

March 6, 2024

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
 Clackamas County

**Approval of an Intergovernmental Grant Agreement with the Oregon Health Authority Alcohol and Drug Policy Commission for soliciting youth feedback about substance use prevention programs. Agreement Value is \$10,000 for 6 months. Funding is through the Oregon Health Authority. No County General Funds are involved.**

|                                     |                                                                                                                   |                           |              |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------|--------------|
| <b>Previous Board Action/Review</b> | None                                                                                                              |                           |              |
| <b>Performance Clackamas</b>        | Ensuring safe, healthy, and secure communities through the provision of mental health and substance use services. |                           |              |
| <b>Counsel Review</b>               | Yes: Sarah Foreman                                                                                                | <b>Procurement Review</b> | No           |
| <b>Contact Person</b>               | Jessica Duke                                                                                                      | <b>Contact Phone</b>      | 503-650-5678 |

**EXECUTIVE SUMMARY:** The Children, Family & Community Connections Division (CFCC) of the Health, Housing and Human Services Department requests approval of an Intergovernmental Agreement with Oregon Health Authority’s Alcohol and Drug Policy Commission (ADPC) to engage youth and gain their perspectives on alcohol and drug use prevention, treatment and recovery. This will support the Youth Action Board:

- (a) Engage youth and families to gain their perspectives on alcohol and drug use, focusing on personal experiences and values;
- (b) Seek input on substance use and substance use disorder programs and policies; and
- (c) Address what participants identify as relevant issues in relation to alcohol and drug use.
- (d) Present findings to ADPC staff.

This Intergovernmental Grant is effective upon signature by all parties for services from January 1, 2025, through June 30, 2025. Total value is \$10,000. No County General Funds are involved.

**RECOMMENDATION:** Staff respectfully requests that the Board of County Commissioners approve this Intergovernmental Agreement (12009) and authorize Chair Roberts to sign on behalf of Clackamas County.

Respectfully submitted,

*Mary Rumbaugh*

Mary Rumbaugh  
 Director of Health, Housing and Human Services

For Filing Use Only



**Grant Agreement Number 184645**

**STATE OF OREGON  
INTERGOVERNMENTAL GRANT AGREEMENT**

You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the Agreement Administrator at the contact information found below. We accept all relay calls.

This Agreement is between the State of Oregon, acting by and through its Oregon Health Authority, hereinafter referred to as “OHA,” and

**Clackamas County Acting by and through its  
Health, Housing, and Human Services (H3S) Department  
112 11<sup>th</sup> Street  
Oregon City, OR 97045  
Attention: Stephanie Radford  
Telephone: (971) 337-5852  
E-mail address: [sradford@clackamas.us](mailto:sradford@clackamas.us)**

hereinafter referred to as “**Recipient.**”

The program to be supported under this Agreement relates principally to OHA’s

**Alcohol and Drug Policy Commission  
530 N.E Center Street  
Salem, OR 97301  
Agreement Administrator: Wes Rivers or delegate  
Telephone: (971) 284-9023  
E-mail address: [wesley.r.rivers@oha.oregon.gov](mailto:wesley.r.rivers@oha.oregon.gov)**

1. **Effective Date and Duration.** This Agreement shall become effective on the later of: (I) the last date all required signatures in Section 6., below have been obtained, or (II) **January 1, 2025** provided it is (i) signed by all parties on or before such date, and (ii) when required, approved in writing by the Oregon Department of Justice on or before such date, and (iii) when required, approved in writing by the Oregon Department of Administrative Services. Unless extended or terminated earlier in accordance with its terms, this Agreement shall expire on **June 30, 2025**. Agreement termination shall not extinguish or prejudice OHA’s right to enforce this Agreement with respect to any default by Recipient that has not been cured.

2. **Agreement Documents.**

a. This Agreement consists of this document and includes the following listed exhibits which are incorporated into this Agreement:

- (1) Exhibit A, Part 1: Program Description
- (2) Exhibit A, Part 2: Disbursement and Financial Reporting
- (3) Exhibit B: Standard Terms and Conditions
- (4) Exhibit C: Subcontractor Insurance Requirements

There are no other Agreement documents unless specifically referenced and incorporated into this Agreement.

b. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The documents comprising this Agreement shall be in the following descending order of precedence: this Agreement less all exhibits, Exhibits B, A, and C.

3. **Grant Disbursement Generally.** The maximum not-to-exceed amount payable to Recipient under this Agreement, which includes any allowable expenses, is **\$10,000.00**. OHA will not disburse grant to Recipient in excess of the not-to-exceed amount and will not disburse grant until this Agreement has been signed by all parties. OHA will disburse the grant to Recipient as described in Exhibit A.

4. **Subrecipient Determination.** In accordance with the State Controller’s Oregon Accounting Manual, policy 30.40.00.104, OHA’s determination is that:

Recipient is a subrecipient                       Not applicable

Assistance Listings number(s) of federal funds to be paid through this Agreement: N/A

**5. Recipient Information and Certification.**

**a. Recipient Information.** Recipient shall provide the information set forth below.

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION**

**Recipient Name (exactly as filed with the IRS):** \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

**Recipient Proof of Insurance.** Recipient shall provide the following information upon submission of the signed Agreement. All insurance listed herein must be in effect prior to Agreement execution.

Workers' Compensation Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**b. Certification.** Without limiting the generality of the foregoing, by signature on this Agreement, the undersigned hereby certifies under penalty of perjury that:

- (1) Recipient 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 Recipient and that pertains to this Agreement or to the project for which the grant activities are being performed. Recipient 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. The Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Recipient, in addition to any remedies that may be available to OHA under this Agreement;
- (2) The information shown in Section 5.a. "Recipient Information", is Recipient's true, accurate and correct information;
- (3) To the best of the undersigned's knowledge, Recipient 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;
- (4) Recipient and Recipient's employees and agents directly involved in the program 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>;

- (5) Recipient is not listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal procurement or Non-procurement Programs" found at: <https://www.sam.gov/SAM>;
- (6) Recipient is not subject to backup withholding because:
  - (a) Recipient is exempt from backup withholding;
  - (b) Recipient has not been notified by the IRS that Recipient is subject to backup withholding as a result of a failure to report all interest or dividends; or
  - (c) The IRS has notified Recipient that Recipient is no longer subject to backup withholding.
- (7) Recipient's Federal Employer Identification Number (FEIN) or Social Security Number (SSN) provided to OHA is true and accurate. If this information changes, Recipient is required to provide OHA with the new FEIN or SSN within 10 days.

**RECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT RECIPIENT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

- 6. Signatures.** This Agreement and any subsequent amendments may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement and any amendments so executed shall constitute an original.

**Clackamas County Acting by and through its Health, Housing, and Human Services (H3S) Department**  
By: \_\_\_\_\_

Approved to Form: Josiah Freeman  
Assistant County Counsel Date: 1.28.25



Craig Roberts

Printed Name

Board Chair

Title

Date

**State of Oregon, acting by and through its Oregon Health Authority**  
By: \_\_\_\_\_

Authorized Signature

Printed Name

Title

Date

**Approved for Legal Sufficiency:**

Via email by Devon Thorson, Sr. Assistant Attorney General  
Oregon Department of Justice

January 16, 2025  
Date

## **EXHIBIT A**

### **Part 1 Program Description**

#### **1. Background and Purpose.**

The State of Oregon, acting by and through the OHA's Alcohol and Drug Policy Commission ("the ADPC"), is providing grant/intergovernmental agreements to support community conversations around substance use prevention, treatment, recovery and harm reduction.

The ADPC is an independent state government agency that was created by the Oregon Legislature to improve the effectiveness and efficiency of state and local Substance Use Disorder (SUD) prevention, treatment and recovery services for all Oregonians. In 2018, the Legislature directed the ADPC to develop a statewide, comprehensive strategic plan for substance use services, which the ADPC completed in 2020 for 2020-2025. In spring of 2024, the Oregon State Legislature passed House Bill 4002, and in doing so, directed the ADPC to work with the System of Care Advisory Council (SOCAC) to develop a youth-focused strategic plan with respect to alcohol and drug treatment and a separate plan for increasing access to medications for opioid use treatment. This fall, ADPC will begin working on their 2026-2030 comprehensive plan, inclusive of the elements prescribed by House Bill 4002.

ADPC believes in centering lived experience, community and youth voice when forging a path to support the substance use continuum of care. The purpose of this Agreement is to support local governments and community-based organizations to engage their communities in conversations around substance use and SUD. These conversations are intended to improve recipients' response to substance use related community needs and to aid and inform ADPC's strategic planning effort.

#### **2. Goals.**

The goals of this project are to engage youth and to gain their perspectives on alcohol and drug use prevention, treatment, and/or recovery, focusing on personal experiences and values, to seek input on programs and policies, and to address what participants identify as relevant issues in relation to alcohol and drug use.

To support these goals, Recipient will support increased cultural and community connections and understanding around substance use and substance use related harms, including:

- a.** Emerging needs specific to youth and families;
- b.** Primary prevention needs and solutions;
- c.** Barriers to care (harm reduction, treatment, and recovery); and
- d.** Recommendations for holistic community responses.

#### **3. Objectives.**

Recipient will:

- a. Empower the Recipient’s Youth Action Board (YAB) to have conversations between themselves and/or other youth participants on needs, opportunities, and solutions related to substance use and SUD; and
- b. Synthesize conversations within the (YAB) and provide recommendations and guidance to the ADPC.

**Definition: Youth Action Board (YAB).** “The Youth Action Board is an advisory board of Clackamas County, offering consultation to the County and local organizations on elevating youth voice, combatting adultism, and implementing equitable youth services”, as stated on the Clackamas County H3S website.

**4. Responsibilities and Activities.**

The purpose of this Agreement is to provide the Recipient with the resources to fund the work that engages communities and recruited participants in conversations around substance use and SUD.

- a. Recipient will engage their communities in conversations around substance use and SUD by gaining youth and families perspectives. Recipient will:
  - (1) Coordinate with the Youth Action Board members on strategies for additional youth and family engagement external to the board if necessary.
  - (2) Collaborate with youth participants on the following:
    - (a) Engage youth and families to gain their perspectives on alcohol and drug use, focusing on personal experiences and values;
    - (b) Seek input on substance use and SUD programs and policies; and
    - (c) Address what participants identify as relevant issues in relation to alcohol and drug use.
  - (3) Conduct at least 6 meetings (monthly) that engage participants in expressing their points of views about alcohol and drug use through conversation.
  - (4) Support youth to develop a document, presentation, or audio/visual project (in a manner acceptable to ADPC) that provides recommendations and learnings from Section 4.a. (1)-(3).
- b. Recipient will participate in monthly check-in meetings (via phone, web/video conference, or email) with the ADPC staff and commission/committee leadership.
- c. Recipient will devise a **general workplan** detailing how the plan will achieve the above stated goals, objectives, responsibilities, and activities. Desired research questions must be included and approved by the ADPC. The workplan must be submitted and approved within 30 days of agreement execution.

**5. Use of Grant Funds.**

Recipient may use grant funds to support the above through the following allowable activities:



- a. Compensate or contract with staff to facilitate and/or implement the above stated goals, responsibilities, and activities;
- b. Compensate youth, families, and participants for their time and engagement; and
- c. Support supplies, materials, and equipment related to engagement activities.

**6. Reporting Requirements.**

- a. Recipient shall submit a general workplan which includes a budget speaking to the allowable activities above. The ADPC will provide a simple workplan and budget template, as well as desired research questions.

**Due Date:** One month after execution

- b. Recipient shall submit an end of grant report on grant activities through methods acceptable to the ADPC and in accordance with the Reporting Schedule below (this could be a short report, presentation, video, or other medium agreed to by Recipient and the ADPC). The ADPC will provide reporting guidance prior to report deadlines. Reporting schedule:

**Due Date:** May 31st, 2025

- c. Recipient shall, as agreed upon by the Recipient and staff, provide written (by email or online survey) or oral (by phone or virtual meeting platform) update(s) to the ADPC or committees of the ADPC with respect to workplan activities.

## EXHIBIT A

### Part 2 Disbursement and Financial Reporting

#### 1. Disbursement of Grant Funds.

During the period specified in **Section 1., “Effective Date and Duration”**, of this Agreement, OHA will disburse to Recipient, a maximum not-to-exceed amount as specified in **Section 3., “Grant Disbursement Generally”** of this Agreement, to be disbursed as follows:

##### **Disbursement Schedule.**

OHA shall disburse **\$10,000.00** to Recipient upon receipt of an invoice and the ADPC’s approval of a submitted workplan and budget.

#### 2. Recipient Invoice.

- a. Recipient shall submit signed invoices on a form that has been created by Recipient, to the ADPC’s Agreement Administrator at the address specified on page 1 of this Agreement, or to any other address as the ADPC may indicate in writing to Recipient.
- b. Invoices must include the following information:
  - (1) Recipient name;
  - (2) Invoice number;
  - (3) Date of invoice;
  - (4) This Agreement number;
  - (5) A detailed description of activities performed to which the invoice applies;
  - (6) An explanation of all expenses for which Recipient claims reimbursement authorized under this Agreement; and
  - (7) The total amount due.

## EXHIBIT B

### Standard Terms and Conditions

1. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, “Claim”) between OHA or any other agency or department of the State of Oregon, or both, and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. 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 State of Oregon of the jurisdiction of any court or of any form of defense to or immunity from any Claim, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise. This Section shall survive expiration or termination of this Agreement.
2. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Recipient and this Agreement. This Section shall survive expiration or termination of this Agreement.
3. **Independent Parties.** The parties agree and acknowledge that their relationship is that of independent parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.
4. **Grant Funds; Disbursements.**
  - a. Recipient is not entitled to compensation under this Agreement by any other agency or department of the State of Oregon. Recipient understands and agrees that OHA’s participation in this Agreement is contingent on OHA receiving appropriations, limitations, allotments or other expenditure authority sufficient to allow OHA, in the exercise of its reasonable administrative discretion, to participate in this Agreement.
  - b. **Disbursement Method.** Disbursements under this Agreement will be made by Electronic Funds Transfer (EFT). Upon request, Recipient shall provide its taxpayer identification number (TIN) and other necessary banking information to receive EFT disbursement. Recipient shall maintain at its own expense a single financial institution or authorized disbursement agent capable of receiving and processing EFT using the Automated Clearing House (ACH) transfer method. The most current designation and EFT information will be used for all disbursements under this Agreement. Recipient shall provide this designation and information on a form provided by OHA. In the event that EFT information changes or the Recipient elects to designate a different financial institution for the receipt of any disbursement made using EFT procedures, the Recipient shall provide the changed information or designation to OHA on an OHA-approved form. OHA is not required to make any disbursement under this Agreement until receipt of the correct EFT designation and disbursement information from the Recipient.

5. **Recovery of Overpayments.** Any funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement (“Misexpended Funds”) or that remain unexpended on the earlier of termination or expiration of this Agreement (“Unexpended Funds”) must be returned to OHA. Recipient shall return all Misexpended Funds to OHA promptly after OHA’s written demand and no later than 15 days after OHA’s written demand. Recipient shall return all Unexpended Funds to OHA within 14 days after the earlier of termination or expiration of this Agreement. OHA, in its sole discretion, may recover Misexpended or Unexpended Funds by withholding from payments due to Recipient such amounts, over such periods of time, as are necessary to recover the amount of the overpayment. Prior to withholding, if Recipient objects to the withholding or the amount proposed to be withheld, Recipient shall notify OHA that it wishes to engage in dispute resolution in accordance with Section 14 of this Exhibit.
6. **Ownership of Work Product.** Reserved.
7. **Contribution.**
  - a. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (“Third Party Claim”) against a party (the “Notified Party”) with respect to which the other party (“Other Party”) may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party’s liability with respect to the Third Party Claim.
  - b. With respect to a Third Party Claim for which the State is jointly liable with the Recipient (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Recipient on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.
  - c. With respect to a Third Party Claim for which the Recipient is jointly liable with the State (or would be if joined in the Third Party Claim), the Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines

and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Recipient on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Recipient on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

This Section shall survive expiration or termination of this Agreement.

**8. Indemnification by Subcontractors.** Recipient shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Recipient's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims. This Section shall survive expiration or termination of this Agreement.

**9. Default; Remedies; Termination.**

**a. Default by Recipient.** Recipient shall be in default under this Agreement if:

- (1) Recipient fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein;
- (2) Any representation, warranty or statement made by Recipient herein or in any documents or reports relied upon by OHA to measure compliance with this Agreement, the expenditure of disbursements or the desired outcomes by Recipient is untrue in any material respect when made;
- (3) Recipient (1) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (2) admits in writing its inability, or is generally unable, to pay its debts as they become due, (3) makes a general assignment for the benefit of its creditors, (4) is adjudicated a bankrupt or insolvent, (5) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (6) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (7) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (8) takes any action for the purpose of effecting any of the foregoing; or

(4) A proceeding or case is commenced, without the application or consent of Recipient, in any court of competent jurisdiction, seeking (1) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Recipient, (2) the appointment of a trustee, receiver, custodian, liquidator, or the like of Recipient or of all or any substantial part of its assets, or (3) similar relief in respect to Recipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Recipient is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

**b.** Default by OHA. OHA shall be in default under this Agreement if:

(1) OHA fails to perform, observe, or discharge any of its covenants, agreements or obligations set forth herein;

**c.** OHA's Remedies for Recipient's Default. In the event Recipient is in default under Section 9.a., OHA may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:

(1) termination of this Agreement under Section 9.c.(2);

(2) withholding all or part of monies not yet disbursed by OHA to Recipient;

(3) initiation of an action or proceeding for damages, or declaratory or injunctive relief; or

(4) exercise of its right of recovery of overpayments under Section 5. of this Exhibit B.

These remedies are cumulative to the extent the remedies are not inconsistent, and OHA may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever. If a court determines that Recipient was not in default under Section 9.a., then Recipient shall be entitled to the same remedies as if this Agreement was terminated pursuant to Section 9.c.(1).

**d.** Recipient's Remedies for Recipient's Default. In the event OHA is in default under this Agreement, Recipient may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity.

**e.** Termination.

(1) OHA's Right to Terminate at its Discretion. At its sole discretion, OHA may terminate this Agreement:

(a) For its convenience upon 30 days' prior written notice by OHA to Recipient;

(b) Immediately upon written notice if OHA fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to continue supporting the program; or

- (c) Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that OHA's support of the program under this Agreement is prohibited or OHA is prohibited from paying for such support from the planned funding source.
  - (d) Immediately upon written notice to Recipient if there is a threat to the health, safety, or welfare of any person receiving funds or benefitting from services under this Agreement "OHA Client", including any Medicaid Eligible Individual, under its care.
- (2) Recipient's Right to Terminate at its Discretion. At its sole discretion, Recipient may terminate this Agreement:
    - a. For its convenience upon 30 days' prior written notice by Recipient to OHA; or
    - b. Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that Recipient's under this Agreement is prohibited.
  - (3) Right to Terminate for Cause. In addition to any other rights and remedies the parties may have under this Agreement, either party may terminate this Agreement immediately upon written notice to the non-defaulting party, or at such later date as the terminating party may establish in such notice if a party is in default under Section 9.a. or 9.b.
  - (4) Mutual Termination. The Agreement may be terminated immediately upon mutual written consent of the parties or at such other time as the parties may agree in the written consent.
  - (5) Return of Property. Upon termination of this Agreement for any reason whatsoever, Recipient shall immediately deliver to OHA all of OHA's property that is in the possession or under the control of Recipient at that time. This Section 9.c.(4) survives the expiration or termination of this Agreement.
  - (6) Effect of Termination. Upon receiving a notice of termination of this Agreement or upon issuing a notice of termination to OHA, Recipient shall immediately cease all activities under this Agreement unless, in a notice issued by OHA, OHA expressly directs otherwise.
- 10. Insurance.** All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require subcontractors to maintain insurance as set forth in Exhibit C, which is attached hereto.
- 11. Records Maintenance, Access.** Recipient shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Recipient shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Recipient, whether in paper, electronic or other form, that are pertinent to this Agreement, in such a manner as to clearly document Recipient's performance. All financial records, other records, books, documents, papers,

plans, records of shipments and payments and writings of Recipient whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as “Records.” Recipient acknowledges and agrees that OHA and the Oregon Secretary of State’s Office and the federal government and their duly authorized representatives shall have access to all Records to perform examinations and audits and make excerpts and transcripts. Recipient shall retain and keep accessible all Records for the longest of:

- a. Six years following final disbursement and termination of this Agreement;
- b. The period as may be required by applicable law, including the records retention schedules set forth in OAR Chapter 166; or
- c. Until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement.

**12. Information Privacy/Security/Access.** If this Agreement requires or allows Recipient or, when allowed, its subcontractor(s), to access or otherwise use any OHA Information Asset or Network and Information System in which security or privacy requirements apply, and OHA grants Recipient, its subcontractor(s), or both access to such OHA Information Assets or Network and Information Systems, Recipient shall comply and require its subcontractor(s) to which such access has been granted to comply with the terms and conditions applicable to such access or use, including OAR 943-014-0300 through OAR 943-014-0320, as such rules may be revised from time to time. For purposes of this Section, “Information Asset” and “Network and Information System” have the meaning set forth in OAR 943-014-0305, as such rule may be revised from time to time.

**13. Assignment of Agreement, Successors in Interest.**

- a. Recipient shall not assign or transfer its interest in this Agreement without prior written consent of OHA. Any such assignment or transfer, if approved, is subject to such conditions and provisions required by OHA. No approval by OHA of any assignment or transfer of interest shall be deemed to create any obligation of OHA in addition to those set forth in this Agreement.
- b. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties, their respective successors, and permitted assigns.

**14. Resolution of Disputes.** The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation. This Section shall survive expiration or termination of this Agreement.

**15. Subcontracts.** Recipient shall not enter into any subcontracts for any part of the program supported by this Agreement without OHA’s prior written consent. In addition to any other provisions OHA may require, Recipient shall include in any permitted subcontract under this Agreement provisions to ensure that OHA will receive the benefit of subcontractor activity(ies) as if the subcontractor were the Recipient with respect to Sections 1, 2, 3, 6, 7, 8, 10, 11, 12, 13, 15, 16, and 17 of this Exhibit B. OHA’s consent to any subcontract shall not relieve Recipient of any of its duties or obligations under this Agreement.

**16. No Third Party Beneficiaries.** OHA and Recipient 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 any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. This Section shall survive expiration or termination of this Agreement.

17. **Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid. This Section shall survive expiration or termination of this Agreement.
18. **Notice.** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, e-mail, or mailing the same, postage prepaid to Recipient or OHA at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may indicate pursuant to this Section. Any communication or notice so addressed and mailed by regular mail shall be deemed received and effective five days after the date of mailing. Any communication or notice delivered by e-mail shall be deemed received and effective five days after the date of e-mailing. Any communication or notice delivered by facsimile shall be deemed received and effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the Recipient, or on the next business day if transmission was outside normal business hours of the Recipient. Notwithstanding the foregoing, to be effective against the other party, any notice transmitted by facsimile must be confirmed by telephone notice to the other party. Any communication or notice given by personal delivery shall be deemed effective when actually delivered to the addressee.

**OHA:** Office of Contracts & Procurement  
500 Summer Street NE, E-03  
Salem, OR 97301  
Telephone: 503-945-5818  
Fax: 503-378-4324

This Section shall survive expiration or termination of this Agreement.

19. **Headings.** The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and shall not be used to construe the meaning or to interpret this Agreement.
20. **Amendments; Waiver; Consent.** OHA may amend this Agreement to the extent provided herein, the solicitation document, if any from which this Agreement arose, and to the extent permitted by applicable statutes and administrative rules. No amendment, waiver, or other consent under this Agreement shall bind either party unless it is in writing and signed by both parties and when required, approved by the Oregon Department of Justice. Such amendment, waiver, or consent 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 that party of that or any

other provision. This Section shall survive the expiration or termination of this Agreement.

21. **Merger Clause.** This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein, regarding this Agreement.
22. **Limitation of Liabilities.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE NON-DEFAULT TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

## EXHIBIT C

### Subcontractor Insurance Requirements

Recipient shall require its first-tier Contractor(s) (Contractor) that are not units of local government as defined in ORS 190.003, if any, to:

- i) obtain the insurance specified under TYPES AND AMOUNTS and meet the requirements under ADDITIONAL INSURED, CONTINUOUS CLAIMS MADE COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before the Contractor(s) perform under contracts between Recipient and the Contractors (the "Subcontracts"), and
- ii) maintain the insurance in full force throughout the duration of the Subcontracts. The insurance must be provided by insurance companies or entities authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to OHA.

Recipient shall not authorize Contractors to begin work under the Subcontracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the Subcontracts permitting it to enforce Contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing stop work orders (or the equivalent) until the insurance is in full force, terminating the Subcontracts as permitted by the Subcontracts, or pursuing legal action to enforce the insurance requirements. In no event, shall Recipient permit a Contractor to work under a Subcontract when the Recipient is aware that the Contractor is not in compliance with the insurance requirements. As used in this section, a "first-tier" Contractor is a Contractor with which the Recipient directly enters into a contract. It does not include a subcontractor with which the Contractor enters into a contract.

If Contractor maintains broader coverage and/or higher limits than the minimums shown in this insurance requirement exhibit, OHA requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor.

### INSURANCE TYPES AND AMOUNTS

#### **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY:**

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation Insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Contractor shall require and ensure that each of its subcontractors complies with these requirements. If Contractor is a subject employer, as defined in ORS 656.023, Contractor shall also obtain Employers' Liability Insurance coverage with limits not less than \$500,000 each accident.

If Contractor is an employer subject to any other state's workers' compensation law, Contractor shall provide Workers' compensation Insurance coverage for its employees as required by applicable workers' compensation laws including Employers' Liability Insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

As applicable, Contractor shall obtain coverage to discharge all responsibilities and liabilities that arise out of or relate to the Jones Act with limits of no less than \$5,000,000 and/or the Longshoremen's and Harbor Workers' Compensation Act.

**COMMERCIAL GENERAL LIABILITY:**

Contractor shall provide Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State of Oregon. This insurance must include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Contract, and have no limitation of coverage to designated premises, project, or operation. Coverage must be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence and not less than \$2,000,000 annual aggregate limit.

**EXCESS/UMBRELLA INSURANCE:**

A combination of primary and Excess/Umbrella insurance may be used to meet the required limits of insurance. When used, all of the primary and Excess or Umbrella policies must provide all of the insurance coverages required herein, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Excess or Umbrella policies must be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance. No insurance policies maintained by the Additional Insureds, whether primary or Excess, and which also apply to a loss covered hereunder, are to be called upon to contribute to a loss until the Contractor's primary and Excess liability policies are exhausted.

If Excess/Umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the Excess/Umbrella insurance.

**ADDITIONAL COVERAGE REQUIREMENTS:**

Contractor's insurance shall be primary and non-contributory with any other insurance. Contractor shall pay for all deductibles, self-insured retention (SIR), and self-insurance, if any.

**ADDITIONAL INSURED:**

All liability insurance, except for Workers' Compensation, Professional Liability, Directors and Officers Liability and Network Security and Privacy Liability (if applicable), required under the Subcontract must include an Additional Insured Endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's services to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

Regarding Additional Insured status under the General Liability policy, the State of Oregon requires Additional Insured status with respect to liability arising out of ongoing operations and completed operations. The Additional Insured Endorsement with respect to liability arising out of Contractor's ongoing operations must be on or at least as broad as ISO Form CG 20 10 and the Additional Insured endorsement with respect to completed operations must be on or at least as broad as ISO form CG 20 37.

**WAIVER OF SUBROGATION:**

Contractor shall waive rights of subrogation which Contractor or any insurer of Contractor may acquire against the OHA or State of Oregon by virtue of the payment of any loss. Contractor must

obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the OHA or State of Oregon has received a waiver of subrogation endorsement from the Contractor or the Contractor's insurer(s).

**CONTINUOUS CLAIMS MADE COVERAGE:**

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then Contractor shall maintain Continuous Claims Made coverage, provided the effective date of the Continuous Claims Made coverage is on or before the effective date of the Contract, for a minimum of 24 months following the later of:

- (i) Contractor's completion and OHA/Recipient acceptance of all Services required under the Contract, or
- (ii) OHA or Contractor's termination of this Contract, or
- (iii) The expiration of all warranty periods provided under this Contract.

**CERTIFICATE(S) AND PROOF OF INSURANCE:**

Recipient shall obtain from the Contractor a Certificate(s) of Insurance for all required insurance before Contractor delivers any goods and performs any Services required under this Contract. The Certificate(s) must list the State of Oregon, its officers, employees, and agents as a certificate holder and as an endorsed Additional Insured. The Certificate(s) of Insurance must also include all required endorsements or copies of the applicable policy language effecting coverage required by this Contract. If Excess/Umbrella Insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the Excess/Umbrella Insurance. As proof of insurance, OHA/Recipient has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Contract.

**NOTICE OF CHANGE OR CANCELLATION:**

The Contractor or its insurer must provide at least 30 days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**INSURANCE REQUIREMENT REVIEW:**

Contractor agrees to periodic review of insurance requirements by OHA/Recipient under this agreement and to provide updated requirements as mutually agreed upon by Contractor and OHA/Recipient.

**STATE ACCEPTANCE:**

All insurance providers are subject to OHA/Recipient acceptance. If requested by OHA/Recipient, Contractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to OHA/Recipient's representatives responsible for verification of the insurance coverages required under this Exhibit.

# Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

## Section I: Funding Opportunity Information - To Be Completed by Requester

Direct Appropriation (no application)

Award type:                      SubrecipientAward                      Direct Award

Award Renewal?                      Yes

|                                     |                                                              |
|-------------------------------------|--------------------------------------------------------------|
| <b>Lead Fund # and Department:</b>  | <b>CFCC H3S H3S-CFCC-Fund 240</b>                            |
| <b>Name of Funding Opportunity:</b> | Oregon Health Authority - Alcohol and Drug Policy Commission |

Funding Source:                      Federal - Direct                      Federal - Pass through                       State                      Local

|                                                        |                                       |
|--------------------------------------------------------|---------------------------------------|
| Requester Information: (Name of staff initiating form) | Trevor Higgins                        |
| Requester Contact Information:                         | Thiggins@clackamas.us                 |
| Department Fiscal Representative:                      | Children Family Community Connections |
| Program Name & Prior Project#: (please specify)        | Youth Action Board                    |

Brief Description of Project:

The goals of this project are to engage youth and to gain their perspectives on alcohol and drug use prevention, treatment, and/or recovery, focusing on personal experiences and values. Youth will provide input on programs and policies to the Alcohol and Drug Policy Commission, and share issues in relation to alcohol and drug use.

Name of Funding Agency: Oregon Health Authority: Alcohol and Drug Policy Commission (ADPC)

Notification of Funding Opportunity Web Address:

**OR**

Application Packet Attached:                      Yes                       No

Completed By:                                              Date:

.. NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ..

## Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application                      Non-Competing Application                       Other

|                                                 |                 |                                         |            |
|-------------------------------------------------|-----------------|-----------------------------------------|------------|
| Assistance Listing Number (ALN), if applicable: |                 | Funding Agency Award Notification Date: | 12/17/2025 |
| Announcement Date:                              |                 | Announcement/Opportunity#:              |            |
| Grant Category/Title                            |                 | Funding Amount Requested:               | \$10,000   |
| Allows Indirect/Rate:                           | Yes. 5% - \$500 | Match Requirement:                      | None       |
| Application Deadline:                           | 12/17/2025      | Total Project Cost:                     | \$10,000   |
| Award Start Date:                               | January 1, 2025 | Other Deadlines and Description:        |            |
| Award End Date                                  | May 31st, 2025  |                                         |            |
| Completed By:                                   | Trevor Higgins  | Program Income Requirements:            | None       |
| Pre-Application Meeting Schedule:               | 12/12/2024      |                                         |            |

Additional funding sources available to fund this program? Please describe:

How much General Fund will be used to cover costs in this program, including indirect expenses?

Grant will pay for YAB members and community members to facilitate and have conversations regarding Youth Substance Use prevention. If needed, budgeted CGF may be used to hold supplemental meetings should it be necessary to ensure the requirements of the grant.

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

No fund balance required.

## In the next section, limit answers to space available.

### Section III: Funding Opportunity Information -To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

#### Mission/Purpose:

**1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?**

Health, Housing, and Human Services of Clackamas County (H3S) promotes and assists individuals, families and communities to be safe, to be healthy, and to thrive. A goal of H3S is to continually improve the efficiency and effectiveness of services. The Clackamas County Youth Action Board (YAB) helps achieve this goal by sharing youth perspective to both the County and local organizations on elevating youth voice and implementing equitable youth services. The opportunity presented through ADPC will position YAB to assist OHA in it's goals of gaining youth perspectives on alcohol and drug use prevention, treatment, and/or recovery, to seek input on programs and policies, and to address what participants identify as relevant issues in relation to alcohol and drug use.

**2. Who, if any, are the community partners who might be better suited to perform this work?**

No other group in the county is better suited to perform this work. The Clackamas County YAB represents the target demographic and have both the lived experience and training to provide professional level feedback to ADPC regarding their work to inform their strategic plan.

**3. What are the objectives of this funding opportunity? How will we meet these objectives?**

- Empower the Recipient's Youth Action Board (YAB) to have conversations between themselves and/or other youth participants on needs, opportunities, and solutions related to substance use and substance use disorder; and
- synthesize conversations within the YAB and provide recommendations and guidance to the ADPC.

These objectives will be met through YAB members doing community assessments and meeting to discuss assessment findings.

**4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?**

Funds will support the existing Youth Action Board but no specific program.

#### Organizational Capacity:

**1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?**

Yes. Trevor Higgins, CFCC Youth Engagement Coordinator (Senior Program Planner), will oversee this work. He will conduct weekly meetings with YAB and serve as both a mentor and contact with ADPC staff. Trevor will also be responsible for the final report to ADPC staff.

**2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?**

The youth will collaborate with existing local partners to schedule in-person or virtual interviews regarding their views and opinions on the objectives listed earlier. Formal partnership is not required.

**3. If this is a pilot project, what is the plan for sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?**

This is not a pilot project.

**4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding [e.g. request new funding during the budget process, supplanted by a different program, etc.]?**

This funding is tied to the current request of ADPC to have more youth input. There will be no ongoing work unless ADPC asks for and can financially support future work.

**Collaboration**

1. List County departments that will collaborate on this award, if any.

Children Family Community Connections.

**Reporting Requirements**

1. What are the program reporting requirements for this grant/funding opportunity?

\*Recipient shall submit a general workplan which includes a budget speaking to the allowable activities above. The ADPC will provide a simple workplan and budget template, as well as desired research questions.

Due Date: One month after execution

\*Recipient shall submit an end of grant report on grant activities through methods acceptable to the ADPC and in accordance with the Reporting Schedule below (this could be a short report, presentation, video, or other medium agreed to by Recipient and the ADPC). The ADPC will provide reporting guidance prior to report deadlines. Reporting schedule: Due Date: May 31st, 2025

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Performance will not be formally evaluated.

3. What are the fiscal/ reporting requirements for this funding?

Providing a general budget and invoices.

a. Recipient shall submit signed invoices on a form that has been created by Recipient, to the ADPC's Agreement Administrator at the address specified in the Agreement

**Fiscal**

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

No other revenue sources required.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, loco/ grant, etc.)?

Not applicable

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Yes. 5%

Other information necessary to understand this award, if any.

No.

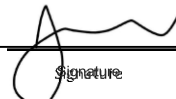
Program Approval:

Jessica E.A. Duke

January 27, 2025

Name (Typed/Printed)

Date

  
Signature


**\*1 NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR\***

**\*\*ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADM/IV WILL SIGN\*\***

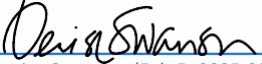


**Section IV: Approvals**


DIVISION DIRECTOR (or designee, if applicable)

Adam Freer 1.28.25   
Name (Typed/Printed) Date Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Denise Swanson Feb 5, 2025   
Name (Typed/Printed) Date Signature  
Denise Swanson (Feb 5, 2025 08:29 PST)

FINANCE ADMINISTRATION

Elizabeth Comfort Feb 10, 2025   
Name (Typed/Printed) Date Signature

EOC COMMAND APPROVAL **HE NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY**

\_\_\_\_\_  
Name (Typed/Printed) Date Signature

**Section V: Board of County Commissioners/County Administration**

*(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

**For applications \$150,000 and below:**

|                      |           |           |
|----------------------|-----------|-----------|
| COUNTY ADMINISTRATOR | Approved: | Denied:   |
| Name (Typed/Printed) |           |           |
|                      | Date      | Signature |

**For applications up to and including \$150,000 email form to BCC staff at [CA-Financialteam@clackamas.us](mailto:CA-Financialteam@clackamas.us) for Gary Schmidt's approval.**

**For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at [ClerktotheBoard@clackamas.us](mailto:ClerktotheBoard@clackamas.us) to be brought to the consent agenda.**

BCCAgenda item#:  Date:

**OR**

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at   
and  
Grants Manager at [financegrants@clackamas.us](mailto:financegrants@clackamas.us)  
when fully approved.

Department: keep original with your grant file.