

June 4, 2020

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Intergovernmental Agreement #159475, Amendment 01 with the State of Oregon, Department of Human Services, Aging and People with Disabilities Division for the Provision of the Oregon Money Management Program in Clackamas County

<b>Purpose/Outcomes</b>	Social Services-Money Management Program will continue to provide money management services to seniors and people with disabilities.
<b>Dollar Amount and Fiscal Impact</b>	The total agreement is \$454,440. Funded by State General Funds designated for the Oregon Money Management Program (OMMP).
<b>Funding Source</b>	State of Oregon. No County General Funds are involved
<b>Duration</b>	July 31, 2019 through June 30, 2021
<b>Previous Board Action</b>	071119-A3
<b>Strategic Plan Alignment</b>	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
<b>County Council</b>	Original agreement approved by County Council on 6/20/19
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division 503-655-8641
<b>Contract No.</b>	9351

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services requests the approval of Agreement #159475, Amendment 01 with the State of Oregon, Department of Human Services, Aging and People with Disabilities for Oregon Money Management Program services. The Oregon Money Management Program (OMMP) is a protective service for seniors and disabled adults who need help managing their finances. This promotes independent living, and helps prevent homelessness and unnecessary institutionalization or guardianship. This service is offered free of charge to eligible individuals. OMMP staff train community volunteers to become Representative Payees and Bill Payers to support the financial needs of clients enrolled in other programs, including Mental Health and Developmental Disabilities. These volunteers work to ensure that the client's public benefits, such as Social Security and Supplemental Security Income (SSI), are used for high priority client needs like shelter, health and food. OMMP clients are referred by their case managers to receive money management services.

This agreement provides continued funding for fiscal year 2020-21 to Clackamas County Social Services OMMP which utilizes its current organizational payee structure to continue moving this program forward.

This amendment increases the maximum funding from \$234,440 to \$454,400 and extends the term of the agreement to June 30, 2021. The original agreement was reviewed and approved by County Council on June 20, 2019. This amendment is effective upon signature and terminates on June 30, 2021.

**RECOMMENDATION:**

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

Respectfully submitted,

 Gabriel A. Cook, H3S Deputy / For

Richard Swift, Director  
Health, Housing and Human Services Dept.



Agreement Number 159475

**AMENDMENT TO  
STATE OF OREGON  
INTERGOVERNMENTAL AGREEMENT**

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

This is amendment number **01** to Agreement Number **159475** between the State of Oregon, acting by and through its Department of Human Services, hereinafter referred to as "DHS" and

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

hereinafter referred to as "County."

1. This amendment shall become effective on the date this amendment has been fully executed by every party and, when required, approved by Department of Justice.
2. The Agreement is hereby amended as follows: Language to be deleted is ~~struck through~~ and language to be added is shown **underlined and bold**.
  - a. Amend Section 1. Effective Date and Duration as follows:

This Agreement when fully executed by every party, shall become effective on the date this Agreement has been approved, when required, by the Department of Justice or on July 1, 2019, whichever date is later, regardless of the date of execution by every party. Unless extended or terminated earlier in accordance with its terms, this Agreement shall expire on June 30, ~~2021~~ 2020. Agreement termination or expiration shall not extinguish or prejudice either party's right to enforce this Agreement with respect to any default by the other party that has not been cured.
  - b. Amend Section 3a. Consideration as follows:

The maximum not-to-exceed amount payable to County under this Agreement, which includes any allowable expenses, is ~~\$454,440.00~~ \$234,440.00. DHS will not pay County any amount in excess of the not-to-exceed amount for completing the Work and will not pay for Work until this Agreement has been signed by all parties

3. Except as expressly amended above, all other terms and conditions of the original Agreement and any previous amendments are still in full force and effect. County certifies that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this amendment and with the same effect as though made at the time of this amendment.
4. **Certification.** Without limiting the generality of the foregoing, by signature on this Agreement amendment, the County hereby certifies under penalty of perjury that:
  - a. The County is in compliance with all insurance requirements in Exhibit C of the original Agreement and notwithstanding any provision to the contrary, County shall deliver to the DHS Agreement Administrator (see page 1 of this Agreement) the required Certificate(s) of Insurance for any extension of the insurance coverage, within 30 days of execution of this Agreement Amendment. By certifying compliance with all insurance as required by this Agreement, County acknowledges it may be found in breach of the Agreement for failure to obtain required insurance. County may also be in breach of the Agreement for failure to provide Certificate(s) of Insurance as required and to maintain required coverage for the duration of the Agreement;
  - b. The County acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) that is made by (or caused by) the County and that pertains to this Agreement or to the project for which the Agreement work is being performed. The County certifies that no claim described in the previous sentence is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. County further acknowledges that in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the County;
  - c. The information shown in County Data and Certification, of original Agreement or as amended is County's true, accurate and correct information;
  - d. To the best of the undersigned's knowledge, County has not discriminated against and will not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts;
  - e. County and County's employees and agents are not included on the list titled "Specially Designated Nationals" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at: <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>;

- f. County is not listed on the non-procurement portion of the General Service Administration’s “List of Parties Excluded from Federal procurement or Nonprocurement Programs” found at: <https://www.sam.gov/portal/public/SAM/>;
- g. County is not subject to backup withholding because:
  - (1) County is exempt from backup withholding;
  - (2) County has not been notified by the IRS that County is subject to backup withholding as a result of a failure to report all interest or dividends; or
  - (3) The IRS has notified County that County is no longer subject to backup withholding.
- h. County Federal Employer Identification Number (FEIN) provided to DHS is true and accurate. If this information changes, County is required to provide DHS with the new FEIN within 10 days.

**5. Signatures.**

**Clackamas County  
by and through its Social Services Division  
By:**

	Richard Swift
Authorized Signature	Printed Name
Health, Housing & Human Services Dept. Director	
Title	Date

**State of Oregon acting by and through its Department of Human Services  
By:**

Authorized Signature	Printed Name
Title	Date

**Approved for Legal Sufficiency:**

Via e-mail by Jeffrey J. Wahl, Assistant Attorney General	May 6, 2020
Department of Justice	Date

June 4, 2020

Board of County Commissioner  
Clackamas County

Members of the Board:

Approval of Amendment #2, to Intergovernmental Subrecipient Agreement with City of Sandy – Senior & Community Center to Provide Older Americans Act Services for Clackamas County Residents

<b>Purpose/Outcomes</b>	Subrecipient Agreement, Amendment #2 with the City of Sandy – Senior & Community Center to provide Older American Act (OAA) funded services for persons in the Sandy service area.
<b>Dollar Amount and Fiscal Impact</b>	The maximum value is increased by \$59,946 for a revised agreement maximum of \$203,170. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
<b>Funding Source</b>	The Older American Act (OAA and Ride Connection pass-through funds - no County General Funds are involved.
<b>Duration</b>	Amendment is effective April 1, 2020 and terminates on June 30, 2020
<b>Previous Board Action</b>	051619-A2
<b>Strategic Plan Alignment</b>	<ol style="list-style-type: none"> <li>1. This funding aligns with the strategic priority to increase self-sufficiency for our clients.</li> <li>2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.</li> </ol>
<b>County Counsel</b>	Amendment in a format approved by County Counsel
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division 503-655-8641
<b>Contract No.</b>	H3S #9246; Subrecipient #20-009

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #2; with City of Sandy – Senior & Community Center to provide Older American Act (OAA) funded services for persons living in the Sandy service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

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

This amendment adds \$59,946 in funding for the 2019-20 fiscal year effective April 1, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel.

Page 2 – Staff Report: H3S#9246  
June 4, 2020

**RECOMMENDATION:**

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

Respectfully submitted,



*Richard Swift, H3S Deputy / For*

Richard Swift, Director  
Health Housing & Human Services

Subrecipient Agreement Amendment  
Health, Housing and Human Services

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

Division: Social Services Amendment Number: 2

Contractor: City of Sandy – Sandy Senior & Community Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$59,946.

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This Amendment #2, when signed by the City of Sandy – Sandy Senior & Community Center (“SUBRECIPIENT”) the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County (“COUNTY”) will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

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

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 1, 2020 and otherwise modify it as set forth herein;

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

- I. **Amend:** The maximum not-to-exceed compensation payable to Subrecipient under this agreement for the period of July 1, 2019 through June 30, 2020 is:
  4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$170,224**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
    - a. **Grant Funds.** COUNTY’s funding of **\$52,208** in grant funds for this Agreement is OAA funds (CFDA: 93.043, 93.044, 93.052, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit and **\$34,800** from Federal Transportation Administration funds (Federal



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

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

**TO READ:**

4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$230,170**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
  - a. **Grant Funds.** The COUNTY's funding of **\$112,154** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit and **\$34,800** from Federal Transportation Administration funds (Federal Statute: 49 USC 5310; CFDA: 20.513) issued to the COUNTY by Ride Connection, Inc., an Oregon nonprofit corporation, and TriMet.
  - b. **Other Funds.** COUNTY's funding of **\$66,846** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to COUNTY by Ride Connection, Inc. and TriMet. The **\$12,870** in Medicaid funds for Medicaid Home Delivered Meals issued to the SUBRECIPIENT by the State of Oregon, Department of Human Services, Adults and Persons with Disabilities. The **\$3,500** in for Low Income Home Energy Assistance application assistance outlined in this Agreement are issued to the COUNTY from HEAT Oregon, an Oregon nonprofit organization.

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

**11. Major Disaster Declaration number DR4499OR Agreement Provisions.**

***County is acquiring the services under this amended Agreement for the purpose of responding to the State of Emergency declared by the Governor on Saturday, March 7, 2020, and pursuant to the Major Disaster Declaration number DR4499OR as a direct result of the COVID-19. County intends to request reimbursement from the federal government, including but not limited to FEMA and from the resources provided by the Families First Coronavirus Response Act Funding and the Coronavirus Aid, Relief,***

***and Economic Security (CARES) Act Funding, for the costs, and Contractor shall provide to County timely reports that provide enough detail to County's reasonable satisfaction in order to obtain federal reimbursement.***

III. **AMEND:** Exhibit 6 – Budget and Units of Services, Page 3 - Unit Cost Schedule

**TO READ:** Exhibit 6 – Budget and Units of Services, Page 4 – Unit Cost Schedule

*THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK*

City of Sandy – Sandy Senior & Community Center  
 Subrecipient Grant Agreement #20-009, Amendment 2

Amend

**CITY OF SANDY - SENIOR CENTER**

Fiscal Year 2019-20

Federal Award Numbers	OAA III B		OAA III C1		OAA III C2		OAA III D		OAA III E		Required Match	NSIP Funds	Other State Funds	Ride Connection		Travel Funds		MEDICAD Funds	LEAP Funds	Program Income	NO. OF UNITS	TOTAL COST	REBURSE-MENT RATE
	Funds	(1)	Funds	(2)	Funds	(3)	Funds	(4)	Funds	(5)				NIA	OR-65-012	5310 Funds	SIF Funds						
CFDA Number	93,044	93,045	93,045	93,043	93,043	93,052						93,053											
Service Category	(1)	(2)	(3)	(4)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	20,513	20,513	NIA	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	
Case Management	\$3,285						\$366														92 hrs	\$3,661	\$5.81
Reassurance	\$1,434						\$169														55	\$1,593	\$25.90
Info. & Assistance	\$3,429						\$381														188	\$3,810	\$18.27
Transportation OAA	\$5,244						\$383														1,311	\$6,827	\$4.00
Physical Activity/ Falls Prevention					\$5,110		\$0														66.1		
Family Crgr. Respite						\$5,536	\$1,384														Classes	\$5,110	\$75.00
Trans - Ride Con. Out of Dist																					175	\$8,920	\$31.70
Transportation - Special Needs																					2,536	\$22,790	\$8.75
Transportation - Boring Lifeline																					1,039	\$40,525	\$39.00
Transport - T19 Non-Med.																					848	\$33,081	\$39.00
Ride Con - Vehicle Maint																					75	\$1,050	\$14.00
Food Service - Frozen HDM			\$13,889				\$1,200														N/A	\$6,000	N/A
OAA Meal Site Management		\$8,846	\$6,194				\$1,544	\$4,810													6,775	\$20,243	\$0.710
Medicaid Meals - SDSD			(\$4,397)				(\$489)	(\$1,022)													23,500	\$39,272	\$1.34
LEAP Intakes																					140	\$3,500	\$25.00
<b>TOTALS</b>	\$13,402	\$0,846	\$15,686	\$5,110	\$5,536	\$6,802	\$3,628	\$0	\$0	\$65,795	\$4,800	\$30,000	\$336	\$15,024	\$3,500	\$24,720	\$38,142	\$203,166					

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

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


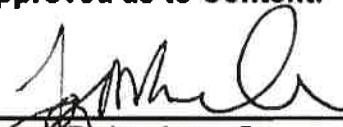
Contract Amount: \$170,224

Federal Award Total: \$87,008



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

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

<b>City of Sandy – Sandy Senior &amp; Community Center</b>	<b>CLACKAMAS COUNTY</b>
By:  Jordan Wheeler, City Manager	Commissioner: Jim Bernard, Chair Commissioner: Sonya Fischer Commissioner: Ken Humberston Commissioner: Paul Savas Commissioner: Martha Schrader
5/19/2020	<b>Signing on Behalf of the Board:</b>
Date	Richard Swift, Director
<b>Approved as to Content:</b>	Health, Housing & Human Services Dept.
 Tanya Richardson, Comm. Services Director	_____
5/8/20	_____
Date	Date

June 4, 2020

Board of County Commissioner  
Clackamas County

Members of the Board:

Approval of Amendment #2, to Intergovernmental Subrecipient Agreement with City of Lake Oswego – Lake Oswego Adult Community Center to Provide Older Americans Act Services for Clackamas County Residents

<b>Purpose/Outcomes</b>	Subrecipient Agreement, Amendment #2 with the City of Lake Oswego – Lake Oswego Adult Community Center to provide Older American Act (OAA) funded services for persons in the Lake Oswego service area.
<b>Dollar Amount and Fiscal Impact</b>	The maximum value is increased by \$73,205 for a revised agreement maximum of \$131,529. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
<b>Funding Source</b>	The Older American Act (OAA and Ride Connection pass-through funds - no County General Funds are involved.
<b>Duration</b>	Amendment is effective April 1, 2020 and terminates on June 30, 2020
<b>Previous Board Action</b>	080819-A12
<b>Strategic Plan Alignment</b>	<ol style="list-style-type: none"> <li>1. This funding aligns with the strategic priority to increase self-sufficiency for our clients.</li> <li>2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.</li> </ol>
<b>County Counsel</b>	Amendment in a format approved by County Counsel
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division 503-655-8641
<b>Contract No.</b>	H3S #9272; Subrecipient #20-0097

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #2; with City of Lake Oswego – Lake Oswego Adult Community Center to provide Older American Act (OAA) funded services for persons living in the Lake Oswego service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

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

This amendment adds \$73,205 in funding for the 2019-20 fiscal year effective April 1, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel.

Page 2 – Staff Report: H3S#9272  
June 4, 2020

**RECOMMENDATION:**

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Swift, H3S Director, For". The signature is written in a cursive style.

Richard Swift, Director  
Health Housing & Human Services

Subrecipient Agreement Amendment  
Health, Housing and Human Services

H3S Contract#: 9272 Subrecipient #: 20-007 Board Agenda #: 080819-A1

Division: Social Services Amendment Number: 2

Contractor: City of Lake Oswego – Lake Oswego Adult Community Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and adds III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$73,205

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This Amendment #2, when signed by the City of Lake Oswego – Lake Oswego Adult Community Center (“SUBRECIPIENT”) the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County (“COUNTY”) will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

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

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 1, 2020 and otherwise modify it as set forth herein;

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

- I. **Amend:** The maximum not-to-exceed compensation payable to Subrecipient under this agreement for the period of July 1, 2019 through June 30, 2020 is:
  4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$58,324**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)



- a. **Grant Funds.** The COUNTY's funding of **\$45,867** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to the COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit.
- b. **Other Funds.** The COUNTY's funding of **\$12,475** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to the COUNTY by Ride Connection, Inc. and TriMet.

**TO READ:**

4. **Grant Funds.** The maximum, not to exceed, agreement amount that the COUNTY will pay is **\$131,529**. This is a cost reimbursement agreement and disbursements will be made in accordance with the requirements contained in Exhibit 5 – Reporting Requirements and Exhibit 6 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. (The split between funding sources is outlined in Exhibit 6 – Budget and Units of Services.)
  - a. **Grant Funds.** The COUNTY's funding of **\$119,072** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.052, 93.053) issued to the COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit.
  - b. **Other Funds.** The COUNTY's funding of **\$12,475** for transportation services outlined in this agreement are from Elderly and Disabled Transportation funds issued to the COUNTY by Ride Connection, Inc. and TriMet.

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

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

III. **AMEND:** Exhibit 6 – Budget and Units of Services, Page 3 - Unit Cost Schedule

**TO READ:** Exhibit 6 – Budget and Units of Services, Page 4 – Unit Cost Schedule

**Amend:**

**Lake Oswego Adult Community Center**

Fiscal Year 2019-20

	OAA III B		OAA III D		OAA III E		OAA Match		NSIP		Other State		Ride Con		Program		NO. OF UNITS	TOTAL COST	REIMBURSEMENT RATE	
	Funds	16AORT3SS	Funds	16AORT3PH	Funds	16AORT3FC	Funds	16AORT3PH	Funds	16AORNSIP	Funds	16AORT3PH	Funds	16AORT3PH	Funds	Income				
Federal Award Numbers	16AORT3SS	16AORT3PH	16AORT3PH	16AORT3PH	16AORT3FC	16AORT3PH	16AORT3PH	16AORT3PH	16AORNSIP	16AORT3PH	16AORT3PH	16AORT3PH	16AORT3PH	16AORT3PH	16AORT3PH	16AORT3PH	16AORT3PH			
CFDA Number	93.044	93.043	93.043	93.043	93.052	93.052	93.053	93.053	93.053	93.053	93.053	93.053	93.053	93.053	93.053	93.053	93.053			
Service Category	(1)	(2)	(2)	(2)	(3)	(3)	(4)	(4)	(5)	(5)	(6)	(6)	(7)	(7)	(8)	(8)	(9)	(10)	(11)	
Case Management	3,426						381										116	3,807	\$29.45	
Reassurance	2,231						248										76	2,479	\$29.45	
Info. & Assistance	3,922						436										242	4,358	\$16.23	
Transportation - OAA III-B	4,687						521								469		937	5,677	\$5.00	
Evidence-based Programming			715				0		0								19	715	\$37.63	
FCSP Respite					5,536		1,846										147	7,382	\$37.65	
Trans - Ride Con In Dist							0						12,457		755		1,510	13,212	\$8.25	
NSIP Meals							0		25,350								19,500	25,350	\$1.30	
TOTALS	\$14,266	\$715	\$715	\$715	\$5,536	\$3,432	\$25,350	\$0	\$12,457	\$1,224	\$12,457	\$62,980								

Source of OAA Match - Staff time

**Total Contract Amount:** \$58,324

Federal Award Totals \$45,867

To Read

**Lake Oswego Adult Community Center**

Fiscal Year 2019-20

Federal Award Numbers CFDA Number Service Category	OAA IIIB	OAA IIIB	OAA IIIC1	OAA IIIC2	OAA IIID	OAA IIIE	OAA Match	NSIP	Other State	Ride Con	Program	NO. OF UNITS	TOTAL COST	REIMBURSE- MENT RATE
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Income			
	16AORT3SS	CARES Act	FF Act	FF & CARES Acts	16AORT3PH	16AORT3FC	N/A	16AORNSIP	N/A	N/A	N/A			
	93.044	93.044	93.045	93.045	93.043	93.052		93.053						
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
COVID Grant Award		7,950		23,194			N/A						31,144	
Case Management	3,426	750					381					142	4,557	\$29.45
Reassurance	2,231	750					248					101	3,229	\$29.45
Info. & Assistance	3,922						436					242	4,358	\$16.23
Transportation - OAA II-B	4,687	1,000					521				469	937	6,677	\$5.00
Evidence-based Programming					715		0		0			19	715	\$37.63
FCSP Respite						5,536	1,846					147	7,382	\$37.65
Trans - Ride Con In Dist							0			12,457	755	1,510	13,212	\$8.25
OAA Food Service			4,678	11,215			1,560					6,768	17,452	\$2.35
OAA Meal Site Mgmt			6,967	16,702			2,323				3,384	6,768	29,376	\$3.50
NSIP Meals							0	25,350				19,500	25,350	\$1.30
<b>TOTALS</b>	\$14,266	\$10,450	\$11,644	\$51,111	\$715	\$5,536	\$7,314	\$25,350	\$0	\$12,457	\$4,608		143,451	

Source of OAA Match - Staff time

**Total Contract Amount:** \$131,529

Federal Award Totals \$119,072



June 4, 2020

Board of County Commissioners  
County Administrator  
Clackamas County

Members of the Board:

Approval of Amendment #2, to Intergovernmental Subrecipient Agreement with City of Wilsonville - Community Center to Provide Older Americans Act Services for Clackamas County Residents

<b>Purpose/Outcomes</b>	Subrecipient Agreement, Amendment #2 with the City of Wilsonville - Community Center to provide Older American Act (OAA) funded services for persons in the Wilsonville service area.
<b>Dollar Amount and Fiscal Impact</b>	The maximum value is increased by \$11,721 for a revised agreement maximum of \$83,492. The contract is funded through the Social Services Division Program agreements with the Oregon Department of Human Services and various transportation agreements with TriMet & Ride Connection, Inc.
<b>Funding Source</b>	The Older American Act (OAA and Ride Connection pass-through funds - no County General Funds are involved.
<b>Duration</b>	Amendment is effective April 1, 2020 and terminates on June 30, 2020
<b>Previous Board Action</b>	060619-A6
<b>Strategic Plan Alignment</b>	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing needs of older adults in the community.
<b>County Counsel</b>	Amendment in a format approved by County Counsel and has been reviewed by EOC Command.
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division 503-655-8641
<b>Contract No.</b>	H3S #9271; Subrecipient #20-011

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services request approval of the Subrecipient Agreement, Amendment #2; with City of Wilsonville - Community Center to provide Older American Act (OAA) funded services for persons living in the Wilsonville service area. The services provided include congregate and home delivered meals, evidence-based health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

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

This amendment adds \$11,721 in funding for the 2019-20 fiscal year effective April 1, 2020, for COVID related home-delivered meal response and supports. This amendment is in a format approved by County Counsel and has been reviewed by EOC Command.

Page 2 – Staff Report: H3S#9271  
May 26, 2020

**RECOMMENDATION:**

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

Respectfully submitted,



*Richard Swift, H3S Deputy / PO*

Richard Swift, Director  
Health Housing & Human Services

Subrecipient Agreement Amendment  
Health, Housing and Human Services

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

Division: Social Services Amendment Number: 2

Contractor: City of Wilsonville – Community Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Subrecipient Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$11,721.

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This Amendment #2, when signed by the City of Wilsonville – Community Center ("SUBRECIPIENT") the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County will become part of the contract documents, superseding the original to the applicable extent indicated. This Amendment complies with Local Contract Review Board Rules.

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

WHEREAS, the SUBRECIPIENT and COUNTY desire to amend the Agreement in its entirety as of April 1, 2020 and otherwise modify it as set forth herein;

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

**Amend:**

4. **Grant Funds.** COUNTY's funding for this Agreement is a combination of Federal, State and Local dollars as specified below by title and CFDA number as appropriate. The maximum, not to exceed, grant amount that COUNTY will pay is \$71,771. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in Exhibit 4 – Reporting Requirements and Exhibit 5 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. The split between funding sources is outlined in Exhibit 5 – Budget and Units of Services.
4. **Grant Funds.** COUNTY's funding of \$71,771 in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.045, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit.

**TO READ:**

4. **Grant Funds.** COUNTY's funding for this Agreement is a combination of Federal, State and Local dollars as specified below by title and CFDA number as appropriate. The maximum, not to exceed, grant amount that COUNTY will pay is **\$83,492**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in Exhibit 4 – Reporting Requirements and Exhibit 5 – Budget and Units of Services. Failure to comply with the terms of this Agreement may result in withholding of payment. The split between funding sources is outlined in Exhibit 5 – Budget and Units of Services.
  - a. **Grant Funds.** COUNTY's funding of **\$83,492** in grant funds for this Agreement is the Older Americans Act (CFDA: 93.043, 93.044, 93.045, 93.053) issued to COUNTY by the State of Oregon, Department of Human Services, Community Services & Supports Unit.

II. **AMEND:** Exhibit 5 – Budget and Units of Services, Page 3 - Unit Cost Schedule

**TO READ:** Exhibit 5 – Budget and Units of Services, Page 4 – Unit Cost Schedule

*THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK*



Amend

CITY OF WILSONVILLE - COMMUNITY CENTER

Fiscal Year 2019-20

	OAA III B		OAA III C1		OAA III C2		OAA III D		OAA		NSIP		Other State Funds	Prog. Income	NO. OF UNITS	TOTAL COST	REIMBURSEMENT RATE
	Funds		Funds		Funds		Funds	Match	Funds	Funds	16A-AORNSIP	Funds					
Federal Award Numbers	16A-AORT3SS		16A-AORT3CM		16A-AORT3HD	16A-AORT3PH						16A-AORNSIP					
CFDA Number	93.044		93.045		93.045	93.043			N/A		93.053						
Service Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)						
Case Management	\$2,106								234						73 Hrs	\$2,340	\$28.84
Reassurance	\$1,894								211						67	\$2,105	\$28.33
Info. & Assistance	\$1,460								162						65	\$1,622	\$22.46
Transportation	\$5,371								597						1,343	\$5,968	\$4.00
PHYSICAL ACTIVITY/FALLS PREVENTION															38.1		
OAA/NSIP Food Service		\$13,130	\$9,805	\$2,860					0						Classes	\$2,860	\$32.87
OAA Meal Site Mngr		\$14,169	\$10,581						2,550	\$10,395					16,500	51720.37	\$1.43
OPI HDM									2,752						16,500	\$27,502	\$0.86
TOTALS	\$10,831	\$27,300	\$20,385	\$2,860	\$6,507	\$10,395	\$0	\$15,840	\$6,507	\$10,395	\$0	\$0	\$15,840			\$94,118	

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

Prog. Income = Program Income/Participant Donations

CONTRACT AMOUNT: 71,771

Federal Award Total \$ 71,771

City of Wilsonville – Community Center  
 Subrecipient Grant Agreement #20-011, Amendment 2

To Read:

CITY OF WILSONVILLE - COMMUNITY CENTER

Fiscal Year 2019-20

Federal Award Numbers	OAA III B	OAA IIIB	OAA IIIC1	OAA IIIC1	OAA IIIC2	OAA IIIC2	OAA IIIC2	OAA IIIC2	OAA IIIC2	OAA IIID	OAA	NSIP	Other State Funds	Prog. Income	NO. OF UNITS	TOTAL COST	REIMBURSEMENT RATE
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds					
CFDA Number	16A0RT055	CARES Act	16A0RT051	FF Act	16A0RT340	16A0RT340	FF & CARES Act	16A0RT3PH	16A0RT3PH	16A0RT3PH	16A0RT3PH	16A0RT3PH	16A0RT3PH				
Service Category	(1)	(2)	(3)	(4)	(5)	(5)	(6)	(7)	(7)	(8)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
COVID Grant Award							10,071			N/A						\$10,071	
Case Management	\$2,106	\$825								234					101.63	\$3,165	\$28.84
Reassurance	\$1,894	\$825								211					95.98	\$2,930	\$28.33
Info. & Assistance	\$1,460									162					65	\$1,622	\$22.46
Transportation	\$5,371									597					1,343	\$5,968	\$4.00
PHYSICAL ACTIVITY/FALLS PREVENTION									\$2,860		0				38.1		
OAA/NSIP Food Service			\$13,130		\$9,805					2,550	\$10,395			\$15,840	16,500	51720.37	\$1.43
OAA Meal Site Mngt.			\$14,169		\$10,581					2,752					16,500	\$27,502	\$0.86
OPI HDM													0			\$0	
<b>TOTALS</b>	\$10,831	\$1,650	\$27,300	\$0	\$20,385	\$10,071	\$2,860	\$6,507	\$10,395	\$15,840	\$15,840	\$0	\$0	\$15,840	\$105,839		

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

Prog. Income = Program Income/Participant Donations


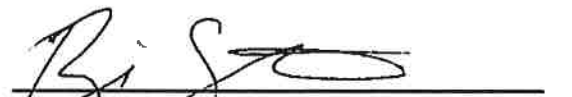
CONTRACT AMOUNT: \$ 83,492

Federal Award Total \$ 83,492

City of Wilsonville – Community Center  
Subrecipient Grant Agreement #20-011, Amendment 2

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

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

<b>City of Wilsonville</b>	<b>CLACKAMAS COUNTY</b>
 By: _____ Bryan Cosgrove, City Manager	Commissioner: Jim Bernard, Chair Commissioner: Sonya Fischer Commissioner: Ken Humberston Commissioner: Paul Savas Commissioner: Martha Schrader
_____ Date	<b>Signing on Behalf of the Board:</b>
<b>Approved as to Content:</b>	
 _____ Brian Stevenson, Senior Services Manager	_____ Richard Swift, Director Health, Housing & Human Services Dept.
5/26/20 _____ Date	_____ Date

June 4, 2020

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of a Local Subrecipient Grant Agreement Amendment #2 with  
Children’s Center to conduct Child Abuse Medical Assessments

<b>Purpose/Outcome</b>	Children’s Center will conduct child abuse medical assessments to children suspected of being abused and conduct hair testing on children to provide information about drug exposure. Families of children determined to have been abused will be referred to resources, services, and treatment, as appropriate.
<b>Dollar Amount and Fiscal Impact</b>	This amendment #2 adds \$207,000 for a contract total of \$414,000. No County Staff are funded with this Agreement.
<b>Funding Source</b>	Clackamas County General Funds
<b>Duration</b>	July 1, 2020 to June 30, 2021
<b>Previous Board Action/Review</b>	062019-A6
<b>Strategic Plan Alignment</b>	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
<b>Counsel Review</b>	County Counsel has reviewed and approved this document. Date of counsel review:
<b>Contact Person</b>	Adam Freer 562-676-7675
<b>Contract No.</b>	CFCC-9305

**BACKGROUND:**


The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests the approval of a Local Subrecipient Grant Agreement Amendment #2 with Children’s Center. Children’s Center is a non-profit child abuse intervention center accredited by the National Children’s Alliance, committed to research-supported practice, and is accountable to national standards that inform their work. Funding will provide child abuse medical assessments and hair testing for drug exposure to a minimum of 36 children. Families of children determined to have been abused will be referred to resources, services, and treatment, as appropriate. The identification of drug abuse in the home environment is instrumental in intervening for neglect.

This Grant Agreement is effective upon signature by all parties for services starting on July 1, 2020 and terminating on June 30, 2021. This Agreement has a maximum value of \$414,000.

**RECOMMENDATION:**

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

Respectfully submitted,

 HBS deputy / For

Richard Swift, Director  
Health, Housing & Human Services

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

<u>Local Recipient Agreement Number: 9305</u>	<u>Board Order Number: 062019-A6</u>
<u>Department/Division: H3S-CFCC</u>	<u>Amendment No. 2</u>
<u>Local Recipient: Children's Center</u>	<u>Amendment Requested By: Adam Freer</u>
Changes: <input type="checkbox"/> Scope of Service <input checked="" type="checkbox"/> Agreement Time	<input checked="" type="checkbox"/> Agreement Budget <input type="checkbox"/> Other:

**Justification for Amendment:**

This Amendment adds to the maximum compensation and extends the end date to June 30, 2021. Children's Center will continue to conduct child abuse assessments for the duration of this agreement, conducting an estimated 3 child abuse assessments per month and provide hair testing on children to provide information about drug exposure.

Maximum compensation is increased by \$207,000 for a revised maximum of \$414,000. It becomes effective July 1, 2020 and terminates June 30, 2021.

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

**AMEND:**

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse RECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than July 1, 2019 and not later than June 30, 2020, unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.
1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse RECIPIENT for expenses approved in writing by County relating to the project incurred no earlier than July 1, 2019 and not later than ***June 30, 2021***, unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.

**AMEND:**

4. **Grant Funds.** COUNTY's funding for this Agreement is County General Funds. The maximum, not to exceed, grant amount that COUNTY will pay is \$207,000.

**REPLACE WITH:**

4. **Grant Funds.** COUNTY's funding for this Agreement is County General Funds. The maximum, not to exceed, grant amount that the COUNTY will pay on this Agreement is ***\$414,000***.

**REPLACE:**  
**Exhibit A-2 Work Plan and Quarterly Report**

**Children, Family and Community Connections - Prevention Division**  
 Provider: Children's Center  
 Contact: Rebecca Nickels

**Exhibit A-2: FY 20-21 Work Plan Quarterly Report**  
 Activity : Child abuse assessments  
 Period: July 1, 2020 - June 30, 2021

Activities/Outputs	Intermediate Outcomes/Measurement Tool	Quarterly						TOTAL
		July 2020	October 2020	Jan 2021	April 2021	June 2021	2021	
By June 30, 2021, a minimum of 36 children will receive a psychosocial history assessment by clinical professionals with training and expertise handling child abuse cases.  *Target: 3 children per month; duration of services averages 45 minutes	100% of children will have psychosocial history in their file	# children served						0
		# children with psychosocial history in file						0
By June 30, 2021, a minimum of 36 children will receive a medical examination by a clinical professional with specific training and expertise to detect, document, and treat child abuse cases.  *Target: 3 children per month; duration of services averages 45 minutes	100% of children examined will have medical exam documentation in their file  95% of families will report satisfaction with quality of assessment as measured by Client Surveys.	# children examined						0
		# children with completed documentation in file						0
		# families surveyed						0
		# satisfied with quality of the assessment						0
By June 30, 2021, a minimum of 36 children will receive a professional forensic interview characterized by non-leading questions, appropriate rapport building, assessment of safety risks and disclosure of specific information obtained.  *Target: 3 children per month; duration of services averages 45 minutes	95% of families will report satisfaction with quality of forensic interview as measured by Client Surveys	# families surveyed						0
		# satisfied with quality of interview						0
By June 30, 2021, a minimum of 36 children and their families will be referred to appropriate treatment per linkage agreements with treatment partners.  *Target: 3 children and their families per month.	90% of children and their families will be connected to appropriate treatment.	# families referred						0
		# families connected						0
By June 30, 2021, Children's Center funding from other sources will allow for approximately 360 additional children to receive complete medical assessment and examination to determine possible abuse and/or the need for further treatment.  *Target: Approximately 30 additional children per month, duration of services averages 180 minutes	Reported quarterly:	# additional children served						0

**REPLACE:**

Exhibit B: Budget

**WITH:**

<b>Exhibit B: Budget</b>		
<i>County agrees to pay a total of \$202,000 annually for child abuse medical assessment over the duration of the Agreement. This amount is based on Children's Center conducting an estimated 3 child abuse medical assessments per month paid at a rate of \$5,611.11 per child assessment conducted and 37 child hair testing paid at a rate of \$134 per test.</i>		
<b>Recipient:</b>	Children's Center	<b>Agreement:</b> CFCC-9305
<b>Address:</b>	1713 Penn Lane	
	Oregon City, OR 97045	
<b>Contact Person:</b>	Leslie Everson	
<b>Phone Number:</b>	503-655-7725	
<b>E-mail:</b>	<a href="mailto:leslie@childrenscenter.cc">leslie@childrenscenter.cc</a>	

Funding for FY19-21	Funding for FY20-21	Description
\$202,000.00	\$202,000.00	County General Fund
\$5,000.00	\$5,000.00	County General Fund

<b>Program Manager:</b>	Sarah Van Dyke	
<b>Department/Division:</b>	H3S/Children, Family and Community Connections	
<b>Phone:</b>	503-557-5829	
<b>E-mail:</b>	<a href="mailto:svandyke@clackamas.us">svandyke@clackamas.us</a>	



**REPLACE:**

Exhibit D-1: Children's Center Reimbursement Request

**WITH:**


Exhibit D-1: Reimbursement Request			
<b>Recipient:</b>	Children's Center		<b>Agreement #:</b> 9305
<b>Address:</b>	1713 Penn Lane Oregon City, OR 97045		<b>Amend 2 - FY20-21</b>
<b>Contact Person:</b>	Leslie Everson - Controller		
<b>Phone Number:</b>	503-655-7725		
<b>E-mail:</b>	<a href="mailto:leslie@childrenscenter.cc">leslie@childrenscenter.cc</a>		
<b>Grant Award Amount - assessments</b>	<b>Current Reimbursement Request</b>	<b>Previously Requested</b>	<b>Balance</b>
\$ 202,000.00	\$ -	\$ -	\$ 202,000.00
<b>Grant Award Amount - hair testing</b>	<b>Current Reimbursement Request</b>	<b>Previously Requested</b>	<b>Balance</b>
\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	<b>Request submitted by:</b>	<i>Ree Nicker</i>	<b>5.19.2020</b>
	Authorized Agency Representative		Date
<b>Instructions:</b>			
Recipient will submit a monthly Request for Reimbursement with an authorized signature using this form.			
Request for reimbursement will be submitted by the 15th of the month for the previous month.			
Reimbursement for assessments shall be based on a rate per assessment of \$5,611.11 -- 3 assessments per month at \$16,833.33 per month as authorized in Exhibit B of this Agreement. Reimbursement shall not exceed \$202,000.			
Reimbursement shall be based on a hair-testing rate of \$134 per test as authorized in Exhibit B of this Agreement.			
Reimbursement for the time frame of July 1, 2020 to June 30, 2021 shall not exceed \$5000.			
Recipient agrees to keep accounting records consistent with generally accepted accounting principles, and further agrees to make these record available for review by County personnel, if necessary.			
Requests for Reimbursement are subject to review and approval of the Program Manager and Division Fiscal Representative.			
Payment is			
Requests for Reimbursement shall be submitted electronically along with the Monthly Activity Report to:			
	<b>Sarah Van Dyke/Program Manager</b> <a href="mailto:svandyke@clackamas.us">svandyke@clackamas.us</a>	<b>Stephanie Radford/Fiscal Rep.</b> <a href="mailto:sradford@clackamas.us">sradford@clackamas.us</a>	

---

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

**RECIPIENT**

Children's Center  
1713 Penn Lane  
Oregon City, OR 97045

By:   
Rebecca Nickels, Interim Executive Director

Dated: 5.19.2020

**CLACKAMAS COUNTY**

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

**Signing on behalf of the Board:**

By: \_\_\_\_\_  
Richard Swift, Director  
Health, Housing & Human Services

Dated: \_\_\_\_\_

Approved as to budget and work plan:

\_\_\_\_\_  
Adam Freer, Director  
Children, Family & Community Connections

June 4, 2020

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment #2 to an Intergovernmental Agreement with  
the State of Oregon, Housing and Community Services Department to administer  
Community Services Block Grant (CSBG) CARES Act Funds

<b>Purpose/Outcomes</b>	Board approval of Amendment #2, the Implementation Report, Budget, and Community Needs Assessment, that will provide funding for direct assistance and to serve eligible individuals and households impacted by COVID-19, in an effort to reduce or eliminate poverty and barriers to economic self-sufficiency.
<b>Dollar Amount and Fiscal Impact</b>	\$392,674 revenue
<b>Funding Source</b>	State of Oregon, Housing and Community Services Department, Community Resources Division – State funds from CARES Act. No County General Funds are involved.
<b>Duration</b>	Amendment is upon signature through June 30, 2021
<b>Previous Board Action</b>	The original agreement was approved by the Board of County Commissioners on August 15, 2019. Amendment #1 was approved by the Board on May 21, 2020.
<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>Counsel Review</b>	The amendment was approved by County Counsel on May 26, 2020.
<b>Contact Person</b>	Brenda Durbin, Director – Social Services Division – (503) 655-8641
<b>Contract No.</b>	H3S# 9302, State# 5084

**BACKGROUND:**

The Social Services Division (SSD) of the Health, Housing and Human Services Department requests the approval of Amendment #2 to an Intergovernmental Agreement with the State of Oregon, Housing and Community Services Department (OHCS), along with the required Implementation Report, Budget, and Community Needs Assessment, to administer Community Services Block Grant (CSBG) CARES Act Funding.

*Healthy Families. Strong Communities.*

June 4, 2020

CSBG CARES Act Funding will be utilized to hire one or more staff to provide social support and reduce food insecurity for low income households who are under stress due to lack of income and health impacts. The remainder will be used for direct client assistance, including purchasing food, non-food essential items, providing rent assistance, and allowable administration.

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 administers Federal and State antipoverty, homeless, energy assistance, and community services programs. To receive the new CSBG CARES Act Funding, SSD is required to submit an Implementation Report, Community Needs Assessment, and Budget outlining the proposal to utilize the funding. These items were approved by Emergency Operations Command and County Counsel on May 26, 2020.

**RECOMMENDATION:**

Staff recommends the approval of Amendment #2, the Implementation Report, Community Needs Assessment, and Budget, and that Richard Swift, H3S Director, or his designee, be authorized to sign all documents on behalf of the Clackamas County.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "R. Swift". The signature is stylized and cursive.

Richard Swift, Director  
Health, Housing and Human Services Department



**State of Oregon  
Oregon Housing and Community Services Department  
Master Grant Agreement  
Amendment No. 2**

This is Amendment No. 2 (the “Amendment”) to the Master Grant Agreement No. 5084, dated July 1, 2019 (the “Agreement” or “MGA”) executed by and between the State of Oregon, acting by and through its **Housing and Community Services Department**, (“OHCS” or “Department”), and **Clackamas County**, (“Subgrantee”).

**Recitals:** The Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 provided additional federal funds for OHCS to grant to Community Services Block Grant (CSBG) eligible entities to address the consequences of increasing unemployment and economic disruption resulting from COVID-19. OHCS and Subgrantee wish to amend the Agreement to reflect that under the CARES Act, CSBG funded services can assist low-income families and individuals with annual incomes up to 200% of the federal poverty income guidelines.

For good and sufficient consideration including the terms and conditions of this Amendment, the parties agree as follows:

1. **Amendment to Agreement.** The Agreement is hereby amended as follows effective upon signature by all parties and approval required by law: New language is indicated by **bolding** and **underlining** and deleted language is indicated by **bolding** and **~~striking~~** unless a section is replaced in its entirety:
  - a. Exhibit A – Definitions table only shall be deleted in its entirety and replaced with the attached revised Exhibit A – Definitions dated May 15, 2020, which is attached to this Amendment 2 and incorporated by this reference.
  - b. Exhibit A, Program Element 01, Community Services Block Grant Program (CSBG), shall be deleted in its entirety and replaced with the attached revised Exhibit A, Program Element 01, Community Services Block Grant Program (CSBG), which is attached to this Amendment 2 and incorporated by this reference.
2. Except as expressly amended above, all other terms and conditions of the Agreement, as amended, remain in full force and effect.
3. The parties expressly affirm and ratify the Agreement as herein amended.
4. Subgrantee certifies that the representations, warranties, and certifications contained in the Agreement are true and correct as of the effective date of this Agreement and with the same effect as though made at the same time of this Amendment.
5. This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when take together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

Certification: By signature on this Amendment, the undersigned hereby certifies for Subgrantee under penalty of perjury that the undersigned is authorized to act on behalf of Subgrantee and that Subgrantee is, to the best of the undersigned’s knowledge, not in violation of any Oregon Tax Laws.

For purposes of this certification, “Oregon Tax Laws” means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, and 323 and elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620..

**SIGNATURE PAGE**

**SUBGRANTEE:**

**CLACKAMAS COUNTY**

Authorized Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
By (print name): \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
TIN#: \_\_\_\_\_

**OHCS:**

**State of Oregon acting by and through its  
Housing and Community Services Department**

Authorized Signature: \_\_\_\_\_  
Margaret Salazar, Director or designee Date

Reviewed and Approved By: Leeann Marx, CSBG Program Coordinator via email 05/15/2020  
Contract Administrator Date

**DEPARTMENT OF JUSTICE**

Approved as to Legal Sufficiency By: Hannah P. Fenley via email 05/18/2020  
Assistant Attorney General Date

## 2019-2021 MASTER GRANT AGREEMENT

### Exhibit A, Definitions

May 15, 2020

#### Definitions

Certain words and phrases in this agreement, including but not limited to the, applicable Program Element have the meanings provided herein, as stated in federal, state, local laws, regulations and rules or as otherwise provided by OHCS, unless the context clearly requires otherwise:

<b>Word/Phrase</b>	<b>Program Applicability:</b>	<b>Meaning</b>
“Allocation”	All Programs	Means an amount of funding made available to a CAA to be used for a specific purpose.
“Allowable Cost”	All Programs	Means the costs described in the 2 CFR Subtitle B with guidance at 2 CFR Part 200, except to the extent such costs are limited or excluded by other provisions of the Agreement, whether in the applicable NOAs, Program Elements, or otherwise.
“Applicant”	All Programs	Means any person who applies to receive program benefits.
“ASHRAE”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means the American Society of Heating and Air-Conditioning Engineers.
“Assurance 16 funds”	LIHEAP	Means the portion of LIHEAP funds used by states to provide services, including needs assessments, counseling, and assistance with energy vendors, that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance.
“Baseload services”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means any measure that reduces non- heating and cooling costs. These measures can include, but are not limited to, energy efficient lighting, water saving devices, and high efficiency water heaters.
“Client”	All Programs	Means, with respect to a particular Program Element, any individual who is receiving those program services for or through the Subgrantee.
“Committed”	All Programs	Means an amount of funding reserved for specific client or project that subgrantee believes, in their best judgement, will be spent but hasn’t been requested from OHCS.
“Crisis assistance”	LIHEAP, OEAP	Means the assistance provided to low income households for crisis situations such as supply shortages, loss of Household heating or cooling or other situations approved by OHCS as described in the LIHEAP state plan and the energy assistance operations manual.
“Deferral”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means deferring a project that is either structurally unsound or has safety hazards that cannot be addressed under the scope of the program. The project is deferred until the necessary repairs can be completed.



“Department” or “OHCS”	All Programs	Means the Housing and Community Services Department for the state of Oregon.
“DHS”	HSP	Means the Department of Human Services for the state of Oregon.
“Disallowance of Costs”	All Programs	Means money disbursed to Subgrantee by Department under this Agreement and expended by Subgrantee that: a. Is identified by the Federal Government as an improper use of federal funds, a federal notice of disallowance, or otherwise; or b. Is identified by the Department as expended in a manner other than that permitted by this Agreement; or c. Is identified by the Department of expended on the delivery of a Program Element service that did not meet the standards and requirements of this Agreement with respect to that service.
“DOE”	BPA WAP, DOE WAP, LIHEAP	Means the Federal Department of Energy.
“Elderly Household”	ERA	Means an individual living alone, a family with or without children, or a group of individuals who are living together as one economic unit, where at least one member of the household is age 58 or older.
“Eligible dependent child”	HSP	Means an unmarried or separated individual who is either under the age of eighteen (18) years OR is under nineteen (19) years and a full-time student OR is a minor parent OR an unborn child.
“Eligible family household”	HSP	Means a low income household with an eligible dependent child or children, including a single pregnant woman in the month of her due date, living together as one economic unit.
“Emergency shelter”	EHA, ESG, SHAP	Means any appropriate facility that has the primary use of providing temporary or transitional shelter for the homeless in general or for specific populations of the homeless and the use of which does not require occupants to sign leases or occupancy agreements.
“Energy education”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means the activities and instruction designed to help low-income clients make informed decisions to effectively reduce energy consumption.
“Expenditure Period”	All Programs	Means the time period in which the funds are intended to be used.
“Extremely low income”	EHA, ERA, ESG, HTBA, LIRHF, SHAP	Means an annual household income that is at or less than 30% of area median income based on HUD determined guidelines, adjusted for family size.
“Equipment”	All Programs	Means tangible personal property (including information technology systems) having a useful life of more than one year, and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by subgrantee, or as defined in 2 CFR 200.33.
“Funding agreement” or “Agreement”	All Programs	Means the master grant agreement or other written agreement, together with all incorporated documents

		and references, to be executed by and between the department and the subgrantee agency in form and substance satisfactory to the department, as a condition precedent for receipt of program funding from the department.
“Funding application”	All Programs	Means the subgrantee agency’s application to the department for a program grant.
“HHS”	CSBG, HSP, LIHEAP, LIHEAP WX	Means U.S. Department of Health and Human Services.
“HMIS”	CSBG, EHA, ERA, ESG, HSP, HTBA, LIRHF, SHAP, C19-RENTAL RELIEF	Means Homeless Management Information System.
“HOME”	HTBA	Means HUD’s HOME Investment Partnerships Program established by the HOME Investment Partnerships Act at Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, 42 U.S.C. § 12701 et seq.
“Home energy supplier”	LIHEAP	Means a supplier who either delivers home energy in bulk to households, or provides home energy continuously via wire or pipe.
“Home energy supplier”	OEAP	Means Portland General Electric and Pacific Power utility vendors.
“Homeless”	EHA, ERA, ESG, HSP, LIRHF, SHAP	Means an individual, family or household that lacks a fixed, regular, and/or adequate nighttime residence in accordance with department categorical definitions. Categorical definitions are contained in the program manual.
“Household”	CSBG, EHA, ESG, HTBA, LIRHF, SHAP	Means an individual living alone, a family with or without children or a group of individuals who are living together as one economic unit.
“Household”	LIHEAP, OEAP	Means any individual residing alone or groups of individuals who are living together as one economic unit and purchase residential energy in common.
“Housing”	HTBA	Means rental unit, which may be in a rental complex or a free-standing single family home. It also includes, but is not limited to, rental manufactured housing and manufactured housing lots, permanent housing for disabled homeless persons, transitional housing and single room occupancy housing. Housing does not include emergency shelters (including domestic violence shelters) or facilities, correctional facilities and student dormitories.
“Implementation Report”	All Programs	Means the Subgrantee’s OHCS approved implementation plan for the use of program funds with respect to applicable program elements.
“Income”	All Programs	Means the total household income from all sources before taxes, which may be reduced by deductions allowed by the department in compliance with program requirements. Income does not include assets or funds over which the applicant or household has no control.

“Low-income household”	CSBG	Means a household with an annual household income at or less than 125% of the federal poverty guidelines.  Effective March 27, 2020 – means a household with an annual household income at or less than 200% of the federal poverty guidelines.
“Low-income household”	EHA, ERA, ESG, HTBA, LIRHF, SHAP	Means a household with an annual household income that is more than 50%, but below 80% of the area median income based on HUD determined guidelines, as adjusted for family size.
“Low-income household”	HSP	Means household with an annual income that is at or below 150% of the federal poverty guidelines and which household assets do not exceed \$2,500.
“Low-income household”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means a household with income that is at or below 200% of the federal poverty level.
“Low-income household”	LIHEAP, OEAP	Means a household with income that is at or below 60% of state median income.
“Maintenance of effort”	HSP	Means DHS allowable nonfederal cash and in-kind contributions used to supplement program services in an amount that equals the subgrantee agency’s program allocation as defined in the program manual and approved by the department.
“Migrant and seasonal farmworker organization”	CSBG	Means a private nonprofit organization organized under ORS chapter 65 that serves migrant and seasonal farmworkers and their families.
“NOA”	All Programs	Means Notice of Allocation which is issued by the Department to subgrantee to award, distribute, or recapture grant funds under this Agreement as they are requested, come available, or are revoked under a program.
“Participant”	All Programs	Means a household who receives program services.
“Peer exchange”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means an exchange of information between peers; usually a visit by one agency to another to review work and exchange ideas and best practices to enhance their programs.
“Program” or “Program Elements” or use of acronym to identify the program	All Programs	Means the program administered by the department pursuant to all applicable federal, state, local laws, rules and regulations.
“Program manual” or “manual”	CSBG, EHA, ERA, ESG, HSP, HTBA, LIRHF, SHAP, LIHEAP, OEAP, C19-RENTAL RELIEF	Means the program operations manual, as amended from time to time.
“Program requirements” or “legal requirements”	All Programs	Means all terms and conditions of the MGA, incorporated exhibits department directives (including deficiency notices), and including applicable, federal, state laws, rules and regulations, executive orders, applicable administrative rules and OHCS program manuals and local ordinances and codes all as amended from time to time.

“Program services”	CSBG, EHA, ERA, ESG, HSP, HTBA, LIRHF, SHAP, C19-RENTAL RELIEF	Means allowable services and activities as defined by the program laws, rules, regulations and eligible under the program.
“Projected (Advance) Expense”	All Programs	Means a payment made by the Department to the subgrantee before the subgrantee disburses the funds for program purposes.
“Poverty guideline”	CSBG, HSP	Means the simplified version of the federal (U.S. Census Bureau) poverty thresholds released annually by HHS to determine financial eligibility for the program.
“Qualified household” or “eligible household”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means any household that meets the qualifications to receive weatherization services.
“Real Property”	All Programs	Means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.
“REM/Design”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means a computerized residential modeling tool used for the purposes of determining the savings to investment ratio of a project or measure.
“Reimbursement”	All Programs	Means the subgrantee’s request for reimbursement of allowable expenses incurred and costs to carry out the delivery of the grant programs and services.
“Savings to investment ratio (SIR)”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means a comparison of the annual savings to the initial investment in a measure. An SIR of 1.0 indicates that a measure will pay for itself in energy savings over the life of the measure.
“Self-sufficiency”	CSBG, EHA, HTBA	Means meeting basic needs and achieving stability in areas including, but not limited to, housing, household income, nutrition, health care and accessing needed services.
“Subgrantee” or “subgrantee agency” or “agency”	All Programs	Means is a qualified entity, which has demonstrated its capacity and desire to utilize Community Services program funds to administer Community Services programs in accordance with the terms and conditions of this Agreement, including applicable federal statutes and regulations, applicable State statutes, applicable OHCS and other administrative rules, manuals, and orders, as well as applicable local codes, ordinances (all of the foregoing, including as amended from time to time).
“Subaward”	All Programs	Means an award of financial assistance made under an award by the Subgrantee to an eligible subrecipient or by a subrecipient to a lower tier subrecipient.
“Subrecipient”	All Programs	Means a qualified entity that enters into a written agreement with the subgrantee, satisfactory to OHCS, to provide program services to qualified participants.
“TANF”	HSP	Means Temporary Assistance to Needy Families” grant as delivered by DHS.

“Very-low income”	EHA, ERA, HTBA, LIRHF, C19-RENTAL RELIEF	Means an annual household income that is at or less than 50% of the area median income based on HUD determined guidelines adjusted for family size.
“Veteran”	EHA, C19-RENTAL RELIEF	Means a person who served in the U.S. Armed Forces and was discharged under honorable conditions or is receiving a non-service-connected pension from the U.S. Department of Veterans Affairs as further defined in ORS 408.225 and the program manual.
“Weatherization services”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means conservation measures meant to reduce heating and cooling loads. These measures may include both air infiltration reduction and thermal improvements such as wall, attic and floor insulation.

**2019-2021 MASTER GRANT AGREEMENT**  
**Exhibit A, Program Element 01**  
**Community Services Block Grant Program (CSBG)**

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1. **Description.** The Community Services Block Grant (CSBG) Program is a federal, anti-poverty block grant program that provides funds for distribution principally to Oregon's local community action agencies to create programs and services that reduce the causes of poverty, revitalize low-income communities, and empower low-income families and individuals to become self-sufficient.
2. **Scope of Work.**
  - A. Subgrantee shall, and shall cause and shall require by contract that its subrecipients comply and perform all work to the satisfaction of OHCS, and in accordance with the terms of this agreement, including its local workplan application as approved by OHCS and supplemented herein, together with applicable program requirements including CFDA 93.569, Public Law 105-285, OAR 813-210, OAR 813-230, and 45 CFR 96. The approved workplan application is incorporated herein by reference. The remaining provisions of this Section 2 are supplemental to, and do not limit the obligations of subgrantee or its subrecipients arising under this Subsection 2A or otherwise under this agreement.
  - B. Subgrantee shall, and shall cause and shall require its subrecipients by contract to administer CSBG funds in a manner satisfactory to OHCS and in compliance with all program requirements, including but not limited to the following terms and conditions:
    - 1) Use grant funds allocated specifically by OHCS for allowable administrative and overhead costs in order to provide the services outlined in this agreement. Subgrantee shall adhere to the HHS CSBG administrative efficiency measure of a maximum of 17% or a reasonable measure as approved by OHCS. Allowable administrative costs are defined as costs related to the general management of the grantee organization. Allowable program costs are defined as costs that can be specifically identified with program activities including but not limited to, management, service delivery and data collection, undertaken by subgrantee or subrecipients to achieve an outcome intended by the funding program.
    - 2) Assure that funds allocated through CSBG shall be used to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et. seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families.
    - 3) Use program funds to implement different strategic approaches designed to reduce or eliminate one or more conditions that block the achievement of economic self-sufficiency for low-income households. Such strategies must have measurable and potentially major impact on the causes of poverty in communities in the service area where poverty is a particularly acute problem. Allowable services and activities may include, but are not limited to helping members of low-income households:
      - a. Secure and retain meaningful employment;
      - b. Attain an adequate education;
      - c. Make better use of available income;
      - d. Obtain and maintain adequate housing and a suitable living environment;
      - e. Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing and employment-related assistance;
      - f. Remove obstacles and solve problems that block the achievement of self-sufficiency;

- g. Achieve greater participation in the affairs of the community; and
  - h. Make effective use of other programs related to the purpose of this OAR chapter 813, division 210.
- 4) Use program funds for a variety of services and activities intended to reduce or eliminate poverty conditions in communities in the service area, including but not limited to:
- a. Providing on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor;
  - b. Coordinating and establishing linkages between government and other social service programs to assure the effective delivery of such services to low income households; and
  - c. Encouraging the participation of private sector entities in community efforts to ameliorate poverty in the service area.
- 5) Assure that households receiving CSBG program benefits do not have annual incomes which exceed 125% of the federal poverty guidelines. Income verification includes, but is not limited to: wages (pay stubs), assistance payments such as alimony, SSI, TANF, child support, veteran's benefits, unemployment benefits, worker's compensation, retirement/pension and social security benefits.
- Effective March 27, 2020, households receiving CSBG program benefits must not have an annual income which exceeds 200% of the federal poverty guidelines.
- 6) Assure that all necessary documentation is included in household files, all in form and substance satisfactory to OHCS. Required documents for each applicant household are as follows:
- a. Application/intake form that includes client characteristic data;
  - b. Intake form has language stating all information contained on form is true and correct to the best of my knowledge and is signed by applicant and staff member;
  - c. Verification that household income does not exceed 125% of the FPL;  
Effective March 27, 2020, verification that household income does not exceed 200% of the FPL.
  - d. Documentation of income or self-declaration for clients with zero income;
  - e. Evidence that client was apprised of grievance procedures;
  - f. Authorization of Release of Information, signed and dated by client and staff member;
  - g. Confidentiality statement, signed and dated by client and staff member;
  - h. If applicable, evidence that the client was informed of their potential eligibility for child support services and informed of the locations of local resources;
  - i. Entrance, exit date, reason for exiting the program, housing status at exit; and
  - j. Such other documentation as OHCS may from time to time require.
- 7) Administer the Community Services Block Grant program through a tripartite board composed of 1/3 public officials, no fewer than 1/3 are representative of low-income individuals and families and 1/3 are officials or members of business, industry labor, religious, law enforcement, education or other major groups and interests in the community served.

- 8) Retain and keep accessible all program records for a minimum of five (5) years, or such longer period as may be required by applicable law and state records retention requirements, following final payment and termination of program involvement, or until the conclusion of any audit, controversy or litigation arising out of or related to the program, whichever date is later.

### **3. Program Specific Reporting.**

- A. Subgrantee shall, and shall cause and shall require its subrecipients by contract to submit to the satisfaction of OHCS all reports as required in this agreement. Subgrantee may request a reporting deadline extension when necessary.
  - B. Subgrantee agencies shall provide the department with quarterly reports covering items set forth in OAR 813-210-0025(2) and (3), which shall be in a format prescribed by the department. Such quarterly reports shall be coded in such a way as to allow the linking and analysis of expenditures for each separate service funded by the program.
  - C. Reports submitted shall include:
    - 1) Quarterly report, by date determined by OHCS.
    - 2) Annual submission of the CSBG Annual report, by date determined by OHCS Annual Organizational Standards Assessment, by date determined by OHCS.
    - 3) Additional reports as needed or requested by OHCS.
4. **Pre-Award Costs.** Reimbursement requests for program funds used on or after March 27, 2020 may include pre-award costs incurred on or after January 20, 2020.

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## FY2020 CSBG CARES Act Funding

### Program Input

Program Dollars:	\$ 7,972,444
Admin %:	2.0%
Discretionary %:	8.0%
Agency Floor Allocation \$:	\$ 150,000

### Allocation Criteria Weights Input

Poverty % of State:	50.0%
County/State Poverty Rate Ratio:	10.0%
SNAP Recipients % of State:	40.0%

	<b>Total</b>	<b>Discretionary</b>
<b>Program Dollars</b>	\$ 7,972,444	\$ 637,796
<b>Admin</b>	\$ 159,449	
<b>Discretionary</b>	\$ 637,796	
<b>Pass-through</b>	\$ 7,175,200	\$ 637,796

<b>Agency</b>	<b>Allocation %</b>	<b>Total Program</b>	<b>Discretionary</b>
ACCESS	6.23%	\$ 446,815	\$ -
CAO	8.46%	\$ 606,928	\$ -
CAPECO	2.09%	\$ 150,000	\$ 68,309
CAT	2.09%	\$ 150,000	\$ 57,710
CCNO	2.09%	\$ 150,000	\$ 40,524
<b>CCSSD</b>	<b>5.47%</b>	<b>\$ 392,674</b>	\$ -
CinA	2.09%	\$ 150,000	\$ 35,459
CSC	8.20%	\$ 588,413	\$ -
KLCAS	2.09%	\$ 150,000	\$ 63,111
LCHSC	11.04%	\$ 792,232	\$ -
MCCAC	2.09%	\$ 150,000	\$ 31,463
MULTCO	16.84%	\$ 1,208,143	\$ -
MWVCAA	11.46%	\$ 822,454	\$ -
Neighbor Impact	6.13%	\$ 439,995	\$ -
ORCCA	2.09%	\$ 150,000	\$ 59,510
UCAN	7.35%	\$ 527,546	\$ -
YCAP	2.09%	\$ 150,000	\$ 47,118
OHDC	2.09%	\$ 150,000	\$ 234,591

Data Sources:

Poverty

- US Census Bureau, SAIPE Program, 2018 Poverty and Median Household Income Estimates

SNAP (Food Stamps)

- Oregon Department of Human Services, Office of Forecasting, Research and Analysis, 2019 SNAP Individuals



# CSBG CARES Act Implementation Report

***In response to the impact of the public health emergency, Coronavirus (COVID-19), additional CSBG funding has been provided in the H.R. 748 – The Coronavirus Aid, Relief and Economic Security Act (CARES Act) to address the consequences of increasing unemployment and economic disruption. The Supplemental funds are for carrying out activities under Sections 674 through 679 of the Community Services Block Grant Act (CSBG). An abbreviated action plan, needs assessment and proposed budget will need to be completed, reviewed and approved. These funds are in response to the Coronavirus impact on local communities addressing: Emergency Activities, Stabilization and Recovery. The CARES Act Supplemental funds must be tracked and accounted for separately from regularly CSBG appropriated funds.***

***Complete the following questions for your agency's action plan.***

## Agency Information

Agency Name: Clackamas County Social Services (CCSSD)

Contact Person: Brenda Durbin, Executive Director

Email/Phone number: [BrendaDur@clackamas.us](mailto:BrendaDur@clackamas.us) 503-706-6746

## CARES Act CAA Implementation Report

- 1. What are the greatest needs of low-income individuals and families in your geographical area as a result of the Coronavirus crisis? Identify the needs that will be targeted by the agency.**

Based on data from 211 Info, the Clackamas County Emergency Operations Center, community partners, and CCSSD pandemic response, the greatest needs in Clackamas County resulting from the COVID-19 pandemic are food, non-food items including diapers and other sanitation supplies, rental assistance, and comprehensive support for households who are in quarantine. CCSSD plans to use CARES Act funds to address these top needs.

**2. In reviewing your needs assessment in your community, what are the greatest identified gaps?**

In its community needs assessment, CCSSD identified three primary gaps that it will address with CARES Act funding: Food and non-food essentials, including access to culturally specific foods, as well as access to hygiene products – diapers, wipes, bathing essentials; housing, especially rental assistance for those who are economically impacted by COVID-19; and supports during social isolation for residents who must maintain quarantine because of COVID-19.

**3. Describe how the agency will focus the CARES Act Supplemental funds that are specific to the needs of the community and the services that will be provided.**

CCSSD will use CSBG CARES Act funding to continue its current food security activities and work with community partners and the Oregon Food Bank to ensure a more robust infrastructure to support the ongoing needs of food insecure county residents. This will include coordinating food delivery to residents who are immunocompromised and unable to access other food resources, as well as supporting efforts to provide culturally specific food resources for residents. Clackamas County will hire one or more staff to provide social support to low income households who are under stress due to lack of income and health impacts. The remainder will be used for direct client assistance, including purchasing food, non-food essential items, and providing rent assistance.

**4. What are the barriers faced for your agency, community, family and individuals?**

*List and briefly describe the prioritized barriers that your organization or program will focus on.*

Individuals and families are facing multiple barriers in meeting basic needs during the COVID-19 pandemic. More than 27,000 residents in Clackamas County have lost their jobs and applied for unemployment claims. Others have had their hours reduced. With decreased income, they are struggling to pay rent and buy food and non-food essentials. Families who have been able to maintain employment are scrambling to provide care and education their children at home because of the closure of schools and childcare centers. Because of stay-at-home and closure orders, residents have limited access to healthcare and mental health supports to deal with social isolation. Many transportation resources have been sidelined or greatly reduced because of social distancing guidelines and lack of personal protective gear, making it difficult for vulnerable residents to access basic services. The community is working to coordinate the efforts of various sectors – health care, social services, food distribution, transportation and more – to ensure residents can access critical services and maintain safety. The agency is working to balance the increase in demand for services with program capacity. It is also working to identify and respond quickly to emerging needs, while balancing competing demands on available resources. This requires reformatting program and service delivery to comply with social distancing guidelines and stay-at-home orders and keep staff and clients safe.

5. **Describe how funds will be utilized to support your community related to the purposes of the CARES Act. CSBG funds may be used to undertake a broad range of activities, including administrative, direct program costs and linking and strengthening other anti-poverty programs and services. How will the agency use CSBG CARES Act Supplemental funds? (check all that apply)**

Administrative     Program Costs     Direct Services to Clients

**A. If you checked direct services to clients, how much of the estimated annual CSBG funds will be utilized to provide direct client assistance?**

\$203,406

**B. What types of direct client assistance will be provided? Note: the funds are not limited to the uses specified herein.**

Food, non-food essential items, and rent assistance.

**C. The recommended administrative efficiency measure is 17%. What is your agency's projected administrative percentage for CSBG?**

10%

6. **What steps has you agency taken to ensure that the CSBG CARES Act Supplemental funds will be tracked and reported separately?**

Clackamas County will create a new program code within our accounting system to track these funds.

**7. List community partners you will be collaborating with on services/programs to address the needs and gaps of the community. Indicate whether these partnerships are formal (MOU/Agreement) or informal (Verbal).**

Oregon food Bank (Verbal)

10 area senior/community centers (MOU/Agreement)

Clackamas County Emergency Operations Center

Latinx Work Group

Vulnerable Populations Work Group

Clackamas County Sheriff's Office

Clackamas County Continuum of Care

Clackamas County Behavioral Health, Health Centers, Community Development divisions

Housing Authority of Clackamas County

**8. In accordance with the CARES Act, services must be provided on or before September 30, 2022, and liquidated on or before December 31, 2022. How will your agency meet the goal of timely expenditures and reporting requirements while at the same time meeting the goals of the CARES Act Action Plan?**

Clackamas County will expend these funds prior to Dec. 31, 2022. The funds allocated to staffing will be expended by June 30 of 2021. We expect that the direct assistance will be expended sooner due to the tremendous demand for these supports. Expenditures of direct assistance will be tracked and reviewed regularly to ensure the funds will be expended by the required deadline.

**AS AGREED:**

**SUB-GRANTEE**

Approved by: \_\_\_\_\_  
Signature – Executive Director Date

Brenda Durbin  
Print Executive Director Name

Approved by: \_\_\_\_\_  
Signature - Program Coordinator Date

Erika Silver  
Print Program Coordinator Name

**OHCS**

Approved by: \_\_\_\_\_  
Signature - Program Coordinator Date

\_\_\_\_\_  
Print Program Coordinator Name

# Financial Assistance Application Lifecycle Form

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

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

## \*\* CONCEPTION \*\*

*Note: The processes outlined in this form are not applicable to disaster recovery grants.*

### Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: \_\_\_\_\_

Application for: Subrecipient Assistance    Direct Assistance  
Grant Renewal?    Yes    No

**If renewal, complete sections 1, 2, & 4 only**  
**If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC**

Name of Funding Opportunity: \_\_\_\_\_

Funding Source:    Federal            State            Local

Requestor Information (Name of staff person initiating form): \_\_\_\_\_

Requestor Contact Information: \_\_\_\_\_

Department Fiscal Representative: \_\_\_\_\_

Program Name or Number (please specify): \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Name of Funding Agency: \_\_\_\_\_

Agency's Web Address for funding agency Guidelines and Contact Information: \_\_\_\_\_

### 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	
CFDA(s), if applicable:	_____	Funding Agency Award Notification Date:	_____
Announcement Date:	_____	Announcement/Opportunity #:	_____
Grant Category/Title:	_____	Max Award Value:	_____
Allows Indirect/Rate:	_____	Match Requirement:	_____
Application Deadline:	_____	Other Deadlines:	_____
Award Start Date:	_____	Other Deadline Description:	_____
Award End Date:	_____		_____
Completed By:	_____	Program Income Requirement:	_____
Pre-Application Meeting Schedule:	_____		_____

**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?

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

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

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

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

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

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.)?



**Collaboration**

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

**Reporting Requirements**

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

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?

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

**Fiscal**

1. Will we realize more benefit than this financial assistance will cost to administer?

2. Are other revenue sources required? Have they already been secured?

3. 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, Local Grant, etc.)?

4. 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 they?

Program Approval:

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Name (Typed/Printed)	Date	Signature
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**\*\* NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR \*\***

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

**Section IV: Approvals**

<b>DIVISION DIRECTOR (or designee, if applicable)</b>		
Name (Typed/Printed)	Date	Signature

<b>DEPARTMENT DIRECTOR (or designee, if applicable)</b>		
Name (Typed/Printed)	Date	Signature

<b>FINANCE GRANT MANAGER</b>		
Name (Typed/Printed)	Date	Signature

<b>EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)</b>		
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 less than \$150,000:**

<b>COUNTY ADMINISTRATOR</b>	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:

Date:

**OR**

Policy Session Date:

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County Administration Attestation

**County Administration: re-route to department contact when fully approved.  
 Department: keep original with your grant file.**



# CSBG CARES Act Community Needs Assessment

## Agency Information

Agency Name: Clackamas County Social Services Division

Contact Person/Title: Brenda Durbin, Executive Director

Email/Phone #: [BrendaDur@clackamas.us](mailto:BrendaDur@clackamas.us) 503-706-6746

The Agency's current Community Needs Assessment has been uploaded in the Organizational Standards and is the community's base line prior to the COVID-19 pandemic.

Yes     No     other: [Click here to enter text.](#)

## Certification of Community Needs Assessment

The undersigned hereby certifies that the needs assessment information submitted for CSBG CARES Act Funding is correct and has been authorized by the governing body of this organization. If not approved by the board, it will be presented to the board on [Click or tap to enter a date.](#) for approval and at that time this certification page will be re-submitted to the CSBG Program Coordinator.

Chair Jim Bernard  
Board Chair (print name)

\_\_\_\_\_  
Board Chair (signature)

\_\_\_\_\_  
Date

Brenda Durbin  
Executive Director (print name)

\_\_\_\_\_  
Executive Director (signature)

\_\_\_\_\_  
Date

Submission Date: \_\_\_\_\_  
M/D/Y

## CARES Act CAA Needs Assessment

1. **Describe your community needs impacted by this COVID-19 crisis.** Provide information and data (quantitative and qualitative) on the estimate number of individuals/households impacted by COVID-19. Types of information to include: city/cities, zip codes, demographic information on individuals/households, income race/ethnicity, loss of job, education, housing, etc. Data and information gathered can include statistics, newspaper articles, news stories, data from 211 or other COVID-19 resources.

**Unemployment:** COVID-19 is wreaking havoc on the Clackamas County job market, as it is across the state, affecting thousands of residents. Between March 1 and May 9, 2020, 27,107 initial unemployment claims were filed by Clackamas County residents. Of these, 12,592 or 46% were filed by workers in job categories with median incomes below \$50,000. Further, current unemployment claims only indicate only the minimum of those potentially in need. More claims are waiting to be processed, and Clackamas County, as part of the metro area, may remain under stay-at-home orders longer than other areas of the state. It is anticipated that unemployment claims will continue to be made in high number. Further, some residents, including workers in the “gig economy,” have limited access to unemployment assistance. ***Job loss is throwing low-income individuals and families into economic peril, with more and more residents seeking assistance with meeting their very basic needs of food and shelter.***

**Food Insecurity:** Access to food became an immediate need in the county. Between March 1 and April 9, 2020, 211 Info made 2,883 referrals to food resources through calls, text messages and emails and logged 3,110 website and mobile app searches for food. Last year during this same period 211 made 1,495 referrals to food resources through calls, text messages and emails and logged 791 website and mobile app searches for food. A survey of Clackamas County food assistance programs conducted in early May found that 60% of survey respondents had experience a significant increase in the number of households seeking assistance. One program in Canby was serving 350 more households per week than it had prior to COVID-19. Clackamas County Social Services and the Sheriff’s Office, in partnership with the Oregon Food Bank, quickly began delivering food boxes to those unable to go to grocery stores and set up a weekly drive-thru food box pick up option. The number of food boxes distributed through this effort increases each week – growing from 547 boxes the week of April 26, 2020 to 1,180 boxes the week of May 7, 2020.

**Rental Assistance:** While Clackamas County has an eviction moratorium in place to provide some protection for those affected by COVID-19, residents are fearful for their housing situations and are seeking assistance with rent in high numbers, as evidenced by contacts with 211 Info. Between March 1 and May 13, 2020, Clackamas residents made 904 housing related contacts with 211. This compares to 591 housing related contacts made during the same time period in 2019. For the noted time period in 2020, 528 contacts were seeking assistance with rent, compared with 288 contact for the same time period in 2019. Further, 140 of the contacts were listed as need unmet, with

rent assistance the top unmet need. The Coordinated Housing Access Line, the county’s central point for access housing/homeless services, has also reported an uptick in both the number of calls it has received and the number of people seeking rental assistance. Rough estimates indicate that about 40% of the callers are seeking rental assistance. **Social Isolation:** Lines for Life, in partnership with Clackamas County, operates the Loneliness line, a support line for older adults experiencing loneliness and social isolation. Calls to this line by Clackamas County residents nearly doubled from 582 calls in February 2020 to 1,064 calls in April 2020. The Clackamas County Sheriff’s Department, which has activated a Community Cares Initiative to field requests for assistance during the pandemic, has conducted 9,000 outreach calls to vulnerable residents, fielded 604 calls or emails for assistance, and made 340 additional check-in calls to county residents. **Domestic Violence:** The Family Violence Coordinating Council in Clackamas County reports that COVID-19 has heightened family stressors and exacerbated the impact of isolation and abusive behaviors experienced by domestic violence survivors. The Clackamas County District Attorney’s office saw a 47% increase in domestic violence crimes in April 2020. The county Sheriff’s Office has also reported an increase in domestic violence calls post the onset of COVID-19. Clackamas Women’s Services, the main domestic violence shelter in the county provided temporary shelter, mainly through hotel/motel vouchers, to 62% more families in April than the previous months. Finally, the **Clackamas County Emergency Operations Center (EOC)**, through its community liaison groups, has catalogued emerging needs in the community related to COVID-19. These needs include: Food delivery to residents who are immunocompromised and for those with transportation barriers; access to food in general; transportation; hygiene products, including soap, toothpaste, feminine products, diapers and wipes, body wash; cleaning products; personal protective equipment; rent assistance; hotels for emergency situations; outreach to vulnerable populations; access to Wifi and electronic devices to stay connected on virtual platforms; supports for people with mental health issues related to social isolation; and supports for individuals and families who must quarantine because of COVID-19.

- 2. Identify the top needs determined from your Needs Assessment.** Consider all the data gathered in this process. If the plan is to not address one of the needs, provide a brief explanation as to why not in column five (such as lack of capacity/resources or another organization is addressing that need).

Top Needs Identified	Currently addressing the need	Plan to address the need with CSBG CARES Act Funds	How will the need be addressed with CSBG CARES Act Funds	If not addressing, explain why.

<p><b>1. Food</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Funds will be used to hire a part-time limited duration employee to coordinate food delivery to vulnerable households; and to purchase food and basic hygiene products.</p>	
<p><b>2. Rental Assistance</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Funds will be used to pay for rental assistance to low-income households impacts by COVID-19</p>	
<p><b>3. Case Management Support</b></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Funds will be used to hire a case manager who will provide social support to low income households who need assistance accessing basic needs (food, rent, etc.) while in quarantine.</p>	

4. Domestic Violence	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Two community partners who specialize in providing domestic violence services will address this need. CCSSD provides these two organizations with funds from other sources.
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**3. Describe any gaps in services, related to the identified needs.** Reach out to other agencies/churches/city and county governments to help gather this information.

**Food and Non-Food Essentials:** In the survey of food assistance programs conducted in early May, it was found that one of the two Spanish speaking food assistance programs had closed. This is of great concern because the Latinx community makes up about 30% of the COVID 19 cases in the state, and Clackamas County has a large population of agricultural and food processing workers (many of whom are Latinx), who are at greater risk of contracting COVID 19 because the nature of their work limits the ability to maintain social distancing. Several other food assistance programs had closed in the more urban areas of the county. About 60% of the programs were serving more households than prior to COVID-19. Community Action Board members representing affordable housing and early learning programs reported an increased need for basic hygiene products, including diapers and wipes, among their clients. **Housing:** Rental assistance was an identified need in the community prior to COVID-19 as captured in the county’s Coordinated Housing Access Line data. The requests, as noted above, have increase significantly post onset of COVID-19. While CCSSD will receive funding from the state to distribute as rental assistance, the amount of funding available will serve only a small portion of those seeking assistance. This is an area where there is overwhelming need and very

limited funds to provide assistance. Based on the Oregon Housing and Community Services COVID-19 Homeless Prevention Assistance Planning Tool, using the assumptions of paying 50% of rent for 3 months, it would cost more than \$28 million to assist the 12,592 low-income Clackamas County residents who have filed for unemployment listed above in Question 1. *Quarantine Space*: In addition to helping residents maintain their existing housing, Clackamas County Public Health has identified a need for facilities and space for people with COVID-19 to quarantine. This is especially pressing for people who live in any congregate type housing (adult group homes, people in recovery housing, migrant and seasonal farmworkers) or who are houseless. **Supports during Social Isolation**: Residents who are required to quarantine because of COVID-19 become isolated and have difficulty meeting their basic needs, including getting food, receiving physical and mental health care, accessing rental and energy assistance and other supports to maintain a safe space to recover. They need short-term case management assistance to coordinate and address their basic needs during their isolation.

**4. What strategies will the agency explore to ensure resources are directly aligned with community needs? How will this be measured to determine effectiveness?**

CCSSD will use several strategies to ensure the resources are aligned with community needs. First, CCSSD is working closely with the Clackamas County Emergency Operations Center (EOC), other county departments, its community partners, and representatives of vulnerably populations to continually scan the community to identify unmet needs and address gaps. The EOC has a vulnerable populations work group and a Latinx work group that bring together county staff and community partner representatives to identify and address the needs of specific populations effected by COVID-19, including communities of color, veterans, older adults and LBGTQ communities. The information gathered will be used to inform programming and priorities. Second, CCSSD asks its advisory board members – Veterans, Developmental Disabilities, Community Action and Older Adults – to share what they are hearing and seeing in their communities at each meeting and to call or email in any concerns they wish to share about needs between meetings. These anecdotal observations will be shared with the various EOC planning groups and will be used to ensure the use of funds meets the most pressing needs and any emerging trends. Third, CCSSD will regularly review data from 211 Info and the Aging and Disabilities Resource Connection to identify the top needs of callers seeking services. To measure effectiveness, CCSSD will use existing data systems to track clients served, food and goods purchased, rent assistance distributed, and case management services provided.



**5. Describe the plan to coordinate services and/or funding with other organizations to meet the needs of individuals impacted by the COVID-19 pandemic.** Describe any efforts that will be made with coordinating partners to avoid duplication of services. As noted in Question 4, CCSSD is working closely with the county's EOC, other county departments, and community partners to ensure the county's most vulnerable residents are assisted as needed. **Food** partners include the Oregon Food Bank, senior centers, and the county Sheriff's Office. The Oregon Food Bank is also connected with the majority of food pantries operating in the county and has expertise in current food assistance program needs and best practices in food distribution. CCSSD is coordinating food box assembly, and partnering with the Sheriff's Office and Senior Centers on home delivery of boxes. By using these funds to employ a part-time coordinator for this effort, we can ensure that we are efficiently and effectively addressing food insecurity for county residents. **Rental Assistance:** CCSSD operates the Coordinated Housing Access Line (CHA), the central access point in the county for housing services. It has established relationships with social service providers throughout the county who are actively involved in implementing CHA. It also has existing contracts with these service providers to provide housing services. **Case Management Supports:** CCSSD will hire a case manager to work with individuals and families who are in quarantine due to COVID-19. The case manager will work with a network of community service providers to ensure that supports for each individual/family are coordinated to maximize resources.

**6. As Oregon is home to a diverse population, please identify populations in your service area(s) that may be reached most effectively by outreach and/or services that are adapted with specific cultural considerations in mind? Please describe the strategies, partnerships, and ways funds will be leveraged to align services with community needs including underserved populations.**

As noted above, the Latinx community is particularly hard hit by COVID-19. CCSSD is part of a COVID-19 Emergency Response for Latinx Community workgroup that is made up of key county staff and community partner with expertise in Latinx focused programming, including Catholic Charities, Canby Ahora, Familias en Accion and Oregon Human Development Commission. This group is coordinating its efforts to identify needs specific to the Latinx community and ensure the Latinx community is fully informed about programs available for those experiencing hardship due to COVID-19. It is also spearheading efforts to ensure services are tailored to the Latinx community, like using resources to create food boxes with culturally appropriate foods. CHA, which will be the central access point for rental assistance, has in-house Spanish language capacity to facilitate easy access to housing resources for native Spanish speakers. CCSSD will also prioritize outreach to communities of color who are disproportionately impacted by COVID-19, members of the LGBTQ community and older adults.