

February 24, 2022

Board of County Commissioners  
Clackamas County

Approval of Amendment #1 to a Grant Agreement with Impact NW for Shelter Plus Care Services. Total Value is \$363,310.68. Funding through the Affordable Housing Services Fund  
Budgeted County General Funds are involved.

<b>Purpose/Outcomes</b>	Approval for agency to continue to provide Shelter Plus Care Supportive Services to hard to serve homeless individuals with disabilities, and their families.
<b>Dollar Amount and Fiscal Impact</b>	Amendment #1 increases the agreement by \$63,310.68 for a revised value of \$363,310.68. Budgeted county general funds.
<b>Funding Source</b>	Affordable Housing Services Fund (PLP). County General Funds are involved and are budgeted for.
<b>Duration</b>	Amendment #1 is effective upon signature with an eligible grant expenditure period of November 1, 2021 to June 30, 2022.
<b>Previous Board Action/Review</b>	The original agreement was approved at the Board Business meeting on 2-14-2019. Item at County Issues: 2-22-2022
<b>Strategic Plan Alignment</b>	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. 2. This funding aligns with the County's strategic priority to ensure safe, healthy and secure communities.
<b>Counsel Review</b>	Approved 2-7-2022 by Andrew Naylor.
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: Item is a grant amendment.
<b>Contact Person</b>	Brenda Durbin, Director – Social Services Division – (503) 655-8641
<b>Contract No.</b>	H3S#9133

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services Department requests approval of Grant Amendment #1 (attached) with Impact NW (INW). The Board approved a Policy Level Proposal to grant funds to INW in 2019 with subsequent approvals. Approval of the Amendment will allow INW to continue Shelter Plus Care Supportive Services to hard to serve homeless individuals with disabilities, and their families, through June 30, 2022. H3S Administration and Housing Authority of Clackamas County (HACC) consulted with County Counsel and Procurement on this Amendment. Proceeding with the Amendment will allow HACC adequate time to solicit and review applications to continue program services and ensure continuity of services to vulnerable

clients. It will also aligning the end date of the agreement to other Policy Level Proposal agreements.

The Affordable Housing Services Fund is the funding source of this Grant Amendment. The Amendment was approved by County Counsel and is effective upon signature by all parties. The Amendment extends the agreement term to June 30, 2022, adds compensation of \$63,310.68 and an eligible grant expenditure period of November 1, 2021 – June 30, 2022, for a revised maximum value of \$363,310.68. County General Funds are involved.

**RECOMMENDATION:**

Staff recommends the Board approval of this Grant Amendment, and authorization for the Chair to sign on behalf of the County.

Respectfully submitted,

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

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

Attachment:  
Grant Amendment #1 to H3S#9133

**Grant Amendment  
Health, Housing and Human Services Department**

H3S Agreement Number 9133 Board Agenda Number \_\_\_\_\_

Division Social Services Amendment No. 1

Agency Impact NW

Amendment Requested By Brenda Durbin, Director

Changes:       Scope of Services                       Grant Budget  
                   Grant Time                                       Other \_\_\_\_\_

**Justification for Amendment:**

This Amendment #1 is entered into between Impact NW (“AGENCY”) and Clackamas County (“COUNTY”) and shall become part of that certain grant agreement (“Agreement”) entered into between both parties on February 11, 2019. This will allow AGENCY to continue Shelter + Care supportive services for an additional 6 months while a request for proposal is completed by the Housing Authority of Clackamas County.

Except as expressly amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect.

The County has identified the changes with “***bold/italic***” font for easy reference.

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**AMEND ARTICLE I, SECTION B:**

- I. B. Services required under the terms of this agreement shall commence January 1, 2019 and shall terminate December 31, 2021.

**TO READ:**

- I. B. Services required under the terms of this agreement shall commence January 1, 2019 and shall terminate ***June 30, 2022. Eligible grant expenditure period of Amendment #1 is November 1, 2021 to June 30, 2022.***

**AMEND ARTICLE II, SECTION A, paragraphs 1 and 2:**

- II. A. Compensation. COUNTY shall compensate the AGENCY for satisfactory performing the services identified in Section I: Scope of Services and Completing the requirements of Exhibit B: Reporting Requirements attached hereto.

Total maximum compensation under this contract shall not exceed \$300,000.00.

**TO READ:**

- II. A. Compensation. COUNTY shall compensate the AGENCY for satisfactory performing the services identified in Section I: Scope of Services and Completing the requirements of Exhibit B: Reporting Requirements attached hereto.

Total maximum compensation under this ***Agreement*** shall not exceed ***\$363,310.68.***

**AMEND the following portion of EXHIBIT C: BUDGET:**

Total maximum compensation under this contract shall not exceed \$300,000. The budget is estimated on \$100,000 per calendar year. After Year 1 (January 1, 2019 to December 31, 2019), future funding will be contingent on receipt of additional funding from the Board of County Commissioners. Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services. Changes of up to 10% per line item in staffing and materials and services annually may be made with prior approval from COUNTY.

**TO READ:**

Total maximum compensation under this **Agreement** shall not exceed **\$363,310.68**. The budget is estimated on \$100,000 per calendar year.

***Amendment #1 grants \$13,310.68 for eligible service expenses incurred by AGENCY in November 2021 and December 2021. Amendment #1 further grants an additional \$50,000 for eligible service expenses during the Amendment #1 eligibility period of January 1, 2022 through June 30, 2022.***

***COUNTY Program Manager for this agreement is:  
Erika Silver, Human Services Manager (503) 650-5725 or esilver@clackamas.us  
Program Manager may approve dollar amount line item adjustments and adjustments between columns of Amendment #1 budget, provided the maximum compensation of the Agreement is not exceeded. The percentage of Administration allowable may not increase beyond 11.67%.***

After Year 1 (January 1, 2019 to December 31, 2019), future funding will be contingent on receipt of additional funding from the Board of County Commissioners. Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services. Changes of up to 10% per line item in staffing and materials and services annually may be made with prior approval from COUNTY.

**AMEND EXHIBIT C: BUDGET, TO INCLUDE:**

***Amendment #1 Budget:***

<b>Personnel</b>	<b>FTE</b>	<b>Amendment #1 Eligible Grant Expenditure Period: November 1, 2021 to December 31, 2021 services</b>	<b>Amendment #1 Eligible Grant Expenditure Period: January 1, 2022 to June 30, 2022 services</b>
Case Manager	1.5	\$11,120.38	\$30,170.00
Staffing Supervisor	0.05	\$	\$11,320.00
<b>Total Personnel</b>	<b>1.55</b>	<b>\$11,120.38</b>	<b>\$41,490.00</b>
<b>M&amp;S</b>			
Local Travel		\$	\$900.00
Office/Program supplies		\$	\$0
Printing		\$	\$195.00
IT Network Expense		\$	\$735.00
Laptop		\$	\$0
Cell Phone		\$	\$120.00
Occupancy		\$	\$725.00
<b>Total M&amp;S</b>		<b>\$</b>	<b>\$2,675.00</b>
<b>Total Personnel+M&amp;S</b>		<b>\$11,120.38</b>	<b>\$44,165.00</b>
Admin - allowable 11.67%		\$1,297.75	\$5,835
Less partial payment made for November 2021 services		-\$2,472.70	
<b>Estimated Budget</b>		<b>\$9,945.43</b>	<b>\$50,000</b>
<b>Maximum Budget</b>		<b>\$13,310.68</b>	<b>\$50,000</b>
<b>Total Budget, Amendment #1</b>		<b>\$63,310.68</b>	

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #1 to be executed by their duly authorized officers.

**AGENCY**

Impact NW

 02/04/2022  
Authorized Signature Date

Andy Nelson / Executive Director  
Name / Title (Printed)

#12947  
Oregon Business Registry #

Domestic Non-Profit Organization/OR  
Entity Type / State of Formation

**CLACKAMAS COUNTY**

Commissioner: Tootie Smith, Chair  
Commissioner: Sonya Fischer  
Commissioner: Paul Savas  
Commissioner: Martha Schrader  
Commissioner: Mark Shull

Tootie Smith, Chair 02/07/2022  
Board of County Commissioners Date

Approved as to Form:

 02/07/2022  
County Counsel Date