

June 2, 2022

Board of Commissioners
Clackamas County

Members of the Board:

Approval of a Non-Federal Subrecipient Grant Amendment #4 with Northwest Family Services for Youth Focused System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. Agreement is Funded by the State of Oregon, Housing, and Community Services Department. No Dollar Increase in Amendment.
No County General Funds are involved.

Purpose/Outcomes	Approval of Amendment #4, which extends the end date of the eligible grant expenditure period from July 1, 2021 through December 31, 2021 to a new period of July 1, 2021 through June 30, 2022, to continue System Diversion, Homelessness Prevention, and Rapid Re-Housing Services.
Dollar Amount and Fiscal Impact	No dollar increase.
Funding Source	State of Oregon Housing and Community Services Department, Emergency Housing Assistance (EHA) funds. No County General Funds.
Duration	Amendment is effective upon signature, with an eligible grant expenditure period of July 1, 2021 – June 30, 2022.
Previous Board Action/Review	The original agreement and amendment #1 were approved under H3S signature authority in 2018 and 2019. Amendment #2 (10-08-20) was approved by the Board: Item # 100820-A3. Amendment #3 was approved by the Board (1-6-22). Item at County issues: May 31, 2022.
Strategic Plan Alignment	1. This funding aligns with the strategic priority to ensure safe, health and secure communities. 2. This item aligns with the County's Performance Clackamas goals by assisting youth who are at-risk or homeless to maintain housing or be rapidly re-housed.
Counsel Review	This Non-Federal Subrecipient Grant Amendment was reviewed and approved by County Counsel on 5-2-22 by Andrew Naylor.
Procurement Review	1. Was the item processed through Procurement? No 2. If no, provide brief explanation: This is a Grant Amendment, not subject to Procurement review.
Contact Person	Brenda Durbin, Social Services Director (503)655-8641
Agreement Number	H3S# 8956

BACKGROUND:

The Social Services Division (SSD) of the Health, Housing, and Human Services Department requests the approval of Amendment #4 with Northwest Family Services (NWFS) for Youth Focused System Diversion, Homelessness Prevention, and Rapid Re-Housing Services. This agreement is funded with Emergency Housing Assistance state grant funds passed through to SSD from Oregon Housing and

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Community Services (OHCS). OHCS executed the County's 21-23 Master Grant Revenue Agreement to fund this program, along with many others providing services to low income households, in August 2021. Since the agreement was executed, SSD has been working with OHCS on approval of work plans, subrecipient lists and budgets for each individual funding stream in order to be able to spend funds. EHA funds were approved and made available for spending in November 2021, with an eligible period of expenditure beginning July 1, 2021.

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

RECOMMENDATION:

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Rodney A. Cook".

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

Attachment:
Non-Federal Subrecipient Grant Amendment #4, H3S#8956

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

H3S Contract Number _____ 8956 Board Agenda Number _____

and Date _____

Division _____ Social Services Amendment No. _____ 4

Contractor _____ Northwest Family Services

Amendment Requested By _____ Brenda Durbin, Director

Changes: Scope of Services Grant Budget
 Grant Time Other _____

Justification for Amendment:

This Amendment #4 is entered into between Northwest Family Services (“AGENCY”) and Clackamas County (“COUNTY”) and shall become part of that Agency Service Contract grant agreement (“Agreement”) entered into between both parties on August 8, 2018.

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

Amendment #4 extends the eligible grant expenditure period to July 1, 2021 through June 30, 2022. No County General Funds are involved.

Except as amended hereby, all other terms and conditions of the Contract remain in full force and effect. The County has identified the changes with “***bold/italic***” font for easy reference.

AMEND the following paragraph of EXHIBIT B, REPORTING REQUIREMENTS, SECTION B, INVOICING:

Total amount billed for Homeless System Diversion and Rapid Re-housing during the eligible grant expenditure period of July 1, 2021 to December 31, 2021 shall not exceed \$23,000 based on Exhibit C.

TO READ:

Total amount billed for Homeless ***Prevention*** and Rapid Re-housing during the eligible grant expenditure period of July 1, 2021 to **June 30, 2022** shall not exceed \$23,000 based on Exhibit C.

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

A. BUDGET

Total maximum compensation under this contract shall not exceed \$161,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$161,000 EHA funds as follows:

Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under original NOFO award, shall not exceed \$46,000.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under Amendment #1 award, shall not exceed \$46,000. Eligible costs applied to Amendment #1 funds for System Diversion, Homeless Prevention, and Rapid Re-Housing shall be from July 1, 2019 to June 30, 2020.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under Amendment #2 award, shall not exceed \$46,000. Eligible costs applied to Amendment #2 award, shall not exceed \$46,000. Eligible costs applied to Amendment #2 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021.

Eligible costs applied to Amendment #3 award shall not exceed \$23,000 for System Diversion, Homelessness Prevention, and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to December 31, 2021.

Eligible administrative expenses for Amendment #3 shall not exceed \$1,150 in the July 1, 2021 to December 31, 2021 eligible grant expenditure period.

Program Manager may approve adjustments to dollar amount in budget categories, line items, and County encumbrances.

Administration is not in addition to grant award.

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

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

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

- By December 31, 2019 at least 10% of the funding must be spent
- By March 31, 2020, at least 55% of the funding must be spent
- By May 15, 2020, at least 90% of the funding must be spent.

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

- By December 31, 2020, at least 10% of the funding must be spent
- By March 31, 2021, at least 55% of the funding must be spent
- By May 15, 2021, at least 90% of the funding must be spent.

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

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

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

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

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

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

AGENCY may make adjustments to AGENCY's budget for this Amendment #3 within the Homelessness Prevention or Rapid Re-Housing elements as follows without prior approval from COUNTY:

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

Budget and Output Template - Youth
System Diversion, Homelessness Prevention, and Rapid Re-Housing
 Applicant: Northwest Family Services

Estimated Project Period: 7/1/2021-12/31/2021

Budget Summary	Estimated Amount
<i>Homelessness Prevention (includes Diversion)</i>	\$ 10,450
<i>Rapid Re-Housing) includes Diversion</i>	\$ 11,400
Subtotal	\$ 21,850
Admin Total	\$ 1,150

Proposed Project Budget and Output Detail

Allowable Costs by Element	Amount Requested	Projected Total Individuals
Homelessness Prevention (includes Diversion)		
Direct Service		7
Participant rent and deposits	\$9,950	
Other eligible client assistance	\$500	
Personnel & mileage	\$0	
Subtotal	\$10,450	
Personnel FTE - enter number of full-time employees		
Rapid Re-Housing (includes Diversion)		
Direct Service		4
Participant rent and deposits	\$10,900	
Other eligible client assistance	\$500	
Personnel & mileage (up to 25% of total)	\$0	
Subtotal	\$11,400	
Admin		
Sub- total	\$21,850	
Admin	\$ 1,150.00	
Total with Admin	\$ 23,000.00	

*Homelessness Prevention and Rapid Re-Housing components must be tracked and reported as separate categories.

TO READ:

Total maximum compensation under this **Agreement** shall not exceed \$161,000.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in Exhibit A, B, & C, up to a maximum compensation of \$161,000 EHA funds as follows:

Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under original NOFO award, shall not exceed \$46,000.

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Total amount billed for Homelessness Prevention, Rapid Re-Housing, System Diversion under Amendment #2 award, shall not exceed \$46,000. Eligible costs applied to Amendment #2 award, shall not exceed \$46,000. Eligible costs applied to Amendment #2 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing shall be from July 1, 2020 to June 30, 2021.

Eligible costs applied to Amendment #3 & **Amendment #4** award shall not exceed \$23,000 for Homelessness Prevention and Rapid Re-Housing and shall be from the eligible grant expenditure period of July 1, 2021 to **June 30, 2022**.

Eligible administrative expenses for Amendment #3 & **Amendment #4** shall not exceed \$1,150 in the July 1, 2021 to **June 30, 2022** eligible grant expenditure period.

Program Manager may approve adjustments to dollar amount in budget categories, line items, and County encumbrances.

Administration is not in addition to grant award.

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

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

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

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

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

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

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Eligible Expenditure Period Budget July 1, 2021 to **June 30, 2022**:

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

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

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

Budget and Output Template - Youth

System Diversion, Homelessness Prevention, and Rapid Re-Housing

Applicant: Northwest Family Services

Estimated Project Period: 7/1/2021-6/30/22

Budget Summary	Estimated Amount
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Proposed Project Budget and Output Detail

Northwest Family Services

Agency Service Contract (Grant) # 8956 – Amendment #4

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Direct Service		7
Participant rent and deposits	\$9,950	
Other eligible client assistance	\$500	
Personnel & mileage	\$0	
Subtotal	\$10,450	
Personnel FTE - enter number of full-time employees		
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Direct Service		4
Participant rent and deposits	\$10,900	
Other eligible client assistance	\$500	
Personnel & mileage (up to 25% of total)	\$0	
Subtotal	\$11,400	
Admin		
Sub- total	\$21,850	
Admin	\$ 1,150.00	
Total with Admin	\$ 23,000.00	

*Homelessness Prevention and Rapid Re-Housing components must be tracked and reported as separate categories.

AMEND the following paragraphs of EXHIBIT C, SECTION C. OUTCOMES/PERFORMANCE MEASURES:

During the Amendment #3 eligible grant expenditure period, July 1, 2021 to December 31, 2021, approximately 7 households will be served with Homeless Prevention funds.

During the Amendment #3 eligible grant expenditure period, July 1, 2021 to December 31, 2021, approximately 4 households will be served with Rapid Re-Housing funds.

TO READ:

During the eligible grant expenditure period for Amendment #3 and Amendment #4, July 1, 2021 to June 30, 2022, approximately 7 households will be served with Homeless Prevention funds.

During the eligible grant expenditure period for Amendment #3 and Amendment #4, July 1, 2021 to June 30, 2022, approximately 4 households will be served with Rapid Re-Housing funds.

SIGNATURE PAGE TO FOLLOW

