

COPY

June 7, 2018

Board of County Commissioners  
 Clackamas County

Members of the Board:

Approval of Workplan Amendment #1 to an Intergovernmental Agreement with  
 the State of Oregon, Housing and Community Services Department  
to administer EHA Expansion Funds

<b>Purpose/Outcomes</b>	This Workplan Amendment to the agreement provides Emergency Housing Assistance (EHA) funds for emergency winter housing and shelter.
<b>Dollar Amount and Fiscal Impact</b>	The Workplan Amendment adds \$782,107 for a current revenue value of \$8,292,886.
<b>Funding Source</b>	State of Oregon, Housing and Community Services Department, Community Resources Division. No County General Funds are involved and there is no match requirement.
<b>Duration</b>	July 1, 2017 through June 30, 2019
<b>Previous Board Action</b>	The original agreement was approved by the Board of County Commissioners on July 20, 2017, agenda item 07202017-A5.
<b>Strategic Plan Alignment</b>	<ol style="list-style-type: none"> <li>1. This funding aligns with the Social Services Division's strategic priority to provide housing stabilization and supportive services to people who are homeless or at risk of becoming homeless so they can obtain and maintain permanent housing.</li> <li>2. This funding aligns with the County's strategic priority to ensure safe, healthy and secure communities.</li> </ol>
<b>Contact Person</b>	Brenda Durbin, Director – Social Services Division – (503)655-8641
<b>Contract No.</b>	8395

**BACKGROUND:**

The Social Services Division (SSD) of the Health, Housing and Human Services Department requests the approval of a WorkPlan Amendment to an Intergovernmental Agreement with the State of Oregon, Housing and Community Services Department (OHCS) to administer Emergency Housing Assistance (EHA) Expansion Funds.

OHCS is Oregon's housing finance agency providing financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income. OHCS was created in 1991 when the legislature merged the Oregon Housing Agency with State Community Services. The coordination between housing and services creates a continuum of programs that can assist and empower lower income individuals and families in their efforts to become self-reliant. OHCS administers Federal and State antipoverty, homeless, energy assistance, and community services programs.

The 2018 Oregon Legislature approved additional one-time-only EHA Expansion Funds through HB 5201. OHCS approved an allocation of \$782,107 to Clackamas County to provide emergency winter housing and shelter. SSD plans to utilize the funds to operate a mobile housing services project that will provide immediate shelter, rent assistance and comprehensive case management for up to 37 households experiencing homelessness. This funding will allow SSD to hire 2 FTE's on a Limited

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[www.clackamas.us](http://www.clackamas.us)

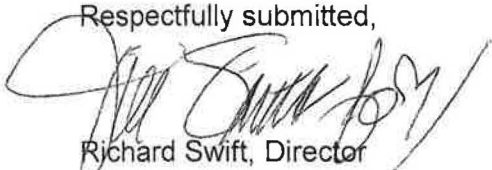
Duration basis to operate the program. Funding will also be utilized to provide assistance with temporary emergency shelter through a motel voucher program. Administrative and indirect costs are not eligible under this funding stream.

The EHA Expansion Funds can be utilized through the current biennium, July 1, 2017 through June 30, 2019. No County General Funds are involved and there is no match requirement. This was reviewed and approved by County Counsel on May 16, 2018.

**RECOMMENDATION:**

Staff recommends the approval of this amendment and that Richard Swift, H3S Director, be authorized to sign on behalf of the Clackamas County Board of Commissioners.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Swift", is written over the typed name and title.

Richard Swift, Director  
Health, Housing and Human Services Department



OHCS USE	Contract Number: _____
	Amendment Number: _____ Program # _____

# 2017-2019 MGA Workplan Amendment Request Form

Agency: Clackamas County Social Services Division (CCSSD)

Requestor: Jessica Diridoni Phone: 503 655-8646 Email: jdiridoni@clackamas.us

**Instructions for completing this form:**

- To change funding or scope of work for **Housing/Facilities Acquisition or Rehabilitation/Conversion** projects, **DO NOT complete this form**. Please contact your Program Analyst directly.

- To change your **Agency information**, complete Section 1 and Section 5
- To change a **Contact person** at your agency (such as gatekeeper, executive director, deputy director or program staff/supervisor, please send an email to [crd.reports@oregon.gov](mailto:crd.reports@oregon.gov). You will receive the appropriate form to update.
- To add/edit/delete a **Subrecipient**, complete Section 2, Section 4 and Section 5.
- To change the **scope of your Workplan**, complete Section 3, Section 4 and Section 5
- To change funding or scope of work for **Community Capacity Building**, complete Section 3, Section 4 and Section 5.

**SECTION 1 - Agency Information Change**

Legal Entity Name: \_\_\_\_\_

DBA Name (if applicable): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SECTION 2 - Subrecipient Information Change**

The subgrantee is responsible for ensuring that the subrecipient(s) meet(s) the minimum OHCS standards as described in the Master Grant Agreement, program rules, regulations, policies, guidelines and program manuals and that all data will be entered in the HMIS, according to HUD Technical and Data Standards. Failure to meet these minimum requirements could affect future funding opportunities.

Add this subrecipient       Delete this subrecipient       Edit this subrecipient

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Programs:  EHA/EHA-DRF     EHA-DRF-VET     ERA     ESG     HSP     HTBA     LIRHF     SHAP  
 EHA Expansion

Counties/Regions Served: \_\_\_\_\_

Target Population: \_\_\_\_\_

Primary Service Component: \_\_\_\_\_

Does this subrecipient have the capacity to enter information in HMIS?     Yes     No

If not, how will their client data be reported to OHCS?

---

Add this subrecipient       Delete this subrecipient       Edit this subrecipient

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Programs:  EHA/EHA-DRF    EHA-DRF-VET    ERA    ESG    HSP    HTBA    LIRHF    SHAP  
 EHA Expansion

Counties/Regions Served: \_\_\_\_\_

Target Population: \_\_\_\_\_

Primary Service Component: \_\_\_\_\_

Does this subrecipient have the capacity to enter information in HMIS?    Yes    No

If not, how will their client data be reported to OHCS? \_\_\_\_\_

**SECTION 3 - Program Scope of Work Change**

Program:    EHA-Phase 1    EHA-Phase 2    EHA Phase 3    EHA-VET    ERA    ESG    HSP  
 HTBA    LIRHF    SHAP-Phase 1    SHAP-Phase 2    EHA Expansion

**Description of current Scope of Work:**

The current Scope of Work for EHA Phases 1-3 includes using subgrantee funding for transitional housing, homelessness prevention, rapid-rehousing and community capacity building. This includes expansion of Coordinated Housing Access and tenant education, rental subsidy and assistance, financial assistance, case management service costs, and a Homeshare program expansion. Additionally, the EHA Scope of Work includes funding shelter operations, homelessness prevention and rapid re-housing programs through Coordinated Housing Access for subrecipients, and a community capacity component for the 2019 Point in Time Homeless Count.

**Description of proposed changes to the Scope of Work:**

In addition to the current EHA scope of work described above, Clackamas County will use the EHA expansion funds to operate a mobile housing services project that will provide immediate shelter, rent assistance and comprehensive case management for up to 37 households experiencing homelessness.

**SECTION 4 - Justification**

**A**   **Need:** *(If OHCS does not execute this amendment, what community need goes unmet?)*  
If this amendment is not executed 37 homeless households in Clackamas County will remain unhoused.

**B**   **Alternative solutions:** *(Were other solutions considered?)*  
Creating a new emergency shelter for this population with one time funds is not feasible. Best practice for working with families experiencing homelessness is to utilize a Rapid Re-Housing model, which this proposal does.

**C**   **Risk assessment:** *(Would the subgrantee incur a risk or liability if this amendment is not executed?)*  
If this amendment is executed it will help house approximately 37 additional households experiencing homelessness in Clackamas County. This funding aligns with Clackamas County's strategic priorities to ensure safe, healthy and secure communities as well as to provide housing stabilization and supportive services to people who are homeless or at risk of becoming homeless so they can obtain and maintain permanent housing. Without adequate resources in place, CCSSD's ability to expand services to additional households experiencing homelessness will be in jeopardy.

**SECTION 5 – MGA Work Plan Amendment Approval**

This amendment is executed upon the latest date signed by the signatories below:

Agency Program  
Coordinator  
signature

Date: [Click here to enter a date.](#)

Printed Name: Erika Silver, Human Services Manager

Agency Executive  
Director signature

Date: [Click here to enter a date.](#)

Printed Name: Richard Swift, Director, Health, Housing and Human Services Dept.

OHCS Program  
Analyst signature

Date:

Printed Name: \_\_\_\_\_

**Submission Process**

Complete and sign form. Send form electronically to: [crd.reports@oregon.gov](mailto:crd.reports@oregon.gov). Once approved, OHCS will sign and return completed form to your agency's gatekeeper.

<b>EHA Work Plan Amendment Application</b>		
<b>EHA Expansion Funds</b>		
Subgrantee: <b>Clackamas County Social</b>		
EHA Allocation Amount: <b>\$782,107</b>		
Allocation amount = Admin + Program dollars.		
<b>EHA Expansion Funds Budget</b>		
<i>Administration restricted to Maximum 10%, including subgrantee and all subrecipients' amounts.</i>	<b>Grant Amount Requested</b>	<b>Percentage of EHA Budget</b>
Administration (Subgrantee)	\$ -	0.0000%
Administration (Subrecipients)	\$ -	0.0000%
<b>Subgrantee/Subrecipient Administrative Totals</b>	<b>\$ -</b>	<b>0.0000%</b>
<b>Program Delivery (Subgrantee)</b>		
Street Outreach		0.0000%
Emergency Shelter	\$ 90,000.00	11.5074%
Transitional Housing		0.0000%
Homelessness Prevention		0.0000%
Rapid Re-Housing	\$ 692,107.00	88.4926%
Supportive In-Home Services		0.0000%
Data Collection		0.0000%
Housing/Facilities Acquisition		0.0000%
Rehab/Conversion		0.0000%
Community Capacity Building		0.0000%
<b>Subgrantee Program Delivery Total</b>	<b>\$ 782,107.00</b>	<b>100.0000%</b>
<b>Program Delivery (Subrecipients)</b>		
Street Outreach		0.0000%
Emergency Shelter		0.0000%
Transitional Housing		0.0000%
Homelessness Prevention		0.0000%
Rapid Re-Housing		0.0000%
Supportive In-Home Services		0.0000%
Data Collection		0.0000%
Housing/Facilities Acquisition		0.0000%
Rehab/Conversion		0.0000%
Community Capacity Building		0.0000%
<b>Subrecipient Program Total</b>	<b>\$ -</b>	<b>0.0000%</b>
<b>Subgrantee/Subrecipient Program Totals</b>	<b>\$ 782,107.00</b>	<b>100.0000%</b>
<b>Total EHA Administrative and Program Funds</b>	<b>\$ 782,107.00</b>	<b>100.0000%</b>

**NOTE:** If selecting Housing/Facilities Acquisition, Rehab/Conversion or Community Capacity Building, please contact your Program Analyst for further instructions.

**Expansion Funds**

## Unduplicated Households Served



# Oregon

Governor Kate Brown

## Housing and Community Services

North Mall Office Building  
725 Summer St NE, Suite B  
Salem, OR 97301-1266  
PHONE: (503) 986-2000  
FAX: (503) 986-2020  
TTY: (503) 986-2100  
[www.ohcs.oregon.gov](http://www.ohcs.oregon.gov)

March 30, 2018

Brenda Durbin, Division Director  
Clackamas County  
2051 Kaen Road #290  
Oregon City, OR 97045

RE: HB 5201 EHA Expansion Funding Allocation

Dear Ms. Durbin,

We are pleased to notify you that the 2018 Legislature has approved an allocation of \$782,107 of additional Emergency Housing Account (EHA) funds to Clackamas County to provide emergency winter housing and shelter. Your allocation represents an approximately 9% reduction from your original request of \$856,800. To address this reduction in your proposed use of the funding, I reduced the projected 40 family households served to 37 households. Since these funds are meant to directly provide emergency winter housing and shelter, we will not fund administrative costs or supplemental staff materials and services. However, please note that materials and services and travel for direct service workers are allowable under case management. Please let me know as soon as possible, if this reduction further changes your proposed scope of work.

These are one time only funds that can be used throughout the 2017-19 biennium for the following:

- Increase shelter capacity—additional motel vouchers available to homeless family households through Mobile Housing Services;
- Increase housing assistance—additional case management and rent assistance to transition and/or stabilize homeless family households in permanent housing through Mobile Housing Services.

In order to adequately respond to questions and data requests expected from the Legislature and the Governor's office regarding the effective use of this state investment, use of these funds must be reported separately in both ServicePoint and OPUS and require a distinct project naming convention. In addition to separate data reporting, OHCS is requiring a written summary detailing how Clackamas County used its additional funds to meet the needs outlined above. Please submit a 1-2 page summary report no later than December 31, 2018, to [crd.reports@oregon.gov](mailto:crd.reports@oregon.gov).



To facilitate receipt of these funds, please complete the attached MGA workplan/budget amendment forms. These completed forms should be sent to the OHCS gatekeeper at [crd.reports@oregon.gov](mailto:crd.reports@oregon.gov) . If you have any questions regarding this allocation please contact your Program Analyst at [vicki.r.massey@oregon.gov](mailto:vicki.r.massey@oregon.gov) or [Roserria.Roberts@oregon.gov](mailto:Roserria.Roberts@oregon.gov).

Sincerely,



Marilyn Miller, Manager  
Homeless Services Section  
[marilyn.k.miller@oregon.gov](mailto:marilyn.k.miller@oregon.gov)