

6/30/2022

Housing Board of County Commissioners
Clackamas County

Approval of Amendment # 1 with Northwest Family Services adding \$489,065 to expand Supportive Housing Case Management, Housing Navigation/Placement, and Short-Term Rental Assistance for the Supportive Housing Services Program. New total contract value of \$1,389,221. Funding through Supportive Housing Services.
No County General Funds are involved.

| | |
|--|---|
| Purpose/Outcome | Amendment #1 adds additional staff and funding to expand services providing housing navigation/placement, supportive housing case management services, and short-term rental assistance for the Supportive Housing Services Program. |
| Dollar Amount and Fiscal Impact | Amendment #1 adds \$489,065 to the contract value for a new total value of \$1,389,221.00 for the contract over the contract terms. |
| Funding Source | Supportive Housing Services Program funding. No County General Funds are involved. |
| Duration | Upon signature through October 31, 2022 |
| Previous Board Action/Review | 10/14/21 – Contract #10374 approved (20211014 I.4) 6/28/22 – Amendment #1 presented at Issues |
| Strategic Plan Alignment | 1. Sustainable and affordable housing 2. Ensure safe, healthy, and secure communities |
| Counsel Review | Andrew Naylor 5/31/22 |
| Procurement Review | 1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: This is an amendment. The original procurement process was conducted by HACC staff in partnership and approval from County Finance and the County Procurement office. The RFP was conducted with compliance of County and Local Contract Review Board rules and leadership oversight from Procurement. |
| Contact Person | Vahid Brown- Vbrown@clackamas.us |
| Contract No. | Contract No. 10374 – Amendment #1 |

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a division of the Health, Housing and Human Services Department (H3S) of Clackamas County, requests approval of Amendment #1 to expand capacity for Northwest Family Services in providing supportive housing case management services, housing navigation/placement services, and short-term rental assistance for the Supportive Housing Services Program (SHS Program). The SHS Program is focused on providing permanent supportive housing and supportive services to vulnerable individuals in Clackamas County currently experiencing or at risk of experiencing homelessness, many of whom have a disability.

Under the current contract, Northwest Family Services has capacity to provide supportive housing case management to approximately 65 households and housing navigation/placement services to approximately 40 households. 15 Households have already been placed into permanent housing, with several more in the process. The contract also includes funding to provide short-term rent assistance for households, as needed. Amendment #1 would add \$489,065 in value to the contract to expand and deepen the critical services they are providing to vulnerable households in our community. This amendment would add capacity to assist an additional 50 households with both supportive housing case management and housing navigation/placement services – increasing their total capacity to 115 households for supportive housing case management and 90 households for housing navigation and placement.

RECOMMENDATION:

Staff recommends that the Board approve Amendment #1 with Northwest Family Services, adding \$489,065 to expand supportive housing case management and housing navigation/placement services for the SHS program. Staff also recommends the Board authorize Commissioner Tootie Smith, Chair, to sign the contract on behalf of the Housing Authority Board.

Respectfully submitted,

Rodney A. Cook

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

Contract Amendment
Health, Housing and Human Services Department

H3S Contract Number 10374 Board Agenda Number _____ Date _____

Division Housing Authority Amendment No. 1

Contractor Northwest Family Services

Amendment Requested By Rodney Cook, Director

Changes: Scope of Services Contract Budget
 Contract Time Other _____

Justification for Amendment:

This Amendment #1 is entered into between Northwest Family Services (“Contractor”) and Housing Authority of Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties Upon Signature (“Contract”). This amendment will allow the Contractor to expand services with additional staff to meet more needs of the people they are serving as well as add 50 additional households to their current program for housing navigation/placement and supportive housing case management.

The purpose of this Amendment #1 is to make the following changes to the Contract.

- Article I, Section 2, Scope of Work, is hereby amended as follows. Contractor shall provide additional Work, as set forth in the following **REVISED EXHIBIT B- BUDGET:**

| Line Item Category | Narrative/Description | Funds Requested |
|--|--|---|
| Housing Navigation/Placement Services | | |
| Staff Salaries | 4 FTE Housing Navigators X \$50,000, .5 FTE Housing Director (\$35,000) Pay increase for manager due to expanded responsibilities (\$6,250) Housing Specialist Supervisor (.50 FTE @ \$5,167 x 5 months)/split nav/case management .50 FTE addition case manager/nav @ \$4,417 x 5 months)/ split nav/case management .50 FTE case manager/nav specializing in Mental Health and Addictions @ \$5,667 x 5 months)/ split nav/case management .50 FTE inspector (\$4,583 x 5 months)/ split nav/case management .50 FTE administrative assistant (\$3,650 x 5 months)/ split nav/ case management .25 FTE Data/HMIS (\$3,957 x 5 months) | \$235,000 \$66,757 |
| Total Staff Salaries | Including the 5 month capacity building | \$301,757 |
| Fringe Benefits | .24 FTE | \$72,422 |
| Taxes | | |
| Telecommunications | Phone (3 X \$300) & Phone Plan (\$810) Phone (3 x \$350) & Phone Plan (\$300) | \$1,710 \$1,350 |
| Office Equipment | Chair (\$500 X 2 FTE), Computers (3 X \$1700) 3 computers x \$1500 | \$6,100 \$4,500 |
| Office Supplies | 7 FTE X \$35 X 12 months | \$1,890 |

| | | |
|---|--|---|
| | 5 months x \$150 | \$750 |
| Mileage | 7 FTE X 12 Months X \$.56 X 350 2.5 FTE x 5 months x \$.585 x 300) | \$10,584 \$2,194 |
| Insurance | | |
| Office Occupancy/Rent | | |
| Education/Training | HQS Inspection Training \$1100 X 2 3 FTE x \$500 | \$2,200 \$1,500 |
| Program Expenses | Translation (\$1000), Docusign/Printing (\$350), Postage (\$900), HMIS User license (3 X \$261) | \$3,033 |
| Client Move-in Costs | Move-in costs \$1500 X 40 | \$60,000 |
| Relocation Costs | Funds for the potential relocation of households currently in housing which need to be placed in a new unit. | \$15,000 |
| Client Services/Flexible Funding | \$2000 X 20 \$3000 X 50 \$2,500 X 10 (Temporary Hotel Shelter) | \$40,000 \$150,000 \$25,000 |
| Housing Navigation/Placement Subtotal: | | \$699,990 |
| Supportive Housing Case Management Services | | |
| Staff Salaries | 2.5 FTE Case Managers X \$50,000, .5 FTE Housing Director (\$35,000) Pay increase for manager due to expanded responsibilities (\$6,250) Housing Specialist Supervisor (.50 FTE @ \$5,167 x 5 months)/split nav/case management .50 FTE addition case manager/nav @ \$4,417 x 5 months)/split nav/case management .50 FTE case manager/nav specializing in Mental Health and Addictions @ \$5,667 x 5 months)/ split nav/case management .50 FTE inspector (\$4,583 x 5 months)/ split nav/case management .50 FTE administrative assistant (\$3,650 x 5 months)/ split nav/ case management .25 FTE Data/HMIS (\$3,957 x 5 months) | \$160,000 \$66,750 |
| Total Staff Salaries | Including 5 month capacity building | \$226,750 |
| Fringe Benefits | .24 FTE | \$54,421 |
| Taxes | | |
| Telecommunications | Phone Plans (\$180 X 3) Phone (3 x \$350) & Phone Plan (\$300) | \$540 \$1,350 |
| Office Equipment | 3 computers x \$1500 | \$4,500 |
| Office Supplies | 3 FTE X \$35 X 12 months 5 months x \$150 | \$1,260 \$750 |
| Mileage | 3 FTE X 12 Months X .56 X 350 2.5 FTE x 5 months x \$.585 x 300) | \$7,056 \$2,194 |
| Insurance | | |
| Office Occupancy/Rent | | |
| Education/Training | 3 FTE x \$500 | \$1,500 |
| Program Expenses | Translation (\$1000), Docusign/Printing (\$150), Postage (\$900) | \$2,050 |
| Client Services/Flexible Funding | \$2000 X 45 \$2000 X 50 | \$90,000 \$100,000 |
| Supportive Housing Case Management Subtotal: | | \$492,377 |
| Administration | | |
| Indirect Administration | 15% | \$106,854 |
| Administration Subtotal: | | \$106,854 |

| Short-term Rent Assistance*If Applicable* | | |
|---|--------------|-------------|
| Short-term Rent Assistance | \$10,000 X 9 | \$90,000 |
| Short-term Rent Assistance Subtotal | | \$90,000 |
| Total Funds Requested | | \$1,389,221 |

2. **ARTICLE I, Section 3. Consideration, is hereby amended as follows:** HACC agrees to pay Contractor, from available and authorized funds, a sum not to exceed One Million Three Hundred Eighty Nine Thousand Two Hundred and Twenty One Dollars (**\$1,389,221**), for accomplishing the Work required by this Contract, including the additional Work set forth in Revised Exhibit B. Consideration rates are on a fixed budget basis in accordance with the costs specified in Revised Exhibit B. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Revised Exhibit B.

| | |
|-------------------------------|-----------------------|
| ORIGINAL CONTRACT | \$900,156.00 |
| <u>AMENDMENT #1</u> | <u>\$489,065.00</u> |
| TOTAL AMENDED CONTRACT | \$1,389,221.00 |

3. Exhibit A, Housing Navigation & Placement Program Design, is hereby amended as follows: Contractor shall provide a housing navigation and placement program. This program will assist approximately 90 households in moving from the designated hotel/motel shelter setting (defined here as the motel shelter program funded directly by Clackamas County as part of its COVID-19 response efforts, or any other motel program funded by Clackamas County, with a population served designated by HACC) into permanent rental housing within the Metro jurisdictional boundaries and provide a warm hand-off to the supportive housing case manager assigned to each household (except in cases where both navigation/placement and supportive case management are provided by the same staff). This program will provide connections with supportive services and any necessary re-location navigation, after initial housing placement. The goal will be to move approximately 90 households into permanent housing within six months.
4. Exhibit A, Supportive Housing Case Management (“SHCM”) Program Design, is hereby amended as follows: This program will assist approximately 115 households with supportive housing case management. Households are in scattered-site rental units within the Metro jurisdictional area.
5. Exhibit A, Housing Navigation and Placement Program, is hereby amended as follows: Assist approximately 90 households in moving from the designated hotel/motel shelter setting into permanent rental housing within the Metro jurisdictional boundaries.
6. Exhibit A, Supportive Housing Case Management (SHCM), is hereby amended as follows: Assist approximately 115 households with supportive housing case management within the Metro jurisdictional boundaries.

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #1, effective upon the date of the last signature below.

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

Northwest Family Services

Housing Authority of Clackamas County

Rose Fuller 6/13/22
Authorized Signature Date

Tootie Smith, Clackamas County Board Chair

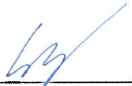
Rose Fuller Executive Director
Name / Title (Printed)

Date

170100-18
Oregon Business Registry #

Non-profit, Oregon
Entity Type / State of Formation

Approved as to form:

 06/22/2022
Date: