Agreement with Todos Juntos to provide community and school partnerships and innovations that result in measureable increases in readiness for kindergarten children ages 0-6 in rural areas of Clackamas County.

This Local Subrecipient Grant Agreement Amend #1 is effective upon signature by all parties for services starting on July 1, 2020 and terminating on June 30, 2021. This Agreement has a maximum value of \$218,711.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,



Richard Swift, Director
Health, Housing & Human Services

Healthy Families. Strong Communities.

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

www.clackamas.us

Local Subrecipient Grant Amendment (FY 20-21)
H3S – Children, Family & Community Connections Division

Local Recipient Agreement Number: 9473

Board Order Number: 102419-A2

Department/Division: H3S-CFCC

Amendment No. 1

Local Recipient: Todos Juntos

Amendment Requested By: Adam Freer

Changes: Scope of Service
 Agreement Time

Agreement Budget
 Other:

Justification for Amendment:

This Amendment adds to the maximum compensation and extends the duration of the Kindergarten Partnership Innovation Grant for Todos Juntos.

Maximum compensation is increased by \$119,000 for a revised maximum of \$218,711. It becomes effective July 1, 2020 and terminates June 30, 2021.

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.

AMEND:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than October 1, 2019 and not later than June 30, 2020, 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.

TO READ:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by COUNTY relating to the project incurred no earlier than October 1, 2019 and not later than ***June 30, 2021***, 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.

AMEND:

2. **Grant Funds.** The COUNTY's funding for this Agreement is the State of Oregon acting by and through its Department of Education, Early Learning Division issued to COUNTY. The maximum, not to exceed, grant amount that COUNTY will pay on this agreement is \$99,711.

Children, Youth & Families Division
 Early Learning Hub of Clackamas County
 Work Plan 2019-2021
 Comments and Narrative

Please provide updates on key strategies and deliverables as well as any changes in sustainability planning and cross-sector partnerships. Include program successes and current challenges. Note any strategies moving forward to alleviate those challenges.

Reporting Period	Narrative
October – December 2019:	
January-March 2020:	
April-June 2020:	
July-Sept 2020:	
October – December 2020:	
January-March 2021:	
April-June 2021:	

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Hamilton (chamilton@clackamas.us), Stephanie Radford (sradford@clackamas.us)

Quarterly Report, Client Satisfaction Surveys and Demographic Data Form & Project Testimonial

- October-December 2019 DUE: January 15, 2020
- January-March 2020 DUE: April 15, 2020
- April-June 2020 DUE July 15, 2020
- July-September 2020: DUE October 15, 2020
- October-December 2020 DUE: January 15, 2021
- January-March 2021 DUE: April 15, 2021
- April-June 2021 DUE July 15, 2021

Testimonial or story

Please provide two testimonials or stories related to your quality work with families for each site you provide services. Completed testimonial due by July 15, 2020 but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how this project has facilitated innovative approaches for linking Early Learning with K-12 education. It is an opportunity to highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

If grantees intend to develop educational or promotional materials that are funded through The Early Learning Hub of Clackamas County, they must be submitted for preapproval. Copies should be included in the quarterly reports. Include the Early Learning Hub of Clackamas County Logo.

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Hamilton (chamilton@clackamas.us) and Stephanie Radford (sradford@clackamas.us)

Quarterly Report, Client Satisfaction Surveys and Demographic Data Form & Project Testimonial

- **October-December 2019 DUE: January 15, 2020**
- **January-March 2020 DUE: April 15, 2020**
- **April-June 2020 DUE July 15, 2020**
- **July – September 2020 DUE October 15, 2020**
- **October-December 2020 DUE: January 15, 2021**
- **January-March 2021 DUE: April 15, 2021**
- **April-June 2021 DUE July 15, 2021**

Testimonial or story

Please provide two testimonials or stories related to your quality work with families and the KPI services you provide. Completed testimonial due by July 15, 2020 but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how this project has facilitated innovative approaches for linking Early Learning with K-12 education. It is an opportunity to

highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

If grantees intend to develop educational or promotional materials that are funded through The Early Learning Hub of Clackamas County, they must be submitted for preapproval. Copies should be included in the quarterly reports. Include the Early Learning Hub of Clackamas County Logo.

REPLACE:

Exhibit B: Budget Todos Juntos KPI

WITH:

Exhibit B: BUDGET (KPI Services)			
Contractor: Todos Juntos - KPI			
Address: PO Box 645 Canby, OR 97013		Contract #9473 Amend #1	
Contact Person: Shawna Johnson			
Phone Number: 503-341-3381			
E-mail: shanai@todos-juntos.net			
Contract Term: Oct 1 '19-Jun 30 '21			
Budget Category	Approved Budget Oct 1 '19-Jun 30 '20	Approved Budget July 1 '20-Jun 30 '21	Total
Personnel			
Program Director	\$ 36,000.00	\$ 45,000.00	\$ 81,000.00
Sandy Youth Program Facilitator	\$ 10,800.00	\$ 13,460.00	\$ 24,260.00
Sandy Activity Support Staff	\$ 4,536.00	\$ 5,096.00	\$ 9,632.00
Estacada Site Coordinator	\$ 15,200.00	\$ 17,860.00	\$ 33,060.00
Estacada Activity Support Staff	\$ 4,536.00	\$ 4,856.00	\$ 9,392.00
Little Chippers Program Staff	\$ 1,720.00	\$ 1,720.00	\$ 3,440.00
Jumpstart Teachers & Support (Sandy)	\$ 1,295.00	\$ 1,295.00	\$ 2,590.00
Canby/Molalla Playgroup Facilitator	\$ 3,040.00	\$ 3,040.00	\$ 6,080.00
Taxes & Fringe @ .11%	\$ 8,483.97	\$ 10,262.37	\$ 18,746.34
Total Personnel	\$ 85,610.97	\$ 102,589.37	\$ 188,200.34
Administration			
Administration	\$ 9,079.00	\$ 11,288.60	\$ 20,367.60
Total Administration	\$ 9,079.00	\$ 11,288.60	\$ 20,367.60
Program			
Materials & Supplies	\$ 2,421.03	\$ 2,447.03	\$ 4,868.06
Equipment			\$ -
Phone	\$ 600.00	\$ 675.00	\$ 1,275.00
Insurance	\$ 800.00	\$ 800.00	\$ 1,600.00
Training/Conference/Travel	\$ 400.00	\$ 400.00	\$ 800.00
Mileage	\$ 800.00	\$ 800.00	\$ 1,600.00
Total Program	\$ 5,021.03	\$ 5,122.03	\$ 10,143.06
Total Budget	\$ 99,711.00	\$ 119,000.00	\$ 218,711.00

REPLACE: Exhibit D-1 Todos Juntos Reimbursement Request

With:

Exhibit D-1: KPI REIMBURSEMENT REQUEST				
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: Todos Juntos - KPI				
Address: PO Box 645			Report Period:	
Canby, OR 97013				
Contact Person: Shawna Johnson				
Phone Number: 503.341.3381			Contract	9473 Amend 1
E-mail: shawnaj@todos-juntos.net				
Contract Period: July 1 '20-June 30 ;21				
Budget Category	Approved Budget July 1 '20-Jun 30 '21)	Current Draw Request	Previously Requested	Balance
Personnel				
Program Director	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00
Sandy Youth Program Facilitator	\$ 13,460.00	\$ -	\$ -	\$ 13,460.00
Sandy Activity Support Staff	\$ 5,096.00	\$ -	\$ -	\$ 5,096.00
Estacada Site Coordinator	\$ 17,860.00	\$ -	\$ -	\$ 17,860.00
Estacada Activity Support Staff	\$ 4,856.00	\$ -	\$ -	\$ 4,856.00
Little Chippers Program Staff	\$ 1,720.00	\$ -	\$ -	\$ 1,720.00
Jumpstart Teachers & Support (Sandy)	\$ 1,295.00	\$ -	\$ -	\$ 1,295.00
Canby/Molalla Playgroup Facilitator	\$ 3,040.00	\$ -	\$ -	\$ 3,040.00
Taxes & Fringe @ .11%	\$ 10,262.37	\$ -	\$ -	\$ 10,262.37
Total Personnel	\$ 102,589.37	\$ -	\$ -	\$ 102,589.37
Administration				
Administration	\$ 11,288.60	\$ -	\$ -	\$ 11,288.60
Total Administration	\$ 11,288.60	\$ -	\$ -	\$ 11,288.60
Program				
Materials & Supplies	\$ 2,447.03	\$ -	\$ -	\$ 2,447.03
Equipment	\$ -	\$ -	\$ -	\$ -
Phone	\$ 675.00	\$ -	\$ -	\$ 675.00
Insurance	\$ 800.00	\$ -	\$ -	\$ 800.00
Conference Training	\$ 400.00	\$ -	\$ -	\$ 400.00
Mileage	\$ 800.00	\$ -	\$ -	\$ 800.00
Total Program	\$ 5,122.03	\$ -	\$ -	\$ 5,122.03
Total Grant Funds Requested	\$ 119,000.00	\$ -	\$ -	\$ 119,000.00
By signing this request, I verify that the information on this Funds Request and attachments is accurate, represents contracted services, and is true to the best of my knowledge. Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings that are pertinent to this Contract.				

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

AGENCY

Todos Juntos
PO Box 645
Canby, OR 97013

By: 
Eric Johnston, Director

Date: 6/9/2020

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

Date: _____

Approved as to budget and work plan: _____



Adam Freer, Director
Children, Family, & Community Connections
Division

Date: _____

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Local Subrecipient Grant Agreement with Northwest Family Services (NWFS) for Children of Incarcerated Parents (CIP) and Parenting Inside Out (PIO) Services

Purpose/Outcomes	NWFS will provide services for Children of Incarcerated Parents (CIP) to include parenting education and coaching to improve parenting skills of program participants, and support services and mentoring for children whose parents are involved in the justice systems. Parenting Inside Out (PIO) is a 12-week interactive series that highlights effective parenting skills and helps parents interact positively with their children. The classes also provide opportunities for families to locate services and support.
Dollar Amount and Fiscal Impact	Agreement has a maximum value of \$130,000. No County Staff are funded through this Agreement.
Funding Source	County General Funds (\$80,000) Health Share of Oregon through Behavioral Health IAA 9714 (\$40,000) Clackamas County Juvenile Dept IAA (\$10,000)
Safety Impact	N/A
Duration	Effective July 1, 2020 and terminates on June 30, 2021
Previous Board Action	N/A
Strategic Plan Alignment	1. Ensure equitable access to services 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel has reviewed and approved this document. Date of counsel review: June 9, 2020
Contact	Adam Freer 562-676-7675
Contract No.	CFCC-9748

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests the approval of a Subrecipient Grant Agreement with NWFS to provide Children of Incarcerated Parents Parenting Inside Out parenting classes and youth mentoring and support. Services to be provided under this contract include evidence-based parenting educational curriculum and youth mentoring, coaching, and support services.

Funding for this Agreement is County General Funds. It has been reviewed by County Counsel and has a maximum value of \$130,000.

RECOMMENDATION:

Staff recommends the Board approval of this contract and authorization for Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,



Richard Swift, Director

Health, Housing & Human Services

Healthy Families. Strong Communities.

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

www.clackamas.us

CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC-9748	
Program Name: Northwest Family Services CIP and PIO Program/Project Number: 9748	
This Agreement is between <u>Clackamas County</u> , Oregon, acting by and through its Department of Health, Housing and Human Services Children, Family and Community Connections Division (COUNTY), and <u>Northwest Family Services</u> (SUBRECIPIENT), an Oregon Non-profit Organization.	
COUNTY Data	
Grant Accountant: Michael Morasko	Program Manager: Sarah Van Dyke
Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5435 mmorasko@clackamas.us	Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (503) 557-5829 svandyke@clackamas.us
SUBRECIPIENT Data	
Finance/Fiscal Representative: Rose Fuller	Program Representative: Rose Fuller
Northwest Family Services 6200 SE King Road Portland, OR 97222 (503) 546-9397 rfuller@nwfs.org	Northwest Family Services 6200 SE King Road Portland, OR 97222 (503) 546-9397 rfuller@nwfs.org
FEIN: 93-0841022	

RECITALS

1. There are over 20,000 children in Oregon with a parent in prison. Two-thirds of those parents have child(ren) under 18 with half of them expecting to live with their children after they are released. Children of Incarcerated Parents (CIP) aims to meet the complex needs of these children through mentorship, the development of positive social norms, working collaboratively to provide resources and advocacy to youth and families, and to bring awareness and education to communities.

Parenting Inside Out (PIO) is a 12-week series for parents and satisfies mandated parenting class requirements. This interactive program highlights effective parenting skill and helps parents to interact positively with different personalities and needs. The classes also provides opportunities for families to locate resources and support.

2. Northwest Family Services (NWFS) improves family stability and child well-being by focusing on the social determinants of health. Since 1983, NWFS has worked to reduce poverty through health, education, employment, and social justice services. Programs and services include health and social service navigation, culturally specific women and children's shelter who have experienced violence, youth prevention and intervention programs, outpatient alcohol and drug treatment, coalition support for drug free communities, support for youth and families affected by incarceration, youth education and employment success, restorative justice, mental health services, job readiness and placement,

couple's classes, parenting, healthy relationship education, and more. Services are offered in the greater Portland-Salem metro area in both English and Spanish.

3. Clackamas County (COUNTY) desires to work with Northwest Family Services as part of a comprehensive, multi-agency approach to address the needs of very high-risk families and build strong parenting skills, prevent child abuse/neglect, and improve family stability through a variety of support activities and referral services including:

Mentoring and support services to children whose parents are or have been involved in the criminal justice system: youth will receive one-on-one support, connection to needed resources, and other targeted services. Youth are referred to the program by schools, PreventNet site staff, homeless liaisons, federal, state and local agencies, and other community partners.

Evidence-based parenting classes using the Parenting Inside Out curriculum to increase parenting skills to improve outcomes for both the parent and the child(ren). Class participants are connected to supportive community resources and services.

4. County General Fund dollars will be used to finance this Local SUBRECIPIENT Grant Agreement.
5. This Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local Grant Agreement COUNTY and SUBRECIPIENT agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than **July 1, 2020** and not later than **June 30, 2021**, 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.
2. **Program.** The Program requirements are described in Exhibit A-1: Scope of Work and Exhibit A-2: Work Plan Quarterly Report. SUBRECIPIENT agrees to perform the Program in accordance with the terms and conditions of this Agreement.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and regulations.
4. **Grant Funds.** The COUNTY's funding for this Agreement is **County General Funds**. The maximum, not to exceed, grant amount that COUNTY will pay is **\$130,000**.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in Exhibit D-1: Request for Reimbursement.
6. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. **SUBRECIPIENT must submit a written request including a justification for any amendment to the COUNTY in writing at least forty five (45) calendar days before this Agreement expires.** No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement. If the maximum compensation amount is increased by amendment, the amendment must be fully effective before SUBRECIPIENT performs work subject to the amendment.

7. **Termination.** This Agreement may be terminated by the mutual consent of both parties or by a party upon written notice from one to the other. This notice may be transmitted in person, by mail, facsimile, or by email, with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. .
8. **Funds Available and Authorized.** SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement.
9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in this agreement.
10. **Administrative Requirements.** SUBRECIPIENT agrees to its status as a SUBRECIPIENT, and accepts among its duties and responsibilities the following:
 - a) **Financial Management.** SUBRECIPIENT shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all costs incurred.
 - b) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or "deferred" until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are "earned". All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to the County within 15 days.
 - c) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of COUNTY. At no time may budget modifications change the scope of the original grant application or agreement.
 - d) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.
 - e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the term and effective date. Cost incurred prior or after this date will be disallowed.
 - f) **Match.** Matching funds are not required for this Agreement.
 - g) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15th of the following month using the form and instructions in Exhibit D-1: Request for Reimbursement. SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement.
 - h) **Performance and Financial Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in Exhibit C: SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit D-1: Request for Reimbursement. All reports must be submitted on templates provided in the

Exhibits, must reference this agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.

- i) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- j) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, and its duly authorized representatives shall have access to such records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts. Monitoring may be performed onsite or offsite, at COUNTY's discretion.
- k) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years following the Project End Date (June 30, 2021), or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- l) **Failure to Comply.** SUBRECIPIENT acknowledges and agrees that this agreement and the terms and conditions therein are essential terms in allowing the relationship between COUNTY and SUBRECIPIENT to continue, and that failure to comply with such terms and conditions represents a material breach of 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, or to terminate this agreement and all associated amendments.

11. Compliance with Applicable Laws

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and as applicable to SUBRECIPIENT.
- b) **State Statutes.** SUBRECIPIENT expressly agrees to comply with all statutory requirements, laws, rules, and regulations issued by the State of Oregon, to the extent they are applicable to the agreement.
- c) **Conflict Resolution.** If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Agreement, SUBRECIPIENT shall in writing request COUNTY resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the design or other Services required under the Agreement.

12. General Agreement Provisions.

- a) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to SUBRECIPIENT's negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT's control. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT's actions, employees, agents or otherwise with respect to those under its control.
- b) **Insurance.** During the term of this agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:
 - 1) **Commercial General Liability.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury, death, and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.
 - 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.
 - 3) **Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish the COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of the COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. COUNTY, at its option, may require a complete copy of the above policy. Contractor 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 the 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 Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor'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.

- 4) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.
 - 5) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured, as well as the but only with respect to SUBRECIPIENT's activities under this agreement.
 - 6) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 30 day notice of cancellation provision shall be physically endorsed on to the policy.
 - 7) **Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
 - 8) **Certificates of Insurance.** As evidence of the insurance coverage required by this agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. No agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.
 - 9) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
 - 10) **Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the agreement.
 - 11) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.
- c) **Assignment.** SUBRECIPIENT shall not enter into any subcontracts or subawards for any of the Program activities required by the Agreement without prior written approval. This Agreement may not be assigned in whole or in part with the express written approval of COUNTY.
 - d) **Independent Status.** SUBRECIPIENT is independent of the COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of COUNTY and undertakes this work independent from the control and direction of COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind COUNTY in any transaction or activity.
 - e) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as

Federal Express), (3) sent by facsimile transmission, with the original to follow by regular mail; or, (4) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.

- f) **Governing Law.** This Agreement is made in the State of Oregon, and shall be governed by and construed in accordance with the laws of that state. Any litigation between COUNTY and SUBRECIPIENT arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- g) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- h) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- i) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- j) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- k) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

(Signature Page Attached)

SUBRECIPIENT

Northwest Family Services
6200 SE King Road
Portland, OR 97222

CLACKAMAS COUNTY

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

By: Rose Fuller
Rose Fuller, Executive Director

Signing on behalf of the Board:

By: _____
Richard Swift, Director
Health, Housing & Human Services

Dated: 6/09/2020

Dated: _____

Approved as to budget and work plan:

Adam Freer June 9, 2020

Adam Freer, Director
Children, Family & Community Connections

- Exhibit A-1: Scope of Work
- Exhibit A-2: Work Plan Quarterly Report
- Exhibit A-3: Client Feedback Survey and Report
- Exhibit B: Program Budget
- Exhibit C: Performance Reporting Schedule
- Exhibit D-1: Request for Reimbursement
- Exhibit D-2: Monthly Activity Report

EXHIBIT A-1: SCOPE OF WORK

Program Description

Youth

- A minimum of 20 unduplicated core youth are referred by school, PreventNet, Homeless liaisons and other community partners will be met with weekly. (A minimum of 10 times per quarter).
- A minimum of 2 Big Challenges groups (in schools) will be held and serve 12-18 kids.
- A minimum of 14 core youth will be matched with a mentor to provide individual support services.
- A minimum of 20 core youth will participate in a minimum of 3 field trips over the course of the year.

Adults

- Conduct a minimum of 2 series of 12 classes at accessible times and locations with a minimum of 25 unduplicated adults representing 30 to 45 youth.
- Participating families will be linked to supportive community resources as identified.
- Provide CSAP family support services for up to 7 families (1 to 2 families a quarter).

Outcomes

Youth

- 100% of referred youth will be contacted within one week of initial referral.
- 95% of referred youth will have individualized case plans within 3 weeks of obtaining custodial adult consent.
- 85% of the core youth will demonstrate positive change in pro-social skills and targeted behaviors.
- 85% of youth identified as core youth will receive one-on-one mentoring support.
- 75% of youth will report experiencing positive support and enrichment through field trips.

Adults

- 80% of parents will report gaining skills necessary to improve parenting.
- 95% of families will be linked to supportive community resources.
- 95% of the participants will indicate satisfaction on a client participation survey
- 95% of parents will experience an increase in at least one of the five domains of the Nurturing Parenting Scale.

Funder Recognition

Marketing, educational, promotional, and outreach materials and flyers describing services, workshops, and other activities funded through this Agreement must acknowledge Clackamas County Children, Family & Community Connections (CFCC) and include its logo. Media communications should also acknowledge CFCC.

Marketing materials reproduced using these grant funds must be submitted with quarterly reports.

Exhibit A-2 Work Plan and Quarterly Reports

**Children, Family & Community Connections Division
 Exhibit A: FY 20 -21 Work Plan Quarterly Report**

Provider: Northwest Family Services
 Contact: Rose Fuller, Director

Activity: **Children of Incarcerated Parents**
 Contract Period: July 1, 2020 - June 30, 2021

Activities/Outputs	Intermediate Outcomes/Measurement Tool	Jul-Sept 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	TOTAL
<p>By June 30, 2021, a minimum of 20 unduplicated core youth (referred by school, PreventNet, homeless liaisons and other community partners) will be met with weekly, a minimum of 10 times per quarter.</p> <p>Intakes will be conducted, release forms collected, and families will be engaged.</p> <p>Children and family will meet with program staff twice per year to outline and measure goal planning.</p>	<p>100% of referred youth will be contacted within one week of initial referral.</p> <p>95% of referred youth will have individualized case plans within 3 weeks of obtaining custodial adult consent</p> <p>85% of the core youth will demonstrate positive change in pro-social skills and targeted behaviors.</p> <p>Measured by case notes and progress on their case plan goal achievement (homework completion, attendance, tardiness, grades, anti-social thinking/values beliefs, substance use, aggressive behaviors, disruptive behaviors, runaway).</p>	# of core youth served				
		# of new core youth served				
		# of core youth on waitlist				
		# of core youth closed				
		# Youth contacted within one week of referral				
		# Youth with an individualized case plan				
		# youth completed goal planning with family and staff				
		# Youth demonstrating positive change in prosocial skills and targeted behaviors				
		% Youth demonstrating positive change in prosocial skills and targeted behaviors				
		# non-core youth receiving resource matching, participating in activities (ex. sibling)				
<p>By June 30, 2021, a minimum of 14 core youth will be matched with a mentor to provide individual support services.</p>	<p>85% of youth identified as core youth will receive one-to-one mentoring support</p> <p>85% of youth linked to a mentor will demonstrate positive change in pro-social and targeted behaviors.</p> <p>Measured by case records and participation in the community pro-social activities.</p>	# Youth receiving one-on-one mentoring support				
		# Mentored Youth demonstrating positive change in prosocial and targeted behaviors				
		% Youth demonstrating positive change in prosocial and targeted behaviors				

<p>By June 30, 2021, a minimum of 20 core youth will participate in a minimum of 3 field trips over the course of the year.</p>	<p>75% of youth will report experiencing positive support and enrichment through the small group field trip experience.</p> <p>Measured by: program records, group pictures, youth survey</p>	<table border="1"> <tr> <td># of large group field trips</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># of small group outings</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># Youth participating in field trips</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># Youth reporting positive support and enrichment</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	# of large group field trips						# of small group outings						# Youth participating in field trips						# Youth reporting positive support and enrichment					
# of large group field trips																										
# of small group outings																										
# Youth participating in field trips																										
# Youth reporting positive support and enrichment																										
<p>By June 30, 2021 a minimum of 4 community outreach activities will be conducted by staff to educate the community on the needs of children of incarcerated parents.</p>	<p>90% of community participants will report a greater awareness of the issues faced by children of incarcerated parents.</p>	<table border="1"> <tr> <td># served</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># assessed</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># successful</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	# served						# assessed						# successful											
# served																										
# assessed																										
# successful																										
<p>Program staff will participate in monthly CIP meetings and monthly staff meetings to review progress towards deliverables.</p>	<p>Measured by meeting summaries and attendance sign-in sheets.</p>	<table border="1"> <tr> <td># CIP meetings conducted during the quarter</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># attended by program staff</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># staff meetings attended</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	# CIP meetings conducted during the quarter						# attended by program staff						# staff meetings attended											
# CIP meetings conducted during the quarter																										
# attended by program staff																										
# staff meetings attended																										
<p>By June 30, 2021, Two Big Challenges groups (in schools) will be held and serve 12-18 kids</p>	<p>Measured by group rosters and group schedules.</p>	<table border="1"> <tr> <td># of Big Challenges groups</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># of children served (unduplicated)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	# of Big Challenges groups						# of children served (unduplicated)																	
# of Big Challenges groups																										
# of children served (unduplicated)																										

**Children, Family and Community Connections - Prevention
 Exhibit A: FY 19-20 Work Plan Quarterly Report**

Provider: Northwest Family Services
 Contact: Rose Fuller, Director

Activity: **Parenting Inside Out**
 Contract Period: July 1, 2020 - June 30, 2021

Activities/Outputs	Intermediate Outcomes/Measurement Tool	Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	TOTAL
<p>By June 30, 2021, conduct a minimum of 2 series of 12 classes at accessible times and locations with a minimum 25 unduplicated adults representing 30 to 45 youth. Conduct individual intakes/get releases. Offer classes. Graduation.</p> <p>Adults will be referred through a variety of ways: community corrections, DHS child welfare, attorneys, judges, self-referrals, etc</p> <p>80% of parents will report that participation will ultimately lead to an increase in parenting time.</p>	<p>80% of parents will report gaining skills necessary to improve parenting.</p> <p>Measured by attendance records, program records, Parenting Skills Ladder</p>	# of series started				
		# of series completed				
		# classe meetings				
		# parents participating				
		# of parents involved with community corrections				
		# of parents involved with DHS child welfare				
		# of parents involved with family court (custody)				
		# of parents with no system involvement				
		# of parents with no parenting time				
		# of parents with limited parenting time				
		# of parents reporting participation will increase parenting time				
		# parents assessed (survey)				
		# parents reporting improved skills				
		% parentes reporting improved skills				
<p>By June 30, 2021, participating families will be linked to supportive community resources as identified.</p>	<p>95% of participants will indicate satisfaction on a client participation survey.</p>	# families referred to supportive community resources				
		# families reporting access to supportive community resources				
		% families accessing supportive community resources				

<p>By June 30, 2021 Provide CSAP Family Support Services (one on one coaching, resource matching, advocacy for family reunification navigation) for 6 -7 families (1 - 2 families per quarter) referred by CSAP</p>	<p>95% of parents receiving parent coaching will experience an increase in at least one of the five domains of the Nurturing Parenting Scale. 95% of parents receiving resource matching and advocacy will indicate satisfaction on a client participation survey.</p>
<p>Staff will participate in monthly Children of Incarcerated Parents (CIP) work group meetings. Establish referral and feedback with the work group and any agency involved with the project.</p>	<p>Measured by CIP meeting summaries, program documents</p>
<p>Staff will participate in monthly staff meetings to review progress towards deliverables.</p>	<p>Measured by staff meeting summaries, attendance, program records</p>

# families participating in one-on-one coaching					
# families assessed using the Nurturing Parenting Scale					
# families increasing on at least one domain					
% families increasing on at least one domain					
# of parents receiving resource matching and advocacy					
# of parents completing client satisfaction survey					

# meetings conducted					
# meetings attended					

# staff meetings conducted					
# staff meetings attended					

**Quarterly Report Narrative:
Children of Incarcerated Parents
Person completing this report:**

July-September

- Youth referral sources
- Support group locations and dates
- Field trip locations, activities, and dates
- Educational Outreach locations and group descriptions
- Additional information to explain numbers reported in the table above
- Compelling program story

October-December

- Youth referral sources
- Support group locations and dates
- Field trip locations, activities, and dates
- Educational Outreach locations and group descriptions
- Additional information to explain numbers reported in the table above
- Compelling program story

January-March

- Youth referral sources
- Support group locations and dates
- Field trip locations, activities, and dates
- Educational Outreach locations and group descriptions
- Additional information to explain numbers reported in the table above
- Compelling program story

April-June

- Youth referral sources
- Support group locations and dates
- Field trip locations, activities, and dates
- Educational Outreach locations and group descriptions
- Additional information to explain numbers reported in the table above
- Compelling program story

Parenting Inside Out

Person completing this report:

July-September

- Times and locations of PIO classes
- Community resources referred to and accessed by participants
- Challenges
- Successes
- Compelling program story
- Narrative to explain the numbers reported in the table above

October-December

- Times and locations of PIO classes
- Community resources referred to and accessed by participants
- Challenges
- Successes
- Compelling program story
- Narrative to explain the numbers reported in the table above

January-March

- Times and locations of PIO classes
- Community resources referred to and accessed by participants
- Challenges
- Successes
- Compelling program story
- Narrative to explain the numbers reported in the table above

April-June

- Times and locations of PIO classes
- Community resources referred to and accessed by participants
- Challenges
- Successes
- Compelling program story
- Narrative to explain the numbers reported in the Work Plan Report

EXHIBIT A-3: CLIENT FEEDBACK SURVEY AND REPORT

Administer the survey questions listed below to program participants and report results quarterly using the form provided or use questions that coincide with these that you have developed for your program that address the questions/areas.

Client Feedback Survey

	Strongly Agree	Agree	Disagree	Strongly Disagree
Disagree				
1. This service was helpful to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Program staff was knowledgeable and respectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My cultural/ethnic background was respected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What could we do to improve this service? _____				

Encuesta de retro-alimentación de cliente

	Completamente de acuerdo	Estoy de acuerdo	No estoy de acuerdo	Completamente en desacuerdo
1. Este servicio me ayudo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. El personal del programa tenía conocimiento y fue respetuoso	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mi cultura/ origen étnico fue respetado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ¿Que podríamos hacer para mejorar? _____				

Client Feedback Report

Agency: Northwest Family Services
Program: Parenting Inside Out / Children of Incarcerated Parents
Period Covered:
Number of Surveys Distributed:
Number of Surveys Returned:

Client Satisfaction Domain	Scale Response	Number of Responses
This service was helpful/useful Este servicio me ayudo	Strongly Agree	
	Agree	
	Disagree	
	Strongly Disagree	
Program staff was knowledgeable and respectful El personal del programa tenía conocimiento y fue respetuoso	Strongly Agree	
	Agree	
	Disagree	
	Strongly Disagree	
My cultural/ethnic background was respected Mi cultura/ origen ético fue respetado	Strongly Agree	
	Agree	
	Disagree	
	Strongly Disagree	
What could be done to improve this service? ¿Que podriamos hacer para mejorar?	1. 2. 3. 4.	

EXHIBIT B: BUDGET

EXHIBIT B: RECIPIENT BUDGET			
Organization: Northwest Family Services			
Funded Program Name: CIP - PIO		Contract 9748	
Program Contact: Rose Fuller rfuller@nwfs.org			
Agreement Term: July 1, 2020 - June 30, 2021			
	Approved Award Amount	Approved Match Amount	
Approved Award Budget Categories			
<u>Personnel</u> (List salary, FTE & Fringe costs for each position)			
Program Manager @ 1.0 FTE (\$51,000)	\$ 51,000.00	No match is required on this award	
Parent Ed Coordinator @ 1.0 FTE (\$44,000)	\$ 44,000.00		
Fringe @ .24	\$ 22,800.00		
Total Personnel Services	\$ 117,800.00		
<u>Administration</u>			
Admin @ 10% (office, allocated costs, grant administration, etc.)	\$ 10,065.00		
<u>Other</u>			
Program supplies	\$ 500.00		
Telecommunications (2 FTE x \$25 x 12 months)	\$ 600.00		
Mileage	\$ 1,035.00		
<u>Additional (please specify)</u>			
Total Programmatic Costs	\$ 12,200.00		
Total Approved Budget	\$130,000.00		

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 15th of the month following the end of the quarter:

- Exhibit A-2: Work Plan Quarterly Report
- Exhibit A-3: Client Feedback Survey and Report

Quarterly due dates:

- July – September Due October 15, 2020
- October – December Due January 15, 2021
- January – March Due April 15, 2021
- April – June Due July 15, 2021

Note: Additional reports may be requested, including but not limited to a yearly participant demographic report.

EXHIBIT D-1: REQUEST FOR REIMBURSEMENT

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). 				
Organization: Northwest Family Services		Contract #: 9748-CIP		
Address: 6200 SE King Road Portland, OR 97222		Reporting Period:		
Contact Person: Rose Fuller				
Phone Number: 503-546-6377				
E-mail:				
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>				
Program Manager @ 1.0 FTE (\$51,000)	\$ 51,000.00	\$ -	\$ -	\$ 51,000.00
Parent Ed Coordinator @ 1.0 FTE (\$44,000_	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00
Fringe @ .24	\$ 22,800.00	\$ -	\$ -	\$ 22,800.00
Total Personnel	\$ 117,800.00	\$ -	\$ -	\$ 117,800.00
<u>Administration</u>				
Admin @ 10%	\$ 10,065.00	\$ -	\$ -	
<u>Supplies</u>				
Program supplies	\$ 500.00	\$ -	\$ -	\$ 500.00
Telecommunications (2 FTE @ \$25 for 12 months)	\$ 600.00	\$ -	\$ -	\$ 600.00
Mileage	\$ 1,035.00	\$ -	\$ -	\$ 1,035.00
<u>Additional (please specify)</u>				
	\$ -	\$ -	\$ -	\$ -
Total Program	\$ 12,200.00	\$ -	\$ -	\$ 12,200.00
Total Grant Costs	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00
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.				

EXHIBIT D-2: MONTHLY ACTIVITY REPORT

July 1, 2020 through June 30, 2021

Agency: Northwest Family Services

Funded Service: Children of Incarcerated Parents / Parenting Inside Out

Program Contact: Rose Fuller

Contact Info: rfuller@nwfs.org

Period Covered:

*This report covers the fiscal year starting **July 1, 2020 through June 30, 2021**. 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:**
- 2. Activities that were conducted during the month with the funding allocated for this programming:**
- 3. Compelling participant story or successfully intervention.**

Person(s) completing this form:

Date:

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement Amendment #1 with Oregon City School District to provide Kindergarten Readiness Partnership & Innovation Svcs

Purpose/Outcome	Oregon City School District (OCSD) will implement a kindergarten home visit program at 3 Clackamas County Elementary Schools to train a cross section of staff on how to conduct home visits and build partnerships with families to support Kindergarten Readiness Partnership & Innovation Services. OCSD will also offer a Kindergarten Spring Transition workshop for incoming kindergartners and their families to learn about expectations and factors for success prior to starting kindergarten. This amendment extends the end date and adds another year of funding.
Dollar Amount and Fiscal Impact	Amendment #1 adds \$17,300 for a maximum value of \$34,600 and extends the end date to June 30, 2021. No County General Fund involved and no match required.
Funding Source	State of Oregon, Dept of Education through its Early Learning Division
Duration	July 1, 2020 to June 30, 2021
Previous Board Action/Review	112719-A1
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel reviewed and approved this document on
Contact Person	Adam Freer 562-676-7675
Contract No.	CFCC 9513

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests approval of an Intergovernmental Agreement with Oregon City School District to provide community and school partnerships and innovations that result in measureable increases in readiness for kindergarten children ages 0-6 in Clackamas County.

This Grant Agreement is effective upon signature by all parties for services starting on July 1, 2000 and terminating on June 30, 2021. This Agreement has a maximum value of \$34,600.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,


Richard Swift, Director

Health, Housing & Human Services

Healthy Families. Strong Communities.

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

www.clackamas.us

Intergovernmental Grant Amendment (FY 20-21)
H3S – Children, Family & Community Connections Division

Local Recipient Agreement Number: 9513	Board Order Number: 112719-A1
Department/Division: H3S-CFCC	Amendment No. 1
Local Recipient: Oregon City School District	Amendment Requested By: Adam Freer
Changes: <input checked="" type="checkbox"/> Scope of Service <input checked="" type="checkbox"/> Agreement Time	<input checked="" type="checkbox"/> Agreement Budget <input type="checkbox"/> Other:

Justification for Amendment:

This Amendment adds to the maximum compensation, updates workplans and extends the duration of the Kindergarten Partnership Innovation (KPI) Grant for Oregon City School District.

Maximum compensation is increased by \$17,300 for a revised maximum of \$34,600. It becomes effective July 1, 2020 and terminates June 30, 2021.

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.

AMEND:

1. **Term:** This Agreement shall be effective upon execution for services starting October 1, 2019 and terminating on June 30, 2020.

TO READ:

1. **Term:** This Agreement shall be effective upon execution for services starting October 1, 2019 and terminating on ***June 30, 2021.***

AMEND:

3. **Consideration.** The funding for this Agreement is the State of Oregon acting by and through its Department of Education, Early Learning Division, through the County, a sum not to exceed \$17,300 for satisfactorily performing the services outlined in Exhibit A-1: Scope of Work. AGENCY use of funds may not exceed the amount specified in Exhibit B: Program Budget. AGENCY may not transfer funds between budget lines without prior written approval of the COUNTY. At no time may budget modifications change the scope of this agreement. Payments shall be made on a cost reimbursement basis and disbursement will be made monthly in accordance with the requirements outlined in: Exhibit C: Financial Report and Request for Reimbursement.

TO READ:

3. **Consideration.** The funding for this Agreement is the State of Oregon acting by and through its Department of Education, Early Learning Division, through the County, a sum not to exceed ***\$34,600*** for satisfactorily performing the services outlined in Exhibit A-1: Scope of Work. AGENCY use of funds may not exceed the amount specified in Exhibit B: Program Budget. AGENCY may not transfer funds between budget lines

Children, Youth & Families Division
 Early Learning Hub of Clackamas County
 Work Plan 2019-2021
 Comments and Narrative

Please provide updates on key strategies and deliverables as well as any changes in sustainability planning and cross-sector partnerships. Include program successes and current challenges. Note any strategies moving forward to alleviate those challenges.

Reporting Period	Narrative
October – December 2019	
January-March 2020:	
April – June 2020:	
July – Sept 2020:	
October – December 2020:	
January – March 2021:	
April-June 2021:	

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Hamilton (chamilton@clackamas.us) and Stephanie Radford (stadford@clackamas.us)

Quarterly Report, Client Satisfaction Surveys and Demographic Data Form & Project Testimonial

- October-December 2019 (1st Quarter) DUE: January 15, 2020
- January-March 2020 (2nd Quarter) DUE: April 15, 2020
- April-June 2020 (3rd Quarter) DUE July 15, 2020
- July – September 2020 DUE October 15, 2020
- October-December 2020 DUE: January 15, 2021
- January-March 2021 DUE: April 15, 2021
- April-June 2021 DUE July 15, 2021
-

Testimonial or story

Please provide two testimonials or stories related to your quality work with families for each site you provide services. Completed testimonial due by July 15, 2020 but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how this project has facilitated innovative approaches for linking Early Learning with K-12 education. It is an opportunity to highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

If grantees intend to develop educational or promotional materials that are funded through The Early Learning Hub of Clackamas County, they must be submitted for preapproval. Copies should be included in the quarterly reports. Include the Early Learning Hub of Clackamas County Logo.

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Hamilton (chamilton@clackamas.us) and Stephanie Radford (sradford@clackamas.us)

Quarterly Report, Client Satisfaction Surveys and Demographic Data Form & Project Testimonial

- | | |
|--------------------------------|------------------------------|
| • October-December 2019 | DUE: January 15, 2020 |
| • January-March 2020 | DUE: April 15, 2020 |
| • April-June 2020 | DUE July 15, 2020 |
| • July – September 2020 | DUE October 15, 2020 |
| • October-December 2020 | DUE: January 15, 2021 |
| • January-March 2021 | DUE: April 15, 2021 |
| • April-June 2021 | DUE July 15, 2021 |

Testimonial or story

Please provide two testimonials or stories related to your quality work with families and the KPI services you provide. Completed testimonial due by July 15, 2020, but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how this project has facilitated innovative approaches for linking Early Learning with K-12 education. It is an opportunity to highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

If grantees intend to develop educational or promotional materials that are funded through The Early Learning Hub of Clackamas County, they must be submitted for preapproval. Copies should be included in the quarterly reports. Include the Early Learning Hub of Clackamas County Logo.

REPLACE:

Exhibit B: Budget Oregon City School District KPI

WITH:

Exhibit B: BUDGET (KPI Services)			
Contractor:	Oregon City School District		
Address:	1417 12th St	Contract #9513 Amend #1	
	Oregon City, OR 97045		
Contact Person:	Candice Henkin		
Phone Number:	503-786-8650		
E-mail:	candice.henkin@orecity.k12.os.us		
Contract Term:	Oct 1 '19-Jun 30 '21		
Budget Category	Approved Budget Oct 1 '19-Jun 30 '20	Approved Budget July 1 '20-Jun 30 '21	Total
Personnel			
Home Visits, Certified Staff	\$ 12,789.00	\$ 12,789.00	\$ 25,578.00
Total Personnel	\$ 12,789.00	\$ 12,789.00	\$ 25,578.00
Administration			
Administration	\$ -	\$ -	\$ -
Total Administration	\$ -	\$ -	\$ -
Program			
Materials & Supplies	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00
Training/Conference/Travel	\$ 2,711.00	\$ 2,711.00	\$ 5,422.00
Total Program	\$ 4,511.00	\$ 4,511.00	\$ 9,022.00
Total Budget	\$ 17,300.00	\$ 17,300.00	\$ 34,600.00

REPLACE:

Exhibit D-1: Oregon City School District KPI Reimbursement Request

WITH:

Exhibit D-1: KPI REIMBURSEMENT REQUEST				
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 <i>(The Monthly Activity Report is NOT required on months when quarterly reports are due)</i> . 				
Contractor: Oregon City School District				
Address: 1417 12th St		Report Period:		
Oregon City, OR 97045				
Contact Person: Candice Henkin		Contract 9513		
Phone Number: 503-786-8650		Amend 1		
E-mail: candice.henkin@orecity.k12.os.us				
Contract Period: July 1, 2020-June 30, 2021				
Budget Category	Budget (July 1, 2020- June 30, 2021)	Current Draw Request	Previously Requested	Balance
Personnel				
Home Visits, Certified Staff	\$ 12,789.00	\$ -	\$ -	\$ 12,789.00
Total Personnel	\$ 12,789.00	\$ -	\$ -	\$ 12,789.00
Administration				
		\$ -	\$ -	\$ -
Total Administration	\$ -	\$ -	\$ -	\$ -
Program				
Materials/supplies	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Conference/Training	\$ 2,711.00	\$ -	\$ -	\$ 2,711.00
Total Program	\$ 4,511.00			\$4,511.00
Total Grant Funds Requested	\$ 17,300.00	\$ -	\$ -	\$ 17,300.00
<p><i>By signing this request, I verify that the information on this Funds Request and attachments is accurate, represents contracted services, and is true to the best of my knowledge.</i></p> <p><i>Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings that are pertinent to this Contract.</i></p>				

[Signature page follows]

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

AGENCY

Oregon City School District
417 12th Street
Oregon City, OR 97045

By: 
Larry Didway, Superintendent

Date: June 10, 2020

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

Date: _____

Approved as to budget and work plan:



Adam Freer, Director
Children, Family & Community Connections Division

Date: June 11, 2020

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Local Subrecipient Grant Agreement with Clackamas Women’s Services
for Shelter/Advocacy and Crisis Domestic Violence Services

Purpose/Outcomes	Clackamas Women’s Services (CWS) will provide emergency safe shelter, advocacy, support groups and services and 24-hour crisis line to survivors of domestic violence in Clackamas County.
Dollar Amount and Fiscal Impact	Agreement has a maximum value of \$238,551. No County Staff are funded through this Agreement.
Funding Source	County General Funds
Duration	Effective July 1, 2020 and terminates on June 30, 2021
Previous Board Action	N/A
Strategic Plan Alignment	1. Ensure equitable access to services 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel has reviewed and approved this document. Date of counsel review: June 11, 2020
Contact Person	Adam Freer 562-676-7675
Contract No.	CFCC-9746

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests the approval of a Subrecipient Grant Agreement with Clackamas Women’s Services to serve survivors of domestic violence in Clackamas County. CWS offers free services to survivors of domestic and sexual violence providing support to individuals and families as they work towards a self-sufficient, violence free life. They also offer prevention skills training and advocacy education for citizens in Clackamas County.

Funding for this agreement is County General Funds. This has been reviewed by County Counsel. Agreement has a maximum value of \$238,551.

RECOMMENDATION:

Staff recommends the Board approval of this contract and authorization for Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,



Richard Swift, Director
Health, Housing & Human Services

CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC- 9746	
Program Name: Clackamas Women's Services – Shelter, Advocacy and Crisis Services Program/Project Number: 9746	
This Agreement is between <u>Clackamas County</u> , Oregon, acting by and through its Department of Health, Housing and Human Services Children, Family and Community Connections Division (COUNTY), and <u>Clackamas Women's Services</u> (SUBRECIPIENT), an Oregon Non-profit Organization.	
COUNTY Data	
Grant Accountant: Michael Morasko	Program Manager: Sarah Van Dyke
Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5435 mmorasko@clackamas.us	Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (503) 557-5829 svandyke@clackamas.us
SUBRECIPIENT Data	
Finance/Fiscal Representative: Carla Batcheller	Program Representative: Melissa Erlbaum
Clackamas Women's Service 256 Warner Milne Road Oregon City, OR 97045 (503) 557-5801 carlab@cwsor.org	Clackamas Women's Services 256 Warner Milne Road Oregon City, OR 97045 (503) 557-5810 melissae@cwsor.org
FEIN: 93-0900119	

RECITALS

1. Domestic violence is defined as a pattern of coercive behavior used by one person to control another in an intimate relationship. The violence can be mental, emotional, physical, sexual, financial, and other types of abuse perpetrated to gain and maintain power and control. Domestic violence, sexual assault, stalking, dating violence, and elder abuse have significant impact on the health and welfare of the residents of Clackamas County.

2. Clackamas Women's Services has been providing services to families since 1985. Their innovative and ground-breaking approach to serving survivors includes a "Village Model" of shelter care, housing first to approaching housing needs of participants, and the utilization of trauma informed practices throughout their organization. The organization is a leader in the effort to improve the quality of interventions for survivors and their families, as well as attempts to hold offenders accountable for their abuse. Clackamas Women's Services believes that violence is a result of attitudes, power and control, and that violence results when people unjustly exercise power over others. Therefore, all oppressive behaviors must be simultaneously addressed. To that end, Clackamas Women's Services works to ensure that individuals and families have equal access to community resources. The organization provides support, advocacy and opportunity for self-empowerment, assisting survivors to exercise free and informed life choices free of violence and oppression.

3. County General Fund dollars will be used to finance this Local SUBRECIPIENT Grant Agreement.
4. This Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local Grant Agreement COUNTY and SUBRECIPIENT agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than **July 1, 2020** and not later than **June 30, 2021**, 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.
2. **Program.** The Program requirements are described in Exhibit A-1: Scope of Work and Exhibit A-2: Work Plan Quarterly Report. SUBRECIPIENT agrees to perform the Program in accordance with the terms and conditions of this Agreement.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and regulations.
4. **Grant Funds.** The COUNTY's funding for this Agreement is **County General Funds**. The maximum, not to exceed, grant amount that COUNTY will pay is **\$238,551**.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made monthly in accordance with the requirements contained in Exhibit D-1: Request for Reimbursement.
6. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. **SUBRECIPIENT must submit a written request including a justification for any amendment to COUNTY in writing at least forty five (45) calendar days before this Agreement expires.** No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement. If the maximum compensation amount is increased by amendment, the amendment must be fully effective before SUBRECIPIENT performs work subject to the amendment.
7. **Termination.** This Agreement may be suspended or terminated prior to the expiration of its term by:
 - a. Written notice provided by COUNTY resulting from material failure by SUBRECIPIENT to comply with any term of this Agreement, or;
 - b. Mutual agreement by COUNTY and SUBRECIPIENT.
 - c. Written notice provided by COUNTY that funds are no longer available for this purpose.

Upon completion of improvements or upon termination of this Agreement, any unexpended balances of funds shall remain with COUNTY.

Effect of Termination. The expiration or termination of this Agreement, for any reason, shall not release SUBRECIPIENT from any obligation or liability to COUNTY, or any requirement or obligation that:

- d. Has already accrued hereunder;
- e. Comes into effect due to the expiration or termination of the Agreement; or
- f. Otherwise survives the expiration or termination of this Agreement.

Following the termination of this Agreement, SUBRECIPIENT shall promptly identify all unexpended funds and return all unexpended funds to COUNTY. Unexpended funds are those funds received by SUBRECIPIENT under this Agreement that (i) have not been spent or expended in accordance with the terms of this Agreement; and (ii) are not required to pay allowable costs or expenses that will become due and payable as a result of the termination of this Agreement

8. **Funds Available and Authorized.** SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement.
9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in this agreement.
10. **Nonprofit status.** SUBRECIPIENT warrants that it is, and shall remain during the performance of this Agreement, a private nonprofit Organization as defined in the Regulations, including:
 - a. That it is described in Section 501(c) of the Internal Revenue Code of 1954;
 - b. That it is exempt from taxation under Subtitle A of the Internal Revenue Code of 1954;
 - c. That it has an accounting system and a voluntary board; and
 - d. That it practices nondiscrimination in the provision of its services.
11. **Administrative Requirements.** SUBRECIPIENT agrees to its status as a SUBRECIPIENT, and accepts among its duties and responsibilities the following:
 - a) **Financial Management.** SUBRECIPIENT shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all costs incurred.
 - b) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or "deferred" until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are "earned". All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to the County within 15 days.
 - c) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of COUNTY. At no time may budget modifications change the scope of the original grant application or agreement.
 - d) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.
 - e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the term and effective date. Cost incurred prior or after this date will be disallowed.
 - f) **Match.** Matching funds are not required for this Agreement.
 - g) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15th of the following month using the form and instructions in Exhibit D-1: Request for Reimbursement.

SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement.

- h) **Performance and Financial Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in Exhibit C: SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit D: Request for Reimbursement. All reports must be submitted on templates provided in the Exhibits, must reference this agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.
- i) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- j) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, and its duly authorized representatives shall have access to such records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts. Monitoring may be performed onsite or offsite, at COUNTY's discretion.
- k) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years following the Project End Date (June 30, 2021), or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- l) **Failure to Comply.** SUBRECIPIENT acknowledges and agrees that this agreement and the terms and conditions therein are essential terms in allowing the relationship between COUNTY and SUBRECIPIENT to continue, and that failure to comply with such terms and conditions represents a material breach of 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, or to terminate this relationship including the contract and all associated amendments.

12. Compliance with Applicable Laws

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and as applicable to SUBRECIPIENT.
- b) **State Statutes.** SUBRECIPIENT expressly agrees to comply with all statutory requirements, laws, rules, and regulations issued by the State of Oregon, to the extent they are applicable to the agreement.

- c) **Conflict Resolution.** If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Agreement, SUBRECIPIENT shall in writing request COUNTY resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the design or other Services required under the Agreement.

13. General Agreement Provisions.

- a) **Non-appropriation Clause.** If payment for activities and programs under this Agreement extends into COUNTY's next fiscal year, COUNTY's obligation to pay for such work is subject to approval of future appropriations to fund the Agreement by the Board of County Commissioners.
- b) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to SUBRECIPIENT's negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT's control. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT's actions, employees, agents or otherwise with respect to those under its control.
- c) **Insurance.** During the term of this agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:
 - 1) **Commercial General Liability.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury, death, and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it
 - 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.
 - 3) **Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of the COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. COUNTY, at its option, may require a complete copy of the above policy. . Contractor 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 the 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 Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition

of an insured shall include the Contractor, and the Contractor'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.

- 4) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.
- 5) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured, as well as the but only with respect to SUBRECIPIENT's activities under this agreement.
- 6) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 30 day notice of cancellation provision shall be physically endorsed on to the policy.
- 7) **Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- 8) **Certificates of Insurance.** As evidence of the insurance coverage required by this agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. No agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.
- 9) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
- 10) **Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the agreement.

d) Waiver of Subrogation.

SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.


- 1) **Assignment.** SUBRECIPIENT shall not enter into any subcontracts or subawards for any of the Program activities required by the Agreement without prior written approval. This Agreement may not be assigned in whole or in part with the express written approval of COUNTY.
- 2) **Independent Status.** SUBRECIPIENT is independent of COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of COUNTY and undertakes this work independent from the control and direction of COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind COUNTY in any transaction or activity.
- 3) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), (3) sent by facsimile transmission, with the original to follow by regular mail; or, (4) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.
- 4) **Governing Law.** This Agreement is made in the State of Oregon, and shall be governed by and construed in accordance with the laws of that state. Any litigation between COUNTY and SUBRECIPIENT arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- 5) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- 6) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- 7) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- 8) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- 9) **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.
- 10) **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.

- 11) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

(Signature Page Attached)

SUBRECIPIENT

Clackamas Women's Services
256 Warner Milne Road
Oregon City, OR 97045

By: 
Melissa Erbbaum, Executive Director

Dated: 6.15.20

CLACKAMAS COUNTY

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

Signing on behalf of the Board:

By: _____
Richard Swift, Director
Health, Housing & Human Services

Dated: _____

Approved as to budget and work plan:

 June 16, 2020

Adam Freer, Director
Children, Family & Community Connections

- Exhibit A-1: Scope of Work
- Exhibit A-2: Work Plan Quarterly Report
- Exhibit A-3: Client Feedback Survey and Report
- Exhibit B: Program Budget
- Exhibit C: Performance Reporting Schedule
- Exhibit D-1: Request for Reimbursement
- Exhibit D-2: Monthly Activity Report

EXHIBIT A-1: SCOPE OF WORK

Through this project, between July 1, 2020 and June 30, 2021, Clackamas Women's Services will provide emergency shelter housing, 24-hour crisis line support, survivor support groups, and advocacy services to participants of Clackamas County.

Clackamas Women's Services will provide ongoing support to victims including:

- Emergency shelter;
- Crisis line services;
- Crisis support;
- Short and long-term safety planning;
- Information & referrals;
- Advocacy and emotional support;
- Support groups for survivors of domestic violence and sexual assault.

Outputs:

- 60 households will receive shelter
- 100 participants will take part in support groups
- 300 individuals will receive crisis support
- 24-hour Crisis Line will be staffed by trained advocates

Outcomes

- 85% of shelter heads of households will report that after working with CWS they have a safety plan and have new options for staying safe
- 85% of shelter participants will exit into safe and stable housing
- 85% of shelter participants will obtain or maintain public benefits and/or employment
- 85% of those receiving crisis support services will report that because of the service they know more about available resources and how to access them to stay safe
- 85% of support group participants will report that they know more about resources and how to access them

Funder Recognition

Marketing, educational, promotional, and outreach materials and flyers describing services, workshops, and other activities funded through this Agreement must acknowledge Clackamas County Children, Family & Community Connections and include its logo.

Marketing materials produced using these grant funds must be submitted with quarterly reports.

Exhibit A-2 Work Plan and Quarterly Report

Children, Family and Community Connections
Exhibit A-2: FY 20-21 Work Plan Quarterly Report **Period: July 1, 2020 - June 30, 2021**
 Provider: Clackamas Women's Services Activity : Shelter/Advocacy/Crisis
 Contact: Melissa Erlbaum/Amy Dou

Activities/Outputs	Intermediate Outcomes/Measurement Tool	Jul- Sep 2020	Oct- Dec 2020	Jan- Mar 2021	Apr- May 2021	Total
SHELTER SERVICES						
By June 30, 2021, CWS will provide shelter beds/emergency shelter to a minimum of 60 unduplicated head of households .	60 unduplicated households will be sheltered.	# of individual adults receiving shelter				0
		# of children receiving shelter				0
		# new households entering shelter				0
		# households turned down for shelter due to a lack of capacity				0
		Average length of shelter stay in # of nights				0
		Longest length of shelter stay in # of nights				0
		# total shelter nights				0
	85% of shelter participants will be assisted to obtain or maintain TANF, SSI, SNAP, OHP, or other public benefits and/or employment, child support, spousal support, etc.	# participants requesting assistance in obtaining resources				0
		# participants receiving assistance obtaining resources				0
		% participants assisted by program in obtaining resources				
85% of shelter participants will exit into safe and stable housing.		# households exiting shelter				0
		# household exiting into safe and stable housing				0
		% household exiting into safe and stable housing				
85% of shelter households will report that after working with CWS, they have a safety plan and have new options on how to stay safe.		# of households exiting shelter who report having a safety plan and have new options to stay safe				0
		% of households exiting shelter who report having a safety plan and have new options to stay safe				

CRISIS LINE

<p>By June 30, 2021, CWS will utilize trained staff to provide 24-hour crisis line support (including: safety planning, crisis intervention, information/referral using interpretive services) to survivors of domestic violence, sexual assault and stalking as well as information, support and consultation to friends/family and community partners.</p>		# of calls TOTAL					0
		# of callers receiving crisis/support services					0
		# of callers receiving resources/referral					0
		# calls for support/consultation (friends/family, other professionals)					0

CRISIS SUPPORT

<p>By June 30, 2021 CWS will provide crisis support to 300 individuals</p>	<p>85% of persons receiving crisis support services will report that because of the service, they know more about available resources and how to access them to stay safe (self-report).</p>		# participants served				0
			# participants reporting they know more about available resources and how to stay safe				0
			% reporting that they know about more resources and how to access them to stay safe				

SUPPORT GROUPS

<p>By June 30, 2021, CWS will provide 3 weekly support groups for a minimum of 100 survivors of domestic violence.</p>	<p>85% of support group participants will report that they know more about resources and how to access them.</p>		# of participants receiving DV survivor support group services				0
			# of participants reporting that they know more about resources and how to access them				0
			% of participants reporting that they know more about resources and how to access them.				

EXHIBIT A-3: CLIENT FEEDBACK SURVEY AND REPORT

Administer the survey questions listed below to program participants and report results quarterly using the form provided or use questions that coincide with these that you have developed for your program that address the questions/areas.

Client Feedback Survey

	Strongly Agree	Agree	Disagree	Strongly
Disagree				
1. This service was helpful to me <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Program staff was knowledgeable and respectful <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. My cultural/ethnic background was respected <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. What could we do to improve this service? _____				

Encuesta de retro-alimentación de cliente

	Completamente de acuerdo	Estoy de acuerdo	No estoy de acuerdo
Completamente en desacuerdo			
1. Este servicio me ayudo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. El personal del programa tenía conocimiento y fue respetuoso <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mi cultura/ origen ético fue respetado <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ¿Que podríamos hacer para mejorar? _____			

Client Feedback Report

Agency: Clackamas Women's Services

Program: Shelter, Advocacy, Crisis Services

Period Covered:

Number of Surveys Distributed:

Number of Surveys Returned:

Client Satisfaction Domain	Scale Response	Number of Responses
This service was helpful/useful Este servicio me ayudo	Strongly Agree	
	Agree	
	Disagree	
	Strongly Disagree	
Program staff was knowledgeable and respectful El personal del programa tenía conocimiento y fue respetuoso	Strongly Agree	
	Agree	
	Disagree	
	Strongly Disagree	
My cultural/ethnic background was respected Mi cultura/ origen ético fue respetado	Strongly Agree	
	Agree	
	Disagree	
What could be done to improve this service? ¿Que podríamos hacer para mejorar?	Strongly Disagree	
	1.	
	2.	
	3.	
	4.	

EXHIBIT B: BUDGET

RECIPIENT BUDGET				
Organization: <i>Clackamas Women's Services</i>		Contract #	9746	
Funded Program Name: <i>Shelter, Advocacy, and Crisis Services</i>				
Program Contact: <i>Melissa Erlbaum</i>				
Agreement Term: <i>July 1, 2020 - June 30, 2021</i>				
		Approved	Approved	
		Award Amount	Match Amount	
Approved Award Budget Categories				
Personnel (List salary, FTE & Fringe costs for each position)				
Shelter Child & Family Specialist (1.0 FTE)		\$40,700.00	<i>No match is required on this award</i>	
Benefits		\$10,582.00		
Shelter Case Manager (2.0 FTE)		\$77,200.00		
Benefits		\$20,072.00		
Total Personnel Services		\$148,554.00		
Administration				
Administration		\$28,626.00		
Supplies				
Program Supplies		\$18,000.00		
Travel				
Conferences and Training		\$2,000.00		
Mileage		\$1,371.00		
Additional (please specify)				
Translation (Shelter/Crisis)		\$20,000.00		
Client Aide (Shelter/Crisis)		\$20,000.00		
Total Programmatic Costs		\$89,997.00		
Total Grant Costs		\$238,551.00		

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 15th of the month following the end of the quarter:

- Exhibit A-2: Work Plan Quarterly Report
- Exhibit A-3: Client Feedback Survey and Report

Quarterly due dates:

- July – September Due October 15, 2020
- October – December Due January 15, 2021
- January – March Due April 15, 2021
- April – June Due July 15, 2021

Note: Additional reports may be requested, including but not limited to a yearly participant demographic report.

EXHIBIT D-1: REIMBURSEMENT REQUEST

REQUEST FOR REIMBURSEMENT				
<p><i>Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:</i></p> <ul style="list-style-type: none"> • <i>Request for Reimbursement with an authorized signature</i> • <i>General Ledger backup to support the requested amount</i> • <i>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).</i> 				
<p>Contractor: Clackamas Women's Services</p> <p>Address: 256 Warner Milne Rd Clackamas, OR 97045</p> <p>Contact Person: Melissa Erlbaum</p> <p>Phone Number: 503-557-5810</p> <p>E-mail: melissae@cwsor.org</p>			<p>Contract #: 9746</p>	<p>Report Period:</p>
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>				
Shelter Child & Family Specialist (1 FTE)	\$ 40,700.00	\$ -	\$ -	\$ 40,700.00
Benefits	\$ 10,582.00	\$ -	\$ -	\$ 10,582.00
Shelter Case Manager (2 FTE)	\$ 77,200.00	\$ -	\$ -	\$ 77,200.00
Benefits	\$ 20,072.00	\$ -	\$ -	\$ 20,072.00
Total Personnel	\$ 148,554.00	\$ -	\$ -	\$ 148,554.00
<u>Administration</u>				
Administration (Indirect Rate)	\$ 28,626.00	\$ -	\$ -	\$ 28,626.00
<u>Supplies</u>				
Program Supplies	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00
<u>Travel</u>				
Conferences and Training	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Mileage	\$ 1,371.00	\$ -	\$ -	\$ 1,371.00
<u>Additional</u>				
Translation (Shelter/Crisis)	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Client Aide (Shelter/Crisis)	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Total Program	\$ 89,997.00	\$ -	\$ -	\$ 89,997.00
Total Budget	\$ 238,551.00	\$ -	\$ -	\$ 238,551.00
<p><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></p>				
CERTIFICATION				
<p><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></p>				

EXHIBIT D-2: MONTHLY ACTIVITY REPORT

July 1, 2020 through June 30, 2021

Agency: Clackamas Women's Services

Funded Service: Shelter/Advocacy/Training/Crisis

Program Contact: Melissa Erlbaum

Contact Info: melissae@cwsor.org

Period Covered:

*This report covers the fiscal year starting **July 1, 2020 through June 30, 2021**. 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:

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Local Subrecipient Grant Agreement with
Clackamas County Children’s Commission to provide a Help Me Grow Liaison

Purpose/Outcome	Clackamas County Children’s Commission will provide a .25 FTE Help Me Grow Liaison to serve as the link between Early Learning HUB of Clackamas County, Clackamas Parenting Together, Healthy Families of Oregon and BabyLink, as a resource and referral line for pregnant women and children prenatal to age 3 in Clackamas County.
Dollar Amount and Fiscal Impact	Agreement has a maximum value of \$15,000. No Impact to County and no match required.
Funding Source	Health Share of Oregon – Help Me Grow program
Duration	July 1 '20-December 31 '20
Previous Board Action/Review	n/a
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel has reviewed and approved this document. Date of counsel review: June 4, 2020
Contact Person	Adam Freer 562-676-7675
Contract No.	CFCC 9759

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests the approval of a Local Subrecipient Grant Agreement with Clackamas County Children’s Commission to provide a Help Me Grow Liaison. The Help Me Grow Liaison will identify early childhood resources in Clackamas County to help create a detailed Early Childhood Resource database which will work to promote awareness of child development, screening and referral practices across the community in order to increase the likelihood that families will monitor children’s development and seek prevention and/or early intervention services as needed.

This Grant Agreement is effective upon signature by all parties for services starting on July 1, 2020 and terminating on December 31, 2020. This Agreement has a maximum value of \$15,000.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorizes Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

 H3S Deputy / For

Richard Swift, Director
Health, Housing & Human Services

Healthy Families. Strong Communities.

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

www.clackamas.us

CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT CFCC- 9759	
Program Name: Help Me Grow Liaison Program/Project Number: 9759	
This Agreement is between <u>Clackamas County, Oregon</u> , acting by and through its Health, Housing & Human Services Children, Family & Community Connections Division (COUNTY) and <u>Clackamas County Children's Commission</u> (SUBRECIPIENT), an Oregon Non-profit Organization.	
COUNTY Data	
Grant Accountant: Michael Morasko	Program Manager: Annette Dieker
Clackamas County Finance 2051 Kaen Road Oregon City, OR 97045 (503) 742-5435 mmorasko@clackamas.us	Children, Family & Community Connections 112 11 th Street Oregon City, OR 97045 (971) 420-3528 adieker@clackamas.us
SUBRECIPIENT Data	
Finance/Fiscal Representative: Darcee Kilsdonk	Program Representative: Beth Kersens
Clackamas County Children's Commission 16518 SE River Road Milwaukie, OR 97267 503-675-4565 darceek@cccchs.org	Clackamas County Children's Commission 16518 SE River Road Milwaukie, OR 97267 506-546-6533 bkersens@healthyfamiliescc.org
FEIN: 93-0624672	

RECITALS

1. Help Me Grow is a National model for promoting children's optimal development through early detection of young children at risk for developmental delays and linking them to appropriate community-based services through a centralized access point.

2. Clackamas County Children's Commission (SUBRECIPIENT), a local Nonprofit 501(c)(3) organization, will serve as a link between Early Learning HUB of Clackamas County/Clackamas Parenting Together/Healthy Families of Clackamas County/Babylink, an information and referral resource line for pregnant women and children prenatal to age 3 in Clackamas County/Community-Based providers and the Help Me Grow Centralized Telephone Access point at Swindells Resource Center of Providence Child Care. The Help Me Grow Liaison will help build a detailed Early Childhood Resource database, while setting up systems for quality improvement and maintenance. The Help Me Grow Liaison will work to promote awareness of child development, screening & referral practices across the community in order to increase the likelihood that families will monitor children's development and seek prevention/early intervention services as needed.

3. This Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local SUBRECIPIENT Agreement, COUNTY and SUBRECIPIENT agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than **July 1, 2020** and not later than **December 31, 2020**, 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.
2. **Program.** The Program is described in Attached Exhibit A: SUBRECIPIENT Statement of Work. SUBRECIPIENT agrees to perform the Program in accordance with the terms and conditions of this Agreement.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and regulations. Furthermore, SUBRECIPIENT shall comply with the requirements of the Health Share of Oregon Grant Agreement that is the source of the grant funding.
4. **Grant Funds.** COUNTY's funding for this Agreement is issued to COUNTY by Health Share of Oregon, an Oregon nonprofit corporation. The maximum, not to exceed, grant amount that the COUNTY will pay on this Agreement is **\$15,000**.
5. **Disbursements.** This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in Exhibit D: Request for Reimbursement.

Failure to comply with the terms of this Agreement may result in withholding of payment.

6. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. **SUBRECIPIENT must submit a written request including a justification for any amendment to the COUNTY in writing at least forty five (45) calendar days before this Agreement expires.** No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement. If the maximum compensation amount is increased by amendment, the amendment must be fully effective before SUBRECIPIENT performs work subject to the amendment.
7. **Termination.** This Agreement may be terminated by the mutual consent of both parties or by a party upon written notice from one to the other. This notice may be transmitted in person, by mail, facsimile, or by email, with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. .
8. **Funds Available and Authorized.** COUNTY certifies that it has been awarded funds sufficient to finance the costs of this Agreement. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement.

9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in this agreement.
10. **Administrative Requirements.** SUBRECIPIENT agrees to its status as a SUBRECIPIENT, and accepts among its duties and responsibilities the following:
 - a) **Financial Management.** SUBRECIPIENT shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all costs incurred.
 - b) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or "deferred" until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are "earned". All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to the County within 15 days.
 - c) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of COUNTY. At no time may budget modifications change the scope of the original grant application or agreement.
 - d) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement and in accordance with Health Share of Oregon.
 - e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the term and effective date. Cost incurred prior or after this date will be disallowed.
 - f) **Match.** Matching funds are not required for this Agreement.
 - g) **Payment.** Routine requests for reimbursement should be submitted monthly by the 15th of the following month using the form and instructions in Exhibit D: Request for Reimbursement. SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement.
 - h) **Performance and Financial Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in Exhibit C: SUBRECIPIENT Performance Reporting. SUBRECIPIENT must submit Financial Reports according to the schedule specified in Exhibit D: Request for Reimbursement. All reports must be signed and dated by an authorized official of SUBRECIPIENT.
 - i) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
 - j) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, and its duly authorized representatives shall have access to such records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts. Monitoring may be performed onsite or offsite, at COUNTY's discretion.

- k) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years following the Project End Date (December 30, 2020), or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- l) **Failure to Comply.** SUBRECIPIENT acknowledges and agrees that this agreement and the terms and conditions therein are essential terms in allowing the relationship between COUNTY and SUBRECIPIENT to continue, and that failure to comply with such terms and conditions represents a material breach of the original contract 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, or to terminate this relationship including the original contract and all associated amendments.

11. Compliance with Applicable Laws

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and as applicable to SUBRECIPIENT.
- b) **State Statutes.** SUBRECIPIENT expressly agrees to comply with all statutory requirements, laws, rules, and regulations issued by the State of Oregon, to the extent they are applicable to the agreement.
- c) **Conflict Resolution.** If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Agreement, SUBRECIPIENT shall in writing request COUNTY resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the design or other Services required under the Agreement.

12. General Agreement Provisions.

- a) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to SUBRECIPIENT's negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT's control. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT's actions, employees, agents or otherwise with respect to those under its control.
- b) **Insurance.** During the term of this agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:

- 1) **Commercial General Liability.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury, death, and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.
- 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.
- 3) **Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. COUNTY, at its option, may require a complete copy of the above policy. . Contractor 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 the 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 Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor'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.
- 4) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.
- 5) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured, as well as the but only with respect to SUBRECIPIENT's activities under this agreement.

- 6) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 30 day notice of cancellation provision shall be physically endorsed on to the policy.
 - 7) **Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
 - 8) **Certificates of Insurance.** As evidence of the insurance coverage required by this agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. No agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.
 - 9) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
 - 10) **Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the agreement.
 - 11) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.
- c) **Assignment.** SUBRECIPIENT shall not enter into any subcontracts or subawards for any of the Program activities required by the Agreement without prior written approval. This Agreement may not be assigned in whole or in part with the express written approval of COUNTY.
 - d) **Independent Status.** SUBRECIPIENT is independent of COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of the COUNTY and undertakes this work independent from the control and direction of COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind COUNTY in any transaction or activity.
 - e) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), (3) sent by facsimile transmission, with the original to follow by regular mail; or, (4) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.
 - f) **Governing Law.** This Agreement is made in the State of Oregon, and shall be governed by and construed in accordance with the laws of that state. Any litigation between COUNTY and SUBRECIPIENT arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

- g) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- h) **Anti-discrimination Clause.** Grantee will not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or political affiliation in programs, activities, services, benefits or employment. Grantee will not discriminate against minority-owned, women-owned or emerging small businesses.
- i) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- j) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- k) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- l) **Integration.** This agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

(Signature Page Attached)

SIGNATURE PAGE TO THE HEALTH SHARE HELP ME GROW GRANT AGREEMENT

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

SUBRECIPIENT

Clackamas County Children's Commission
16518 SE River Road
Milwaukie, OR 97267

CLACKAMAS COUNTY

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

Digitally signed by Darcee J Kilsdonk
DN: cn=Darcee J Kilsdonk, o=Clackamas County
Children's Commission, ou,

By: email=darceek@cccchs.org, c=US _____

~~Date: 2020.06.17 16:28:15 -0700~~
Darcee Kilsdonk, Executive Director

Dated: _____

Signing on behalf of the Board:

By: _____

Richard Swift, Director
Health, Housing & Human Services

Dated: _____

Approved budget and work plan:



Adam Freer, Director
Children, Family & Community Connections

Dated: June 18, 2020

- Exhibit A-1: Statement of Work
- Exhibit B: Program Budget
- Exhibit C: Performance Reporting Schedule
- Exhibit D-1: Request for Reimbursement
- Exhibit D-2: Progress Report

July 9, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Local Subrecipient Grant Agreement Amendment #1 with
Immigration & Refugee Community Organizations (IRCO) to provide
Kindergarten Readiness Partnership & Innovation Services

Purpose/Outcome	Immigrant & Refugee Community Organization (IRCO) will provide linguistically & culturally appropriate pre-kindergarten parent/child education classes and conduct home visits to facilitate community and school partnerships and innovations that result in measurable increases for kindergarten children in Clackamas County. This amendment extends the end date and adds funding for another series of linguistically and culturally appropriate pre-Kindergarten Readiness classes and services for immigrant and refugee families in Clackamas County.
Dollar Amount and Fiscal Impact	Amendment #1 adds \$17,500 for a maximum value of \$35,000 and extends the end date to June 30, 2021. No County General Fund involved and no match required.
Funding Source	State of Oregon, Dept of Education through its Early Learning Division
Duration	July 1, 2020 to June 30, 2021
Previous Board Action/Review	102419-A3
Strategic Plan Alignment	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
Counsel Review	County Counsel reviewed and approved this document on: June 4, 2020
Contact Person	Adam Freer 562-676-7675
Contract No.	CFCC 9478

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests approval of a Local Grant Agreement with IRCO to facilitate a culturally responsive early learning environment where Parent-Child Interaction Groups, Parenting Groups, and Community Engagement are designed to support a smooth transition into Kindergarten and lifelong success for pre-kindergarten children in Clackamas County.

This Local Subrecipient Grant Agreement Amend #1 is effective upon signature by all parties for services starting on July 1, 2020 and terminating on June 30, 2021. This Agreement has a maximum value of \$35,000.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Richard Swift, H3S Director to sign on behalf of Clackamas County.

Healthy Families. Strong Communities.

Respectfully submitted,

Richard A. Cook, HHS Deputy IFA

Richard Swift, Director
Health, Housing & Human Services

Local Subrecipient Grant Amendment (FY 20-21)
H3S – Children, Family & Community Connections Division

Local Recipient Agreement Number: 9478

Board Order Number: 102419-A3

Department/Division: H3S-CFCC

Amendment No. 1

Local Recipient: IRCO

Amendment Requested By: Adam Freer

Changes: Scope of Service
 Budget Agreement Time

Agreement
 Other:

Justification for Amendment:

This Amendment adds to the maximum compensation, updates the Work Plan and extends the duration of the Kindergarten Partnership Innovation Grant for Immigrant & Refugee Community Organization (IRCO).

Maximum compensation is increased by \$17,500 for a revised maximum of \$35,000. It becomes effective July 1, 2020 and terminates June 30, 2021.

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.

AMEND:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse RECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than October 1, 2019 and not later than June 30, 2020, 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.

TO READ:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse ***SUBRECIPIENT*** for expenses approved in writing by County relating to the project incurred no earlier than October 1, 2019 and not later than ***June 30, 2021***, 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.

AMEND:

2. **Grant Funds.** The COUNTY's funding for this Agreement is the State of Oregon acting by and through its Department of Education, Early Learning Division issued to the COUNTY. The maximum, not to exceed, grant amount that the COUNTY will pay on this agreement is \$17,500.

Immigrant and Refugee Community Organization
 Local Grant Agreement – CFCC 9478 A-1
 Page 2 of 6

TO READ:

- Grant Funds.** COUNTY's funding for this Agreement is the State of Oregon acting by and through its Department of Education, Early Learning Division issued to COUNTY. The maximum, not to exceed, grant amount COUNTY will pay is **\$35,000**.

REPLACE:

Exhibit A-2 Work Plan Quarterly Report

Immigrant and Refugee Community Organization – Kindergarten Partnership and Innovation



Page 1 of 3
 Clatsamas County Children, Family & Community Connections
 Early Learning Hub of Clatsamas County
 Work Plan and Quarterly Report

Provider: IRCO Hub Goals: 1. Allport, coordinated and family-centered early childhood system
 Program: KPI 2. Children are supported to enter school ready to succeed
 Region: Barrow North Clatsamas SD 3. Families are healthy, stable and attached
 Reporting Period: October 1, 2019 – June 30, 2021

Activities/Outputs	Intermediate Outcomes/Measurement Tool	Oct-Dec 2019	Jan-March 2020	April-June 2020	July-Sept 2020	Oct-Dec 2020	Jan-March 2021	April-June 2021	TOTAL
Pre-Kindergarten Parent Education & Home Visiting									
By June 30, 2021, facilitate a five-session series of linguistically & culturally appropriate pre-kindergarten parent/child education classes	A minimum of 20 unduplicated children and their parents or primary caregivers will participate in pre-kindergarten programs.	# Parents Served							
		# Children Served							
	85% of parents will demonstrate an understanding of the skills their child needs to be successful in kindergarten	# of Parent Assessed							
		# demonstrating understanding of skills							
By June 30, 2021 a minimum of 20 children and their parents or primary caregivers will participate in pre-kindergarten programs and classes	80% of parents will demonstrate an increase in knowledge of developmentally appropriate educational activities for their child	# demonstrating increased knowledge							
	60% of participating children eligible for kindergarten will be registered at their local elementary school by June 1, 2021	# Children registered for Kindergarten							
By June 30, 2021, facilitate a minimum of 1 home visit to each family registered for pre-kindergarten class sessions	80% of parents will display an increase in positive interactions with their child related to school readiness measured by home visitor observation and pre/post assessment tool	# of home visits facilitated							
		Unduplicated # parents participating in home visits							
		% Parents reporting positive improvement							

Immigrant and Refugee Community Organization – Kindergarten Partnership and Innovation

Page 2 of 3

Children, Family & Community Connections Division
 Early Learning Hub of Clatsamas County
 Work Plan 2019-2021
 Contents and Narrative

Please provide updates on key strategies and deliverables as well as any changes to accountability planning and cross-sector partnerships. Include program successes and current challenges. Note any strategies moving forward to alleviate those challenges.

Reporting Period	Narrative
October – December 2019	
January-June 2020:	
July-Sept 2020:	
Oct-Dec 2020:	
January-March 2021:	
April-June 2021:	

Immigrant and Refugee Community Organization – Kindergarten Partnership and Innovation

Page 3 of 3

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Harrison (charrison@clatsamas.or.gov) / Stephanie Radford (sradford@clatsamas.us)

Quarterly Report, Client Satisfaction Surveys and Demographic Data Form & Project Testimonial

- October-December 2019 DUE: January 15, 2020
- January-March 2020 DUE: April 15, 2020
- April-June 2020 DUE: July 15, 2020
- July – September 2020 DUE: October 15, 2020
- October-December 2020 DUE: January 15, 2021
- January-March 2021 DUE: April 15, 2021
- April-June 2021 DUE: July 15, 2021

Testimonial or story

Please provide two testimonials or stories related to your quality work with families and the KPI services you provide. Completed testimonial due by July 15, 2020 but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how the project has facilitated innovative opportunities for linking Early Learning with K-12 education. It is an opportunity to highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Hamilton (chamilton@clackamas.us) and Stephanie Radford (sradford@clackamas.us)

Quarterly Report, Client Satisfaction Surveys and Demographic Data Form & Project Testimonial

- **October-December 2019** DUE: **January 15, 2020**
- **January-March 2020** DUE: **April 15, 2020**
- **April-June 2020** DUE **July 15, 2020**
- **July – September 2020** DUE **October 15, 2020**
- **October-December 2020** DUE: **January 15, 2021**
- **January-March 2021** DUE: **April 15, 2021**
- **April-June 2021** DUE **July 15, 2021**

Testimonial or story

Please provide two testimonials or stories related to your quality work with families and the KPI services you provide. Completed testimonial due by July 15, 2020 but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how this project has facilitated innovative approaches for linking Early Learning with K-12 education. It is an opportunity to highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

If grantees intend to develop educational or promotional materials that are funded through The Early Learning Hub of Clackamas County, they must be submitted for preapproval. Copies should be included in the quarterly reports. Include the Early Learning Hub of Clackamas County Logo.

Immigrant and Refugee Community Organization
 Local Grant Agreement – CFCC 9478 A-1
 Page 4 of 6

REPLACE:

Exhibit B: IRCO Budget KPI

WITH:

Exhibit B: BUDGET (KPI Services)			
Contractor:	Immigrant and Refugee Community Organization		
Address:	10301 NE Glisan Portland, OR 97220		Contract #9478 Amend #1
Contact Person:	Danita Huynh		
Phone Number:	971-271-6500		
E-mail:	Danita.Huynh		
Contract Term:	October 1 '19-Jun 30 '21		
Budget Category	Approved Budget Oct 1 '19-Jun 30 '20	Approved Budget July 1 '20-Jun 30 '21	Total
Personnel			
Project Coordinator	\$ 4,719.00	\$ 4,719.00	\$ 9,438.00
Parent Educator	\$ 7,510.00	\$ 7,510.00	\$ 15,020.00
Parent Educator Assistant	\$ 289.00	\$ 289.00	\$ 578.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Personnel	\$ 12,518.00	\$ 12,518.00	\$ 25,036.00
Administration			
Administration 12%	\$ 1,502.00	\$ 1,502.00	\$ 3,004.00
Total Administration	\$ 1,502.00	\$ 1,502.00	\$ 3,004.00
Program			
Materials & Supplies	\$ 460.00	\$ 460.00	\$ 920.00
Equipment	\$ 600.00	\$ 600.00	\$ 1,200.00
Phone	\$ 240.00	\$ 240.00	\$ 480.00
Insurance	\$ 45.00	\$ 45.00	\$ 90.00
Insurance	\$ 485.00	\$ 485.00	\$ 970.00
Conference/Training/Travel	\$ 750.00	\$ 750.00	\$ 1,500.00
Mileage	\$ 900.00	\$ 900.00	\$ 1,800.00
Food/Parent Incentives			
Total Program	\$ 3,480.00	\$ 3,480.00	\$ 6,960.00
Total Budget	\$ 17,500.00	\$ 17,500.00	\$ 35,000.00

REPLACE:

Exhibit D-1: IRCO KPI Reimbursement Request

WITH:

Exhibit D-1: REIMBURSEMENT REQUEST				
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: Immigrant and Refugee Community Organization				
Address:	10301 NE Glisan St			Report Period:
	Portland, OR 97220			
Contact Person:	Danita Huynh			KPI-9478
Phone Number:	971.271.6406			
E-mail:	danitah@irco.org			
Contract Period:	July 1 '19-Jun 30 '21			
Budget Category	Approved Budget (includes carry-fwd fr FY19-20)	Current Draw Request	Previously Requested	Balance
Personnel				
Project Coordinator	\$ 9,438.00	\$ -	\$ -	\$ 9,438.00
Parent Educator	\$ 15,020.00	\$ -	\$ -	\$ 15,020.00
Parent Educator Assistant	\$ 578.00	\$ -	\$ -	\$ 578.00
Total Personnel	\$ 25,036.00	\$ -	\$ -	\$ 25,036.00
Administration				
Admin costs (12%)	\$ 3,004.00	\$ -	\$ -	\$ 3,004.00
Total Administration	\$ 3,004.00	\$ -	\$ -	\$ 3,004.00
Program				
Materials/supplies	\$ 920.00	\$ -	\$ -	\$ 920.00
Equipment	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00
Phone	\$ 480.00	\$ -	\$ -	\$ 480.00
Insurance	\$ 90.00	\$ -	\$ -	\$ 90.00
Conference/Training	\$ 970.00	\$ -	\$ -	\$ 970.00
Mileage	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Food/Parent Incentives	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Total Program	\$ 6,960.00			\$6,960.00
Total Grant Funds Requested	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00

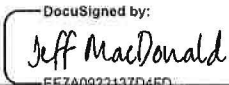
Signature page follows]

Immigrant and Refugee Community Organization
Local Grant Agreement – CFCC 9478 A-1
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IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized officers.

AGENCY

IRCO
10301 NE Glisan St
Portland, OR 97220

DocuSigned by:

By: _____
Dr. Jeff MacDonald, Acting Executive Director

6/9/2020
Date: _____

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

Date: _____

Approved as to budget and work plan:



Adam Freer, Director
Children, Family & Community Connections Division

Date: June 18, 2020