

December 12, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of an Intergovernmental Agreement with the City of Wilsonville for emergency shelter motel vouchers, automobile repair and financial literacy education. Total Agreement Value is \$507,100 for 18 months. Funding is through Supportive Housing Services Measure funds. No County General Funds are involved.

Previous Board Action/Review	-Policy Session, April 3, 2024- City-Led Initiatives Funding Recommendations -Briefed at Issues, December 10, 2024		
Performance Clackamas	1. This funding aligns with H3S's Strategic Business Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County's Performance Clackamas goal to ensure safe, healthy, and secure communities.		
Counsel Review	Yes. Andrew Naylor	Procurement Review	NA
Contact Person	Vahid Brown, HCDD Deputy Director	Contact Phone	(971) 334-9870

EXECUTIVE SUMMARY: On behalf of the Housing and Community Development Division (HCDD), Health, Housing and Human Services requests approval of Intergovernmental Agreement with the City of Wilsonville (Wilsonville) for motel vouchers, employment retention services, financial literacy programs and device charging stations funded as part of the county's city-led initiatives program.

In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, Clackamas County released a Notice of Funding Opportunity (NOFO) in December 2023 for city-led homelessness initiatives. The NOFO was intended to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under-resourced local efforts to meet the needs of very low-income households in their cities. Allowable initiative categories were very broad and included outreach and engagement, emergency shelter and navigation, housing services, health and wellness, advocacy, and employment and benefits. The Board approved staff funding recommendations in April 2024, including this proposal from the City of Wilsonville.

Wilsonville's proposal has three key elements. First, to address the need for emergency shelter and transportation to shelter, Wilsonville will provide motel vouchers and transportation to shelter, in collaboration with local non-profit providers, for families and individuals in vulnerable situations. This agreement will provide funding for hotel vouchers and transportation to shelter for approximately 48 households per year, in addition to connections to other county housing services programs.

Second, to address barriers to employment and employment retention that affect housing stability, including lack of transportation, clothing appropriate for work, and financial literacy, this

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agreement provides funding for auto repairs, gas, clothing for employment, and financial literacy programming.

Third, Wilsonville identified a need to increase access to charging stations for people living on the streets and others with limited access to electricity to be able to charge cell phones, computers, and other devices that are needed to maintain the ability to communicate. Funding in this agreement will provide for the installation of two device charging stations, one at the Town Center Park and the other at Murase Plaza. These charging stations will also serve as connection points for service engagement while charging devices.

This agreement is funded through in Supportive Housing Services funds. No County General Funds are involved.

RECOMMENDATION: Staff respectfully recommends that the Board of County Commissioners approve this Intergovernmental Agreement (#11865) and authorize Chair Smith or her designee to sign on behalf of Clackamas County.

Respectfully submitted,



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

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CLACKAMAS COUNTY
AND CITY OF WILSONVILLE**

THIS AGREEMENT (this “Agreement”) is entered into and between Clackamas County (“County”), a political subdivision of the State of Oregon, and the City of Wilsonville (“Agency”), a unit of local government, collectively referred to as the “Parties” and each a “Party.”

RECITALS

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

- A. In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, Clackamas County released a Notice of Funding Opportunity for city-led homelessness initiatives.
- B. The funding opportunity is to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under resourced local efforts to meet the needs of very low-income households.
- C. Proposed city-led initiatives were to have a clearly articulated connection to the needs of low- and extremely low income households experiencing housing instability or homelessness and support Clackamas County’s recovery-oriented system of care.
- D. Clackamas County received more than \$30 million in requests submitted by eleven cities in dozens of distinct proposals.
- E. Proposals were reviewed for:
 - a. Clear alignment with County goals and priorities for its recovery-oriented homeless services system of care.
 - b. Being additive to the system, consistent with the requirement that Supportive Housing Services investments supplement, not supplant, existing investments.
 - c. Leveraging connection points to broader recovery-oriented system of care.
 - d. Having a duration not longer than three years, recognizing that the Notice of Funding Opportunity was for one-time and limited-term investments.
- F. On April 3, 2024, the Clackamas County Board of Commissioners approved of staff funding recommendations for proposals submitted in response to the Notice of Funding Opportunity for city-led homeless services initiatives.

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

TERMS

- 1. **Term.** This Agreement shall be effective upon execution, and shall expire on June 30, 2026, unless otherwise extended by agreement of the Parties. Agency may seek reimbursement for eligible expenses under this Agreement during the period between July 1, 2024, and June 30, 2026, subject to the additional terms and conditions set forth in this Agreement.

2. **Scope of Work.** Agency agrees to provide the services further described in Exhibit A (the “Program”), attached hereto and incorporated by this reference herein. The Program will be provided solely within Metro jurisdictional boundaries.
3. **Funding.** The maximum amount County may pay Agency is Five Hundred Seven Thousand and One Hundred dollars (\$507,100.00) (the “Funds”). Funds will be distributed on a reimbursement basis in accordance with the budget set forth in Exhibit A. Agency shall use the funds awarded under this Agreement solely for reimbursement of eligible expenses incurred in performing the Program, as further set forth in Exhibit A.

Budget line items within categories may be changed with written agreement by both parties. County may approve, in writing, adjustments to budget line-item amounts provided the maximum Agreement amount is not exceeded.

4. **Payment.** Unless otherwise specified, the Agency shall submit monthly requests for reimbursement, on a form provided by County. A request for reimbursement must include a description of work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to Agency following the County’s review and approval of the requests for reimbursement submitted by Agency. Agency shall not submit requests for reimbursement for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above. Agency’s failure to provide County information reasonably necessary for County to review a request for reimbursement for compliance with this Agreement may result in the County withholding payment, requiring Agency provide additional information, or treating this Agreement in default and pursuing any and all rights and remedies available to the County at law, in equity, or under this Agreement.

Invoices shall reference the above Contract Number and be submitted to: HCDD-AP@Clackamas.us

5. **Representations and Warranties.**

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

6. **Termination.**

- A. Either the County or the Agency may terminate this Agreement at any time upon thirty (30) days written notice to the other party. In the event a Party terminates this Agreement under this Section 6, Agency shall immediately return all unspent funds to the County.
- B. Either the County or the Agency may terminate this Agreement in the event of a default of the Agreement by the other, as defined below. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party’s intent to terminate. If the breaching Party has not entirely cured the breach within thirty (30) days of deemed or actual receipt of the notice, then the Party giving notice may

terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such thirty (30) day period, this provision shall be complied with if the breaching Party begins correction of the default within the thirty (30) day period and thereafter proceeds with reasonable diligence and in good faith to affect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period. Upon termination for Agency's breach, County shall have all remedies available to it at law, in equity, or under this Agreement including, but not limited to, requiring Agency to return all unspent funds and to repay County for any funds used by Agency in violation of this Agreement.

- C. The County or the Agency shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that performance by County is prohibited.
- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. Default.

- A. **Agency's Default.** Agency will be in default under this Agreement upon the occurrence of the following:
 - i. Agency fails to use the Funds for eligible purposes described in Exhibit A;
 - ii. Any representation, warranty or statement made by Agency in this Agreement or in any documents or reports relied upon by County to measure the Program, the expenditure of the Funds, or the performance by Agency is untrue in any material respect when made;
 - iii. After thirty (30) days' written notice with an opportunity to cure, Agency fails to comply with any term or condition set forth in this Agreement;
 - iv. A petition, proceeding, or case is filed by or against Agency under federal or state bankruptcy, insolvency, receivership, or other law.
- B. **County's Default.** County will be in default under this Agreement if, after thirty (30) days' notice and opportunity to cure, County fails to perform a material obligation under this Agreement provided, however, that failure to disburse grant funds due to non-default termination, including lack of appropriation, shall not constitute a default of County.

8. Remedies.

- A. **County's Remedies.** In the event of Agency's default, County may, at its option, pursue any or all remedies available to it under this Agreement, at law, or in equity including, but not limited to: (1) withholding Agency additional Funds until compliance is met; (2) reclaiming Funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring repayment of any Funds used by Agency in violation of this Agreement; (4) termination of this Agreement; (5) declaring Agency ineligible for receipt of future awards

from County; (6) initiation of an action or proceeding for damages, declaratory, or injunctive relief.

- B. **Agency's Remedies:** In the event County is in default, and whether or not Agency elects to terminate this Agreement, Agency's sole remedy for County's default, subject to the limits of applicable law or in this Agreement, is reimbursement for eligible costs incurred in accordance with this Agreement, less any claims County may have against Agency. In no event will County be liable to Agency for expenses related to termination of this Agreement or for any indirect, incidental, consequential or special damages.

9. **Indemnification.**

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

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

- B. **Indemnification and Defense of Metro.** The Agency agrees to indemnify, defend, save and hold harmless Metro Regional Government ("Metro"), and its officers, elected officials, agents and employees from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Agency's acts or omissions in performing under this Agreement. However, neither Agency's nor any attorney engaged by Agency shall defend the claim in the name of Metro, nor purport to act as legal representative of Metro, without first receiving from the Metro attorney's office authority to act as legal counsel for Metro, nor shall Agency settle any claim on behalf of Metro without the approval of the Metro attorney's office. Metro may, at its election and expense, assume its own defense and settlement.

10. **Insurance.** The parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law. Both parties agree to name the other as an additional insured under their self-insurance policies.

11. **Notices; Contacts.** Any notice provided under this Agreement shall be delivered by email or by first class US mail to the individuals identified below. Any communication or notice mailed by first class US mail shall be deemed to be given three days after the date it is sent. Any

communication or notice sent by electronic mail is deemed to be received on the date sent, unless the sender receives an automated message or other indication that the email has not been delivered. Either Party may change the Party contact information, or the invoice or payment addresses, by giving prior written notice to the other Party.

Vahid Brown or their designee will act as liaison for the County.

Contact Information:

Housing and Community Development Division Administrator
Vahid Brown
Email: vbrown@clackamas.us
Phone: (971) 334-9870

Copy to:
County Counsel
2051 Kaen Road, 4th Floor
Oregon City, OR 97045

Amanda Guile-Hinman or their designee will act as liaison for the Agency.

Contact Information:

Amanda Guile-Hinman
Email: guile@ci.wilsonville.or.us
Phone# (503) 682-1011

12. **Monitoring.** Agency agrees to allow access to conduct financial and performance audits for the purpose of monitoring use of the Funds in accordance with Generally Accepted Auditing Standards (“GAAS”). 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 Agency that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts. Agency also agrees to provide reasonable access to Agency’s employees for the purpose of monitoring. Audits may be performed onsite or offsite, at the County’s discretion. If any audit or financial review finds that payments to Agency were in excess of the amount to which Agency was entitled, then Agency shall repay that amount to County. Agency agrees to allow County access to conduct site visits and inspections of financial records for the purpose of monitoring. Depending on the outcomes of the financial monitoring processes, this Agreement shall either (a) continue pursuant to the original terms, (b) continue pursuant to the original terms and any additional conditions or remediation deemed appropriate by County, or (c) be de-obligated and terminated

13. **Reporting.** In performance of the Work related to the Motel Vouchers, Agency remains responsible for data reporting, and shall ensure subcontractors follow the steps below:
 - a. Execute a Homeless Management Information System (“HMIS”) Participation Agreement for purposes of using regionally administered HMIS software through a contract with regional partners and ensuring such use is in accordance with the HMIS provider’s policies and procedures. County anticipates a new HMIS regional structure and contract will be implemented and upon such implementation and transfer, Agency shall, if determined by County to be necessary, execute a new HMIS Participation Agreement;

- b. Participate in the HMIS or, for domestic violence service providers, an HMIS comparable database. As used herein, “participation” means:
 - i. Completing all necessary initial HMIS data entry training within one month of Contract execution;
 - ii. Collecting participant demographics and enter data electronically into HMIS into appropriate HMIS providers, which will be determined by HCDD;
 - iii. Complying with current HMIS Policy and Procedures and adhere to all HMIS reporting requirements;
 - iv. Ensuring that data entry into HMIS occurs in an accurate and timely manner within three (3) business days of program entry date;
 - v. Correcting data quality, missing information, and null data errors as specified by HCDD’s SHS Data team within 14 days after the end of each fiscal quarter or as requested;
 - vi. Collecting and entering universal data elements, which include demographic information on all clients at entry, and all required SHS elements required by HUD, Metro, or other applicable federal, state, or local funding sources;
 - vii. Complying with all confidentiality policies and procedures regarding HMIS and the use of participant data;
 - viii. Ensuring only authorized Agency staff, trained by HCDD, access the HMIS software.
- c. Work with HCDD to improve on performance targets.
- d. Work cooperatively with HCDD to prepare an annual participant feedback report.
- e. Submit to monitoring for contract compliance.

For all other Work, Agency will collect and summarize all data points and document transactions according to principles on Section 14 of this Agreement, and demonstrating progress toward program goals identified in Exhibit A, to be submitted to County on a quarterly basis. Agency will provide records to the County, upon request.

Reporting shall reference the above Agreement Number and be submitted to:
Housingservices@Clackamas.us.

14. **Financial Management.** Agency 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 uses of the Funds.

15. **Period of Availability.** Agency may charge to the award only allowable costs resulting from obligations incurred during the funding period.

16. **Closeout.** County will closeout this Agreement when County determines that all applicable administrative actions and all required work have been completed by Agency. Agency must liquidate all obligations incurred under this award and must submit all financial, performance, and other reports as required by County, no later than 90 calendar days after the end date of this Agreement.

17. **General Provisions.**

A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of

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

- B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **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.
- E. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- F. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Program. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- G. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

- H. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- I. **No Third-Party Beneficiary.** Agency and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- J. **Subcontract and Assignment.** Agency shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. County's consent to any subcontract shall not relieve Agency of any of its duties or obligations under this Agreement.
- K. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- L. **Survival.** All provisions in Sections 5, 7, 8, 9, 10 and 17 (A), (C), (D), (E), (F), (G), (H), (I), (J), (L), (O) and (Q), shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.
- M. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- N. **Time is of the Essence.** Agency agrees that time is of the essence in the performance this Agreement.
- O. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- P. **Force Majeure.** Neither Agency nor County shall be held responsible for delay or default caused by events outside of the Agency or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Agency shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

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

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

Clackamas County

City of Wilsonville

Chair, Board of County Commissioners

Date

DocuSigned by:
Bryan Cosgrove _____
158FC0E0729B403... Bryan Cosgrove city manager

November 19, 2024

Date

Approved as to Form:

[Signature]

County Counsel

11/19/2024

Date

EXHIBIT A
Program
City of Wilsonville – City-Led Homelessness Initiatives Program Design

Agency shall contact County in writing for clarification and/or approval for any contemplated expense not covered by the following descriptions of allowable uses of funds prior to incurring the expense. Correspondence from Agency seeking clarification or approval should be directed to housingservices@clackamas.us. Upon receipt of the written request for clarification and/or approval, County may either approve or deny the expense as eligible for reimbursement, as determined by County in its sole discretion.

1. Emergency Shelter services (Motel Vouchers)

Program Description

To address the lack of overnight locations during housing emergencies, the City of Wilsonville (“Agency”) will provide households struggling with homelessness with motel vouchers, and transportation to shelter for individuals seeking to enter into shelter or addiction programs. Agency anticipates it will perform the motel voucher program using third party nonprofits, including The Heart of the City (“HoC”). Any use of a third party to perform motel voucher work is subject to the requirements of Section 17.J, **Subcontract and Assignment** of this Agreement.

Agency will refer individuals participating in the motel voucher program to the County’s Rent Well tenant education program. Rent Well, a program of Transition Projects, Inc., is a 15-hour tenant education curriculum that provides individuals with the support, knowledge, and expertise they need to become successful tenants.

Program Goals

Agency will provide Motel vouchers and transportation to shelter for approximately 48 households/year. Each household will be sheltered in motels for approximately 7 nights a week for 3 weeks.

Data Collection & Reporting

Agency will ensure that data will be collected and entered into the HMIS system, following the requirements of Section 13. **Reporting** of this Agreement.

Budget

The budget to provide for Motel Vouchers is \$100,800 per year, for two years. The total not to exceed amount for these services is \$201,600.00 for two years.

2. Employment & Benefit Support Services

a. Job Training and Retention services

Funding to reduce barriers related to personal transportation (auto repairs, gas cards) to help individuals maintain employment. Specifically for individuals who work outside of areas served by the public transit system.

i. Auto/Transportation Repairs

Program Description

Agency will address employment accessibility issues by funding for auto-repair services to help individuals maintain employment. This program will serve individuals who are unable to get a job or maintain employment due to transportation issues, and who are able to show they work outside of the public transportation system, or their job requires use of personal vehicles.

Agency has experienced issues with broken-down vehicles where an individual cannot afford the repair to operate the vehicle and get to work. This program will help participants gain and maintain employment by providing support against transportation barriers, with auto repair.

To be eligible for the benefits of this program, all participants must show that they are also engaged in an employment program with the non-profits that contract with the Agency or other verified employment program, to get their car repaired.

Agency will partner with third parties, including HoC and Wilsonville Community Sharing (“WCS”), to provide these services. Agency may subcontract with third parties subject to the requirements of Section 17.J, **Subcontract and Assignment** of this Agreement.

Program Goals

Agency will serve between 2 and 4 participant vehicles per month, at a cost of approximately \$6,000.00 per month, for 12 months. That will result in auto repairs for 24 – 48 vehicles/year.

Data Collection & Reporting

Agency will be responsible for collecting data for this program and reporting back to the County, upon request, following the requirements of Section 13. **Reporting** of this Agreement.

Budget

The budget for the auto repairs program is \$72,000.00 for one year, for two years. The total not to exceed amount is \$144,000.00 for two years.

ii. Clothing and Gas Vouchers

To address employment accessibility issues, Agency will provide gas cards to individuals who cannot make it to work due to insufficient funds for gas. Agency will also provide clothing vouchers to Goodwill to individuals in need of appropriate attire for employment or interviews.

Program Description

Agency has experienced issues with broken-down vehicles where an individual cannot afford the repair to operate the vehicle and get to work. This program aims to facilitate participants gaining and maintaining employment by reducing transportation barriers; therefore, reducing their risk of struggling with homelessness. Gift cards to Goodwill will help prepare individuals for the workforce with work appropriate attire.

Participants will be provided with gas cards and Goodwill vouchers, in the amount of \$25.00 increments of each card. The program will provide 20 sets of each card per month, totaling 40 cards per month to the subcontracted non-profits in the community to distribute to participants of the employment retention program.

Agency may contract with third party non-profit organizations to provide these services subject to all requirements of Section 17.J, **Subcontract and Assignment** of this Agreement.

Program Goals

The program will provide gas cards and Goodwill vouchers in \$25.00 increments of 20 of each card, per month, for 12 months, for participants, depending on their need, for two years.

Data Collection & Reporting

Agency will be responsible for collecting data for this program and reporting back to the County, upon request, following the requirements of Section 13. **Reporting** of this Agreement.

Budget

The budget to provide for automobile transportation employment retention services is \$84,000 per year, for two years. The total not to exceed amount for this service is \$168,000.00 for two years.

b. Financial Literacy Services

Funding for financial education programming to help individuals budget within their income limits, maximize income, and start saving.

Program Description

To address the lack of financial literacy, Agency will provide financial literacy training to participants to increase savings from employment, learn how to maximize income to start saving income, or budgeting within their income limits. The use of evidence-based financial education programs can help clients prepare for how to financially handle situations such as unexpected expenses, like auto repair or gas.

The financial literacy program will research and utilize an evidence based financial education curriculum and will hire an educator to teach the class. The funds will pay for personnel to run this program, and that money could be used to pay for one staff or to allow the non-profit organizations that Agency contracts with to leverage current personnel, materials, and services that the local organizations already have.

Agency may subcontract with other non-profit organizations to provide these services, subject to the requirements of Section 17.J, **Subcontract and Assignment** of this Agreement.

Program Goals

This program will provide for staff, operations, and materials for Financial Literacy training for participants.

Data Collection & Reporting

Agency will be responsible for collecting data for this program and reporting back to the County, upon request, following the requirements of Section 13. **Reporting** of this Agreement.

Budget

The Agency’s budget to provide for financial literacy services is \$65,000.00 per year, for two years. The total not to exceed amount for these services is \$130,000.00 for two years.

3. Outreach and Engagement Supports (Device Charging)

Funding two benches equipped with solar powered charging timed to allow charging during open park hours, to be installed in Town Center Park and Murase Plaza.

Program Description

The inaccessibility of device charging stations interfere with the ability of participants to fully engage in employment, financial literacy, and other basic needs. This gap in services was identified as a high priority need in the 2023 anonymous survey of individuals experiencing homelessness in Wilsonville.

This program will provide two benches with solar powered chargers that are timed to provide the ability to charge during open park hours to serve the specific needs of local individuals and families struggling with homelessness and individuals in the community that need an ability to charge their devices. The charging benches will be located in Wilsonville's high-use park areas; one at Town Center Park and one at Murase Plaza. This will allow individuals needing access to their electronic devices to charge their cell phones, etc. and allow them to access and partake in their community resources.

Program Goals

The program will procure and install the two charging benches within the first year of this agreement.

Data Collection & Reporting

Agency will be responsible for collecting data for this program and reporting back to the County, upon request, following the requirements of Section 13. **Reporting** of this Agreement.

Budget

The Agency’s budget to provide for the device charging is a one-time total of \$7,500.00.

Services	FY 2024-25	FY 2025-26	Total
Motel Vouchers	\$ 100,800.00	\$ 100,800.00	\$ 201,600.00
Employment Retention - Auto repairs	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00
Employment Retention - Gas vouchers and Clothing	\$ 12,000.00	\$ 12,000.00	\$ 24,000.00
Financial Literacy	\$ 65,000.00	\$ 65,000.00	\$ 130,000.00
Outreach - Device Charging	\$ 7,500.00	\$ -	\$ 7,500.00
Subtotals	\$ 257,300.00	\$ 249,800.00	\$ 507,100.00
Total Contract Value:			\$ 507,100.00