



AGENDA

Thursday, April 10, 2014 - 10:00 AM
BOARD OF COUNTY COMMISSIONERS

Beginning Board Order No. 2014-22

I. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

II. CITIZEN COMMUNICATION *(The Chair of the Board will call for statements from citizens regarding issues relating to County government. It is the intention that this portion of the agenda shall be limited to items of County business which are properly the object of Board consideration and may not be of a personal nature. Persons wishing to speak shall be allowed to do so after registering on the blue card provided on the table outside of the hearing room prior to the beginning of the meeting. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)*

III. PUBLIC HEARINGS *(The following items will be individually presented by County staff or other appropriate individuals. Persons appearing shall clearly identify themselves and the organization they represent. In addition, a synopsis of each item, together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*

1. Public Hearing on the Proposed Housing and Community Development 2014 Action Plan (Chuck Robbins, Director of Community Development)
2. Resolution No. _____ Approval of a Clackamas County Supplemental Budget (greater than 10%) and Budget Reductions for Fiscal Year 2013-2014 (Diane Padilla, Budget Manager)

IV. DISCUSSION ITEMS *(The following items will be individually presented by County staff or other appropriate individuals. Citizens who want to comment on a discussion item may do so when called on by the Chair.)*

~NO DISCUSSION ITEMS SCHEDULED

V. CONSENT AGENDA *(The following items are considered to be routine, and therefore will not be allotted individual discussion time on the agenda. Many of these items have been discussed by the Board in Study Session. The items on the Consent Agenda will be approved in one motion unless a Board member requests, before the vote on the motion, to have an item considered at its regular place on the agenda.)*

A. Health, Housing & Human Services

1. Approval of an Intergovernmental Agreement with Multnomah County Department of Human Services, Aging and Disability Services Division for Options Counseling and Gatekeeper Services – *Social Services*
2. Approval of Amendment No. 1 to an Intergovernmental Agreement with Oregon Health Authority for the Adult Mental Health Initiative - *Behavioral Health*

B. Department of Transportation & Development

- 5 1. Approval of a Joint Property Investment Agreement by and between Clackamas County and Clackamas County Development Agency for Property Located at SE Capps Road and Se 114th

C. Finance Department

- 6 1. Resolution No. _____ Approval of a Clackamas County Supplemental Budget (less than 10%) for Fiscal Year 2013-2014
- 7 2. Resolution No. _____ Approval for Budgeting of New Specific Purpose Revenue for Fiscal Year 2013-2014
- 8 3. Resolution No. _____ Approval of a Transfer of Appropriations for Fiscal Year 2013-2014
- 9 4. Resolution No. _____ Approval for the Submission of the County Assessment Function Funding Assistant (CAFFA) Grant Application for Fiscal Year 2014-2015

D. Elected Officials

- 10 1. Approval of Previous Business Meeting Minutes – BCC

VI. LIBRARY DISTRICT OF CLACKAMAS COUNTY

- 11 1. Resolution No. _____ Approval of a Supplemental Budget (less than 10%) for the Library Service District of Clackamas County for Fiscal Year 2013-2014

VII. DEVELOPMENT AGENCY

- 12 1. Approval of a Joint Property Investment Agreement by and between Clackamas County and Clackamas County Development Agency for Property Located at SE Capps Road and Se 114th

VIII. COUNTY ADMINISTRATOR UPDATE

IX. COMMISSIONERS COMMUNICATION

NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.

April 10, 2014

Board of County Commissioners
Clackamas County

Members of the Board:

Public Hearing on the Proposed Housing and Community Development 2014 Action Plan

Purpose/Outcomes	A Public Hearing before the Board of County Commissioners to review the past performance of the County's Housing and Community Development programs, and to review the Proposed 2014 Housing and Community Development Action Plan.
Dollar Amount and Fiscal Impact	Application for \$2,033,844 in Community Development Block Grant (CDBG) funds, \$769,660 in HOME funds, and \$166,374 in Emergency Solutions Grant (ESG) funds during the 2014 program year.
Funding Source	U.S. Department of Housing and Urban Development - no County General Funds are involved.
Safety Impact	N/A
Duration	Effective July 1, 2014 and terminates on June 30, 2015
Previous Board Action	2012-2016 Consolidated Plan and the 3-Year Funding Recommendations were approved by the BCC on May 3, 2012 - agenda item 050312-A1
Contact Person	Chuck Robbins, Community Development Director - (503) 655-8591
Contract No.	

BACKGROUND:

This hearing will satisfy a U.S. Department of Housing and Urban Development (HUD) requirement that the public annually be given an opportunity to review the performance of the County's Housing and Community Development programs.

The Action Plan implements the goals and objectives of the 2012-2016 Consolidated Plan and serves as the application for HUD funding. The Plan also includes a list of the projects selected for funding in the third year of the 2012-2014 funding cycle. The Action Plan is currently out for public comment until Monday April 21.

The hearing will consist of three parts:

- 1) A review of the past performance of the County's Housing and Community Development programs;
- 2) A review of the Proposed 2014 Housing and Community Development Action Plan; and
- 3) An open discussion period during which citizens may testify on the plan or the County's housing and community development needs.

RECOMMENDATION:

Staff recommends that the Board of County Commissioners take the following actions:

- 1) Hold a Public Hearing to review past performance of the County's Housing and Community Development program and to review the Proposed 2014 Action Plan;

- 2) Direct the Community Development Division staff to make any changes necessary as a result of the Board's consideration of testimony to the Proposed Plan, and prepare for Board approval of the Final 2014 Action Plan and other materials necessary for applying for FY 2014 CDBG, HOME, and ESG funds; and
- 3) Place approval of the 2014 Action Plan on the Board of County Commissioners' consent agenda for adoption at the May 1, 2014 meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Becker" with a stylized flourish at the end.

Cindy Becker, Director

Final Funding Recommendations
for the
2012-2014 Community Development Block Grant Program
and the
2012-2014 HOME and Emergency Shelter Grant Programs

2012
Grant Funds 2013
Grant Funds 2014
Grant Funds

Community Development Block Grant
City Projects

Canby

- | | |
|---|-----------------|
| <p>1. SE Canby Sidewalk Improvement Project</p> <p>Construction of approximately 1,200 lineal feet of sidewalks and curbs on sections of SE 4th Avenue, SE 5th Avenue and S. Manznita Ct. The project will also include the construction 5 ADA ramps.</p> | <p>\$98,000</p> |
|---|-----------------|

Estacada

- | | |
|--|------------------|
| <p>2. SW Laurel Road Street Improvements</p> <p>This street improvements project would construct 500 lineal feet of new sidewalks, curbs, ADA ramps and storm drainage along SW Laurel Road in Estacada.</p> | <p>\$165,000</p> |
| <p>3. SW Maple Road Street Improvements</p> <p>This project would construct new sidewalks, curbs, ADA ramps and drainage along 450 lineal feet of SW Maple Road in Estacada.</p> | <p>\$150,000</p> |
| <p>4. Estacada Community Center Windows (Local Funds)</p> <p>The project includes replacing up to 27 inefficient windows at the Estacada Community Center.</p> | <p>\$15,464</p> |
| <p>5. Estacada Community Center Kitchen Improvements</p> <p>Kitchen improvements include replacement of the Estacada Community Center dishwasher and food steamer that are no longer working properly.</p> | <p>\$13,974</p> |

Gladstone

- | | | |
|--|------------------|-----------------|
| <p>6. Northwest Gladstone Infrastructure Rehabilitation Project</p> <p>The project includes street, sidewalk, waterline and storm drain improvements for 5 streets in the Echo Glenn, Abernethy and Portland Avenue area of the City of Gladstone.</p> | <p>\$200,000</p> | <p>\$50,000</p> |
|--|------------------|-----------------|

	2012 Grant Funds	2013 Grant Funds	2014 Grant Funds
<u>Milwaukie</u>			
7. 2012 Beaver Creek Clinic Remodel This project would provide an additional 3,000 square feet of County health clinic and dental clinic space in Clackamas.	\$100,000		
8. Milwaukie ADA Ramps Installation of ADA ramps at sidewalk crossings along several streets in the City of Milwaukie to improve accessibility and pedestrian safety.		\$140,000	
<u>Oregon City</u>			
9. Save the Francis Ermatinger House This project would fund the rehabilitation of the historic Francis Ermatinger House in Oregon City in preparation for the site to become part of the National Parks Service.		\$140,000	\$85,000
10. Jackson Place Rehabilitation Project This project is to rehabilitate a transitional housing apartment building in Oregon City by replacing the roof, replacing the siding, improving the drainage, improving the fire alarms, water heaters and heating system.		\$50,000	\$54,503
11. CWS Domestic and Sexual Violence One-Stop Advocacy Ct This public facility project is for remodeling of a 12,000 to 16,000 square foot building for a Domestic and Sexual Violence Advocacy Center in the Oregon City area.	\$100,000		
12. Youth Shelter Care Expansion This public facility project is for construction of a new 3,150 square foot dormitory building for special needs youth ages 12 to 18 at the Parrott Creek Ranch in Oregon City.		\$150,000	
<u>Sandy</u>			
13. Northside Sidewalk Infill This street improvements project is for construction of 1,100 lineal feet of new sidewalk, curbs and drainage improvements along Beers Ave, Bruns Ave, Bluff Road and Pleasant Street in Sandy.		\$150,000	
14. Sandy Workforce Housing (CD Float) Acquisition of property to construct 56 units of new affordable rental housing for families and singles in the City of Sandy. [Funding for this project is pending approval of Amendment 6 - Comment period ends April 22, 2013].	\$620,000		

	2012 Grant Funds	2013 Grant Funds	2014 Grant Funds
<u>West Linn</u>			
15. West Linn Adult Community Center Expansion			\$255,000
This public facility project includes construction of a 3,700 square foot addition to the West Linn Adult Community Center.			
<u>Wilsonville</u>			
16. Wilsonville Senior Center Kitchen Renovation	\$235,000		
This project would renovate and expand the kitchen facilities at the Wilsonville Senior Community Center.			
17. Wilsonville Community Sharing Facility Expansion	\$240,000		
This project is to build a 2,100 square foot facility to house the Wilsonville food bank and the Information and Referral office.			
<u>Unincorporated/Countywide Projects</u>			
<u>Countywide</u>			
18. Housing Rehabilitation Program	\$300,000	\$300,000	\$417,581
Provision of financial assistance to rehabilitate housing units occupied by low income residents of Clackamas County.			
<u>North Clackamas Urban Renewal District</u>			
19. Bell Road Ped/ Bike Improvements		\$200,000	\$45,000
This street improvements project includes construction of 3,525 lineal feet of new sidewalks, bicycle paths and drainage improvements along SE Bell Road in the North Clackamas Revitalization Area (NCRA).			
20. Clackamas Cty. Service Dist. No.1 NCRA SHUAGP	\$75,000	\$100,000	\$100,000
This project would continue a residential sanitary sewer improvement program in the North Clackamas Revitalization Area (NCRA).			
<u>Oak Grove</u>			
21. Kellogg Ave Sidewalk Improvement Project	\$202,000		
This project is to build approximately 1,764 lineal feet of new concrete sidewalks and curbs along Kellogg Avenue between Oak Grove Boulevard and Risley Avenue in Jennings Lodge.			
22. River Road Head Start Kitchen	\$150,000		
This public facility improvements project would renovate the River Road Head Start Kitchen in Milwaukie by expanding food storage and adding a walk-in freezer.			

	2012 Grant Funds	2013 Grant Funds	2014 Grant Funds
<u>To Be Determined</u>			
23. Proud Ground Acq/Rehab Project (CD Float Loan)	\$300,000	\$300,000	\$300,000
This project would purchase and renovate 4 bank-owned homes for re-sale to low and moderate income residents of Clackamas County. CD Float Activity.			
Public Service Projects			
<u>Countywide</u>			
24. Housing Rights and Resources	\$140,000	\$140,000	\$140,000
This is an ongoing public service that provides housing information, legal aid, housing rights education, landlord training and housing referral services to all residents of Clackamas County.			
25. Rent Well	\$85,000	\$85,000	\$85,000
Rent Well is 15-hour tenant education program designed to help people overcome barriers to rental housing.			
26. Home Base	\$25,000	\$25,000	\$45,000
HomeBase public services would provide staff and funds to prevent homelessness from happening for households in crisis and provide case management to keep families stable in their housing.			
<u>Oak Grove</u>			
27. Avalon House - Supportive Services	\$36,000		
Assistance to fund the Resident Manager position at Avalon House. This facility provides permanent, drug free housing for homeless women and/or women with children, who are involved with the Clackamas County Treatment Courts, a system of three courts – Drug Court, Family Court and Mental Health Court.			
<u>Oregon City</u>			
28. Resident Services - Mentor Athletics			\$35,000
A youth services program for residents of the public housing. Mentor Athletics enhances positive youth development through: 1) Matching youth one-on-one with a caring adult mentor; 2) Providing social skill development through small group mentoring; and 3) Providing free sports and recreational opportunities.			

Planning and Admin

Administration

29. Grant Planning, Administration and Compliance	\$390,550	\$409,590	\$368,560
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These funds will be used for overall program administration, including program development, management and coordination, personnel, accounting, and grant compliance expenses.

Countywide

30. 2012-2014 Homeless Count	\$38,200		\$38,200
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The Homeless Count is an annual comprehensive survey of homeless persons in Clackamas County.

Community Development Block Grant Sub-Total	\$3,164,188	\$2,389,590	\$2,333,844
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HOME Investment Partnership Act

City Projects

Sandy

31. Sandy Workforce Housing - Construction	\$800,000		
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Construction of 56 units of new affordable rental housing for families and singles in the City of Sandy. Units will be a mix of one-, two-, three- and four-bedroom units.

Unincorporated/Countywide Projects

Clackamas

32. Easton Ridge Apartment Remodel	\$860,000		
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264 unit affordable housing project owned and operated by the Housing Authority of Clackamas County. The proposed renovations will correct exterior envelope failure due to poor site drainage and moisture penetration.

Countywide

33. CHDO Operating Support Grant	\$37,158	\$35,245	\$13,000
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Funds will be used to support CHDO staff work on the development of low-income housing and to support operating expenses.

34. Multi-Family Rental Housing		\$700,000	\$679,694
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Funds will be used for the construction of new housing projects or planned projects in the pre-development stage. 2 activities will result in affordable rental housing for large and small low-income households.

	2012 Grant Funds	2013 Grant Funds	2014 Grant Funds
35. CHAP Homebuyer Assistance Program This project will assist low-income first-time homebuyers with down payments and closing costs	\$100,000	\$100,000	
36. Tenant Based Rental Assistance The TBRA Program will be operated by NHA and will assist individual households who are homeless or at risk of becoming homeless. Maximum assistance is 24 months and may be used for rent, utility costs, security deposits, and/or utility deposits.	\$19,870	\$80,130	

Oak Grove

37. Ikoi-So Terrace Preservation of Ikoi So Terrace Apartments, an existing 35-unit affordable rental housing complex for seniors located at 1550 SE Oak Grove Blvd in Milwaukie.		\$1,250,000	
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To Be Determined

38. Family A & D Housing Clackamas Family Housing Apartments is a proposed project that includes 40 units of newly constructed affordable rental housing and provides supportive services for people in recovery from alcohol and drug addiction.			\$700,000
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Planning and Admin

Countywide

39. HOME Administration Funds will be used for general administration of the HOME program.	\$74,316	\$74,130	\$76,966
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HOME Investment Partnership Act Sub-Total	\$1,891,344	\$2,239,505	\$1,469,660
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**Emergency Solutions Grant
Unincorporated/Countywide Projects**

Countywide

40. Emergency Shelter Grant - Springwater This funding provides emergency homeless shelter operations for the Springwater Youth Shelter in North Clackamas.	\$10,200	\$10,200	\$10,200
41. Emergency Shelter Grant - CWS This funding provides emergency homeless shelter operations for the Clackamas Womens Services Shelter in Clackamas County.	\$39,867	\$39,867	\$39,867

	2012 Grant Funds	2013 Grant Funds	2014 Grant Funds
42. Emergency Shelter Grant - The Annie Ross House This funding provides emergency homeless shelter operations for the Annie Ross House in Milwaukie.	\$39,867	\$39,867	\$39,867

Public Service Projects

Countywide

43. ESG Rapid Rehousing Rapid Rehousing services as part of HomeBase homeless prevention and housing stabilization services for homeless individuals, homeless families and persons at risk of becoming homeless.			\$18,965
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Planning and Admin

Administration

44. ESG Administration Administration of Emergency Solution Grant (ESG) program including federal reporting, contract management and program performance reporting.	\$12,542	\$10,660	\$12,475
45. ESG HMIS Staffing to train case managers and manage the Homeless Management Information System (HMIS) that collects data on the number and types of homeless persons and families.	\$64,756	\$41,878	\$45,000

Emergency Solutions Grant Sub-Total	\$167,232	\$142,472	\$166,374
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Continuum of Care Planning and Admin

Administration

46. HMIS - Administration Homeless Management Information System (HMIS) administration of a community-wide software application that is designed to capture client-level information on men, women, and children experiencing poverty and homelessness in order to submit reports to the federal government - HUD.	\$81,927	\$7,468	\$6,700
47. Continuum of Care - Planning Clackamas County CoC planning coordinates Continuum of Care activities to meet the needs of homeless children, adults and families in Clackamas County.		\$20,813	\$19,773

	2012 Grant Funds	2013 Grant Funds	2014 Grant Funds
Countywide			
48. HMIS COC FY2014		\$107,205	\$97,732
HMIS is a community-wide software application that is designed to capture client-level information on men, women, and children experiencing poverty and homelessness in order to submit reports to the federal government - HUD.			
Continuum of Care Sub-Total	\$81,927	\$135,486	\$124,205
Grand Total	\$5,304,691	\$4,907,053	\$4,094,083

GRANT YEAR 2014 NOTES:
CDBG - Total includes a \$300,000 CD float loan
HOME - Total includes \$700,000 in Prior Year Funding

****DRAFT****

CLACKAMAS COUNTY

HOUSING AND COMMUNITY DEVELOPMENT 2014 ACTION PLAN



Clackamas County
Community Development Division
Public Services Building
2051 Kaen Road – Suite 245
Oregon City, Oregon
(503) 655-8591
www.clackamas.us/cd/

CLACKAMAS COUNTY BOARD OF COMMISSIONERS

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Commissioner: Jim Bernard

Commissioner: Paul Savas

Commissioner: Martha Schrader

Commissioner: Tootie Smith

**County Administrator
Don Krupp**

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DEPARTMENT OF HEALTH, HOUSING AND HUMAN SERVICES

**Director of Health, Housing and Human Services
Cindy Becker**

**Housing and Community Development
Chuck Robbins, Director**

**Clackamas County, Oregon
Housing and Community Development
2014 Action Plan**

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Executive Summary

Each year Clackamas County submits an Action Plan explaining how the U.S. Department of Housing and Urban Development (HUD) resources will be used to improve communities throughout the County. This is the annual implementation plan of the 5-Year Consolidated Plan addressing the Housing and Community Development needs in Clackamas County. The needs, goals and objectives were identified through collaboration with participating cities, County agencies and other public and private project

sponsors. The goals of the Consolidated Plan are primarily targeted to low- and moderate-income residents of Clackamas County and were developed to:

- Provide decent housing;
- Establish and maintain a suitable living environment; and
- Expand economic opportunities.

In implementing these goals the County has engaged the following long-term housing and community development objectives:

- (1) Revitalization of distressed neighborhoods;
- (2) Expansion and improvement of community services and facilities;
- (3) Expansion and conservation of the housing stock;
- (4) Expansion of employment opportunities for low and moderate income persons; and
- (5) Elimination of conditions detrimental to the community's health and welfare.

The Action Plan is for the 12-month period beginning July 1, 2014. The plan, developed with the input of citizens and community groups, serves four major functions:

- (1) It is the County's application for funds available through the three HUD formula grant programs: the Community Development Block Grant (CDBG), the HOME Investment Partnership Act (HOME), and the Emergency Solutions Grant (ESG) programs;
- (2) It is the annual planning document, built through public input and participation, for CDBG, HOME, ESG, and other related programs;
- (3) It lays out expected annual funding resources, the method of fund distribution, and the actions the County will follow in administering HUD programs; and
- (4) It provides accountability to citizens for the use of the funds and allows HUD to measure program performance.

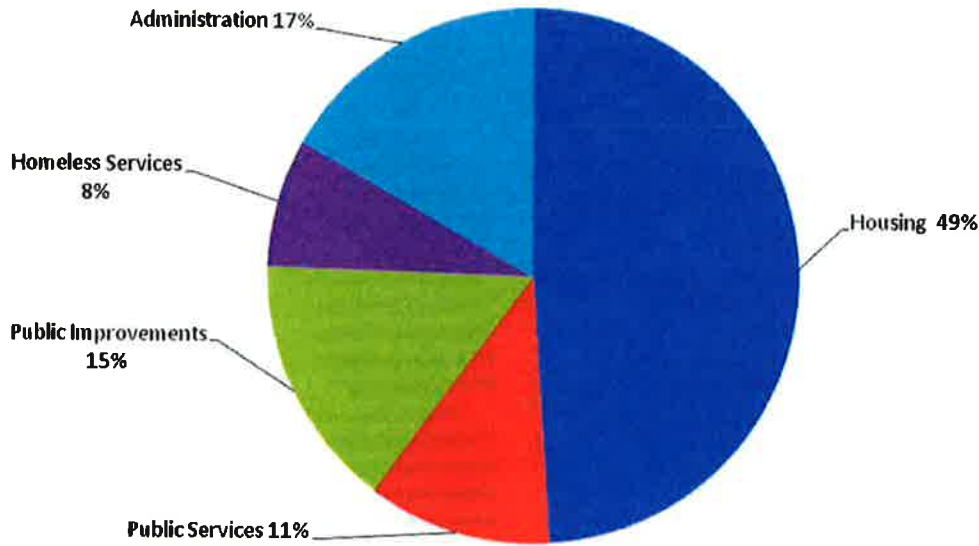
2. Summarize the objectives and outcomes identified in the Plan

The chart below is a list of 2014 Projects, Objectives and Outcomes:

Number	Project	Objective	Outcome
2014/0001	Housing Rehabilitation Program	Decent Housing	Availability/Accessibility
2014/0002	Grant Planning, Administration and Compliance	N/A	N/A
2014/0003	HOME Administration	N/A	N/A
2014/0004	RentWell	Decent Housing	Availability/Accessibility
2014/0005	Housing Rights and Resources	Decent Housing	Availability/Accessibility
2014/0006	Home Base	Suitable Living Environment	Availability/Accessibility
2014/0009	Emergency Shelter Grant Program	Decent Housing	Availability/Accessibility
2014/0010	2012-2014 Homeless Count	N/A	N/A
2014/0011	Clackamas Cty. Service Dist. No.1 NCRASHUAQP	Suitable Living Environment	Availability/Accessibility
2014/0012	Jackson Place Rehabilitation Project	Suitable Living Environment	Availability/Accessibility
2014/0013	SW Laurel Road Street Improvements	Suitable Living Environment	Availability/Accessibility
2014/0014	West Linn Adult Community Center Expansion	Suitable Living Environment	Availability/Accessibility
2014/0015	Multi-Family Rental Housing	Decent Housing	Affordability
2014/0020	SW Maple Road Street Improvements	Suitable Living Environment	Availability/Accessibility
2014/0021	Northwest Gladstone Infrastructure Rehabilitation	Suitable Living Environment	Availability/Accessibility
2014/0022	Save the Francis Ermalinger House	Suitable Living Environment	Availability/Accessibility
2014/0023	Bellevue Road Ped/Bike Improvements	Suitable Living Environment	Availability/Accessibility
2014/0025	CHDO Operating Support Grant	N/A	N/A
2014/0026	Resident Services - Mentor Athletics	Suitable Living Environment	Availability/Accessibility

2014 Objectives and Outcomes

Allocation of 2014 CDBG, HOME & ESG Funds



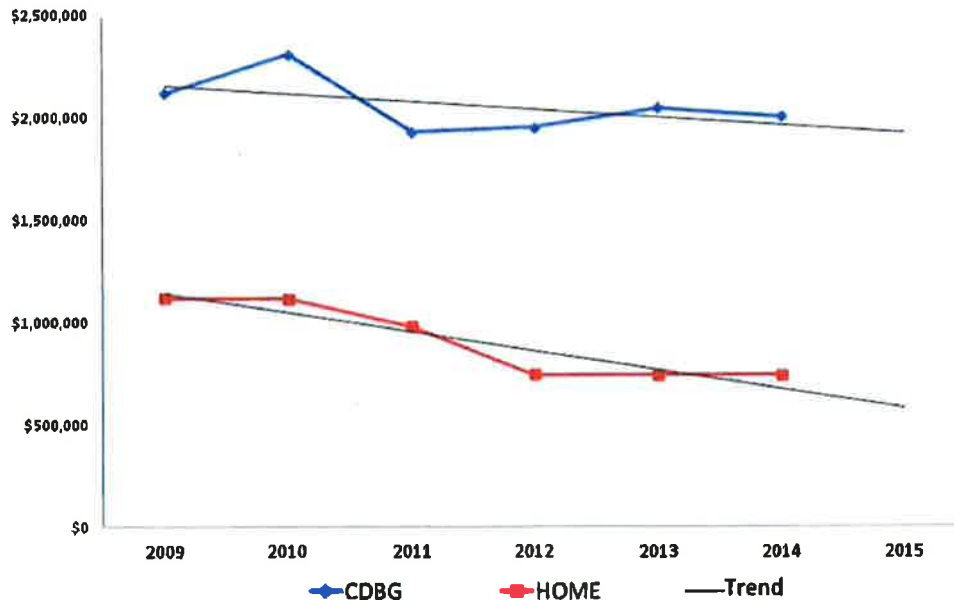
2014 Allocation of Funds

3. Evaluation of past performance

Clackamas County's Housing and Community Development Division has met each of the annual goals established during the 2012-2016 Consolidated Plan development process. Two slow moving projects from program year 2012 that required additional community planning have been cancelled. The last 2 projects from program year 2012 are a health clinic and Bell Road improvements. The Bell Road project is currently under construction with an anticipated completion date of October 30, 2014. The health clinic project originally for construction of a new clinic has since been revised to remodel an existing primary care clinic to provide more efficient services to the many low-income patients. This project should begin construction by August 1, 2014.

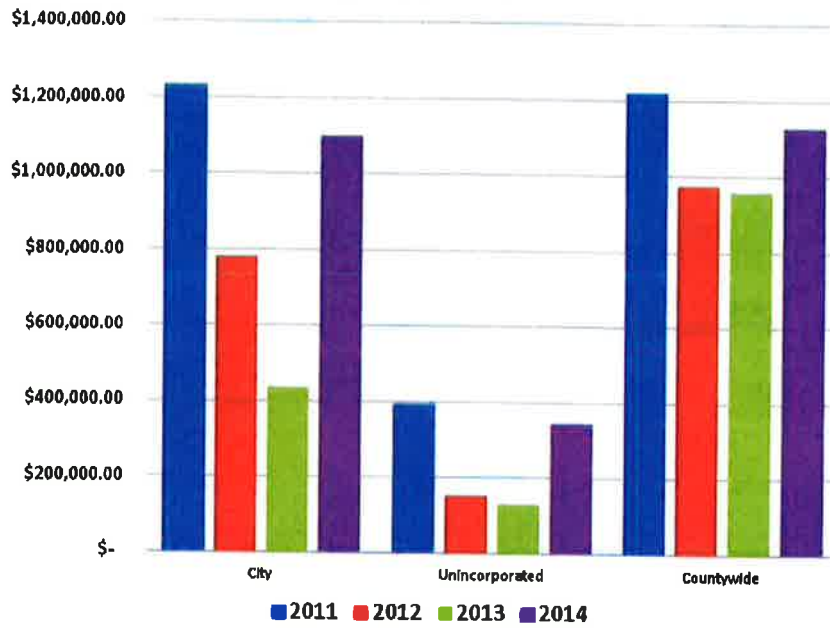
The Chart below demonstrates a trend of declining CDBG and HOME funds for Clackamas County:

HUD Formula Grants



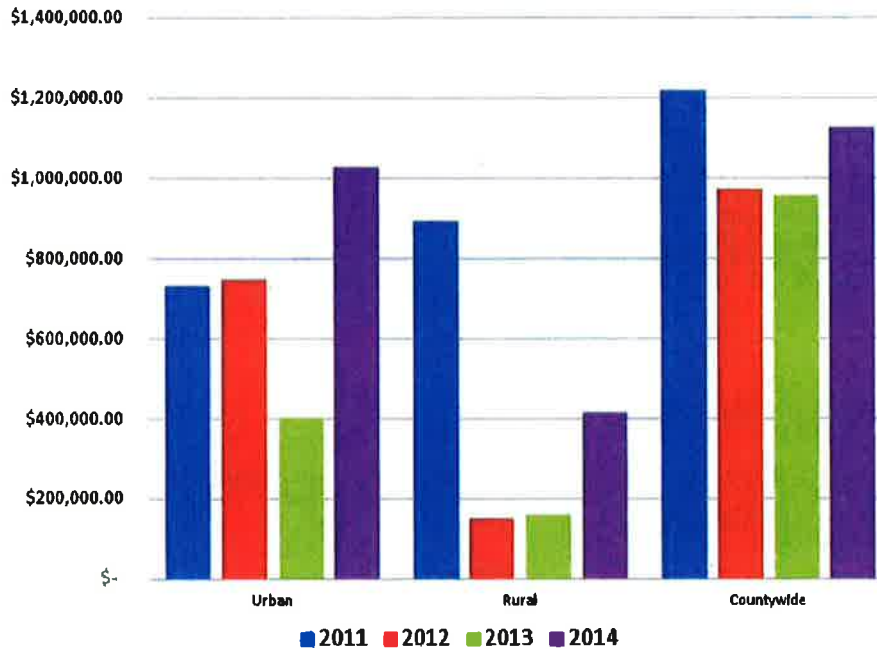
HUD Formula Grant Trends

3-Year CDBG Project Expenditures



City and Unincorporated Distribution of Funds

3-Year CDBG Project Expenditures



Rural and Urban Distribution of Funds

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizens, community members and agencies participate through community meetings and inclusion on the Citizen Participation list; an email distribution list. Meeting notices, application information and project information is distributed using this list and public notices in the newspapers of record.

A meeting notice was published in the newspapers of record, Oregon City/Clackamas Review on February 5, 2014 and in the Lake Oswego Review on February 6, 2014. A meeting notice, a schedule of dates for the Action Planning process and a list of Community Development projects were distributed to persons on the Citizen Participation list.

Clackamas County now allocates CDBG funds for first 3 years of a 5-Year Consolidated Plan. Proposals for the 2012-2014 planning cycle were requested in November and due in December of 2011. In

reviewing these proposals the County used a selection process that emphasizes communication, compromise, and consensus. Working closely with all of the project sponsors Community Development program staff helped to prioritize each project and evaluate actual project costs. With a commitment to local match participation the County ensures a high degree of leveraging and maximizes the impact CDBG funds have on local communities throughout the County. A second allocation for the remaining 2 years of the 5-Year Consolidated Plan will be conducted in late 2014 for the 2015 and 2016 program years.

2014 is the beginning of the 3rd year of our 5 year Consolidated Plan. As projects get cancelled the funds allocated for those projects are held for the following year to support new projects that will be selected as part of the 2015 and 2016 program year CDBG application funding cycle.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public Input Meeting on February 26, 2014 at 6:00pm

Mark Sirois, Community Development Division, opened the meeting at 6:00p.m. Mark explained that this public meeting provides the CD Program an opportunity to accept feedback on the projects currently funded by CDBG funds as well as an opportunity to identify and describe future housing and community development needs in the County.

15 community advocates attended the public meeting on February 26th. All persons present spoke about the need for services and housing for groups of people. Several people spoke about the increasing need for a range of housing for persons with mental illness. One person talked about the need for an ADA accessible entry to a community center serving families in a low-income neighborhood. A group spoke about the need for a foodbank building in a rural area. This group worried that if the school district sold the building they occupied then the foodbank would have no place to provide services. Another group talked about the need for eviction prevention public services programs such as RentWell and HomeBase. One person spoke on behalf of the increasing need for affordable accessible housing options for elderly and disabled persons.

The full meeting summary and submitted testimony is attached in Appendix D.

PUBLIC HEARING MEETING SUMMARY

At the Public Services Building, Hearings Room - 4th Floor, Room 409

2051 Kaen Road, Oregon City, Oregon

Thursday, April 10, 2014

The full Public Hearing meeting summary is in Appendix D.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

The Housing and Community Development Division is identifying appropriate projects and completing those projects in a timely manner. Community Development staff working with 16 cities and towns, community partners and non-profit agencies are identifying projects and completing those projects within project budgets. Projects that do not make progress due to various factors are cancelled and the funds re-allocated based on Priority Needs areas and according to Funding Policies. Only 2 projects have been identified as slow moving projects from 2012. One of the two projects is under construction and the other is being revised to begin construction by August 1, 2014.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	CLACKAMAS COUNTY	
CDBG Administrator	CLACKAMAS COUNTY	Housing and Community Development Division
HOPWA Administrator	(City of Portland)	
HOME Administrator	CLACKAMAS COUNTY	Housing and Community Development Division
ESG Administrator	CLACKAMAS COUNTY	Housing and Community Development Division
HOPWA-C Administrator	CLACKAMAS COUNTY	Community Development Division

Table 1 – Responsible Agencies

Narrative (optional)

HOPWA funds are granted to nearby City of Portland for distribution through a six-county area that includes Clackamas County.

The Clackamas County Community Development Divisions works with 16 incorporated cities and towns and unincorporated rural areas to represent 386,000 citizens over 1800 square miles. Clackamas County is considered an urban county since most of the population lives in urban incorporated and unincorporated areas east of the Willamette river and just south of the City of Portland, Oregon.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The Clackamas County Community Development consultation process is an ongoing discussion with members of the community through our Citizen Participation List. When a person or agency has a project idea or program in need of funding, that person or organization generally contacts the Community Development Division to discuss how to apply for CDBG funding and whether or not their project would be eligible for CDBG or other types of funding. Community members are invited to join the Citizen Participation List and to attend annual public meetings to discuss needs in their community. Housing and Community Development staff sometimes attend community meetings or nonprofit board meetings to discuss eligible and ineligible project ideas, the project application process and the schedule of proposals and awards.

Annual Public hearings also provide an opportunity for citizens, advocates and organizations to discuss community needs with the elected Board of County Commissioners. The 2012-2016 Consolidated Planning process also included an online community survey which was open to all county residents. This past community needs survey was even advertised in the Citizen News a county-wide publication sent to all county residents on a quarterly basis.

The individual members of the homeless Continuum of Care also participated in consultation and in the online community needs survey to establish our Priority Needs.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Clackamas County Community Housing and Development Division (HCD) coordinates activities between public housing and assisted housing agencies through funding and reporting outcomes to state and federal agencies. The local public housing authority is a part of Clackamas County's Health, Housing and Human Services Department. Nonprofit and for profit housing developers and housing providers are in regular contact with HCD staff about project ideas and potential state and federal grants that could be combined with CDBG and HOME funds for a successful housing project proposal. The HOME program provides vital funding to private assisted housing providers that also apply for state tax credit funding as one of few sources of funds for affordable housing units in our rural urban county.

The Clackamas County Health, Housing and Human Services (H3S) Department includes; a public housing authority, a community development division, a public health division, a social services division, a behavioral health division and a primary care division. H3S is often a convener of agencies to apply for

funding, build facilities and provide services to vulnerable populations. In some cases the county provides the services in other cases non-profit agencies provide the housing or services.

CDBG fund also provide support for the Housing Rights and Resources program that is an H3S program in the Social Services Division to provide housing referral and information services on all available housing services to residents in need of available housing services, information and affordable rental units.

Resident Services Mentor Athletics will be supported this year with CDBG funds. This public service provides activities and support for low-income residents of public housing to support academic and health development of youth.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

H3S Housing and Community Development Division (HCD) personnel administer the Continuum of Care (CoC) annual renewal application process and the Homeless Management Information System (HMIS). The same HCD office uses CDBG funds for the Homeless Point in Time (PIT) count of homeless persons. The PIT is conducted with over 150 volunteers coordinated by the Social Services Division.

The CoC policies and ESG program policies were developed with both CoC and ESG homeless services providers. The CoC reviewed and adopted the CoC and ESG policies. ESG and COC policies are included in Appendix B of this Action Plan. Community Development personnel also provide the HMIS training and support for CoC and ESG providers.

The monthly CoC activities and quarterly performance reports are coordinated by the same Community Development Division staff that coordinates the ESG funding applications and awards process. The ESG fund allocations were presented to the Homeless Council (CoC) for discussion and review. CoC providers, the local public housing agency and all the agencies in the Continuum of Care are engaged in addressing the needs of homeless persons.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate

outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The CoC in Clackamas County meets monthly and is coordinated by the Housing and Community Development Division (HCD) personnel that also coordinate the ESG funding applications and awards. The ESG fund allocations are presented annually to members of the CoC for discussion and review. The CoC group has also designated Clackamas County HCD as the CoC HMIS administrator. HCD staff also provide the HMIS training and support for ESG providers.

ESG providers are active in developing ESG and CoC performance measures as well as evaluating outcomes of CoC and ESG programs. The newly formed CoC Steering Committee will act as the CoC governing board and provide ongoing guidance to the process of evaluating ESG outcomes and activities. The CoC Steering Committee will also oversee the policies of the HMIS system and data quality standards as part of the CoC activities.

The list of agencies in the chart below are active and involved in the process to set priorities, establish policies and evaluate outcomes.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	CASCADIA BEHAVIORAL HEALTHCARE, INC.
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Homelessness Strategy HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency is part of the Continuum of Care
2	Agency/Group/Organization	Housing Authority of Clackamas County
	Agency/Group/Organization Type	PHA Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Public Housing Authority is an active participant in Community Needs Assessments, Continuum of Care, public meetings and homeless strategy planning.
3	Agency/Group/Organization	CLACKAMAS WOMEN'S SERVICES
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency is one of very few providers of services for survivors of domestic violence in this urban and rural county. This agency is active in the Continuum of Care planning and the ESG funding and policy discussions.

4	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>NORTHWEST HOUSING ALTERNATIVES</p> <p>Housing Services-homeless</p> <p>Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Strategy</p> <p>This agency is a provider of affordable housing units, homeless services and housing development. This agency often participates in housing and homeless needs strategic planning efforts.</p>
5	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>CENTRAL CITY CONCERN</p> <p>Housing Services-homeless</p> <p>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy</p> <p>This agency provides services and housing through the homeless Continuum of Care.</p>
6	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>IMPACT NW</p> <p>Services-homeless</p> <p>Homeless Needs - Chronically homeless Homeless Needs - Families with children</p> <p>This Agency is part of our Continuum of Care</p>

7	Agency/Group/Organization Agency/Group/Organization Type	INN HOME Housing Services-Children Services-homeless Services-Education Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency is part of the homeless Continuum of Care.
8	Agency/Group/Organization Agency/Group/Organization Type	LEGAL AID SERVICES OF OREGON Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Part of our Housing Rights and Resources and included in all planning efforts
9	Agency/Group/Organization Agency/Group/Organization Type	LIFEWORKS NORTHWEST Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
10	Agency/Group/Organization	OUTSIDE IN
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the Continuum of Care network
11	Agency/Group/Organization	Proud Ground
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A community land trust agency, housing provider and merged with our local community land trust agency.
12	Agency/Group/Organization	UNITED WAY OF AMERICA
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Foundation
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This foundation provides funding to non-profit homeless services providers in our County.
13	Agency/Group/Organization	STATE OF OREGON DEPARTMENT OF HUMAN SERVICES
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This State of Oregon TANF agency has a local office in our county. A representative from this office participates in our Continuum of Care activities and planning.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies that expressed interest in participating were consulted. No agencies were excluded.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	H3S Community Development Division	The goals of the Continuum of Care are included as part of the Homeless Prevention Goals in the Action Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
10 year Plan to Address Homelessness	H3S Social Services Division	The Goals of the 10 year Plan to Address Homelessness are included in both the Action Plan and the Continuum of Care annual goals and objectives.
Public Housing Annual Plan	Housing Authority of Clackamas County	The PHA improvements are included in the annual Action Plan

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The Continuum of Care (CoC) Goals are incorporated into the Action Plan. Action Plan staff meet with the Continuum of Care members to discuss housing and community development needs and resources. CoC members are invited to attend public meetings and public hearings to provide testimony on homeless and homeless housing needs in Clackamas County.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Citizen Participation process for this Action plan began in 2011 with a community needs assessment, small group meetings with stakeholders, an online survey, public meetings and public hearings. The result of the community needs assessment was the development of our CDBG & HOME Funding Priority Needs Chart that is part of the Consolidated Plan (Consolidate Plan Appendix 8).

This Notice was posted to our website in 2011/2012:

What does your Community Need?

Clackamas County Community Development Division is preparing a Consolidated Plan to prioritize spending from several federal grants (CDBG, ESG and HOME) over the next 5-years (2012-2016). Citizen input will help in our county-wide needs assessment and will help us set priorities for selecting project activities. As part of that assessment, we would like to hear from you on what you see as the major needs in your community.

Important Dates:

October 18, 2011	Public Hearing to receive public testimony on community needs throughout Clackamas County
November 2, 2011	Applications for funding available/distributed
December 8, 2011	Last day to submit applications for funding for next three years of projects.

The 2014 Action Plan included a public meeting on February 26, 2014 and a public hearing on April 10, 2014.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	<p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Citizen Participation List</p>	<p>15 persons attended to voice their support of particular projects.</p>	<p>Persons spoke in support of eviction prevention services, elderly and disabled housing, a range of housing options for persons with mental illness, a rural food bank project, an accessibility project at a low-income community and family services center, domestic violence services and housing supports for unaccompanied teenage parents.</p>	<p>All comments were accepted.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Newspaper Ad	Non-targeted/broad community	The public hearing will take place on April 10, 2014	Comments will be added here		
3	Internet Outreach	Non-targeted/broad community	A survey was distributed online to any county residents who wanted to participate in the housing and community development needs survey. 492 people responded.	Overall support of affordable housing. Weatherization support by more than half of respondents. Private development of apartments was supported by less than half of respondents. Ranking projects: 1. Maintain existing affordable housing. 2 Services for low-income persons. 3. New affordable housing. 4. Street and sidewalk improvements. 5. New and existing public facilities.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Public Meeting	Residents of Public and Assisted Housing	Meet with HACC resident group	Residents expressed the need for more affordable housing options.	All comments were accepted	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2) Introduction

These expected resources are estimates based on historical funding trends, amounts to be matched and leveraged.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,033,844	540,000	3,173,844	4,000,000	The Expected amount is based on estimated funding for program years 2015 and 2016. \$1,345,557 of local funds will match the 2014 project funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	769,660	15,000	700,000	1,484,660	The Expected amount is based on estimated funding for program years 2015 and 2016. \$7,000,000 of Low Income Housing Tax Credits will support development of these family rental housing units.
						1,400,000	Expected Amount Available Remainder of ConPlan \$

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	166,374	0	0	166,374	292,000	The Expected amount is based on estimated funding for program years 2015 and 2016. Matching funds of \$304,589 will also provide housing and supports for homeless persons.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Continuum of Care	public - federal	Admin and Planning Financial Assistance Rental Assistance Services					Clackamas County Housing and Community Development Division (HCD) coordinates the CoC application process and facilitates the leadership of this group of homeless services providers. HCD receives CoC planning funds and is designated as the Homeless Management Information System (HMIS) administrator. CoC projects will leverage an additional \$3,300,000 of funds for homeless housing and services.	
LIHTC	public - state	Multifamily rental new construction	1,692,208	0	0	1,692,208	Low Income Housing Tax Credits anticipated for development of HOME funded Multifamily rental housing.	
Public Housing Capital Fund	public - federal	Other	2,778,392	0	0	2,778,392	Federal PHA operating subsidy, Property Management and Maintenance and Capital Improvements grant funds	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
Section 8	public - federal	Admin and Planning Rental Assistance	11,907,177	0	0	11,907,177	HUD Housing Choice Voucher administration and Housing Assistance Payments for low-income residents of Clackamas County

Table 5 - Expected Resources - Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Resources reasonably expected to be made available to supplement CDBG funds include local matching to be contributed by project sponsors. Matching contributions (cash or in-kind) equivalent in value to a minimum of 20% of the project cost are required by County policies. It is anticipated that funding available to finance community development activities from local matching sources will total approximately \$4,600,000.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publically owned land is available for this purpose.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HOUSING GOAL I	2012	2016	Affordable Housing		Affordable Housing	HOME: \$679,694	Rental units constructed: 45 Household Housing Unit
2	HOUSING GOAL II	2012	2016	Affordable Housing		Affordable Housing	CDBG: \$400,000	Rental units rehabilitated: 6 Household Housing Unit Homeowner Housing Rehabilitated: 35 Household Housing Unit
3	HOUSING GOAL III	2012	2016	Homeless		Public Services Needs (People)	CDBG: \$83,200 ESG: \$166,374	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 500 Households Assisted
4	HOUSING GOAL IV	2012	2016	Affordable Housing		Public Services Needs (People)	CDBG: \$140,000	Public service activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted
5	HUMAN SERVICES GOAL I	2012	2016	Homeless		Public Services Needs (People)	CDBG: \$85,000	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 60 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	HUMAN SERVICES GOAL II	2012	2016	Non-Homeless Special Needs		Public Services Needs (People)	CDBG: \$130,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 150 Households Assisted Homelessness Prevention: 25 Persons Assisted
7	COMMUNITY DEVELOPMENT GOAL I	2012	2016	Non-Housing Community Development		Public Facilities Infrastructure Projects	CDBG: \$750,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 983 Persons Assisted
8	COMMUNITY DEVELOPMENT GOAL II	2012	2016	Non-Housing Community Development		Infrastructure Projects	CDBG: \$225,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 150 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	<p>Goal Name HOUSING GOAL I</p> <p>Goal Description Create new affordable housing for rent-burdened residents. Preserve and improve the quality of the affordable rental housing stock available to low-income families. Focus efforts to meet the housing needs of households with incomes below 50% of the area median. Support the development of housing for special needs populations and families with children while planning to meet the housing needs of a rapidly-growing senior population. Maintain strong partnerships between the County and private/public developers in the development and preservation of affordable rental housing. Assure that new affordable housing has accessibility to services and ease of access to public transit for travel to employment centers and other centers of opportunity. Support the County Department of Health, Housing and Humans Services Housing Initiatives strategies. Support the redevelopment of public housing units to improve the quality of housing. Develop a tenant-based rental assistance program. Housing Goal I Five-Year Performance Measurement: 307 households will have new or improved rental housing.</p>
2	<p>Goal Name HOUSING GOAL II</p> <p>Goal Description Stabilize existing homeownership and provide opportunities for new homeowners. Stabilize homeownership through housing repair, energy efficiency improvements, rehabilitation and assistance with sewer connections. Support the expansion of opportunities for low- and moderate-income households to become new homeowners, especially first-time homeowners. Support the use of manufactured homes and mobile home parks or subdivisions as a reasonable method of obtaining affordable housing, especially in rural areas. Between 2012 and 2016, 270 households will be assisted to maintain their housing or to become (or remain) homeowners. The 5 year goals is to assist 270 households with CHAP and Housing Rehab services</p>

3	Goal Name	HOUSING GOAL III
Goal Description	Reduce homelessness and meet the housing needs of special needs populations. Support the goals of the Clackamas County Ten-Year Plan and Policies to Address Homelessness and the efforts of the Homeless Council to reduce homelessness in the County. Provide affordable housing and stabilizing services to persons who are at risk of homelessness. Support efforts to develop a flexible funding source to provide appropriate services and rental assistance to persons who are homeless or at risk of homelessness. Focus resources on the more vulnerable populations, including people with mental health problems, veterans, people with disabilities, people coming from institutions, people with addictions and victims of domestic violence. In partnership with private and public housing entities, develop a range of housing choices for vulnerable populations (including persons at risk of homeless, homeless persons and other special needs populations), including a focus on meeting the need of chronic homeless persons for permanent supportive housing. Develop a set of program policies to create a 15% set-aside in all new affordable housing developments specifically to assist the target populations. From 2012 to 2016, 250 homeless or at-risk households receive affordable housing. HomeBase, Homeless Count, ESG program	
4	Goal Name	HOUSING GOAL IV
Goal Description	Promote community awareness of the affordable housing needs of low-and moderate-income households, the needs of homeless persons and the ongoing need to ensure equal access of all households to housing resources. Support projects and programs, such as the Housing Rights and Resources Program, that affirmatively address and promote fair housing rights and further housing opportunities for all County residents in accordance with the Fair Housing Act. Promote public awareness of the issue of fair housing and support the education of tenants, prospective homeowners, landlords, developers, property managers and housing staff on the Fair Housing Act and the Americans with Disabilities Act. Update and support the recommendations in the Analysis of Impediments to Fair Housing. Promote Transit Oriented Development (TOD). Expand Project-based Rental Assistance programs (PBRA). Explore special voucher rent rates for high-rent areas (HACC). From 2012 to 2016, 10,000 households will receive assistance in understanding their rights.	
5	Goal Name	HUMAN SERVICES GOAL I
Goal Description	Stabilize the lives of families and individuals who are in crisis. Focus on the prevention of homelessness and other personal crises through intervention services tied to rental assistance. Rent-Well tenant training and supports for homeless families and families in crisis to repair negative credit and rental records.	

6	Goal Name	HUMAN SERVICES GOAL II
	Goal Description	HomeBase and Rental Well programs to increase the self-sufficiency of residents, particularly low-and moderate-income families and individuals as well as other special needs populations who are in need of a range of community supports and services. From 2012 to 2016, 750 persons will receive self-sufficiency services. Support the preservation of basic community services and seek their expansion. Assure that special needs populations, people with mental illness, people with disabilities and the elderly have access to essential services so they can reach their potential for independence. Expand opportunities for employment at living wages for the unemployed and underemployed through vocational and job training, work skills development, counseling, continuing education and literacy, and job placement. Assure that youth are provided the services and support systems they need to mature into employment and community life.
7	Goal Name	COMMUNITY DEVELOPMENT GOAL I
	Goal Description	Revitalize low- and moderate-income neighborhoods. Provide safe and accessible neighborhood streets and walkways/bikeways, especially near schools. Support the revitalization of distressed neighborhoods through infrastructure and facilities improvements. Five-Year Performance Measurement: 690 households will benefit from community improvements.
8	Goal Name	COMMUNITY DEVELOPMENT GOAL II
	Goal Description	Improve community infrastructure and facilities by: Create or improve community facilities that deliver crisis/safety net or self-sufficiency services. Construct public improvements to support the development of affordable housing and/or support business development or retention. Support the removal of barriers to accessibility by persons with disabilities and senior population. Five-Year Performance Measurement: 300 households will benefit from neighborhood improvements.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

During the 2014 program year HOME funds will be used to assist approximately 150 low-income persons in 45 Households.

AP-35 Projects – 91.220(d)

Introduction

The projects for program years 2012, 2013 and 2014 were all selected through a Request for Proposals process conducted in November, December of 2011 and January and February of 2012.

#	Project Name
1	2014 Housing Rehab Program
2	2014 CDBG Administration
3	2014 HOME Administration
4	2014 RentWell
5	2014 Housing Rights and Resources
6	2014 Home Base
7	2014 HESG program
8	2014 Homeless Count
9	2014 NCRA Sewer Hookup Program
10	2014 Jackson Place Rehabilitation
11	SW Laurel Road Street Improvements
12	West Linn Adult Community Center Expansion
13	Multi-Family Rental Housing
14	SW Maple Road Street Improvements
15	2014 Northwest Gladstone Infrastructure Rehabilitation Project
16	2014 Save the Francis Ermatinger House
17	2014 Bell Road Ped/ Bike Improvements
18	2014 CHDO Operating Grant
19	Resident Services Mentor Athletics

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation Priorities are based on a Priority List developed through a community needs assessment process completed in 2012 as part of the consolidated planning process.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	2014 Housing Rehab Program
	Target Area	
	Goals Supported	HOUSING GOAL II
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$417,581
	Description	Provide financial assistance to low- and moderate-income persons for home repairs and handicap accessibility. Types of assistance include: Deferred Payment Loans, Home Access Grants for handicap accessibility, grants for lead hazard reduction, and small grants for low-income elderly/disabled owners of manufactured homes in parks. In addition to current grant funds this project also budgets unexpended rehabilitation funds carried over from the previous fiscal year as well as program income generated from repayment of housing rehabilitation loans.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	30 low income households will benefit from this Housing Rehabilitation activity
	Location Description	This activity is county-wide for low-income households.
	Planned Activities	Loans and grants for low-income homeowner home improvements.
2	Project Name	2014 CDBG Administration
	Target Area	

	<p>Goals Supported</p> <p>HOUSING GOAL I HOUSING GOAL II HOUSING GOAL III HOUSING GOAL IV HUMAN SERVICES GOAL I HUMAN SERVICES GOAL II COMMUNITY DEVELOPMENT GOAL I COMMUNITY DEVELOPMENT GOAL II</p>
<p>Needs Addressed</p>	<p>Public Facilities Infrastructure Projects Public Services Needs (People) Affordable Housing</p>
<p>Funding</p>	<p>CDBG: \$368,560</p>
<p>Description</p>	<p>Funds for overall program administration, including program development, management and coordination, personnel, accounting, and grant compliance expenses.</p>
<p>Target Date</p>	<p>6/30/2015</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Not Applicable</p>
<p>Location Description</p>	<p>This activity is county-wide.</p>
<p>Planned Activities</p>	<p>County-wide Grant Administration</p>
<p>Project Name</p>	<p>2014 HOME Administration</p>
<p>Target Area</p>	
<p>Goals Supported</p>	<p>HOUSING GOAL I HOUSING GOAL II HOUSING GOAL III HOUSING GOAL IV</p>
<p>Needs Addressed</p>	<p>Affordable Housing</p>

3

	Funding	HOME: \$76,966
	Description	Funds will be used for general administration of the HOME program.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
	Location Description	This activity is county-wide.
	Planned Activities	County-wide Grant Administration, Monitoring and reporting.
4	Project Name	2014 RentWell
	Target Area	
	Goals Supported	HOUSING GOAL II
	Needs Addressed	Public Services Needs (People)
	Funding	CDBG: \$85,000
	Description	Rent Well is 15-hour tenant education program designed to help people overcome barriers to rental housing. Barriers may include poor or no credit history, poor or no rental history, past evictions, criminal history, and low income. The Rent Well classes focus on rental information including fair housing law, self-advocacy skills, communication with landlords and neighbors, and attaining and maintaining rental housing.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	200 people in approximately 80 low-income households will benefit from RentWell services.
	Location Description	RentWell is a county-wide program. Most classes are offered in urban areas.
	Planned Activities	Landlord relations and training for renters.
5	Project Name	2014 Housing Rights and Resources
	Target Area	

Goals Supported	HOUSING GOAL I HOUSING GOAL IV
Needs Addressed	Public Services Needs (People)
Funding	CDBG: \$140,000
Description	This is an ongoing public service that provides housing information, legal aid, housing rights education, landlord training and housing referral services to all residents of Clackamas County. The Housing Rights and Resources Program involves three agencies including: Clackamas County Social Services Division, The Fair Housing Council and, Legal Aid Services working together to provide services to low and moderate income tenants and home owners in Clackamas County.
Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	4500 low-income persons will benefit from Housing Rights and Resources services.
Location Description	This is a service that is provided to all county residents who call the program.
Planned Activities	County-wide Housing rights training, housing referral and information.
Project Name	2014 Home Base
Target Area	
Goals Supported	HUMAN SERVICES GOAL II
Needs Addressed	Public Services Needs (People)
Funding	CDBG: \$45,000
Description	This program provides assistance to individuals, couples, and families with children who are homeless or at risk of becoming homeless. Program participants reside in Clackamas County and must be at or below 30% of the Area Median Income. CDBG funds will be limited to program administration, operations and case management services.
Target Date	6/30/2015
6	

	Estimate the number and type of families that will benefit from the proposed activities	100 people in low-income families will benefit from this program and its services.
	Location Description	Northwest Housing Alternatives in located in Milwaukie Oregon however services are provided to all qualifying residents of Clackamas County.
	Planned Activities	Homeless prevention and homeless assistance.
7	Project Name	2014 HESG program
	Target Area	
	Goals Supported	HOUSING GOAL III
	Needs Addressed	Public Services Needs (People)
	Funding	ESG: \$166,374
	Description	3 Activities: 1. Administration of Emergency Solution Grant (ESG) program including federal reporting, contract management and program performance reporting; 2. HMIS and; 3. ESG Shelter Operations
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	547 people in low-income families will benefit from HESG shelter services and program services.
	Location Description	HESG Shelter services are provided in Milwaukie, North Clackamas and at a confidential location.
	Planned Activities	4 Activities: 1. ESG Administration (HESG); 2. ESG HMIS and; 3. ESG Shelter Operations; 4. Homeless Prevention Rapid Rehousing.
8	Project Name	2014 Homeless Count
	Target Area	
	Goals Supported	HOUSING GOAL III
	Needs Addressed	
	Funding	CDBG: \$38,200

Description	The Homeless Count is an annual comprehensive survey of homeless persons in Clackamas County. The Homeless Count is a requirement of state and federal homeless services funding. The Count is conducted by over 100 volunteers who are trained and coordinated by Clackamas County Social Services staff to collect survey information that is compiled into an annual Homeless Count Report.
Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 persons will benefit from this homeless count effort.
Location Description	This is a county-wide homeless count effort.
Planned Activities	The Homeless Count produces information to be included in Coc reports and CoC homeless funding applications.
Project Name	2014 NCRA Sewer Hookup Program
Target Area	
Goals Supported	COMMUNITY DEVELOPMENT GOAL I
Needs Addressed	Infrastructure Projects Affordable Housing
Funding	CDBG: \$100,000
Description	This project would continue a residential sanitary sewer improvement program in the North Clackamas Revitalization Area (NCRA). This is the 3rd and final phase of this project that provides grants to low and moderate income residents to pay part of the construction costs to decommission their old cesspool sewers to hook up to the new Service District #1 sanitary sewer system. These improvements greatly improve the ground water and property values within this low-income neighborhood.
Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	25 low-income households will benefit from this activity.
Location Description	North Clackamas Renewal Area(NCRA). See Appendix C for map of the NCRA area.

	Planned Activities	Sewer connection grants and loans to low income households.
10	Project Name	2014 Jackson Place Rehabilitation
	Target Area	
	Goals Supported	HOUSING GOAL I COMMUNITY DEVELOPMENT GOAL II
	Needs Addressed	Public Facilities Affordable Housing
	Funding	CDBG: \$54,503
	Description	This project is to rehabilitate a transitional housing apartment building in Oregon City by replacing the roof, replacing the siding, improving the drainage, improving the fire alarms, water heaters and heating system. The building improvements would increase the overall energy efficiency of the transitional housing program apartments and reduce the impact on the facility annual operations budget.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	6 low-income households will benefit from this activity.
	Location Description	Jackson Place is located on Jackson Street in Oregon City, Oregon 97045. See Appendix C for map of Jackson Plan neighborhood.
	Planned Activities	Rehabilitation of a transitional housing facility for homeless persons.
11	Project Name	SW Laurel Road Street Improvements
	Target Area	
	Goals Supported	COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Infrastructure Projects
	Funding	CDBG: \$165,000
	Description	This street improvements project would construct 500 lineal feet of new sidewalks, curbs, ADA ramps and storm drainage along SW Laurel Road in Estacada. Improvements would eliminate stormwater pooling in and along the roadway as well as provide continuous pedestrian/ADA access between Juniper Road and Lakeshore Drive.

Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	36 low-income households will benefit from this street improvement infrastructure project in a low-income neighborhood.
Location Description	See appendix C for area map of SW Laurel Street in Estacada, Oregon 97023
Planned Activities	Pedestrian and storm drainage improvements on a street in a low/mod income neighborhood.
Project Name	West Linn Adult Community Center Expansion
Target Area	
Goals Supported	COMMUNITY DEVELOPMENT GOAL II
Needs Addressed	Public Facilities
Funding	CDBG: \$225,000
Description	This public facility project includes construction of a 3,700 square foot addition to the West Linn Adult Community Center to provide additional meeting space, a new class room and a new multipurpose room to accommodate the growing population of seniors being served by the community center.
Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	Over 3000 elderly persons use this facility.
Location Description	See Appendix C for map and view of the Adult Community Center in West Linn, Oregon.
Planned Activities	This public facility project includes construction of a 3,700 square foot addition to the West Linn Adult Community Center.
Project Name	Multi-Family Rental Housing
Target Area	
Goals Supported	HOUSING GOAL I
Needs Addressed	Affordable Housing
Funding	HOME: \$679,694 LIHTC: \$7,000,000

Description	Funds will be used for the construction of new housing projects or planned projects in the pre-development stage. 2 activities will result in affordable rental housing for large and small low-income households. 2013 Projects include: (Activity 1) \$500,000 for the rehabilitation and preservation of Ikoi So Terrace, an apartment complex in Oak Grove, and (Activity 2) \$700,000 set aside to develop A&D housing as part of the H3S Supportive Housing Development RFP.
Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	45 low-income households will benefit from this activity
Location Description	In Clackamas County, Oregon
Planned Activities	Funds will be used for the construction of new housing projects or planned projects in the pre-development stage. 2 activities will result in affordable rental housing for large and small low-income households.
14 Project Name	SW Maple Road Street Improvements
Target Area	
Goals Supported	COMMUNITY DEVELOPMENT GOAL I
Needs Addressed	Infrastructure Projects
Funding	CDBG: \$150,000
Description	This project would construct new sidewalks, curbs, ADA ramps and drainage pooling in and along the roadway as well as provide continuous pedestrian/ADA access to Lakeshore Drive for residents.
Target Date	6/30/2016
Estimate the number and type of families that will benefit from the proposed activities	30 low income families will benefit and other low-income residents who walk on sidewalks to access the nearby river.
Location Description	See Appendix C for area map of SW Maple Road in Estacada, Oregon 97023

	Planned Activities	This project would construct new sidewalks, curbs, ADA ramps and drainage along 450 lineal feet of SW Maple Road in Estacada.
15	Project Name	2014 Northwest Gladstone Infrastructure Rehabilitation Project
	Target Area	
	Goals Supported	COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Infrastructure Projects
	Funding	CDBG: \$50,000
	Description	The project includes street, sidewalk, waterline and storm drain improvements for 5 streets in the Echo Glenn, Abernethy and Portland Avenue area of the City of Gladstone. The streets in this area are narrow and lack curbs needed to control traffic and storm water runoff. Current conditions are hazardous for both pedestrians and motorists. Storm drain improvements are needed to alleviate flooding and prevent further deterioration of the roadway. Waterline improvements will protect domestic water supplies and improve fire protection capabilities.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	392 people in 110 families will benefit from this activity.
	Location Description	City of Gladstone CT 02190 Block Group 1- 53.4% LMI
	Planned Activities	The project includes construction of street, sidewalk, waterline and storm drain improvements for 5 streets in the Echo Glenn, Abernethy and Portland Avenue area of the City of Gladstone. This project is funded with 2013 and 2014 funds.
16	Project Name	2014 Save the Francis Ermatinger House
	Target Area	
	Goals Supported	COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Public Facilities
	Funding	CDBG: \$85,000

Description	This project would fund the rehabilitation of the historic Francis Ermatinger House in Oregon City in preparation for the site to become part of the National Parks Service. Funding would allow for structural improvements, external improvements to the roof, windows and siding and internal improvements to the floors, walls and ceilings.
Target Date	6/30/2016
Estimate the number and type of families that will benefit from the proposed activities	This is a slum and blight historic preservation project
Location Description	619 6th Street, Oregon City, OR 97045
Planned Activities	This project would fund the rehabilitation of the historic Francis Ermatinger House in Oregon City in preparation for the site to become part of the National Parks Service.
Project Name	2014 Bell Road Ped/ Bike Improvements
Target Area	
Goals Supported	COMMUNITY DEVELOPMENT GOAL I
Needs Addressed	Infrastructure Projects
Funding	CDBG: \$45,000
Description	This street improvements project includes construction of 3,525 lineal feet of new sidewalks, bicycle paths and drainage improvements along SE Bell Road in the North Clackamas Revitalization Area (NCRA). The project would improve pedestrian safety, reduce storm runoff and improve storm water treatment in this low-income neighborhood.
Target Date	6/30/2016
Estimate the number and type of families that will benefit from the proposed activities	500 people in 232 families will benefit from this project.
Location Description	Census Tract 021601 Block group 3 - 56.1% Low/mod 9801 SE Bell Road
17	

	Planned Activities This street improvements project includes construction of 3,525 lineal feet of new sidewalks, bicycle paths and drainage improvements along SE Bell Road in the North Clackamas Revitalization Area (NCRA). This project is funded with 2013 and 2014 funds.
18	Project Name 2014 CHDO Operating Grant
	Target Area
	Goals Supported
	Needs Addressed Affordable Housing
	Funding HOME: \$13,000
	Description Funds will be used to support Community Housing Development Organizations (CHDO) staff work on the development of low-income housing and to support operating expenses and capacity building. Funds will be provided to two non-profit housing development organizations: Northwest Housing Alternatives, Inc. and Proud Ground.
	Target Date 6/30/2014
	Estimate the number and type of families that will benefit from the proposed activities
	Location Description Clackamas County, Oregon
	Planned Activities Funds will be used to support CHDO staff work on the development of low-income housing and to support operating expenses.
19	Project Name Resident Services Mentor Athletics
	Target Area
	Goals Supported HUMAN SERVICES GOAL II
	Needs Addressed Public Services Needs (People)
	Funding CDBG: \$35,000
	Description A youth services program for residents of the public housing to support youth in academic and health development.
	Target Date 6/30/2015

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>At least 40 low-income youth and 40 households will benefit from this public service.</p>
<p>Location Description</p>	<p>Public housing residents in Oregon City and Milwaukie, Oregon</p>
<p>Planned Activities</p>	<p>Mentor Athletics partners with the Housing Authority of Clackamas County to provide services to a minimum of forty youth, age 7-16, living in Public Housing. Children living in Clackamas County Public Housing are often isolated and lack the resources to participate in extracurricular activities, resulting in poor academic, physical, and emotional development. Mentor Athletics enhances positive youth development through:</p> <ol style="list-style-type: none"> 1) Matching youth one-on-one with a caring adult mentor; 2) Providing social skill development through small group mentoring; and 3) Providing free sports and recreational opportunities.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance is directed throughout the county.

Funding priorities were developed from information collected through a combination of interviews with public officials and non-profit agencies, focus group meetings and an extensive public survey. These priorities are included in the 2012-2016 Funding Polices that were advertised as part of the Request for Proposals for CDBG funded projects. During the 5-Year Consolidated Planning interval 2 RFP cycles will be advertised. This first application cycle will consider projects for the 2013, 2013 and 2014 program years. A second funding cycle will occur in November of 2014 for the 2015 and 2016 program years.

During the first application cycle requests for CDBG funding totaling \$14,106,630 were received; it is anticipated that available CDBG funds for this 3-year period will be \$5,292,450. While the County gives consideration to a "balanced" distribution of funds between cities and unincorporated areas, and between urban and rural areas, ultimately we are limited by the proposals that are submitted.

No geographic areas in Clackamas County were targeted except to the extent that projects serving an area must be located in a qualified geographic area with at least 46% low- and moderate-income residents. Clackamas County has a 46% low-and moderate income exception.

Low Income and Minority Concentration

The United States Department of Housing and Urban Development (HUD) has generated a series of standards that can be used to determine if a Census Tract Block Group has a minority concentration or a concentration of low-income households. To determine if a low-income concentration exists, the Area Median Income (AMI) of a block group must be below 50% of the Area Median Income for the Metropolitan Statistical Area (MSA). The 2012 median annual income for the Portland-Metro MSA, which includes Clackamas County, is \$68,300 for a household of 4 people. Low income (50% of AMI) persons and households have an income of less than \$34,150 per year or \$2,846 per month for a family of 4. For a single person the median income per year is \$48,600. A low income adult person would have an income of less than \$24,300 per year or less than \$2,025 per month.

The Poverty level income level is much lower than the Low Income measure. Nine and a half percent

(9.5%) of Clackamas County residents are living below the official poverty level in Clackamas County based on the latest U.S. Census data. Female householders with children had the highest rates of poverty, and nearly half of female householders with children under the age of five were living below poverty income level.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

No geographic areas in Clackamas County were targeted except to the extent that projects serving an area must be located in a qualified census tract or area with at least 46% low- and moderate-income residents. Clackamas County has a 46% low-and moderate income exception.

HUD’s “low income” household definition is a household that has an income that is less than 50% of Area Median Income (AMI). Clackamas County Community Development considers census tracts that consist of more than 35% low income people as “high-concentration” areas.

Eight percent (7.7%) of Clackamas County residents identified their ethnicity (considered separate from race) as Hispanic or Latino in the 2010 census. This is an increase over the 2000 census, when close to 5% (4.9%) of the population identified themselves as Hispanic.

2010 Census data on ethnicity of County residents indicates that of the more populated cities, Canby and Molalla had the highest percentages of Hispanic/Latino residents (21% and 14% respectively). Among the cities with populations above 10,000, Canby, Happy Valley and Wilsonville had greater than 20% minority populations.

Clackamas County Community Development Division uses a measure of more than 26% of a census tract block group that is minority to be an area of minority concentration. 2000 Census data indicates that some of these area block groups are not considered low income.

Concentrations of Both high (+35%) Low Income and high (+26%) Minority

The Minority and Low Income map attached shows the areas of both minority and low income

concentrations. Annually, Clackamas County Community Development Division spends approximately 13% (\$150,000 to \$200,000) of CDBG funds on projects in these high concentration areas.

Based on an overlay map the areas and Census Tract-Block Groups CT-BG of both more than 35% Low Income (2012 HUD estimate) and more than 26% Minority (2010 Census) are listed below:

- North Clackamas area: CT-BG 216.01-1, CT-BG 216.02-1, CT-BG 222.01-2
- I-205 and HWY212 intersection area: CT-BG 221.04-1, CT-BG 221.04-2
- Canby area: CT-BG 229.03-4 (this is a 2000 census tract, 2010 data has uses tracts 229.06, 229.07, 229.05 and 229.04 to record Canby area data.)

Discussion

Recent and future Projects in High Concentration areas:

2012 SE Canby Sidewalks: A neighborhood improvement project adding sidewalks in a low/mod income residential area, Census Tract Block Group: 229.03-4 (32.4% low income). Anticipated benefit to 125 persons living in the project area.

2012, 2013, 2014 North Clackamas Renewal Area (NCRA) Sewer Hook Up Assistance Grant (SHUAG): Between July 1, 2011 to March 18, 2013- 36 households were assisted residential sewer hookup grants, 9 households are currently in the process of being assisted and 1 application is pending. The NCRA project area includes Census Tract Block Groups: 216.01-1 (31% minority/39.1% low income), 216.01-2 (26% minority/25.4% low income), 216.01-3 (26% minority/30.4% low income) and, 216.01-4 (26% minority/27% low income).

2013 and 2014 Bell Road Ped/Bike Improvements: A neighborhood improvement project adding sidewalks, drainage improvements and bike paths in a low/mod income residential area, Census Tract Block Group: 216.01-3 (26% minority/30.4% low income). The anticipated benefit will be to the 500 persons living in the project area.

Homeless Housing Chez Ami and Janssen Apartments: Two existing permanent and transitional housing units for homeless and formerly homeless persons some with severe mental illness. A total of 64 beds in 48 housing units are supported through the annual CoC renewal funding application process: Census Tract Block Group: 221.04-2 (38.7% low income).

2012 Housing Rehab projects: Between July 1, 2011 to March 18, 2013-NCRA area – 13 households being assisted and 4 households have applications pending. 1 household in Canby has been assisted and 2 households have applications pending. The NCRA project area includes Census Tract Block Groups: 216.01-1 (31% minority/39.1% low income), 216.01-2 (26% minority/25.4% low income), 216.01-3 (26% minority/30.4% low income) and, 216.01-4 (26% minority/27% low income).

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Below are the Community Development 2014 Affordable Housing goals for the Homeless, Non-homeless and Special Needs populations. Funding for these projects is made available through the CDBG, HOME, ESG and the Continuum of Care grant programs. All homeless are supported through Continuum of Care funding.

One Year Goals for the Number of Households to be Supported	
Homeless	130
Non-Homeless	96
Special-Needs	0
Total	226

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	45
Rehab of Existing Units	30
Acquisition of Existing Units	0
Total	75

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

30 low income households will receive funds and assistance to complete owner housing rehabilitation projects.

45 low income households will get access to new affordable housing units.

AP-60 Public Housing – 91.220(h)

Introduction

The Housing Authority of Clackamas County (HACC) is a part of the Health, Housing and Human Services (H3S) Department.

Actions planned during the next year to address the needs to public housing

Resident Services that address the needs in public housing are: service coordination, community gardens, community food bank, resident participation activities, community computers, employment and training assistance, after school programs, life skills education, youth sports and recreation, support groups, health and wellness classes, and informal education.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Public Housing residents are engaged in the management through a Resident Advisory Board (RAB). RAB membership is comprised of public housing and Section 8 Housing Choice Voucher (HCV) leaders that represent residents served by HACC. The RAB convenes not fewer than two times per year to develop, approve, review and evaluate HACC's Annual Plan. The RAB is also consulted for input and approval of any significant amendment or modification to the Annual Plan.

Additionally, the Housing Authority Board of Commissioners includes one public housing resident.

HACC offers a wide range of programs to assist public housing residents become economically self-sufficient and purchase a home. HACC partners with Social Services of Clackamas County and C-TEC to implement the following:

- a) Provide HACC residents with the opportunity to save for post-secondary education and homeownership using an IDA matched savings account. Clackamas County Social Services Division and HACC have formed a partnership to offer Individual Development Accounts (IDA's) to low-income residents of Clackamas County. A participant in an IDA program establishes a savings account with a qualified partner financial institution for the purpose of buying a home, starting or growing a business, or pursuing post-secondary education program. The savings accumulated in the IDA are matched, at a 3 to 1 rate, to a maximum match of \$9,000. Participants are required to complete classes in budgeting,

financial management as well as in the focus area of their savings plan. IDA participants are required to reach their savings goal within 3 years.

b) Provide information and referrals for residents interested in improving their credit and managing their debt. Referrals would be made to for individual appointments with staff at Innovative Changes or with other non-profit credit counseling agencies.

HACC partners with Regional Worksource Agencies (Portland Metro and Washington), the Workforce Investment Council of Clackamas County and Community Solutions of Clackamas County to implement Housing Works. Through Housing Works, fifty Section 8 Voucher and Public Housing residents age 18 and up:

- a) complete training in one targeted industry: construction, healthcare, office work, or manufacturing;
- b) get basic skills instruction;
- c) participate in workshops and job search activities;
- d) get referrals to paid on the job training; and
- e) receive individual professional guidance and support through the entire process.

HACC provides referrals and provide information in their agency newsletter regarding the availability of volunteer tax assistance for public housing residents. The goal of this effort is to maximize public housing resident's participation in the EITC program and to reduce their utilization of costly instant-rebate tax help programs.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HACC is not designated as a troubled agency.

Discussion

Clackamas County is forming a Housing Advisory Board to provide affordable housing policy guidance to the Housing Authority and the Board of County Commissioners.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The H3S Housing and Community Development Division (HCD) coordinates most of the homeless and other special needs activities through its partnerships with non-profit service providers, the Social Services Division, Continuum of Care, the Housing Authority of Clackamas County public housing agency. Activities include: CoC coordination, CoC homeless Point in Time count, ESG coordination, CoC homeless Outreach and Discharge Planning.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Outreach to homeless persons is conducted through the range of Continuum of Care (CoC) services. Clackamas County has a variety of services for persons who routinely sleep on the streets or in other places not meant for human habitation, including two major service centers (Clackamas Services Center and The Father's Heart). Both centers provide hot meals, clothing, medical services, mental health and substance abuse services, and are located convenient to where many unsheltered homeless reside. These agencies also provide shelter during cold weather, again serving primarily persons sleeping on the streets and places not meant for human habitation. In addition, several smaller agencies, including Hope Now, Knowing Me Ministries, and Northwest Community Outreach provide basic needs and outreach to the homeless on the streets and places not meant for habitation. Compassion Cares events, similar to Project Homeless Connect Events that are held nationwide, are held throughout the year to provide a "one stop" for those needing basic services, such as food, clothing, medical care, and shelter.

Addressing the emergency shelter and transitional housing needs of homeless persons

The activities to address emergency shelter needs within the County will be those undertaken with funds available through the Emergency Solutions Grants (ESG) program. The FY 2014 ESG allocation of \$166,374 will be supplemented by matching funds at least equal to that amount.

Primary emphasis will continue to be on payment of emergency shelter operations expenses including utilities, maintenance, insurance, and staff salary costs. The purpose of emphasizing payment of operations expenses is to provide some predictability and stability to the operation of the shelters by assuring that their most basic expenses are met. This assures at least the continued operation of the facilities in times of scarce and fluctuating resources, and it compliments specific fund raising efforts for special projects. This year is funding is available ESG funds may be used to provide financial assistance

and services to Rapidly Re-house homeless families and individuals.

Homeless Management Information System (HMIS) administration and staffing will be funded through the Emergency Solutions Grant and Continuum of Care funds. HMIS information and reporting is required for the County to measure the effectiveness of programs and to receive annual allocations of federal funding for homeless services.

Two shelters in the County, the Northwest Housing Alternatives, Annie Ross House, and Clackamas Women's Services Evergreen House, provide assistance exclusively to homeless families with children and victims of domestic violence. Independent living services are provided at The Inn, a third facility in Clackamas County, which targets assistance to the County's homeless youth population. Case management for homeless individuals and families at each program improves vocational and coping skills to make the transition from homelessness to independent living.

Programs operated by the County's Social Services Division also attempt to prevent low-income individuals from becoming homeless. CDBG funds will be provided to continue the provision of fair housing information and referral services. County residents at risk of being evicted or becoming homeless are able to obtain information on available housing and other services such as short-term emergency shelter and housing counseling.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

VETERANS: Housing Authority of Clackamas County has housed 25 homeless veterans using VASH vouchers. The Veterans Services Office conducts veteran outreach with free medical screenings, warm clothing, information on compensation and other veterans' benefits, employment, housing, counseling and other services. Clackamas County is part of a new SSVF grant and is providing office space and supplemental rental assistance using state funds for a nonprofit provider of outreach, homeless placement and homeless prevention for veterans. This grant has streamlined access to the regional Grant Per Diem program for vets who are working on permanent housing placement either through VASH, SSVF or other programs. The VA VASH case manager is active in the county; however, there are still more homeless veterans than available slots. Thus, identified homeless veterans are prioritized into any available slot that fits their need, although factors such as dishonorable discharges are part of this

prioritization.

FAMILIES: The CoC is increasing capacity & working on outreach goals to end homelessness among households with dependent children. The HomeBase program is the main Rapid ReHousing homeless prevention program. The HomeBase program expanded last year to serve 459 people & plans to increase capacity by 60 beds next year through a HUD proposal. The local funded Bridges 2 Housing (B2H) Program stabilizes housing for high need homeless families serving 38 families & 63 children last year. Through the reallocated Rent Well-RRH project the CoC will be able to stabilize housing for 25 families from the streets/emergency shelter. Outreach plan includes referrals from different geographic parts of the county. An outreach strategy adopted by the HPC educates landlords on housing choice vouchers

Bridges to Housing (B2H): This Clackamas County program serves high-needs homeless families with children, with a capacity of 30 families at a time. These homeless families have multiple complex needs which often include but are not limited to housing barriers, domestic violence, addictions, mental health issues and disabling conditions. Bridges to Housing families receive longer term housing subsidies and intensive services designed to support their income self sufficiency and permanent housing stability as well as the children's and adult's educational success.

YOUTH: Springwater Transitional Housing for youth 16-21 is funded with CoC, ESG, local govt. and private funds. Case management, vocational education services, physical and mental health support, supervision and shelter are provided to youth.

HomeSafe Transitional Housing for pregnant and parenting youth 6 – 21 is funded with CoC, local and state grants. Youth have access to rent assistance in scattered apts., case management, referral and linkages to mainstream services.

Host Homes program is funded with local, state and private grants. Youth get housing with a family for up to six unaccompanied youth ages 16-18 attending school. Program goals are education completion and long term permanency.

Outside In program funded with local govt. grants links to school Homeless Liaisons to provide health service to unaccompanied youth 16-17 in the school and community.

Independent Living Plans (ILPs) is funded with state and local govt. funds for independent living services to youth transitioning from foster care. Case management is provided for youth discharged from Child Welfare at 18 or 19 years old without permanent housing. Case managers refer and link ex-foster youth to programs and services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

These discharge plans have been confirmed through the Continuum of Care application and planning process.

FOSTER CARE: The Oregon Dept. of Human Services is charged with providing services to children aging out of the foster care system. It provides many of these services directly in addition to contracting for specialized Independent Living Program (ILP) services. In this CoC, the prime ILP contractor is the Inn Home which also operates other CoC programs and whose Executive Director serves as Co Chair of our CoC. In addition, the local Family Court plays an active role in supervising dispositions and the CASA Program provides volunteers to assist youth in their transition.

Youth can opt for staying in their foster home and pay rent, join the Job Corp, secure their own apartment with Chafee Housing funds or go to state college with a 100% tuition waiver and room/board covered by Chafee Education Grant funds. With all of these options, DHS staff, The Inn Home staff and the CASA volunteers form a team to assist the youth in accessing services, jobs, schooling and rent subsidies.

HEALTH CARE: The discharge planning for poor and disabled has historically resided with the State through the Medicaid program. With the advent of the Affordable Care Act (ACA) and the expansion of Oregon's Medicaid program, this is shifting to local control. All Medicaid providers are joined in Coordinated Care Organizations (CCOs) covering specific geographic areas. The CCOs integrate physical, mental and dental health services. The ACA Medicaid expansion has been structured to align the financial incentives with clinical outcomes/housing status of patients.

MENTAL HEALTH: The Discharge Policy in place for persons being discharged from a mental health facility is ensured by Clackamas County Behavioral Health Department (CCBH). As part of Health Share, the area's Medicaid Coordinated Care Organization, CCBH has both financial and clinical incentives to ensure that no county residents be discharged from a psychiatric hospital without housing and services. In addition, Oregon is under an U. S. Dept. of Justice 4-year plan to provide better community outcomes for people with mental illness. Specific mandates are subcontracted by the State to CCBH. The local Discharge Policy, which is monitored and enforced, requires all adults leaving a psychiatric hospital be housed consistent with their level of care needs and personal wishes.

CORRECTIONS: The purposeful effort to structure successful community re-entry for inmates is a local mandate spearheaded by the Clackamas County Sheriff's Office (CCSO). Because community safety is its #1 priority, CCSO promotes post-discharge services with housing to reduce recidivism. Likewise, the Clackamas County Behavioral Health (CCBH) is a provider in the local Medicaid program, Health Share. CCBH understands that successful re-entry will reduce incidence and cost of ER visits and hospitalization.

Discussion

Our Jurisdiction receives no HOPWA funding. Our jurisdiction works with Cascades Aids Project (CAP) a service agency which provides housing and services for persons that are HIV positive in our three-county area that is referred to as the Portland Metro Area.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The **2012 Analysis of Impediments to Fair Housing Choice** identified five broad impediment areas. These impediment areas were based on analysis of existing data and broad public input. The impediment areas are also consistent with conclusions about areas of impediments to fair housing choice drawn in the Clackamas County 2005 AI and those identified in neighboring counties and cities. Some impediments, such as discrimination in housing, can be addressed with strategies aimed at identification and enforcement, as well as education (consumer, provider and housing industry).

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

There are a number of barriers to affordable housing common to substantially developed communities. These include the high cost of land and lack of available and appropriately zoned land. The high cost of site development, lack of easily developable vacant land within already-developed areas, the high cost of materials and the difficulty in obtaining financing have discouraged development and in some instances encouraged development of larger units which carried greater profit.

Individual cities and the County have authority over development regulations, including zoning, which results in a mix of regulations. Many of the existing patterns of sprawl, decentralization and homogenous housing developments resulted from commuter demand for housing. Homogeneity, whether exclusively single family or multifamily, can result in limited housing choice suitable to needs and incomes of County residents. Undefined or subjective design standards can also make it difficult to meet affordable housing needs within built-out communities.

Access to affordable and adequate housing for households with lowest incomes has been restricted over the years. Since 2000, median renter income in the U.S. has fallen relative to contract rents. Utility costs have been increasing, as has the price of commuting to work. Quality of housing, particularly at the lowest rent levels, is at risk if property owners do not have assets to maintain units. The result is that lowest income tenants, in addition to the burden of finding housing at all, may be forced to live in unsuitable or unsafe housing.

A range of suitable housing choices should ideally be available to fit the entire range of household incomes, providing choices for all residents, including those who work in the community.

Households with extremely low incomes, especially those needing support services, find very few options. The Clackamas County Comprehensive Plan, last updated in 2001, recognizes the goal of providing a variety of housing types and densities to meet the needs of County residents. Policies with the potential of increasing affordable housing include:

- Provisions for mobile home park continuation and development.
- Encouraging new condominiums, while discouraging conversion of existing rental units.
- Locating diverse affordable housing opportunities with access to services and employment.
- Support for regional planning activities and policies to increase affordable housing.
- Encouraging increased densities in zoning.
- Reducing costs for utilities and roadways through flexible lot patterns in subdivisions and Planned Unit Developments.
- Expedited design review and permitting.
- Permitting prefabricated housing meeting Uniform Building Code on individual lots within the Urban Growth Boundary.
- Preserving existing housing when renovation a feasible option.
- Encouraging infill while preserving the character of existing neighborhoods.

Discussion

AP-85 Other Actions – 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

Senior Center services for persons over 65 years will be enhanced in West Linn by the West Linn Adult Community Center Expansion project. The Jackson Place rehabilitation project will preserve a transitional housing project for homeless individuals.

Actions planned to foster and maintain affordable housing

HOME funds will be used primarily to develop affordable housing units for rental by low-income individuals and families. HOME funds will also be used to assist Community Housing Development Organizations (CHDO's) with grants for operating costs allowed by 24 CFR 92.208.

CDD ensures that HOME-assisted rental housing remains affordable by monitoring projects during the period of affordability for compliance with the HOME regulations at 24 CFR Part 92. Monitoring activities include both desk and on-site monitoring. Clackamas County ensures the long-term affordability of HOME-assisted homebuyer properties during the period of affordability by monitoring to verify that the home remains owner-occupied.

Actions planned to reduce lead-based paint hazards

Clackamas County contracts with a professional firm to provide lead hazard evaluation services at no cost to the owners and buyers participating in its housing rehabilitation and homebuyer programs. When such hazards are discovered, they are addressed in a manner consistent with procedures approved by HUD, the State Health Division and the Department of Environmental Quality. However, the County does not anticipate using HOME funds for its housing rehabilitation and homebuyer programs in the next year. The HOME-funded project will be new construction and will not involve lead-paint hazards.

Actions planned to reduce the number of poverty-level families

The Housing and Community Development Division coordinates efforts with the Social Services Division (SSD) to reduce the number of households below the poverty line. SSD's activities include:

- Participation in and staffing of the Continuum of Care in Clackamas County as well as the Continuum of Care Steering Committee (Governing Board) and the Homeless Policy Council.
- Coordination and maintenance of liaison relationships with McKinney Vento funded homeless liaisons that support the educational success of homeless children. These include each of the School Districts in the county, all Clackamas Educational Service District offices, and the State of Oregon Department of Higher Education.
- Contracting with a community based organization for a Homeless Student Success Project that will enhance the capacity of the homeless liaison at the highest poverty school district in Clackamas County.
- Participation in the Clackamas Housing Action Network (CHAN), an advocacy group that focuses on the lack of affordable housing in the county.
- Participation as one of the four lead agencies on the regional steering committee for the Rent Well tenant education program.
- Participation in the operations of the Janssen Transitional Housing Project (JTHP). SSD currently provides case management for the families living at Janssen. This HUD funded project, sponsored by the Housing Authority of Clackamas County, has been in operation for more than 20 years. JTHP provides seven (7) transitional housing units, intensive and comprehensive case management, flexible assistance to support residents increasing their income and housing stability, and other supportive services for homeless families with children.
- Maintain the Fair Housing Rights and Resources Program which responds to the general public regarding emergency housing, housing discrimination, landlord-tenant concerns, low-cost housing, rent assistance and a variety of other housing-related issues. Maintain a contractual relationship with Legal Aid Services of Oregon and the Fair Housing Council of Oregon to support the delivery of Fair Housing services to Clackamas County residents. This contractual relationship hastens service delivery for people experiencing potential fair housing violations.

Actions planned to develop institutional structure

The Housing and Community Development Division coordinates efforts with the Social Services Division (SSD) to develop institutional structure to strengthen the services system in Clackamas County. SSD's activities include:

- Operation of the State of Oregon Housing and Community Services Low Income Rental Housing Fund (LIRHF). LIRHF provides time-limited rental payment assistance to caseload-managed clients of SSD.
- Administration of State Homeless Assistance Program (SHAP) funds sub-granted to the Annie Ross House family shelter and Clackamas Women's Services domestic violence shelter.
- Initial screening and intake for families wanting to enter the Annie Ross House shelter and two interfaith hospitality shelter networks (SON and LOTSM).
- Administration of the federal Emergency Food and Shelter Program (EFSP) and contracts with local shelters to provide night of shelter to homeless persons.
- Local administration of the state Emergency Housing Account (EHA). These funds support case management to families accessing the two interfaith hospitality network shelters. EHA funds are also used to support shelter bed nights at Clackamas Women's Services, Annie Ross House, and the Inn Home.
- Operation of a locally funded Bridges to Housing program that provides high needs homeless families a longer term housing subsidy and intensive, comprehensive case management that focus on permanent housing stability and increasing income.
- Operation of the Rent Well tenant education program, providing year-round, ongoing tenant education in Spanish and English as well as case management to help homeless families with barriers to housing placement locate and access permanent housing units.
- Operation of the Jackson Transitional program for adults who are homeless.
- Operation of the HSP program for families who are homeless or at imminent risk of homelessness needing short term rental assistance and supportive services in order to stabilize.
- Severe Weather Warming Centers at three sites, providing a total of 99 low barrier shelter beds for homeless persons on cold winter nights. These sites provide important linkages for the community's efforts to identify and re-house chronically homeless persons.

Actions planned to enhance coordination between public and private housing and social service agencies

Clackamas County Community Development Division coordinates activities between public housing and assisted housing agencies through funding and reporting outcomes to state and federal agencies. The HOME program provides vital funding to private assisted housing providers that also apply for state tax credit funding. HOME funding is one of few sources of funds for affordable housing units in our rural urban county.

The Clackamas County Health, Housing and Human Services (H3S) Department includes; a public housing authority, a community development division, a public health division, a social services division, a behavioral health division and a primary care division. H3S is often a convener of agencies to apply for funding, build facilities and provide services to vulnerable populations. In some cases the county provides the services in other cases non-profit agencies provide the housing or services.

Housing Rights and Resources program is an H3S program in the Social Services Division that provided housing referral and information services on all available housing services.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

This year a Home-buyer program will not be available for low-income residents. In prior years this program was available.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	100,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	100,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	92.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The County does not anticipate offering any other forms of investment of HOME funds beyond those described in 24 CFR 92.205(b) in the 2014 program year.

The County will ensure that matching contributions from non-federal sources are made to housing that qualifies as affordable housing under the HOME program in 2014-2015. Matching funds will be in amount not less than 25 percent of the funds required to be matched per 24 CFR 92.218. We anticipate that eligible match will come primarily from non-federal cash contributions such as the State Housing Trust Fund, the value of foregone local fees or taxes and the value of donated voluntary labor and professional services.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The County does not anticipate using HOME funds for homebuyer activities in the 2014 program year.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The County does not anticipate using HOME funds for homebuyer activities in the 2014 program year.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The County does not anticipate using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds in the 2014 program year.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

These ESG and COC written standards are attached as Appendix B.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

A CoC working group of providers met in 2013 to implement coordinated assessment. The result was a tool designed and agreed on by all affected programs with the intention of obtaining the most relevant information to make an appropriate referral. In the 2nd phase, a barriers assessment will accompany the tool. The assessment has been piloted by the 2 largest shelter providers: Clackamas County Social Services Division and Northwest Housing Alternatives. The next phase will involve a full rollout by all programs that provide shelter. The planning process involved identifying resources in our region and how resources are accessed by homeless persons and families. The system will cover the entire geographic region using a "hub" system as much as possible, though large portions of the county are rural and sparsely populated. The system will be easily accessed, primarily through our Housing Rights and Resources line, a one-stop number for housing information. This number is made available through 2-1-1, the county's website, flyers and referring agencies.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Currently ESG funds are allocated to three (3) nonprofit providers and the County as the HMIS administrator. The process for making sub-awards was to advertise the availability of ESG funding in 2011 as part of the Consolidated Planning funding cycle. Applications were received and reviewed. Only three applications to provide Emergency Shelter services were received. All three nonprofits were funded for homeless emergency shelter services. The contracts have been renewed annually at level funding. ESG and COC providers are engaged in homeless services planning and ESG

allocations.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The CoC has a formerly homeless person on the CoC Steering Committee governing board.

5. Describe performance standards for evaluating ESG.

ESG providers are evaluated using the CoC national performance measurements standards. Agencies that provide only emergency shelter services are evaluated by examining two measures of success:

A: Number and percentage of persons exiting to a known place and,

B: Number and percentage of people who increase income from entry to exit in emergency housing programs.

Discussion

Appendix A

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<input type="checkbox"/> Non-Construction			
5. APPLICANT INFORMATION			
Legal Name: Clackamas County, Oregon		Organizational Unit: Department: Health, Housing and Human Services	
Organizational DUNS: 096992656		Division: Housing and Community Development	
Address: Street: 2051 Kaen Road #245		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Oregon City		Prefix: Mr.	First Name: CHUCK
County: Clackamas		Middle Name	
State: Oregon		Last Name ROBBINS	
Zip Code 97045	Suffix:		
Country: USA		Email: CHUCK@CO.CLACKAMAS.OR.US	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 9 3 - 6 0 0 2 2 8 6		Phone Number (give area code) 503.650.5666	Fax Number (give area code) 503.655.8563
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) B.COUNTY Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): CDBG COMMUNITY DEVELOPMENT BLOCK GRANT 1 4 - 2 1 8		9. NAME OF FEDERAL AGENCY: US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Clackamas County, Oregon		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS	
13. PROPOSED PROJECT Start Date: 07/01/2014 Ending Date: 06/30/2015		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 5,3,1 b. Project 5,3,1	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 2,033,844 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$ ⁰⁰	DATE:	
c. State	\$ ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ 1,328,057 ⁰⁰	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ 640,000 ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$ 300,000 ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 4,301,901 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix	First Name CINDY	Middle Name	
Last Name BECKER	Suffix		
b. Title DIRECTOR	c. Telephone Number (give area code) 503.650.5696		
d. Signature of Authorized Representative	e. Date Signed		

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
			3. DATE RECEIVED BY STATE	State Application Identifier
			4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION				
Legal Name: Clackamas County, Oregon		Organizational Unit: Department: Health, Housing and Human Services		
Organizational DUNS: 096992656		Division: Housing and Community Development		
Address: Street: 2051 Kaen Road #245		Name and telephone number of person to be contacted on matters involving this application (give area code)		
City: Oregon City		Prefix:	First Name: Chuck	
County: Clackamas		Middle Name		
State: Oregon		Last Name Robbins		
Zip Code 97045	Suffix:			
Country: USA		Email: chuck@co.clackamas.or.us		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 9 3 - 6 0 0 2 2 8 6		Phone Number (give area code) 503-650-5666	Fax Number (give area code) 503-655-8563	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) B. COUNTY Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): HOME INVESTMENT PARTNERSHIP PROGRAM		9. NAME OF FEDERAL AGENCY: Federal Mediation and Conciliation Service		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): CLACKAMAS COUNTY, OREGON		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: APPLICATION FOR HOME INVESTMENT PARTNERSHIP PROGRAM		
13. PROPOSED PROJECT Start Date: 07/01/2014		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 5,3,1		
Ending Date: 06/30/2015		b. Project 5,3,1		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 769,660 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ ⁰⁰	DATE:		
c. State	\$ 7,000,000 ⁰⁰	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ ⁰⁰	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ 700,000 ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$ 15,000 ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$ 8,469,660 ⁰⁰			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix	First Name CINDY	Middle Name		
Last Name BECKER	Suffix			
b. Title DIRECTOR OF HEALTH HOUSING AND HUMAN SERVICES		c. Telephone Number (give area code) 503-650-5696		
d. Signature of Authorized Representative		e. Date Signed		

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE 	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY 	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Clackamas County, Oregon		Organizational Unit: Department: Health, Housing and Human Services	
Organizational DUNS: 096992656		Division: Housing and Community Development	
Address: Street: 2051 Kaen Road #245		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Oregon City		Prefix: Mr.	First Name: CHUCK
County: Clackamas		Middle Name	
State: Oregon		Last Name ROBBINS	
Zip Code 97045		Suffix:	
Country: USA		Email: CHUCK@CO.CLACKAMAS.OR.US	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 93-6002286		Phone Number (give area code) 503.650.5666	Fax Number (give area code) 503.655.8563
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) B.COUNTY Other (specify)	
Other (specify)		9. NAME OF FEDERAL AGENCY: US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-231		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: APPLICATION FOR EMERGENCY SOLUTIONS GRANT FUNDS	
TITLE (Name of Program): HESG EMERGENCY SOLUTIONS GRANT PROGRAM			
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Clackamas County, Oregon			
13. PROPOSED PROJECT Start Date: 07/01/2014		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 5,3,1	
Ending Date: 06/30/2015		b. Project 5,3,1	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 166,374.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$.00	DATE:	
c. State	\$.00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ 301,100.00	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$.00	<input type="checkbox"/> Yes if "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 647,474.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix	First Name CINDY	Middle Name	
Last Name BECKER			Suffix
b. Title DIRECTOR			c. Telephone Number (give area code) 503.650.5696
d. Signature of Authorized Representative			e. Date Signed

Appendix B

**Clackamas County Homeless Services
Continuum of Care (CoC) and
Emergency Solutions Grant Program (ESG)
DRAFT 2014 Policy Manual**

TABLE OF CONTENTS CONTENT	PAGE
Overview	2
General Standards	3
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WRITTEN STANDARDS

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidated three separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program. The HEARTH Act revised the Emergency Shelter Grants program and renamed the program the **Emergency Solutions Grants (ESG)** program. The HEARTH Act also codified in law the Continuum of Care planning process, long a part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

24 CFR Part 576 Subpart B details the program components and eligible activities of the ESG program. The five components are:

1. Street Outreach
2. Emergency Shelter
3. Homeless Prevention
4. Rapid Re-housing
5. HMIS (Homeless Management Information System)

The Clackamas County Continuum of Care (CoC) is a consortium of individuals and organizations with the common purpose of planning for a housing and services continuum for people who are homeless. The Clackamas County CoC was originated to meet the Federal HUD requirement for Continuum of Care McKinney-Vento funds to flow into Clackamas County for people who are homeless.

The mission of the Clackamas County CoC is to facilitate the development of a continuum of housing and services that provide sufficient opportunities to significantly mitigate homelessness in Clackamas County, via:

- Full utilization of mainstream resources
- Coordination of service delivery and housing systems
- Systemic agreements and institutional targeting of populations at high risk of homelessness
- Creative cultivation of new resources
- Public awareness to foster a collective sense of responsibility

CoC funded providers operate Transitional Housing, Permanent Supportive Housing and Rapid Rehousing programs and follow the program rules listed in CoC Interim Rule 24 CFR Part 578.

Each ESG and CoC provider may decide to set standards for their homeless services that exceed these minimum standards, but will at the very least comply with the following Clackamas County Homeless Services General Standards:

GENERAL STANDARDS

PARTICIPANT ELIGIBILITY:

Minimum standards for evaluating individual and family eligibility for assistance under Emergency Solutions Grant (ESG) are:

- **Street Outreach** – People who qualify as ‘unsheltered homeless,’ based on paragraph (1)(i) of the “homeless” definition found at 24 CFR 576.2 are eligible for the following activities, in compliance with federal ESG rules (24 CFR 576.101): *engagement, case management, emergency health and mental health services, transportation*
- **Emergency Shelter** – People who qualify as ‘homeless,’ based on paragraphs (1, 2, 3 or 4) of the “homeless” definition found at 24 CFR 576.2 are eligible for the following activities, in compliance with federal ESG rules (24 CFR 576.102): *case management; child care; education, employment and life skills services; legal services; health, mental health and substance abuse services; transportation*

NOT ALLOWABLE: Mortgage and mortgage arrearage payments.

- **Rapid Re-housing** – People who qualify as ‘homeless,’ based on paragraphs (1 or 4) of the “homeless” definition found at 24 CFR 576.2 and who moving into a housing unit that meets HUD’s habitability and lead-based paint standards are eligible for the following activities, in compliance with federal ESG rules (24 CFR 576.104, 576.105, 576.106):
 - **Housing Relocation and Stabilization Services:** *moving costs, rent application fees, security deposits, last month’s rent, utility deposits, utility payments, housing search/placement, housing stability case management, mediation and legal services, credit repair/budgeting/money management*
 - **Rental Assistance:** *short-term (up to 3 months) and medium-term (4-24 months) rental assistance, up to 24 months total during a 3-year period in tenant-based or project-based housing*

The 24 months may include a one-time payment for up to 6 months of rent arrears on the tenant’s portion of the rent. Rent amount must meet the federal requirements for Fair Market Rent (24 CFR 888) and the HUD standard for rent-reasonableness (24 CFR 982.507). There must be a rental agreement between the landlord and agency and a written lease between tenant and landlord.

NOT ALLOWABLE: Mortgage and mortgage arrearage payments.

- **Homelessness Prevention** – People who qualify as ‘at risk of homelessness,’ based on paragraphs (2, 3 or 4) of the “homeless” definition or based on the “At risk of homelessness” definition found at 24 CFR 576.2 and who reside in a housing unit that meets HUD’s habitability and lead-based paint standards and have an annual income below 30% of Area Median Income (AMI), are eligible for the following services, in compliance with federal ESG rules (24 CFR 576.103, 576.105, 576.106):
 - **Housing Relocation and Stabilization Services:** *moving costs, rent application fees, security deposits, last month’s rent, utility deposits, utility payments, housing search/placement, housing stability case management, mediation and legal services, credit repair/budgeting/money management*

- **Rental Assistance:** short-term (up to 3 months) and medium-term (4-24 months) rental assistance, up to 24 months total during a 3-year period in tenant-based or project-based housing

The 24 months may include a one-time payment for up to 6 months of rent arrears on the tenant's portion of the rent. Rent amount must meet the federal requirements for Fair Market Rent (24 CFR 888) and the HUD standard for rent reasonableness (24 CFR 982.507). There must be a rental agreement between the landlord and agency and a written lease between tenant and landlord.

NOT ALLOWABLE: Mortgage and mortgage arrearage payments.

Minimum standards for evaluating individual and family eligibility for assistance under Continuum of Care (CoC) are determined based on the program components listed in the CoC Interim Rule. Acceptable evidence of the homeless as status is set forth in 24 CFR 576.500(b).

COORDINATED ASSESSMENT:

Minimum standards for coordinated assessment system are:

- Once the Continuum of Care has developed and adopted a coordinated assessment system in accordance with HUD's requirements (24 CFR Part 578) all ESG and CoC providers in Clackamas County, except for victim service providers, shall use that assessment system.
- A victim service provider may choose not to use the Continuum of Care's assessment system.

PROGRAM COORDINATION:

Minimum standards for program coordination consist of on-going system and program coordination and integration of CoC and ESG-funded activities to the maximum extent practicable with the following:

- a. Emergency shelter providers, essential services providers, transitional housing, homelessness prevention, and rapid rehousing assistance providers;
- b. Other homeless assistance providers, including:
 - Shelter Plus Care Program;
 - Supportive Housing Program;
 - Section 8 Moderate Rehab Program for Single Room Occupancy Program (SRO) for Homeless Individuals;
 - HUD-Veterans Affairs Supportive Housing (HUD-VASH);
 - Education for Homeless Children and Youth Grants for State and Local Activities (McKinney-Vento Homeless Assistance Act);
 - Grants for the Benefit of Homeless Individuals;
 - Oregon Health Program (OHP);

- Programs for Runaway and Homeless Youth;
 - Projects for the Assistance in the Transition from Homelessness;
 - Services in Supportive Housing Grants;
 - Emergency Food and Shelter Program;
 - Transitional Housing Assistance Grants for Victims of Sexual Abuse, Domestic Violence, and Stalking Program;
 - VA Homeless Providers Grant and Per Diem Program;
 - Health Care for Homeless Veterans Program;
 - Homeless Veterans Dental Program;
 - Social Security Administration
 - Supportive Services for Veterans Families Program; and
- c. Mainstream service and housing providers:
- Public housing programs assisted under section 9 of the U.S. Housing Act of 1937;
 - Housing programs receiving Section 8 tenant based or project based assistance;
 - Supportive Housing for Persons with Disabilities;
 - HOME Investment Partnerships Program;
 - Temporary Assistance for Needy Families;
 - State Children's Health Insurance Program;
 - Head Start;
 - Workforce Training Programs;
 - Mental Health and Substance Abuse Block Grants;
 - Services funded under the Workforce Investment Act; and
 - State Housing Related Assistance Program for Adults with Serious Mental Illness

HMIS:

Minimum standards for CoC and ESG data are:

- Providers, except for victim service providers shall actively utilize the Homeless Management Information System (HMIS), to enter data on people served and assistance provided under ESG.
- Victim service providers shall actively utilize a comparable data system that meets HUD's standards (24 CFR 576.107).
- Providers shall adhere to the reporting and data quality standards listed in the current Clackamas County HMIS Policies and Procedures.

INCOME DETERMINATION:

Minimum standards for determination of an individual or family's annual income consist of calculating income in compliance with 24 CFR 5.609. and or 24 CFR 578.103 (a) (6).

Annual income is defined as:

- (a) *Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

CONNECTION WITH OTHER RESOURCES:

Minimum standards for connection with other resources consist of assisting each participant to obtain, if applicable:

- Appropriate support services including:
 - Permanent housing;
 - Medical health treatment;
 - Mental health treatment;
 - Counseling;
 - Supervision; and
 - Other services needed for independent living.

- Other governmental and private assistance available to help with housing stability including:
 - Medicaid;
 - Supplemental Nutrition Assistance Program;
 - Women, Infants and Children (WIC);
 - Federal-State Unemployment Insurance Program;
 - Social Security Disability Insurance (SSDI);
 - Child and Adult Care Food Program; and
 - Other available assistance.

PERFORMANCE MEASUREMENT

CoC and ESG providers will submit Annual Performance Reports (APRs) to HUD. At least annually CoC and ESG providers will be measured using the HUD CoC performance measures of:

- a. Ending Chronic Homelessness – Have any new chronic persons been housed?
- b. Housing Stability – Have participants stayed in or moved to permanent housing?
- c. Jobs and Income Growth – Have participants increased their income?
- d. Mainstream Benefits – Have participants gotten access to services?
- e. Rapid Re-Housing – Have families been appropriately housed as quickly as possible?

Emergency Shelter activities' performance will be measured using the following indicators:

- a. Number and percentage of people exiting to a known place.
- b. Number and percent of people who increase income from entry to exit in emergency housing programs.

EDUCATION OF CHILDREN

Clackamas County CoC strongly values education, believing that increased educational attainment lowers risk of future homelessness. ESG and CoC programs shall inform parents and unaccompanied youth of their educational rights and mandate school enrollment and attendance with ESG and CoC services. Providers and homeless school liaisons coordinate schooling for each school-age child, reducing school migration and connecting students to services.

FAMILY UNITY

The CoC and ESG providers of emergency shelter, transitional housing, rapid rehousing and permanent housing serving families shall ensure that families with children under 18 are not denied admission or separated when entering shelter or housing.

REASONABLE ACCOMMODATIONS

Clackamas County is committed to the equal treatment of all persons, and believes that no qualified individual with disabilities should, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of our programs.

CoC and ESG providers will provide "Reasonable Accommodations" to applicants and participants of the Clackamas County CoC and ESG Programs. A reasonable accommodation is some modification or change a provider can make to its policies or procedures that will assist an otherwise eligible person with a disability to attain equal participation in the CoC or ESG programs.

Case managers will assist clients in reviewing and understanding this Reasonable Accommodation Policy and completing any Request for Reasonable Accommodation documentation.

TERMINATION OF ASSISTANCE:

Minimum standards for termination of assistance are:

- **In general** – If a program violation occurs and the provider terminates assistance as a result, the termination shall follow an established process that recognizes the rights of the individuals affected. Termination shall only occur in the most severe cases.

- **Program participants receiving rental assistance or housing relocation or stabilization services** – When terminating rental assistance or housing relocation and stabilization services, the required formal process shall minimally consist of:
 - Written notice clearly stating the reasons for termination;
 - Review of the decision that gives the participant opportunity to present objections to the decision maker; and
 - Prompt written final notice.
 - **Ability to provide further assistance** – Termination will not bar the provider from providing later additional assistance to the same family or individual.
-

GRIEVANCE PROCESS

- ESG providers must follow the Clackamas County Social Services Division (CCSSD) Citizen Consumer Grievance Process that recognizes the rights of individuals receiving assistance to due process of law. This process consists of an informal process and a formal process. The formal process consists of completion of a Consumer Complaint Form and:
 - (1) A meeting between the consumer, the agency staff and the CCSSD Director. The agency contact person should schedule this meeting within 2 working days of receiving the written Consumer Complaint Form and contact all parties with the date, time and location of the meeting with the CCSSD Director.
 - (2) All facts will be considered at this meeting with information being provided from both the consumer and the provider agency staff. The CCSSD Director will document the results of the meeting on the Consumer Complaint Form. The consumer may accept or reject the decision and sign the form. The consumer will receive a copy of the signed form.
 - (3) A copy of all Consumer Complaint Forms and the log of complaints received by the CCSSD Director will be kept.
-

LEAD-BASED PAINT:

Minimum standards for all shelters and program participant-occupied housing consist of compliance with the lead-based paint remediation and disclosure requirements identified in 24 CFR 576.403, including the Lead-Based Paint Poisoning Prevention Act (42 USC 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 4851-4856) and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M and R.

SAFETY, SANITATION & PRIVACY:

Minimum standards for all shelters and program participant-occupied housing consist of compliance with the safety, sanitation & privacy requirements identified in 24 CFR 576.403, including:

Minimum standards for emergency shelters:

Any building for which ESG funds were used for conversion, major rehabilitation or other renovation or that receives ESG assistance for shelter operations shall meet state/local government safety and sanitation standards, as well as the following:

- Structure and materials–The building must be structurally sound, protect participants from the elements and not pose any threats to their health or safety.
- Products and appliances–Any ESG funded renovation, including major rehabilitation and conversion, must use Energy Star and WaterSense products/appliances.
- Access–The shelter must comply with the applicable Rehabilitation, Fair Housing and Americans with Disabilities Acts and implementing regulations.
- Space and security–Unless it is a day shelter, it must provide appropriate places to sleep, adequate space, and security for residents and their belongings.
- Interior air quality–Each shelter room/space must have proper ventilation and be pollutant free.
- Water supply must be free of contamination.
- Sanitary facilities–Each participant must have access to sufficient, sanitary facilities that are in proper operating condition, private and adequate for personal cleanliness and disposal of human waste.
- Thermal environment–The shelter must have the necessary, properly operating heating/cooling facilities.
- Illumination and electricity–The shelter must have adequate and appropriate lighting and safe electrical sources.
- Food preparation–Any food preparation areas must be able to store, prepare, and serve safe and sanitary food.
- Sanitary conditions–The shelter must be in sanitary condition.
- Fire safety–Each occupied unit of the shelter must have at least one working smoke detector and when possible they should be near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas must have at least one working detector and there must be a second means of exiting the building in the event of an emergency.

Minimum standards for transitional and permanent housing – Providers shall not use CoC or ESG funding to help someone remain or move into housing if the housing does not meet the following minimum habitability standards.

- Structure and materials–The building must be structurally sound, protect participants from the elements and not pose any threats to their health or safety.
- Space and security–Each resident must have adequate space and security for themselves and their belongings and an acceptable place to sleep.
- Interior air quality–Each room or space must have proper ventilation and be pollutant free.

- Water supply must be free of contamination.
 - Sanitary facilities—Residents must have access to sufficient, sanitary facilities that are in proper operating condition, private and adequate for personal cleanliness and disposal of human waste.
 - Thermal environment—The housing must have the necessary, properly operating heating/cooling facilities.
 - Illumination and electricity—The structure must have adequate and appropriate lighting and safe electrical sources.
 - Food preparation—All food preparation areas contain suitable space and equipment to store, prepare, and serve safe and sanitary food.
 - Sanitary conditions—The housing must be in sanitary condition.
 - Fire safety:
 - There must be a second means of exiting the building in the event of an emergency.
 - Each unit must include at least one properly working smoke detector on each occupied level of the unit, located when possible in a hallway adjacent to a bedroom.
 - If the unit is occupied by a hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom he or she occupies.
 - The public areas of the housing must be equipped with a sufficient number of detectors, but not less than one for each area.
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CONFLICTS OF INTEREST:

Minimum standards for conflicts of interest are:

Organizational conflicts of interest:

- CoC and ESG assistance will not be contingent on the individual's or family's acceptance or occupancy of emergency shelter or housing owned by the provider or a provider's subsidiary or parent.
- No provider, with respect to individuals or families occupying housing owned by the provider or a provider's subsidiary or parent, will carry out the initial evaluation under 24 CFR 576.401 or administer homelessness prevention assistance under 24 CFR 576.103.

Individual conflicts of interest:

- When procuring goods and services, the provider will comply with codes of conduct and conflict of interest requirements under 24 CFR 84.42 (private non-profit) or 24 CFR 85.36 (government).

All transactions/activities:

- **Conflicts prohibited** – No person involved with the CoC or ESG program or who is in a position to participate in a decision-making process or gain inside information regarding the program's activities, shall obtain a financial interest or benefit from an assisted activity; have a financial interest in any related contract, subcontract, or assisted activity; or have a financial interest in the activity's proceeds (either himself or herself or those

with whom he or she has family or business ties) during his or her tenure or for one year following tenure.

- **Persons covered** – These conflict of interest provisions apply to any employee, agent, consultant, officer or elected or appointed official of the provider’s agency.
 - **Exceptions** – A provider may request an exception to these provisions from HUD, only if he or she meets the threshold requirements identified in 24 CFR 576.404.
-

HOMELESS PARTICIPATION:

Minimum standards for homeless participation are:

- To the maximum extent possible, the provider shall involve homeless individuals and families in paid or volunteer work on the CoC funded programs or ESG-funded facilities, in providing services under CoC or ESG and in providing services for occupants of CoC or ESG-funded facilities (24 CFR 576.405).
 - CoC and ESG providers must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the ESG PROVIDERS, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under ESG.
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FAITH-BASED ACTIVITIES:

Minimum standards for faith-based activities for ESG (24 CFR 576.406) and CoC (24 CFR 578.87) (b) are:

- Providers receiving CoC or ESG funding shall not engage in inherently religious activities as part of the ESG-funded programs or services. Such activities must be offered separately from ESG-funded programs and services and participation must be voluntary.
 - A religious organization receiving CoC or ESG funding retains independence from government and may continue with its mission provided that ESG funds are not used to support inherently religious activities. An ESG-funded organization retains its authority over its internal governance.
 - An organization receiving CoC or ESG funding shall not discriminate against a participant or prospective participant based on religion or religious beliefs.
 - CoC or ESG funding shall not be used for the rehabilitation of structures used specifically for religious activities, but may be used for rehabilitating structures that are used for CoC or ESG-eligible activities.
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NONDISCRIMINATION/EQUAL OPPORTUNITY/AFFIRMATIVE OUTREACH:

CoC providers must maintain copies of their marketing, outreach, and other materials used to inform eligible persons of the program to document compliance with the requirements in § 578.93(c).

ESG providers minimum standards shall comply with the requirements for nondiscrimination, equal opportunity and affirmative outreach identified in §576.407 (a-b).

PROGRAM INCOME:

Minimum standards for private non-profit organizations for program income earned during the project period are that the program income shall be retained and used to finance the non-Federal share of the project or program. Records of the receipt and use of program income shall be retained.

RECOVERED MATERIALS:

CoC and ESG minimum standards for the procurement of recovered materials shall comply with the requirements identified in §576.407(f), including that the recipient and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

DISPLACEMENT: Minimum standards for minimizing the displacement of persons (families, individuals, businesses, nonprofit organizations and farms) as a result of a project assisted under ESG shall comply with §576.408 and under CoC comply with §578.83 and consist of:

Minimizing displacement – Consistent with ESG goals and objectives, the providers shall minimize displacing people as a result of CoC or ESG-funded projects.

Temporary relocation not permitted - No temporary relocation shall be required for an ESG-funded project. When a tenant has to move for a CoC or ESG-funded project, the tenant shall be treated as permanently displaced and offered relocation assistance and payments.

Relocation assistance for displaced persons -

In general – A displaced person shall be provided relocation assistance and advised of his or her Fair Housing Rights.

Displaced Person - A “displaced person” is defined as any person that moves from a permanent home as a result of CoC or ESG-funded acquisition, rehabilitation, or demolition of a project.

A person does not qualify as a “displaced person” if the person:

- Was evicted based on a violation of the lease or occupancy agreement; violation of the law; and the recipient determines that the eviction was not undertaken to evade the obligation to provide relocation assistance.
- Moved into the property after the application was submitted but was provided with written notice that he or she would not qualify as a “displaced person.”

- The person is ineligible under 49 CFR 24.2.
- HUD determines that the person was not displaced as a result of the project.

The State or the provider may request that HUD determine whether or not a displacement would be covered by this rule.

Real property acquisition requirements – The acquisition of real property for a CoC or ESG funded project is subject to the URA and Federal government wide regulations.

Appeals - A person who disagrees with the recipient's determination concerning whether the person qualifies as a displaced person, or the amount of relocation assistance may file a written appeal. A low-income person who disagrees with the recipient's determination may submit a written request for review of that determination by HUD.

RECORDS & RECORDKEEPING:

Minimum standards shall ensure sufficient written records are established and maintained to enable the State and HUD to determine whether ESG requirements are being met and comply with §576.500 and CoC requirements are being met and comply with §578.103 , including the following:

- Program participant records shall include written:
 - Determination and verification/certification that the program participant met the criteria for being Homeless or At Risk of Homelessness and that an effort was made to obtain written third-party verification, when possible and applicable
 - Determination and verification/certification that the program participant was eligible or ineligible for the particular services and/or financial assistance
 - Determination and verification/certification that the program participant lacked sufficient resources and support networks to provide the assistance
 - Determination and verification/certification that the program participant met income requirements and that an effort was made to obtain written third-party verification, when possible and applicable
 - Identification of the specific services and financial assistance amounts that were provided to the program participant
 - When applicable, verification that the services were terminated in compliance with ESG §576.402 or CoC §578.91
 - When adopted by the Continuum of Care, a copy of the CoC-approved coordinated assessment of the program participant
 - Copies of written leases and rental agreements, documentation of payments made, including dates of occupancy, and compliance with fair market rent, rent reasonableness and utility allowance requirements
 - Determination and verification that the housing unit met HUD's habitability and lead-based paint standards
 - Copy of individualized housing stability plan
 - Notes verifying case management services were provided at least monthly, unless exempt from this requirement
 - Notes verifying program participant's eligibility was re-evaluated at least every 3 months for homelessness prevention services or at least annually for rapid rehousing services

- Notes verifying program participant was assisted to obtain necessary mainstream and other resources
 - Program policies and procedures shall indicate:
 - Services are coordinated with Continuum(s) of Care, other homeless assistance/prevention programs and mainstream service and assistance programs
 - Compliance with HUD's ESG (24 CFR 576) requirements for:
 - Shelter and housing standards
 - Conflict of interest
 - Homeless participation
 - Faith-based activity
 - Nondiscrimination, equal opportunity and affirmative outreach
 - Uniform administrative rules (24 CFR part 84)
 - Environmental review
 - Lobbying and disclosure (24 CFR part 87)
 - Displacement, relocation and acquisition
 - Procurement (24 CFR 84.40-84.48)
 - Program participant records are kept secure and confidential
 - Financial records shall include:
 - Supporting documentation for all costs charged to CoC or ESG grant
 - Documentation showing CoC or ESG funds were spent on allowable costs in accordance with the requirements for eligible activities and costs principles
 - Documentation of the receipt and use of program income
 - Copies of procurement contracts
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STREET OUTREACH STANDARDS

MINIMUM STANDARDS:

Targeting/Engagement:

Providers of Street Outreach services shall target unsheltered homeless individuals and families, meaning those with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station airport or camping ground.

Assessment/Service Provision/Referral/Prioritization:

- Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered the following Street Outreach services, as needed and appropriate: engagement, case management, emergency health and mental health, transportation services.
- When appropriate based on the individual's needs and wishes, the provision of or referral to rapid rehousing services that can quickly assist individuals to obtain safe, permanent housing shall be prioritized over the provision of or referral to emergency shelter or transitional housing services.

EMERGENCY SHELTER STANDARDS

MINIMUM STANDARDS:

- **Admission:**
Providers of Emergency Shelter services shall admit individuals and families who meet the HUD definition of “homeless,” as specified in 24 CFR 576.2 (1, 2, 3 & 4) and agencies’ eligibility criteria.
- **Assessment:**
Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered Emergency Shelter services, as needed and appropriate.
- **Prioritization/Diversion/Referral:**
When appropriate based on the individual’s needs and wishes, the provision of or referral to Homeless Prevention or Rapid Rehousing services that can quickly assist individuals to maintain or obtain safe, permanent housing shall be prioritized over the provision of Emergency Shelter or Transitional Housing services.
- **Reassessment:**
Program participants will be reassessed as case management progresses, based on the individual service provider’s policies.
- **Discharge/Length of Stay:**
Program participants shall be discharged from Emergency Shelter services when they choose to leave or when they have successfully obtained safe, permanent housing. Any Length of Stay limitations shall be determined by the individual service provider’s policies and clearly communicated to program participants.
- **Safety and Shelter Safeguards for Special Populations:**
Safety and Shelter Safeguards shall be determined by the individual Special Population service provider’s policies and clearly communicated to program participants.

HOMELESS PREVENTION AND RAPID REHOUSING STANDARDS

ELIGIBILITY/PRIORITIZATION:

Minimum standards for determining and prioritizing which eligible families and individuals shall receive homelessness prevention assistance and which eligible families and individuals shall receive rapid rehousing assistance are:

- **Rapid Re-housing (RR)** – To be eligible for RR Housing Relocation and Stabilization Services and Short-term and Medium-term Rental Assistance, people must:
 - Meet the federal criteria under paragraph (1) of the “homeless” definition in 24 CFR 576.2 OR
 - Meet the criteria under paragraph (4) of the “homeless” definition in 24 CFR 576.2 and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

- **Homelessness Prevention (HP)** – To be eligible for HP Housing Relocation and Stabilization Services and Short-term and Medium-term Rental Assistance, people must require HP services to prevent moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR 576.2, have an annual income below 30% of the median income for the area and:
 - Meet the federal criteria under the “at risk of homelessness” definition in 24 CFR 576.2 OR
 - Meet the criteria in paragraph (2), (3) or (4) of the “homeless” definition in 24 CFR 576.2.

PARTICIPANT CONTRIBUTION:

Minimum standards for determining what percentage or amount of rent and utilities costs each program participant shall pay while receiving homelessness prevention or rapid re-housing assistance are:

- Participant’s income shall be verified prior to approval for initial and additional financial assistance. Documentation of the participant’s income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in participant’s file. This file shall also contain a plan to sustain housing following the assistance, including either a plan to increase income or decrease expenses or both.
- Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider’s policies and clearly communicated to program participants.

RENTAL ASSISTANCE DURATION AND ADJUSTMENT:

Minimum standards for determining how long a particular program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time are:

- Participants receive approval for the minimum amount of financial assistance necessary to prevent homelessness. Documentation of financial need shall be kept in the participant’s file for each month of financial assistance received. Participants shall not be

approved for more rental assistance than can be justified given their income and expenses at a given time.

- Any additional requirements regarding how long a program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time shall be determined by the individual service provider's policies and clearly communicated to program participants.

SERVICE TYPE, AMOUNT & DURATION:

Minimum standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant shall receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance; or the maximum number of times the program participant may receive assistance are:

Financial Assistance:

- **Use with other subsidies** – Payment for Financial Assistance costs shall not be provided to a participant who is receiving the same type of financial assistance through other public sources or to a participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.
- **Rental application fees** – Payment shall only be made for fees charged by the owner to all applicants.
- **Security deposits** – Payment shall not exceed two (2) month's rent.
- **Last month's rent** – Payment shall not exceed one (1) month's rent and shall be included in calculating the participant's total rental assistance.
- **Utility deposits** – Payment shall only be made for gas, electric, water and sewage deposits.
- **Utility payments:**
 - Payment shall not exceed 24 months per participant, including no more than 6 months of utility payments in arrears, per service.
 - A partial payment counts as 1 month.
 - Payment shall only be made if the utility account is in the name of the participant or a member of the same household.
 - Payment shall only be made for gas, electric, water and sewage costs.
 - Participants shall not receive more than 24 months of utility assistance within any 3-year period.
- **Moving costs** – Payment shall only be made for temporary storage fees accrued after the date the participant begins receiving housing relocation and stabilization services and prior to the date the participant moves into permanent housing. Payment shall not be made for storage fees in arrears.

Housing Relocation and Stabilization Services:

- **Housing search and placement services** – Payment shall only be made for assisting participants to locate, obtain and retain suitable permanent housing through provision of the following services:

- Assessment of housing barriers, needs and preferences
 - Development of an action plan for locating housing
 - Housing search
 - Outreach to and negotiation with owners
 - Assistance with submitting rental applications and understanding leases
 - Assessment of housing for compliance with ESG requirements for habitability, lead-based paint and rent reasonableness
 - Assistance with obtaining utilities and making moving arrangements
 - Tenant counseling
 - Payment for housing search and placement services shall not exceed 24 months during any 3-year period.
- **Housing stability case management** – Payment shall only be made for assessing, arranging, coordinating and monitoring the delivery of individualized services to facilitate housing stability for a participant who resides in permanent housing or to assist a participant in overcoming immediate barriers to obtaining housing through provision of the following services:
 - Using the CoC coordinated assessment system
 - Conducting the initial evaluation, including verifying and documenting participant eligibility
 - Counseling
 - Developing, securing and coordinating services and obtaining Federal, State and local benefits
 - Monitoring and evaluating participant progress
 - Providing information and referral to other providers
 - Developing an individualized housing and service plan
 - Conducting re-evaluations

Payment for housing stability case management services provided while the participant is seeking permanent housing shall not exceed 30 days.

Payment for housing stability case management services provided while the participant is living in permanent housing shall not exceed 24 months.

- **Mediation** – Payment shall only be made for the cost of mediation between the participant and the owner or person with whom the participant is living, if it is necessary to prevent the participant from losing the permanent housing where he/she resides. Payment for mediation services shall not exceed 24 months during any 3-year period.
- **Legal services** – Payment shall only be made for the cost of legal services, if they are necessary to resolve a legal problem that prohibits the participant from obtaining permanent housing or will likely result in the participant losing the permanent housing where he/she resides. Payment for legal services shall not exceed 24 months during any 3-year period.

- **Credit repair** – Payment shall only be made for the cost of assisting the participant in obtaining skills related to household budgeting, managing money, accessing a free personal credit report and resolving personal credit problems. Payment will not be made for a debt or modification of a debt. Payment for credit repair services shall not exceed 24 months during any 3-year period.

Rental Assistance:

- Payment shall not exceed 24 months total during a 3-year period in tenant-based or project-based housing.
- Payment for short-term rental assistance shall not exceed 3 months.
- Payment for medium-term rental assistance shall be for more than 3 months, but shall not exceed 24 months.
- Payment for rent arrears shall not exceed 6 months and shall be a one-time payment, including any late fees.
- Except for a one-time payment of rental arrears on the participant's portion, payment shall not be provided to a participant who is receiving tenant-based rental assistance or living in a unit receiving project-based assistance or to a participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.
- Payment shall not exceed the Fair Market Rent established by HUD (24 CFR 888) and shall comply with HUD's standard of rent reasonableness (24 CFR 982.507).
- Calculation of the rental payment amount shall only include monthly rent for the unit, any occupancy fees under the lease (except for pet and late fees) and if the participant pays separately for utilities, the monthly utility allowance established by the public housing authority for the area in which the housing is located.
- Payment shall only be made when there is a rental assistance agreement between the agency and the owner, which sets forth the terms under which rental assistance will be provided, including the prior requirements; a requirement that the owner provide the subrecipient with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and the same payment due date, grace period and late payment penalty requirement as the participant's lease.
- Payment of any late payment penalties incurred by the agency shall not be claimed for reimbursement by ESG.
- Payment shall only be made when there is a legally binding, written lease for the rental unit between the participant and the owner, except for payment of rental arrears.

Tenant-Based Rental Assistance

The rental assistance agreement with the unit owner shall be terminated without further payment if:

- The participant moves out of the unit
- The lease terminates and is not renewed
- The participant becomes ineligible to receive ESG rental assistance

Project-Based Rental Assistance

Payment shall only be made under the following conditions:

- The lease has an initial term of one year
- The rental assistance agreement covers one or more permanent housing units in the same building.
- Each unit covered by the agreement is only occupied by participants
- Payment will only be made for up to 100% of the first month's rent, if the participant signs a lease and moves into the unit before the end of the month

Any additional requirements regarding the type, amount, and duration of housing stabilization and/or relocation services that will be provided to a program participant, including any limitations shall be determined by the individual service provider's policies and clearly communicated to program participants.

RE-EVALUATIONS:

Minimum standards for completing eligibility re-evaluations of individuals and families are:

Timing:

- Homelessness Prevention – participants shall be re-evaluated not less than once every three months
- Rapid Rehousing – participants shall be re-evaluated not less than once annually

Eligibility:

- The participant shall have an annual income that is 30 percent of median family income for the area or less, as determined by HUD; and
- The participant shall lack sufficient resources and support networks necessary to retain housing without CoC or ESG assistance

End Of Written Standards

Homelessness Categories: Per 24 CFR § 91.5 Definitions

Category (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category (2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

Category (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

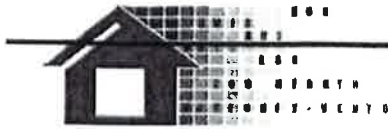
(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

Category (4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

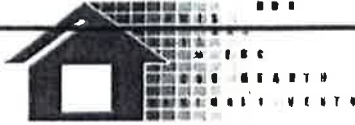
(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.



Homeless Definition

ELIGIBILITY BY COMPONENT (Emergency Solutions Grants Program)	Street Outreach	<p>Individuals defined as Homeless under the following categories are eligible for assistance in SO:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1) <p>SO projects have the following additional limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter
	Emergency Shelter	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3 – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Rapid Re-housing	<p>Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)
	Homelessness Prevention	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2 – Imminent Risk of Homeless • Category 3 – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV <p>Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects.</p> <p>HP projects have the following additional limitations on eligibility with homeless and at risk of homeless:</p> <ul style="list-style-type: none"> • Must only serve individuals and families that have an annual income <u>below</u> 30% of AMI



Homeless Definition

ELIGIBILITY BY COMPONENT (Projects Funded in FY 2011 CoC Competition – SHP and S+C Programs)	Supportive Services Only	Individuals and Families defined as Homeless under the following categories are eligible for assistance in SSO projects: <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3* – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Safe Havens	Individuals defined as Homeless under the following categories are eligible for assistance in SH projects: <ul style="list-style-type: none"> • Category 1 – Literally Homeless SH projects have the following additional NOFA limitations on eligibility within Category 1: <ul style="list-style-type: none"> • Must serve individuals only • Individual must have a severe mental illness • Individual must be living on the streets and unwilling or unable to participate in supportive services
	Transitional Housing	Individuals and Families defined as Homeless under the following categories are eligible for assistance in TH projects: <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3* – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Permanent Supportive Housing	Individuals and families defined as Homeless under the following categories are eligible for assistance in PSH projects: <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV PSH projects have the following additional NOFA limitations on eligibility within Category 1: <ul style="list-style-type: none"> • Individuals and Families coming from TH must have originally come from the streets or emergency shelter • Individuals and Families must also have an individual family member with a disability Projects that are dedicated chronically homeless projects, including those that were originally funded as Samaritan Bonus Initiative Projects must continue to serve chronically homeless persons <u>exclusively</u>

* Projects must be located within a CoC that has received HUD approval to serve this category. For more information about receiving HUD approval, please read: Notice on Limitation on Use of Funds to Serve Persons Defined as Homeless Under Other Federal Laws

ATTACHMENT B



Emergency Solutions Grants (ESG) Program Components Quick Reference

ESG funds can be used to provide a wide range of services and supports under the five program components: Street Outreach, Emergency Shelter, Rapid Re-Housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities. Activities, as opposed to components, include the component plus the activity type. While administration is not a component, it is considered an activity type*. **Always refer to the program regulations at 24 CFR part 576 for complete information about all eligible costs and program requirements.**

Street Outreach Component. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101	
Activity types:	
<ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services 	<ul style="list-style-type: none"> • Emergency Mental Health Services • Transportation • Services for Special Populations

Emergency Shelter Component. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
Activity types: <ul style="list-style-type: none"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	Eligible costs: <ul style="list-style-type: none"> ○ Labor ○ Materials ○ Tools ○ Other costs for renovation (including rehab or conversion) 	Eligible costs: <ul style="list-style-type: none"> ○ Maintenance ○ Rent ○ Security ○ Fuel ○ Equipment ○ Insurance ○ Utilities ○ Food ○ Furnishings ○ Supplies necessary for shelter operation ○ Hotel/Motel Vouchers 	Eligible costs: <ul style="list-style-type: none"> ○ Relocation payments ○ Other assistance to displaced persons

ATTACHMENT B

Rapid Re-Housing Component. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104		
Rental Assistance**	Housing Relocation and Stabilization Services	
Activity types: <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	Financial Assistance	Services Costs
	Activity types: <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs 	Activity types: <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Homelessness Prevention Component. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103		
Rental Assistance**	Housing Relocation and Stabilization Services	
Activity types: <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	Financial Assistance	Services Costs
	Activity types: <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs 	Activity types: <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

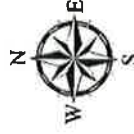
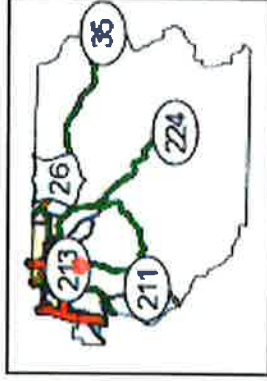
HMIS Component. These activities are designed to fund ESG recipients' and subrecipients' participation in the Continuum of Care HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107		
Eligible costs: <ul style="list-style-type: none"> ○ Contributing data to the HMIS designated by the CoC for the area; ○ HMIS Lead (as designated by the CoC) costs for managing the HMIS system; ○ Victim services or legal services provider costs to establish and operate a comparable database. 		

- *ADMINISTRATIVE ACTIVITIES. § 576.108** Eligible administrative costs are broadly categorized as follows:
- General management, oversight, and coordination
 - Training on ESG requirements
 - Consolidated Plan
 - Environmental review

Appendix C

Clackamas County

Jackson Place Rehabilitation



Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045

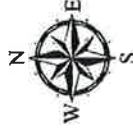
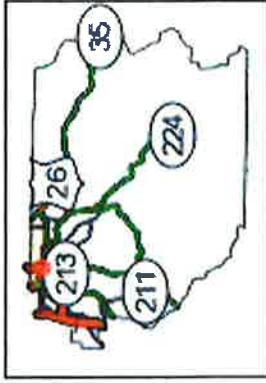
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Tue, 25 Feb 2014 10:01:09



Clackamas County

BELL AVENUE PED/BIKE
IMPROVEMENTS



Geographic Information Systems
168 Warner Millne Road
Oregon City, OR 97045

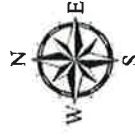
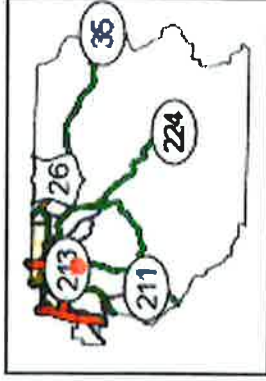
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Tue, 1 Apr 2014 08:23:31



Clackamas County

FRANCIS ERMATINGER
HOUSE



*Clackamas
County*

Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045

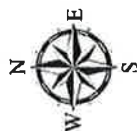
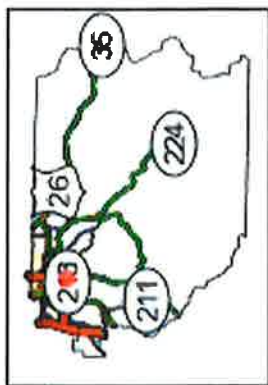
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Clackamas County

NW GLADSTONE
INFRASTRUCTURE



Geographic Information Systems
168 Warner Millne Road
Oregon City, OR 97045

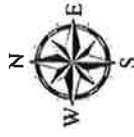
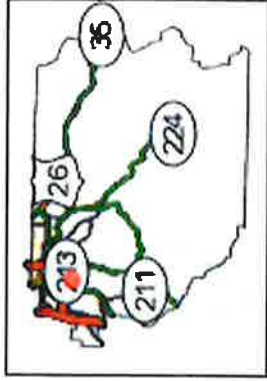
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Clackamas County

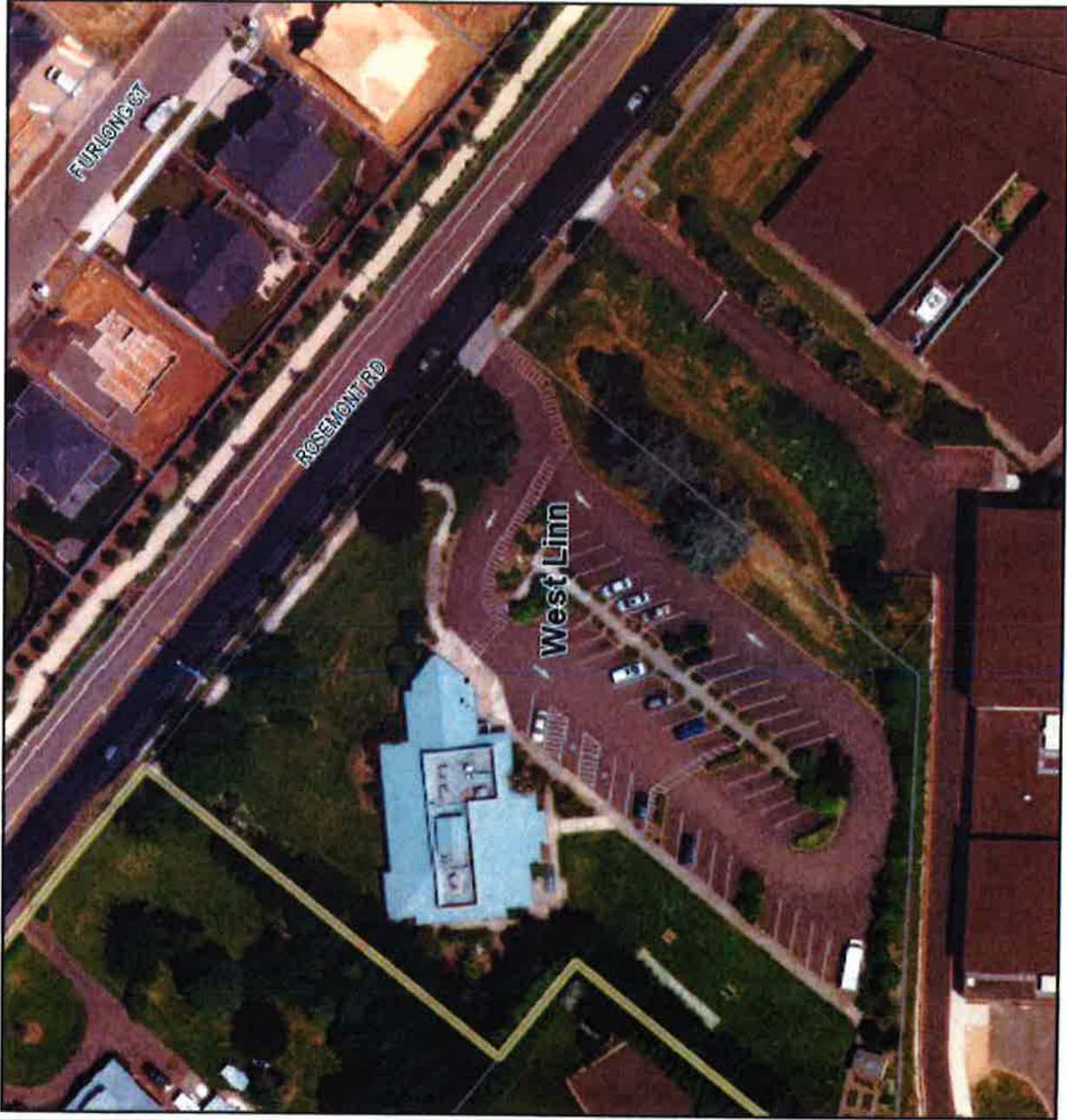
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Road, West Linn,



Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045

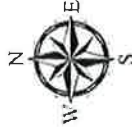
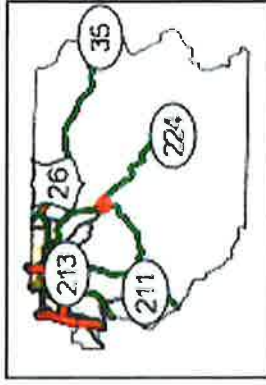
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Tue, 25 Feb 2014 10:21:22



Clackamas County

SW Laurel Road, Estacada, OR



Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045

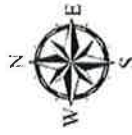
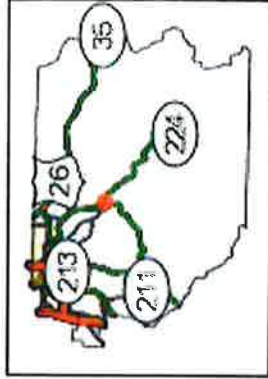
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Tue, 25 Feb 2014 10:10:07



Clackamas County

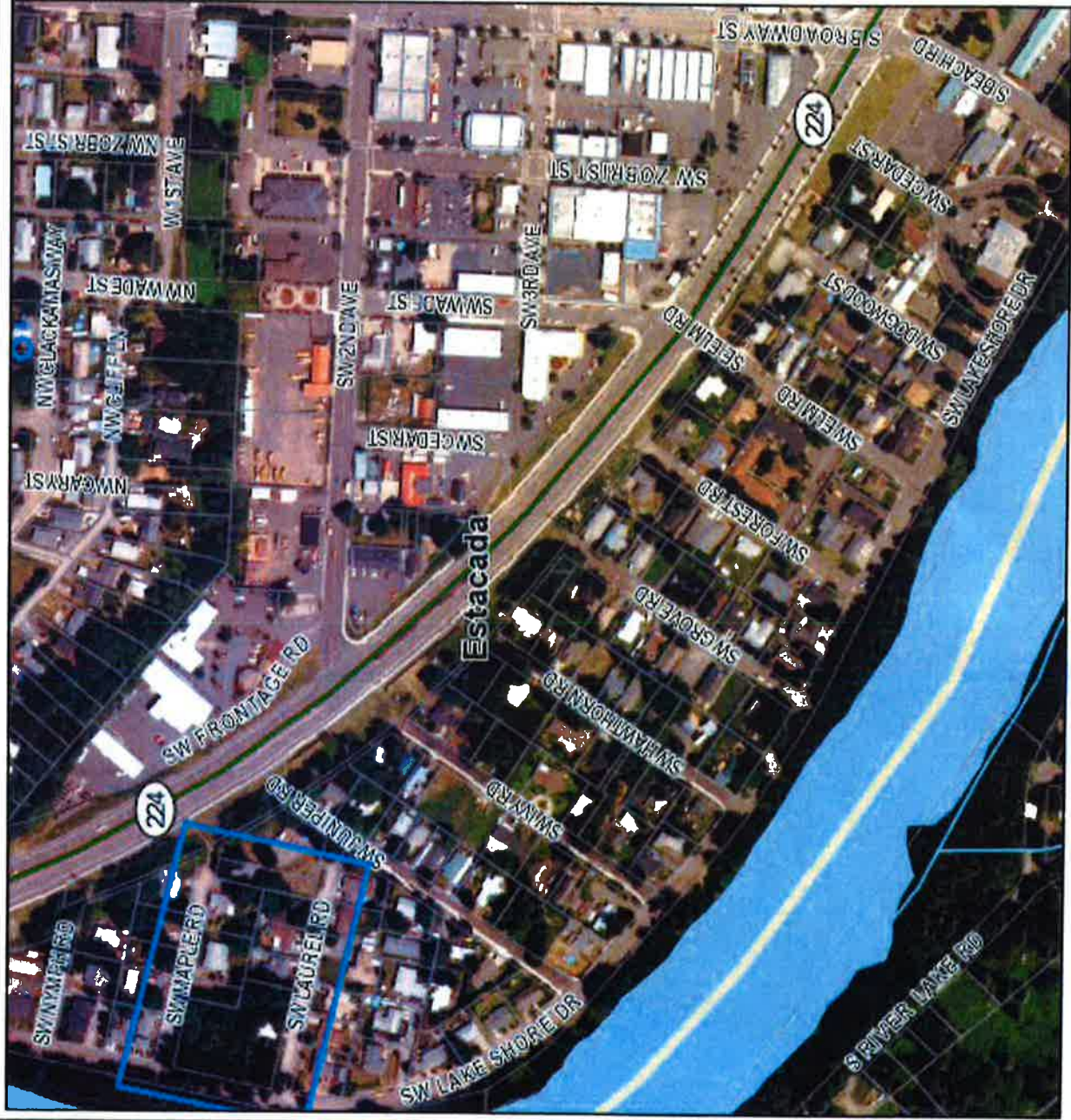
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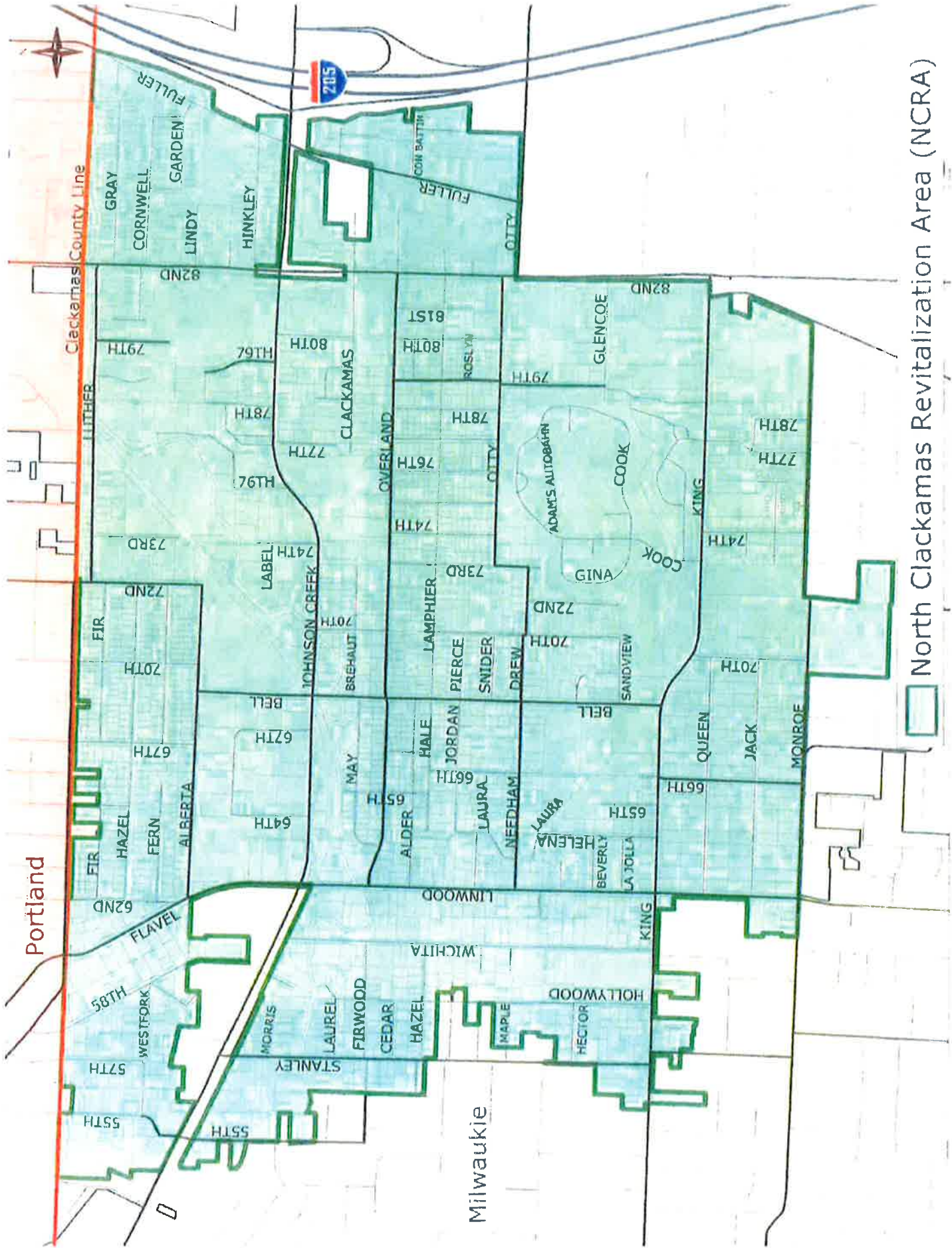


Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045

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Tue, 1 Apr 2014 08:40:30





North Clackamas Revitalization Area (NCRA)

Appendix D

NOTICE OF PUBLIC MEETING

The Clackamas County Housing and Community Development Division
will hold a

PUBLIC MEETING

Clackamas County Public Services Building
2051 Kaen Road – 2nd Floor, Room 288
Oregon City, Oregon
Wednesday, February 26, 2014
6:00 p.m.

The purpose of the hearing will be to receive testimony from citizens on housing and community development needs for the County's Housing and Community Development Program.

Citizen's views received at the hearing will be considered during the preparation of the County's 2014 Action Plan. For more information on the Action Plan contact Chuck Robbins or Mark Sirois at 503-655-8591.

Reasonable accommodation will be provided for any individual with a disability

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting the Section 504 Coordinator. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. All requests must be made at least 5 days before the meeting date.

Contact: Chuck Robbins, Clackamas County Community Development, 2051 Kaen Road, Suite 245, Oregon City, Oregon 97045. Telephone: (503) 655-8591. E-Mail: chuck@co.clackams.or.us.

**Clackamas County Community Development
Public Meeting Summary**

**6:00p.m. Wednesday, February 26, 2014
2051 Kaen Road, Rm 288
Oregon City, Oregon**

In Attendance:

George Abbott, Colton Helping Hands
Donna Fix, Colton Helping Hands
Debbie Holm, Colton Helping Hands
Durell Singleton, North Clackamas School District
Luc Smith, Northwest Housing Alternatives
Noe Zepeda, Northwest Housing Alternatives
Angela Trimble, Northwest Housing Alternatives
Michele Veenter, National Alliance for Mentally Ill (NAMI) Clackamas
Amy Vanacore, Metropolitan Family Service
Melissa Erlbaum, Clackamas Womens Services
Monica Lodolini, Madonna's Center
Valerie Ashbacher, Madonna's Center
Erica White, State DHS, Adult and Disability services
Laura Borders and Bill Zuber, parent volunteers with National Alliance for Mentally Ill (NAMI) Clackamas
Gary Knepper, Housing Authority of Clackamas County
Chuck Robbins, Housing and Community Development Director
Mark Sirois, Project Coordinator, Community Development Program

Mark Sirois, Community Development Division, opened the meeting at 6:00p.m. by thanking everyone for attending. Mark explained that the public meeting was a chance for community members to learn about the Community Development Program and the funding that HUD provides. The meeting also provides an opportunity to get information from citizens on the specific community needs and discuss potential future housing and community development projects in the County.

Mark continued by discussing the anticipated federal funding in the coming year. Cuts of up to 2% to Clackamas County CDBG, HOME will get flat funding and ESG funding is probably flat. Mark stated that all projects approved for funding will be funded. CD will get notification from HUD in April about the actual allocations from HUD.

Mark opened the floor for people to introduce themselves and discuss the needs they see in the community and their particular project ideas

Public Comments:

Noe Zepeda and Luc Smith stated that they were resident services managers with Northwest Housing Alternatives. Noe and Luc were present to learn about any potential

funding for public services such as the HomeBase program that helps residents remain stable in their housing.

Durell Singleton spoke on behalf of the Wichita Family Services Center and the need for a ramp so that people with disabilities can access the building more easily. The Center is in a former elementary school that was built in 1941. The Center could use many upgrades to the roof, parking lot and doorways.

Angela Trimble with Northwest Housing Alternatives was present to advocate for more funding for the HomeBase program that helps families with eviction prevention and housing assistance to get homeless persons into stable homes. Last year HomeBase help 211 households.

Erica White with the state Department of Human Services spoke on the need for accessible and affordable housing units for elderly and disabled persons.

Donna Fix spoke on behalf of the Colton Helping Hands food bank needs for a building. The food bank is operating in an old building owned by the local school district. The school district wants to sell the building to Colton Helping Hands. Colton Helping Hands is an all volunteer organization that is now assisting 150 families with food needs and other services. The building also serves as a community center and could be improved to provide additional meeting spaces and services such as cooking classes for low-income residents. Colton is a rural community with very few services. If the current building was owned by Colton Helping Hands they could get more grant funds to improve the building.

Chuck Robbins, Director of Housing and Community Services talked about the CDBG application process beginning in November 2014 and the process of applying for funding. Any funds awarded have requirements including a matching funds requirement and an obligation to operate the facility for 10 to 15 years depending on the amount of funding.

Michele Veenter with NAMI spoke about the need for housing for persons with different types of mental illnesses. Michele said that there are successful program in Clackamas County such as Chez Ami but we need a gambit of housing with different levels of support from independent living apartments to group homes. Many people that are currently homeless have some form of mental illness. There will be an increasing need as elderly parents who have been housing their adult children with mental illness become unable to provide that housing. If we don't have any housing for those persons leaving their family homes they will probably become homeless.

Amy Vanacore with Metropolitan Family Services works at the Wichita Family Center. Amy talked about the need for a park for kids to play in the area between 82nd Ave and I-205 in the Clackamas Mall area. We also need Rapid Re-housing Programs to help homeless families, utility assistance for low-income families, transportation services for people to get to the Family Services Center, expanded services at the Wichita Family Center including art programs, free dental work for major dental work that is not covered by the state health insurance program (OHP), mental health services and a Project Clean Slate type of program to help low income persons work off their criminal records through community service programs.

Melissa Erlbaum with Clackamas Womens Services spoke about the continued need for housing and services for survivors of domestic violence. There is a continued need for safe affordable housing, transitional housing programs and units, rapid rehousing programs so that women and children can avoid becoming homeless due to domestic violence.

Bill Zuber and Laura Boarder are parent volunteers with NAMI. Bill and Laura said that more housing is needed for persons with mental illnesses. There are a few mental health housing projects that are successful and more is needed all over the county.

Valerie Ashbacher with the Madonna Center spoke about the need for housing options for pregnant and parenting teens. There are nearly 600 parenting teens in Clackamas County that need housing to get stable and keep their families intact. It seems like for the last 10 years there has been no improvement. The Fair Housing Law does not protect parenting teens because landlords can legally refuse teen parents from signing leasing agreement without an adult parent's signature? Valerie would like some funding to purchase or build a tri-plex to house the Madonna Center and provide family units for parenting teens. Many teens don't have rent histories so that makes it much harder to qualify for apartment leases. A rent subsidy program would also help to keep teens housed but often teens need to learn how to live with roommates if they are going to be independent. The RentWell program tenant education program does help with landlord rent deposit guaranties but more classes in different locations are needed.

Monica Lodolini also spoke about the need for teen parent housing and services. Monica has lived in the county for over 20 years and still remembers how hard it was for her to get housing when she was a teen parent. Monica feels that it is wrong that landlords can discriminate against young parents who are under 18 years old. It is very difficult to make the leap to adulthood when landlord will not let you rent safe housing. Many teen parents end up in unsafe housing with questionable neighbors.

Chuck Robbins thanked everyone for the community needs information and talked about the Priority Needs list referenced to select CDBG projects. The HOME funding will be supported several affordable housing projects. In the next few weeks Clackamas County will be releasing a Request for Proposals for 2 housing projects of 50 units each. The housing projects will be alcohol and drug-free housing. Chuck also mentioned that the newly formed Housing Advisory Board will be collecting information and making affordable housing recommendations to the Housing Authority and the Board of County Commissioners.

There was a general discussion about funding for homelessness, HUD priorities for homeless funding, the Housing First model and the Rapid Re-housing model. Someone mentioned that the state of Utah has been successful with the Housing First model.

A written letter was submitted by Colton Helping Hands in support of a proposal to purchase a building to house the Colton food bank and community center.

Written testimony was submitted by North Clackamas School District Wichita Family Center in support of funding a ramp for ADA access to the building.

Written testimony was submitted from elder services advocate, Erica White via email.

Mark asked everyone to make sure they had signed in so that they could be on the Citizen Participation list. The public meeting concluded at 7:45p.m.

Colton Helping Hands, Inc.
PO Box 16
Colton, Oregon 97017
Non-profit 501 (c) 3

Clackamas County Housing and Community Development Division

Colton Helping Hands would like to purchase the Colton Community Center located at 30138 South Wall Street Colton, Oregon 97017 from the Colton School District. They had an appraisal done by Kurasz Consulting Inc.. The appraisal amount was \$320,000.00.

Colton Helping Hands is a partner agency with Oregon Food Bank. Our food bank serves an average of 150 needy rural Clackamas County families per week, which impacts an average of 2,100 individuals per month. We help the most vulnerable families, seniors and others to meet their basic nutritional needs.

We also offer a place for rural Clackamas County Juveniles and adults to complete court appointed community service. We are certified with Clackamas County Juvenile courts as an approved community service program.

We would like to purchase the building so we can keep the Colton Community Center open. It is in dire need of repairs. Which we are unable to write grants for the repairs, because we do not own the building. We want to insure that we will have a building to house our food program and for other programs to use.

REPAIRS NEEDED

- NEW ROOF
- NEW GUTTERS
- NEW WINDOWS
- PAINT FOR OUTSIDE OF BUILDING

We have done some repairs to the building. We hired a licensed electrician to repair wiring. We have had the furnace repaired, also we have had some plumbing done and we do all the janitorial services.

OUR PLANS FOR THE BUILDING

- KITCHEN (cooking classes offered by Oregon Food Bank)
- MEALS
- THRIFT STORE
- MODEL GARDEN/TEACHING GARDEN (Food Waves received a Grant for the gardens for our program)

If the school were to close or sell the community center it would impact several programs.

PROGRAMS THAT USE THE BUILDING

- CPO (Clackamas County Citizens Planning Organization)
- COLTON YOUTH SPORTS
- GIRL SCOUTS
- COLTON SCHOOL FOOTBALL
- EXERCISE CLASSES
- COMMUNITY MEETINGS
- COLTON HELPING HANDS, INC. (Food Pantry)



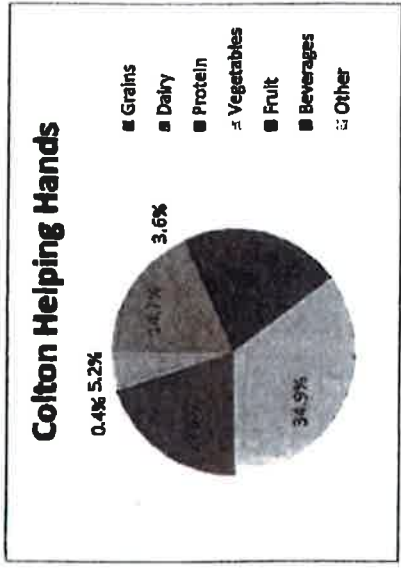
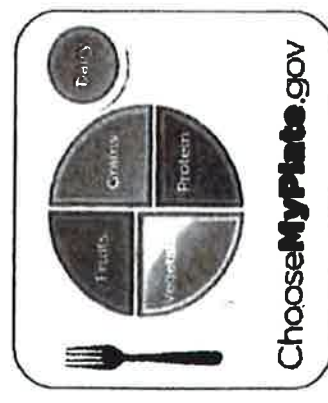
*To figure the amount of money your agency spent with OFB use the equation below.
 (Service Fee + Purchase Cost) - Grants

Benefit of Belonging to the Oregon Food Bank Network

Orders Picked Up: 1/1/2013 To: 12/31/2013

This is a summary of your agency's activity with Oregon Food Bank during calendar year 2013.

	Weight	Percent	Service Fee (5 cents a pound)	Purchase Cost (Food to Buy Cost)	Grant Money Received/Spent	Foodbank Value (Actual value of food received)
Colton Helping Hands						
0471	201	0.06%	\$0.00	\$0.00	\$279.39	\$1,807.00
02-Baby Food/Formula	1,900	0.39%	\$1.70	\$0.00	\$1,251.00	\$3,786.28
03-Beverages	900	0.27%	\$1.45	\$0.00	\$611.75	\$18,422.44
04-Bread/Bakery	4,282	1.29%	\$128.55	\$3,173.68	\$465.72	\$9,823.03
05-Cereal	22,418	6.76%	\$411.68	\$2,828.59	\$5,031.18	\$38.92
06-Meals/Entrees/Soups	11,393	3.43%	\$286.80	\$24.00	\$5,544.03	\$45,908.23
07-Dairy Products	18,131	5.46%	\$24.00	\$539.60	\$78,401.20	\$778.40
10-Fruits Canned/Frozen	7,571	2.28%	\$142.15	\$0.00	\$1,163.43	\$2,845.33
11-Grains	28	0.01%	\$1.40	\$0.00	\$183.48	\$4,389.56
12-Health/Beauty Care	10,270	3.08%	\$123.25	\$259.48	\$27,928.84	\$1,132.36
14-Juices	36,534	11.01%	\$649.50	\$4,013.94	\$6,988.29	\$6,882.43
15-Meat/Fish/Poultry	56,369	16.99%	\$455.20	\$0.00	\$28,796.82	\$100,011.75
16-Mixed/Assorted	560	0.17%	\$14.10	\$0.00	\$0.00	\$0.00
17-Non-Dairy Dairy	837	0.25%	\$41.85	\$0.00	\$15,585.78	\$8,532.00
18-Nutritional Aids	2,047	0.62%	\$3.80	\$0.00	\$3,705.23	\$365,998.61
19-Paper Products-Household	9,373	2.82%	\$126.35	\$193.85	\$0.00	\$0.00
20-Paper Products-Personal	23,683	7.14%	\$454.20	\$390.75	\$0.00	\$0.00
21-Pasta	2,543	0.77%	\$111.85	\$73.96	\$0.00	\$0.00
23-Non-Meat Protein	4,921	1.48%	\$65.40	\$0.00	\$0.00	\$0.00
24-Rice	14,045	4.23%	\$84.90	\$787.59	\$0.00	\$0.00
25-Snack Foods/Cookies	31,562	9.51%	\$569.50	\$2,358.76	\$0.00	\$0.00
26-Condiments	72,748	21.92%	\$0.00	\$0.00	\$0.00	\$0.00
27-Vegetables Canned/Frozen	331,847		\$3,705.23	\$15,585.78	\$8,532.00	\$365,998.61
28-Produce						





CLACKAMAS COUNTY

Property Account Summary
As Of 11/25/2013 Status: Active

Account No.: 01118808 Alternate Property Number: 53E04AA00700
 Account Type: Real Property
 TGA: 053-008
 Situs Address: 30138 S WALL ST
 COLTON OR 97017
 Legal: 184 CARLSBORG TR PT LT 9

Parties:

Role	Name & Address
Owner	COLTON SCH DIST #63 30429 S GRAYS HILL RD COLTON OR 97017
Taxpayer	GOLTON SCH DIST #53 30429 S GRAYS HILL RD COLTON OR 97017

Property Values:

Value Name	2013	2012	2011
AVR Total	\$512,803	\$526,353	\$537,749
TVR Total	\$0	\$0	\$0
Real Mkt Land	\$142,513	\$142,513	\$144,889
Real Mkt Bldg	\$370,290	\$383,840	\$392,860
Real Mkt Total	\$512,803	\$526,353	\$537,749

Property Characteristics:

Tax Year	Characteristic	Value
2013	Neighborhood	12114: Colton all other
	Land Class Category	401: Tract Land Improved
	Change property ratio	9XX

Exemptions:

Tax Year	Description	Count	Amount	Assessment Basis
2013	Schools	1	\$512,803	AVR Total
2012	Schools	1	\$526,353	AVR Total
2011	Schools	1	\$537,749	AVR Total

(End of Report)

From: White Erica M [erica.m.white@state.or.us]
Sent: Friday, February 28, 2014 1:57 PM
To: Sirois, Mark
Subject: More info

Good Afternoon Mark,

Thank you for the meeting Wednesday evening, it was really informative and I enjoyed hearing from community partners concerning their needs.

It is important to me to make sure that the needs of the aged and physically disabled populations are somewhere on the table, because these are people that, while they may have a roof over their head, they do not really have a home. We are seeing high numbers of aged or disabled (sometimes both) people in Nursing Facilities because they cannot afford to rent an apartment, or they cannot afford to make their home accessible, or they have had to sell their home to become eligible for Medicaid because they could not receive the physical care they need without Medicaid dollars to help.

It is my dream to see every person that can be served in a home of their own, rented or otherwise, served there. Where they have the space and privacy to make their own choices and live their lives with the least restriction possible.

We desperately need housing that is affordable and accessible to seniors and people with physical disabilities. When I made inquiries for this specific type of housing, every apartment complex had a wait list between 6 and 18 months, and very few of them had any accessible housing (lowered counter tops, roll in showers, etc...) Currently the state pays over 7,000 dollars for one month of nursing facility services, the cost savings that happen when a person is in their own home and receiving in home care are immense.

Erica M. White
Community Resource Developer
Clackamas and Washington Counties
DHS Aging and People with Disabilities
Desk Tuesday and Wednesday: 971-673-7621
Cell: 971-217-5251



North Clackamas Schools
engaged · inspired · ready

4444 SE Lake Road, Milwaukie, Oregon 97222

North Clackamas Schools
krumm@nclack.k12.or.us

February 24, 2014

**Chuck Robbins, Community Development Director
Health, Housing and Human Services Department
2051 Kaen Road #245
Oregon City, OR 97045**

Dear Mr. Robbins;

Thank you for the opportunity to apply for Community Development Block Grant funding to bring a critical addition to the Wichita Center for Family and Community: an ADA-accessible ramp at the front door to accommodate the rapidly expanding number of users of this important center.

The Wichita Center contains several important programs that serve the critical needs of families in the community served by North Clackamas Schools. The immediate surrounding community is the home for the greatest concentration of poverty in the north part of the county. At the center, as you can see from the attached documents, thousands of community members each year gather to recreate, learn, volunteer, receive counseling, and, for many, access the services that will get them through the day.

For example, at the Family Support Center, close to 4,000 individuals speaking multiple languages were served during the 2012-13 fiscal year. They received food, hygiene supplies, clothing and school supplies. Also, more than 900 homeless individuals received support, including more than 200 unaccompanied youth.

Unfortunately, access at the front of the building ranges from difficult to impossible for those in wheelchairs or pushing strollers. This is the main block to full access to the building. Once inside, there is elevator access to get to all levels.

Attached you will see a conceptual plan for placing a quality ramp at the front of the building, with immediate access to most of the parking. The ramp will also lead community members into the building and avoiding two small stairs just inside the front door.

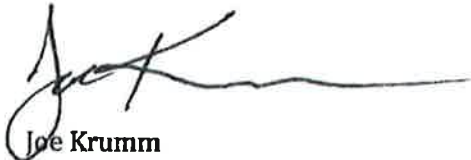
The cost for this ramp is estimated at \$51,136.

As we expect the continuing use of the facility by thousands of individuals each year, the addition of this ramp is vital to the use of the facility. Your support with a Community Development Block Grant will mean this ramp can be put in place in the coming year, thus encouraging more families and individuals to make use of the center.

This ramp will be just one of several efforts to improve access for the center. Other plans in need of funding include additional parking, a safe crosswalk in front of the center, and sewer connections.

Thank you for your willingness to accept this offer. Please be in touch if you have any questions or would like to discuss this proposal further.

Sincerely,



Joe Krumm
Executive Director
Community and Government Relations



Ron Stewart
Assistant Superintendent
Operations

Appendix E

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____ , _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



2

MARC GONZALES
DIRECTOR

DEPARTMENT OF FINANCE

April 10, 2014

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for a Clackamas County Supplemental Budget
(Greater Than Ten Percent and Budget Reduction) for Fiscal Year 2013-2014

Purpose/Outcome	Supplemental Budget changes for Clackamas County FY 2013-2014
Dollar Amount and fiscal Impact	The effect is an increase in appropriations of \$3,546,812.
Funding Source	Includes Fund Balance, Licenses and Permits and Interfund Transfers.
Safety Impact	N/A
Duration	July 1, 2013-June 30, 2014
Previous Board Action/Review	Budget Adopted June 27, 2013 and amended November 7, 2013, January 30, 2014
Contact Person	Diane Padilla, 503-742-5425
Contract No.	N/A

BACKGROUND:

Each fiscal year it is necessary to reduce allocations or allocate additional sources of revenue and appropriate additional expenditures to more accurately meet the changing requirements of the operating departments. The attached resolution reflects such changes requested by departments in keeping with a legally accurate budget. These changes are in compliance with O.R.S. 294.480 (4) which allows for governing body approval of supplemental budget changes for items ten percent or greater of the qualifying expenditures of the budget funds(s) being adjusted. The required notices have been published.

The Happy Valley/Clackamas Joint Transportation SDC Fund is recognizing license and permits fee revenue and budgeting for an interfund transfer to the Countywide Transportation SDC Fund for debt service.

The Countywide Transportation SDC Fund is recognizing an interfund transfer from the Happy Valley/Clackamas Joint Transportation Fund and transferring from contingency to debt service to budget for a principal only payment towards the Oregon Transportation Infrastructure Bank loan. This reduction of principal will shorten the term and reduce interest paid over the life of the loan.

The Development Services Building Debt Service, Sheriff Facilities Debt Service and Local Improvement District 2000 Debt Service Funds were closed effective June 30, 2013. Fund balances remain in these closed funds so the funds need to be reopened in fiscal year 2013-14 to enable the balances to be transferred to the new Clackamas County Debt Service Fund.

The Community Health Fund was closed effective June 30, 2013. Year end fund balance remains in the closed fund that needs to be transferred to active Health, Housing and Human Services funds. In order to make these transfers, the Community Health Fund must be reopened in fiscal year 2013-14, and the transfer budgeted.

The effect of this Resolution is to increase appropriations of \$3,546,812 including revenues as detailed below:

Fund Balance	\$ 2,476,322
License and Permits	535,245.
Interfund Transfers	<u>535,245</u>
Total Recommended	<u>\$ 3,546,812.</u>

RECOMMENDATION:

Staff respectfully recommends adoption of the attached supplemental budget and Exhibit A in keeping with a legally accurate budget.

Sincerely,



Diéne Padilla
Budget Manager

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Providing Authorization
Regarding Adoption of a Supplemental
Budget for Items Greater Than 10
Percent of the Total Qualifying Expenditures
and Making Appropriations for Fiscal
Year 2013-14



Resolution No. _____

WHEREAS, during the fiscal year changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from one appropriation category to another;

WHEREAS, a supplemental budget for the period of July 1, 2013 through June 30, 2014, inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

WHEREAS; a hearing to discuss the supplemental budget was held before the Board of County Commissioners on April 10, 2014.

WHEREAS; the funds being adjusted are:

- . Countywide Transportation SDC Fund
- . Happy Valley/Clackamas Joint Transportation SDC Fund
- . Development Services Building Debt Service Fund
- . Sheriff Facilities Debt Service Fund
- . Local Improvement District 2000 Debt Service Fund
- . Community Health Fund;

It further appearing that it is in the best interest of the County to approve this greater than 10 percent change in appropriations for the period of July 1, 2013 through June 30, 2014.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.480, the supplemental budget be adopted and appropriations established as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED April 10 2014

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

SUMMARY OF SUPPLEMENTAL BUDGET
Exhibit A
CHANGES OF GREATER THAN 10% OF BUDGET
April 10, 2014

Recommended items by revenue source:

Fund Balance	\$ 2,476,322.
License and Permits	535,245.
Interfund Transfers	<u>535,245.</u>
Total Recommended	<u>\$ 3,546,812.</u>

HAPPY VALLEY/CLACKAMAS JOINT TRANSPORTATION SDC FUND

Revenues:	
License and Permits	\$ 535,245.
Total Revenues	<u>\$ 535,245.</u>
Expenses:	
Interfund Transfers	\$ 535,245.
Total Expenses	<u>\$ 535,245.</u>

Happy Valley/Clackamas Joint Transportation SDC Fund is recognizing license and permits fee revenue and budgeting for an interfund transfer to the Countywide Transportation SDC Fund for debt service.

COUNTYWIDE TRANSPORTATION SDC FUND

Revenues:	
Interfund Transfers	\$ 535,245.
Total Revenues	<u>\$ 535,245.</u>
Expenses:	
Contingency	\$ (2,398,477.)
Debt Service	<u>2,933,722.</u>
Total Expenses	<u>\$ 535,245.</u>

Countywide Transportation SDC Fund is recognizing an interfund transfer from the Happy Valley/Clackamas Joint Transportation Fund and transferring from contingency to debt service to budget for a principal only payment towards the Oregon Transportation Infrastructure Bank loan. This reduction of principal will shorten the term and reduce interest paid over the life of the loan.

DEVELOPMENT SERVICES BUILDING DEBT SERVICE FUND

Revenues:		
	Fund Balance	\$ 4,683.
	Total Revenues	<u>\$ 4,683.</u>
Expenses:		
	Interfund Transfers	\$ 4,683.
	Total Expenses	<u>\$ 4,683.</u>

SHERIFF FACILITIES DEBT SERVICE FUND

Revenues:		
	Fund Balance	\$ 2,961.
	Total Revenues	<u>\$ 2,961.</u>
Expenses:		
	Interfund Transfers	\$ 2,961.
	Total Expenses	<u>\$ 2,961.</u>

LOCAL IMPROVEMENT DISTRICT 2000 DEBT SERVICE FUND

Revenues:		
	Fund Balance	\$ 386,711.
	Total Revenues	<u>\$ 386,711.</u>
Expenses:		
	Interfund Transfers	\$ 386,711.
	Total Expenses	<u>\$ 386,711.</u>

Development Services Building Debt Service, Sheriff Facilities Debt Service and Local Improvement District 2000 Debt Service Funds were closed effective June 30, 2013. Fund balances remain in these closed funds so the funds need to be reopened in fiscal year 2013-14 to enable the balances to be transferred to the new Clackamas County Debt Service Fund.

COMMUNITY HEALTH FUND

Revenues:		
	Fund Balance	\$ 2,081,967.
	Total Revenues	<u>\$ 2,081,967.</u>
Expenses:		
	Interfund Transfers	\$ 2,081,967.
	Total Expenses	<u>\$ 2,081,967.</u>

The Community Health Fund was closed effective June 30, 2013. Year end fund balance remains in the closed fund that needs to be transferred to active Health, Housing and Human Services funds. In order to make these transfers, the Community Health Fund must be reopened in fiscal year 2013-14, and the transfer budgeted.



COPY

Cindy Becker
Director

April 10, 2014

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement #4400000867 with Multnomah
County Dept. of County Human Services, Aging & Disability Services Division

Purpose/Outcomes	To provide Options Counseling and Gatekeeper services through the Clackamas Aging and Disability Resource Connection (ADRC) at Clackamas County Social Services.
Dollar Amount and Fiscal Impact	The maximum agreement is \$245,335. The contract is funded through the Multnomah County provider agreement with the State of Oregon Dept. of Human Services, Aging & People with Disabilities' State Unit on Aging
Funding Source	The Administrations for Community Living and State General Fund- no County General Funds are involved.
Safety Impact	Increased awareness of the signs of abuse, exploitation, or self-neglect in older adults and persons with disabilities through Gatekeeper trainings.
Duration	Effective March 1, 2014 and terminates on June 30, 2015
Previous Board Action	None
Contact Person	Brenda Durbin, Director, Social Services Division 503-655-8641
Contact No.	6604

BACKGROUND:

Clackamas County Social Services, as part of the Metro Aging & Disability Resource Connection Consortium (Metro ADRC), will provide Options Counseling and Gatekeeper training to individuals and families in Clackamas County. The Metro ADRC is a joint effort of the four Area Agencies on Aging in the region. Multnomah County Aging & Disability Services Division (Multnomah ADS) is serving as the lead agency and fiscal agent for the Metro ADRC.

The goal of Options Counseling is to provide support to individuals and families in making long-term care decisions by helping them understand their strengths, needs, preferences, and unique situations and translating this knowledge into strategies, plans and tactics based on the choices available in the community. The Gatekeeper program builds partnerships and trains local organizations to serve as community Gatekeepers. Community Gatekeepers are those individuals that have contact with the general public and have the potential to identify older adults and people with disabilities who are at risk of abuse, exploitation, or self-neglect.

This agreement is late due to Multnomah County not being able to release agreements to the other participating counties until their funding source released their agreement. This resulted in the delay of Multnomah County sending out its agreements. This agreement is effective March 1, 2014 through June 30, 2015. No County General Funds are involved in this agreement. The agreement was reviewed and approved by County Council on March 26, 2014

RECOMMENDATION:

Staff recommends the Board approval of this agreement and authorizes Cindy Becker, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Becker" with a stylized flourish at the end.

Cindy Becker, Director

**Multnomah County/Clackamas County
Intergovernmental Agreement No. 440000867**

This Agreement is made and entered into pursuant to the authority found in ORS Chapter 190 by and between Multnomah County Department of County Human Services (DCHS), Aging and Disabilities Services Division (ADS), hereinafter referred to as "County", jointly with and on behalf of Clackamas County Social Services Division, hereinafter referred to as "Contractor", referred to collectively as the "Parties".

PURPOSE. The purpose of this agreement is to purchase the development, coordination, and infrastructure activities and to establish the terms associated with meeting the fully functioning standards of the Aging and Disability Resource Connection (ADRC) Options Counseling and Gatekeeper Programs serving Clackamas County.

PROJECT BACKGROUND. The State of Oregon Department of Human Services' (DHS) Aging and People with Disabilities' State Unit on Aging (SUA) received a grant from the Administration for Community Living (ACL) to implement *The Enhanced Aging and Disability Resource Connection Options Counseling Program* on a statewide basis. Oregon was one of eight states awarded \$2.3 million dollars over three years allocated on the following schedule based on successful completion of deliverables: Year 1=\$700,000; Year 2=\$810,000 and Year 3=\$810,000. The SUA has awarded funds to locally established and emerging Aging and Disability Resource Connections (ADRCs). ADRC Metro is the regional ADRC representing Clackamas, Columbia, Multnomah and Washington Counties. ADRC Metro has been awarded \$135,000 over three years allocated on the following schedule based on successful completion of deliverables: Year 1=\$45,000; Year 2=\$45,000 and Year 3=\$45,000.

Options counseling (OC) is a core ADRC service and is defined as a service that supports informed long-term care decision making through assistance provided to individuals and families to help them understand their strengths, needs, preferences, and unique situations and translates this knowledge into support strategies, plans, and tactics based on the choices available in the community. In recognition of the instrumental role ADRCs play in delivering quality, person-centered OC services, Oregon has allocated \$1.4 million dollars for the 2013-15 biennium to support and enhance the capacity of existing ADRCs to effectively serve seniors, people with disabilities, their families, and care givers. Funds have been allocated using a formula that takes into consideration: (1) the population of older adults and people with disabilities; and (2) geography.

The Gatekeeper program is designed to build partnerships with and train local organizations to identify at-risk older adults and adults with disabilities and refer them for help and services offered through the Aging and Disability Resource Connection (ADRC) of Oregon. Organizations that serve as community Gatekeepers may include postal service, utility companies, banks and other financial institutions, and others that have contact with the general public and have the potential to identify older adults and people with disabilities who are at risk. In recognition of the instrumental role ADRCs play in delivering quality, person-centered services, Oregon has allocated \$1.7 million dollars for the 2013-15 biennium to support and enhance the capacity of existing ADRCs to effectively serve seniors and people with disabilities. Funds have been allocated using a formula that takes into consideration: (1) the population of older adults and people with disabilities; and (2) geography.

**Multnomah County/Clackamas County
Intergovernmental Agreement No. 4400000867**

PROJECT GOALS.

1. Strengthening the capacity of the ADRC Options Counseling Program to serve people of all ages, income levels and disabilities by adopting a "No Wrong Door" approach that operationally involves a wide array of community agencies and organizations.
2. Rapidly diffusing trained and certified ADRC Options Counselors throughout the funded areas, and building stronger partnerships between health and long-term services and supports (LTSS) systems to reduce unnecessary readmissions and promote improved health, better care and lower costs.
3. Developing financially sustainable ADRC models that include revenue from multiple public programs including Medicaid, Medicare, the Older Americans Act, the Veterans Health Administration (VHA) and other sources to cover expenses plus margin.
4. Adopting national performance and outcome standards and aligning data collection and reporting methods across LTSS payers within a state to minimize administrative burden and support continuous quality improvement.

The Parties agree as follows:

1. **TERM.** The term of this agreement shall be from March 1, 2014 to June 30, 2015. This agreement may be renewed at the sole discretion of County.
2. **RESPONSIBILITIES OF CONTRACTOR.** Contractor agrees to perform the following tasks and deliverables:

A. Oregon Options Counseling

The Aging and Disability Resource Connection (ADRC) of Oregon provides "No Wrong Door" access to public and private long term services and supports, including Options counseling. The Six Core Competencies of Options Counseling are as follows:

- Determination of the need for OC
- Assessment of needs, values and preferences
- Understanding and educating about public and private sector resources
- Facilitation of self-direction
- Encouragement of future orientation
- Follow-up

- i. Contractor, as a member of the ADRC Metro Site, in receipt of OC funds under this agreement is expected to perform as follows:
 1. Within 30 days of executing the agreement with DHS, a project work plan, budget and staffing plan must be submitted to the DHS State Unit on Aging.
 - Budgets must include a narrative description of the projected use of OC funds and cover the period of July 1, 2013 through June 30, 2015.
 2. Contractor is expected to leverage funds from other sources, creating a blended funding stream that will maximize OC FTE. The budget developed by the Contractor needs to show other funding streams. If Contractor is unable to meet this requirement, a written explanation must accompany the budget that details why match is not possible.

**Multnomah County/Clackamas County
Intergovernmental Agreement No. 440000867**

3. Contractor is considered a core local ADRC partner. Core local ADRC partners; including the Center for Independent Living, Aging and People with Disabilities, Developmental/Intellectual Disabilities, and Area Agencies on Aging, are expected to participate in and contribute to planning discussions on how OC funds will be used.
 4. OC funds are not to be used for planning and coordination purposes; rather, funds shall be used to support direct line staff performing one or all of the following:
 - Options Counseling
 - Care Transitions
 - MDS Section Q Referrals
 5. ADRC staff funded and delivering services through this agreement are expected to utilize the RTZ Care Tool / database to effectively document contact with consumers.
 6. ADRC staff delivering services through this agreement are expected to undergo appropriate training. For example, Options Counselors are expected to participate in OC training that meets state and national requirements; and staff providing care transitions are expected to undergo appropriate training related to the model in use.
 7. Options Counselors are expected to adhere to the practice standards, as outlined in *Aging and Disability Resource Connection of Oregon Core Standards for Fully Functioning ADRCs in Oregon, Section II, Options Counseling* (See Attachment A).
- ii. Contractor, as a member of the ADRC Metro Site, shall perform the following:
1. Participate in, or contribute to, regular Enhanced Options Counseling grant coordination meetings/calls and OC specific technical assistance calls to address challenges and progress.
 2. Utilize the RTZ data system and capture data needed to meet federally-determined outcome metrics and quality assurance measures that will be required for Oregon. This includes inputting data as required for data analysis, on a quarterly basis, at a minimum.
 3. Work with the SUA and other state and federal partners in developing and refining key components of the OC curriculum.
 4. Participate in, or contribute to, monthly OC Training Grant Partner Team meetings.
 5. Work to ensure sustainable options counseling services through blended funding, including existing Older Americans Act funds, Medicaid support for pre-screening, development of private pay/sliding fee options, etc.
 6. Maintain contact with DHS/SUA leads and liaisons for ADRC project.
 7. Complete other activities as required to meet state requirements for continued funding.
- iii. Reporting Requirements
- Contractor, as a member of the ADRC Metro Site, shall submit a work plan, budget and staffing plan utilizing the form provided by DIIS within 30 days of executing this agreement to:
- State Unit on Aging, 676 Church Street NE, Salem, OR 97301
- Contractor, as a member of the ADRC Metro Site, shall contribute to the submittal of annual reports to DHS/SUA using a format to be provided by the DHS/SUA. Reported information will be used to demonstrate the impact of OC funding to state legislature. Data reported will include: the number of OC FTE funded and the number of consumers who received OC. In addition, reports shall reflect the overall benefits of increasing the number of OC FTE.

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B. Oregon Gatekeepers Program

Referrals often relate to potential abuse or self-neglect (i.e. an individual who isn't regularly collecting their mail and seems confused or unkempt when the postal worker delivers the mail; or an individual who is withdrawing unusual amounts of funds from his bank and seems anxious about the transactions). ADRCs follow up with referred individuals to provide help and links to community resources, and ADRCs develop partnerships with mental health, adult protective services, and other organizations in each area to address the needs of those referred.

Gatekeeper programs rely on organizational commitment and staff coordination; trained volunteers that can help provide presentations to community organizations interested in serving as Gatekeepers; agreements with mental health and adult protective services on systems to address mental health and abuse situations identified through Gatekeeper referrals; regular communication and feedback with Gatekeeper organizations to support continued referrals; and effective and timely systems to respond to referrals made by Gatekeeper organizations.

ADRC sites in receipt of Gatekeeper funds under this agreement are expected to perform as follows:

- i. Within 30 days of executing the agreement, Contractor shall:
 1. Begin collaborating with the ADRC Metro staff person responsible for coordinating the Gatekeeper program for the ADRC region. The intent of the funding is to be able to support new or expanded Gatekeeper-specific staff that is able to dedicate time to the partnership-building and continued outreach required to ensure the success of the program. There may be one program for the full ADRC, or program responsibility may be shared among several ADRC partner organizations; however, there must be one person from each ADRC that has overall responsibility for program implementation, outcomes, reporting, and coordination with DHS.
 2. Contractor, as a member of the ADRC Metro Site, shall submit to the SUA a project description, work plan, timeline and budget that clearly address the following areas. SUA approval of the proposed project, timeline, and budget will be required before the ADRC can begin implementation and draw down Gatekeeper grant funds.
 - Project description – should clearly outline the ADRC's plan for developing or expanding a Gatekeeper program to serve their ADRC region, including project coordination, recruitment and training of volunteer gatekeeper organizations; projected reach in terms of number of Gatekeeper organizations and referrals; and use of RTZ to track gatekeeper referrals.
 - Project work plan for major activities involved in project implementation. The work plan should include measurable objectives (e.g. recruitment goal), key tasks to meet the objective, lead person responsible and timeline.
 - Budget showing use of state funds to support project implementation, as well as local fund support. As such, the ADRCs are expected to develop budgets that show other funding streams. If an ADRC is unable to meet this requirement, a written explanation must accompany the budget that details why match is not possible.

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- ii. By September 30, 2014, Contractor, as a member of the ADRC Metro Site, shall:
1. Have Memoranda of Understanding (MOUs) in place with mental health services that can address mental health needs of Gatekeeper referrals. This may require one or more MOUs, depending on the service area of the ADRC and partnering mental health organizations.
 2. Have MOU(s) in place with Adult Protective Services (APS) to address potential abuse issues identified through Gatekeeper referrals. This may require one or more MOUs, depending on the service area of the ADRC and partnering APS programs. For ADRC partners that directly provide APS services, the ADRC must have a written procedure that indicates how referrals to APS are made and tracked.

- iii. Contractor, as a member of the ADRC Metro Site, shall also:
1. Participate in implementing a Gatekeeper Program serving the full ADRC region. ADRC gatekeeper programs will be overseen by the ADRC operations council and reflect the involvement of core ADRC partners.
 2. Promote the Gatekeeper program as part of the overall ADRC, using the ADRC logo, toll-free number, and website on gatekeeper materials and as part of gatekeeper training.
 3. Track and report Gatekeeper referrals through RTZ.
 4. Participate in, or contribute to, quarterly phone calls with the SUA to share progress, address challenges across sites and identify any issues that might be addressed as a state. Participate with the SUA in developing statewide standards for the Gatekeeper program.

iv. Reporting Requirements

Contractor, as a member of the ADRC Metro Site, shall participate in reporting annually to the SUA using a format to be provided by the SUA. Reported information will be used to demonstrate impact of funding to Legislature, and required reported information shall include:

- RTZ data showing Gatekeeper referrals, needs of those referred, and services provided
- Progress in meeting statewide Gatekeeper standards to be developed in initial year of funding
- Brief annual progress report listing Gatekeeper organizations, and addressing successes, challenges, and lessons learned
- Copy of MOUs with mental health and APS

3. **RESPONSIBILITIES OF COUNTY.** County agrees to perform the following:

A. Enhanced ADRC Options Counseling Program Grant

- i. County will perform the following project implementation services:
 1. Provide the ADRC Metro lead staff person to coordinate ADRC operations under this Agreement.
 2. Lead the development, implementation and monitoring of a written local project work plan and budget that has been approved by the SUA and updated annually.
 3. Participate in the regional ADRC Operations Council per Oregon's standards for fully functioning ADRC. ADRC Operations Council will include (if applicable to the planning and service area), but is not limited to, representatives from the Area Agencies

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- on Aging; Center for Independent Living; Aging and People with Disabilities (APD) Medicaid District Offices; and Community Developmental Disabilities Programs.
4. Engage local mental health partners in local ADRC planning and implementation efforts targeting mental health services for older adults and people with disabilities.
 5. Participate in planning and development of streamlined access to public funded services and supports. This includes working with SUA staff on making operational a system of reimbursement for Medicaid outreach and screening activities.
 6. Participate in development of a local ADRC business model and sustainability plan to be submitted to the SUA by June 15, 2014.
- ii. County will provide the following services:
1. Participate in grant coordination meetings and calls to address challenges and progress in meeting grant goals.
 2. Utilize the RTZ Care Tool data system to log units of consumer interactions for the purpose of capturing data needed to meet federally-determined outcome metrics and quality assurance requirements.
 3. Work with the ADRC Metro regional partners and the SUA in developing effective models and support for new ADRCs and statewide systems for:
 - a. Expansion of the Veteran Directed Home and Community Based Services (VD-HCBS) program to support statewide coverage.
 - b. Development of policies and mixed funding options to support sustainable options counseling.
 - c. Support for statewide toll-free ADRC calls until new ADRCs are able to take these on.
 4. Incorporate person-centered principles into local ADRC service delivery and system development efforts.
 5. Participate in the State's plan and timeline to meet Oregon's standards for fully-functioning ADRCs, and meet required components of the federal grant, including:
 - a. Serving all populations needing access to LTSS, and working to develop inclusive decision-making, written memoranda of understanding (MOU), and referral and service delivery systems among aging, disability, and developmental disability partners to ensure ADRCs serve older adults, people with intellectual/developmental disabilities (I/DD), people with physical disabilities, and their care givers.
 - b. Working to ensure sustainable options counseling services through combined funding including existing Older Americans Act funds, Medicaid support for screening, State general funds, development of private pay/sliding fee options, etc.
 - c. Working with Veterans Administration to support options counseling and the VD-HCBS program.
 - d. Serving as the local contact agency for nursing facility minimum data set (MDS) section Q referrals.
 6. Utilize appropriate ADRC outreach materials that have been reviewed and approved by the SUA.
 7. Maintain contact with the ADRC Metro and SUA lead staff for the ADRC project.

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8. Complete other activities as required to meet state and federal requirements for continued funding.

- B. Oregon Options Counseling
Upon submission of all deliverables and invoices, County agrees to pay Contractor a maximum of \$97,232, including expenses, over the life of the Contract.

- C. Oregon Gatekeepers Program
Upon submission of all deliverables and invoices, County agrees to pay Contractor a maximum of \$148,103, including expenses, over the life of the Contract.

- D. Compensation
The Maximum amount of payment under this Contract, including expenses, is \$245,335 for Options Counseling and Gatekeepers Program combined. County will pay Contractor for services provided under this Contract based upon the applicable payment terms set forth below in Section 4 below.

4. **DELIVERABLES AND REQUEST FOR PAYMENT.** This Contract will be paid on a Monthly/Per-Invoice/Allotment basis. County will pay Contractor \$15,333.44 per month for Options Counseling and Gatekeepers Program combined, including expenses, upon review and approval of Contractor's monthly invoices over the life of the Contract. If required reports and invoices are received on time and are complete and correct, County will process payments within thirty (30) working days of receipt of monthly invoice and/or report. Contractor shall submit a final invoice for the budget period's expenses no later than 20 days past the end of a budget period.

Contractor shall send all deliverables (unless otherwise noted) and all requests for payment to:

Multnomah County
DCHS/Aging & Disability Services Division
Contract Deliverables
P.O. Box 40488
Portland OR 97240-0488

If submitting electronically, send to:

ADS.Contracts@multco.us

County will remit payments to:

Clackamas County Social Services Division
2051 Kaen Road, Suite 367
Oregon City, OR 97045

5. **TERMINATION.** This agreement may be terminated by either party upon thirty (30) days written notice. Termination of this Agreement shall be without prejudice to expenses accrued prior to such termination.

6. **INDEMNIFICATION.** Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall indemnify, defend and hold harmless Contractor from and against all liability, loss and costs arising out of or resulting from the acts of County, its officers, employees and agents in the performance of this Agreement. Subject to the conditions and limitations of the Oregon Constitution and the

**Multnomah County/Clackamas County
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Oregon Tort Claims Act, ORS 30.260 through 30.300, Contractor shall indemnify, defend and hold harmless County from and against all liability, loss and costs arising out of or resulting from the acts of Contractor, its officers, employees and agents in the performance of this Agreement.

7. **INSURANCE.** Each party shall each be responsible for providing worker's compensation insurance as required by law. Neither party shall be required to provide or show proof of any other insurance coverage.
8. **ADHERENCE TO LAW.** Each party shall comply with all federal, state and local laws and ordinances applicable to this agreement.
9. **NON-DISCRIMINATION.** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.
10. **ACCESS TO RECORDS.** Each party shall have access to the books, documents and other records of the other which are related to this agreement for the purpose of examination, copying and audit, unless otherwise limited by law.
11. **SUBCONTRACTS AND ASSIGNMENT.** Neither party will subcontract or assign any part of this agreement without the written consent of the other party.
12. **NOTICES.** Any notice provided for under this Agreement shall be sufficient if in writing and delivered to the following addressee:

Brenda Durbin, Director
brendadur@co.clackamas.or.us
503-655-8641

13. **THIS IS THE ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement between the parties. This Agreement may be modified or amended only by the written agreement of the parties.

Multnomah County/Clackamas County
Intergovernmental Agreement No. 440000867

MULTNOMAH COUNTY, OREGON:

Marissa D. Madrigal / CS
Multnomah County Chair or Designee

Date: _____

Ruthy Kim for Susan Myers
Department Director or Designee

Date: 3/10/14

JENNY M. MADKOUR, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY

By: Approved via email by Patrick Henry 3/6/2014
Assistant County Attorney Date

CLACKAMAS COUNTY

Commissioner John Ludlow, Chair
Commissioner Jim Bernard
Commissioner Paul Savas
Commissioner Martha Schrader
Commissioner Tootie Smith

Signing on Behalf of the Board

Cindy Becker, Director
Health, Housing, and Human Services Dept.

Date
Approved as to form:

By: _____ Date

ADRC

Aging and Disability Resource Connection — of OREGON —

Aging and Disability Resource Connection of Oregon Core Standards for Fully Functioning ADRCs in Oregon

Updated January 2013

These standards are the emerging standards approved by Oregon’s ADRC Advisory Council.

Oregon ADRC Standards - Table of Contents

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Consumer Expectations	Oregon ADRC Standards	Metrics
I. Information, Referral and Awareness		
<p>A. Website</p> <p>Consumers expect:</p> <ul style="list-style-type: none"> • Ready access to the information they are looking for. • Accurate, objective and unbiased information. 	<ul style="list-style-type: none"> • Data base is easy to navigate. • Resource database includes information about the range of providers, programs, and services available in local service areas including those available to private payers. 	<ul style="list-style-type: none"> • Less than 15% of total web site surveys state that the web site is hard to navigate. • Less than 15% of total web site surveys state that the information in the database was incomplete, inaccurate, or out-of-date.
<p>B. Physical Location, Hours of Service</p> <p>Consumers expect:</p> <ul style="list-style-type: none"> • A physical location that is welcoming and accessible. • Services that are available at times that are convenient for the public. 	<ul style="list-style-type: none"> • ADRC physical location or branch location(s) are clearly identifiable, easy to find, and readily accessible to the public. • ADRC services are available through the lunch hour as appropriate and at other times that are most convenient for the public. • ADRC staff has private office space or timely access to private meeting spaces. • ADRC staff follow written protocols for safety. 	<p>For those who go to the ADRC building:</p> <ul style="list-style-type: none"> • 90% report it is somewhat or very easy to find • 85% report that it was convenient to go to the ADRC • 40% report that they waited less than 5 minutes to see someone • No more than 10% report waiting more than 20 minutes to see someone • Fewer than 10% report it took "much too long" to see someone.
<p>C. ADRC Call Center</p> <p>Consumers expect:</p> <ul style="list-style-type: none"> • Timely response to phone calls and phone messages <i>and email inquiries.</i> 	<ul style="list-style-type: none"> • A 1-800 number with voice mail is available 24/7 and accessible from all telecommunication devices. • Phone calls are answered by a live person during normal business hours, M-F with voice mail available when they are busy or it is after hours. • Phone messages and email messages are responded to within one work day during a normal work week. • Provide guidance for accessing services – including instructions on automated/voice mail systems about type of 	<ul style="list-style-type: none"> • Of the people who leave a message, 85% get a call back within 24 hours based on the normal work week. • No more than 15% of callers report waiting "much too long" to receive a call back after leaving a message.

Consumer Expectations	Oregon ADRC Standards	Metrics
	information to leave (e.g., reasons for the call, urgency) and when caller can expect a return call.	
<p><u>D. Overall ADRC Experience</u> Consumers expect:</p> <ul style="list-style-type: none"> • Staff that are courteous, respectful and responsive. • Services that are easily accessible. 	<ul style="list-style-type: none"> • ADRC staff is respectful. • ADRC staff provides information that will encourage future contact with the ADRC. 	<ul style="list-style-type: none"> • 85% of consumers report that ADRC staff are very respectful • At least 55% of consumers report receiving “all” of the information they needed; at least 35% of consumers report that they received “some” of the information they needed. • 75% of consumers report that it would be easy or very easy to contact the ADRC again.
<p><u>E. Information Referral and Assistance</u> Consumers expect:</p> <ul style="list-style-type: none"> • Accurate and easy-to-use information, referrals and assistance from staff who are knowledgeable about a wide range of services. • Information and assistance that is personalized for them and their special circumstances. • Immediate help in a crisis situation. 	<ul style="list-style-type: none"> • 50% of staff that provide I&R/A services are CIRS-A certified. • New hires begin a training process for the CIRS-A certification no later than a year of their hire date. • I&R/A staff demonstrate the knowledge, skills and abilities to: <ul style="list-style-type: none"> ○ Triage individuals who appear to be in a crisis situation and apply protocols for referring them to the appropriate service provider. ○ Identify consumers’ needs and choices. ○ Facilitate consumers’ understanding of public and private resources. ○ Provide a follow-up to consumers identified as needing follow-up. ○ Make an initial determination if a consumer is likely to meet criteria for public programs and assistance. ○ Make an informed decision about referrals. ○ Use interviewing methods such as “Teach Back” to assess consumers’ understanding of how to access services and supports. 	<ul style="list-style-type: none"> • 85% will report that the ADRC staff person was somewhat or very knowledgeable. • Of those receiving written materials, 90% will report they are relevant to their concerns. • 85% will report that ADRC staff were good or excellent at explaining how to get the help and information needed • 80% will report that the ADRC staff was good or excellent in helping to understand the service system. • No more than 20% will report having to wait “much too long” to receive needed services. • 90% of consumers identified as needing follow up by the ADRC

Consumer Expectations	Oregon ADRC Standards	Metrics
	<ul style="list-style-type: none"> ○ Identify potential Options Counseling consumers. ○ Ensure that the process and timing of services are clearly explained <p><u>*Crisis definition – AIRS Standards</u> The I&R service shall be prepared to assess and meet the immediate, short term needs of inquirers who are experiencing a crisis and contact the I&R service for assistance. Included is assistance for individuals threatening suicide, homicide or assault; suicide survivors; victims of domestic abuse or other forms of violence, child abuse/neglect or elder/dependent adult abuse/neglect; sexual assault survivors; runaway youth; people experiencing a psychiatric emergency; chemically dependent people in crisis; survivors of a traumatic death; and others in distress.</p>	<p>received a follow up by ADRC staff.</p>
II. Options Counseling		
<p>Consumers expect:</p> <ul style="list-style-type: none"> ● Assistance in exploring the service options that are available to them, weighing the pros and cons, and getting connected with the services they choose. ● Receiving this assistance over the phone, at an office visit, or during a home visit ● Assistance that is personalized for them and their special circumstances 	<ul style="list-style-type: none"> ● 100% of staff that provide options counseling have completed Oregon’s Options Counseling curriculum. ● New hires begin Oregon’s Options Counseling curriculum within one year of their hire date. ● 100% of Options Counseling supervisors have completed OC 101 and 202 within six months to one year of their hire date. ● Options Counseling staff have the knowledge, skills and abilities to: <ul style="list-style-type: none"> ○ Evaluate whether or not the consumer meets the criteria for Options Counseling (e.g., their presenting issue or concern is not resolved with a single conversation or exchange, they need more time to think through their situation, a family meeting would be helpful, etc.) ○ Assist the consumer’s to identify their strengths, values, needs and preferences ○ Help the consumer understand the public and private sector resources that are available to meet their needs ○ Help the consumer develop an action plan, service plan, or “next steps” that respects their right to self- 	<ul style="list-style-type: none"> ● 90% of consumers who receive Options Counseling report they were given the information they needed. ● 90% of consumers report they were treated with respect, felt the Options Counselor listened to their opinions and understood their specific circumstances. ● 80% of consumers report the options counselor helped them explore the choice available to them and their family members. ● 75% of consumers report they have better understanding about their options after working with the options counselor. ● 80% of consumers rate the options counselor as good or excellent in supporting them in

Consumer Expectations	Oregon ADRC Standards	Metrics
	<p>determination and empowers them to be self-advocates</p> <ul style="list-style-type: none"> ○ Follow up and provide ongoing assistance as needed to ensure that services the individual needs are started ○ Follow-up and provide ongoing assistance as needed • The same options counselor works consistently with consumers throughout the entire options counseling process as local resources allow. • Agency protocols for home visit safety are followed. 	<p>their decision. (On consumer satisfactions survey question).</p> <ul style="list-style-type: none"> • 70% of consumers report that the options counselor helped them to develop an action plan listing goals and next steps. • 80% of consumers report their situation is stable or improved following options counseling. • Specifically 80% of consumers will report: <ul style="list-style-type: none"> ○ Having enough support to meet needs and choices ○ being safer ○ being more able to make decisions and direct assistance needed. • 70% of consumers will report: <ul style="list-style-type: none"> ○ living in a place they most desire ○ making the most of personal money and resources
III. Streamlined Eligibility Determination for Public Programs		
<p>Consumers expect:</p> <ul style="list-style-type: none"> • Information about public programs and assistance that they may qualify for. • Guidance in navigating the application processes for public programs and assistance. 	<p>ADRC will have staff available who can:</p> <ul style="list-style-type: none"> • Determine if the consumer meets or is likely to meet programmatic and financial eligibility requirements. • Assist the consumer in completing the application process, if requested. • Follow up with consumers to make sure they get the services they are eligible for. • Follow up with providers listed on action plan to make sure consumers get the services they are eligible for. 	<ul style="list-style-type: none"> • No more than 25% of consumers will report still having concerns the ADRC has not attempted to address • 80% of consumers, who are eligible and choose specific services, will obtain those services. • 80% of those receiving services will report that services are helpful or very helpful. • No more than 20% of those receiving services will report they had to wait "much too long" for

Consumer Expectations	Oregon ADRC Standards	Metrics
		services to begin. <ul style="list-style-type: none"> 90% of consumers identified as needing follow up by the ADRC are followed up with by ADRC staff.
IV. Person Centered Transition Support		
<p>All transitions</p> <p>Consumers expect:</p> <ul style="list-style-type: none"> Information and assistance that is personalized for them and their specific circumstances. Ability to receive this assistance over the phone and/or in person. Accurate and easy-to-use information, referrals and assistance from staff who are knowledgeable about the range of services, supports and equipment that may be needed. 	<ul style="list-style-type: none"> ADRC has a system in place to triage consumers needing transition support and staff who can demonstrate knowledge, skills and abilities to: <ul style="list-style-type: none"> Help the consumer/family understand how their current functional status and financial resources will determine their options for living settings. Apply their understanding of the levels of functional capacity (ADLs, IADLs) that an individual must meet to reside in a particular facility to individual situations. ADRC staff use standardized tools to assess risk factors and functional status. ADRC staff has current and accurate information about long-term care facilities in their geographical area, such as levels of care provided for, approximate rates, and vacancies or waiting lists. ADRC follows I & A standards for triaging crisis situations, and ensure that staff follow related Options Counseling standards relating to staff knowledge, skills, and abilities; and follow-up. ADRC staff refers eligible consumers to Peer Support Services provided by the Center for Independent Living or other peer support services in their area. 	<ul style="list-style-type: none"> (TBD) percent of consumers who received transition assistance report they were given the information they needed to make an informed decision.
<p>Transitions from living independently in the community to a community-based long-term care or nursing facility</p>	<p>ADRC has system in place to triage consumers needing transition support and staff who can demonstrate knowledge, skills and abilities to:</p> <ul style="list-style-type: none"> Ensure that consumers/families have considered in-home 	<ul style="list-style-type: none"> (TBD) percent of consumers who received assistance from ADRC staff to transition from independent living to a long-term

Consumer Expectations	Oregon ADRC Standards	Metrics
<p>Consumers expect:</p> <ul style="list-style-type: none"> Assistance in understanding the process of selecting a setting that will best meet their care needs and financial resources. 	<ul style="list-style-type: none"> services before deciding on need to transition out of home. Assess the capacity of family caregivers to support an individual for living safely in the community. Help consumers/families select a facility that will best meet their needs. For example: <ul style="list-style-type: none"> How to frame questions to staff about the facility's approach to person-centered care Times to visit a facility Things to observe during a visit How to compare one facility with another. 	<p>care facility who report they are satisfied with the decision they made.</p>
<p>Transition from a nursing facility back to a community-based long-term care setting or to independent living.</p> <p>Consumers expect:</p> <ul style="list-style-type: none"> Assistance in understanding the process of selecting a setting that will best meet their care needs and financial resources. 	<ul style="list-style-type: none"> ADRC meets the criteria for CMS Section Q Local Contact Agency. ADRC staff can demonstrate knowledge, skills and abilities to: <ul style="list-style-type: none"> Assess an individual's risk factors for living safely in the community Assist the consumer to understand their individual safety risk factors Assist the consumer to make an informed decision about leaving a nursing facility. <p>Provide consumers with support to enable a successful transition, and to minimize identified risk factors.</p>	<ul style="list-style-type: none"> (TBD) percent of consumers who received assistance from ADRC staff to transition from a long-term care facility to the community who report they have been able to remain in the community for 30/60/90 days. <i>[time period to be determined]</i> TBD) percent increase in Section Q referrals over time.
<p>Transition from a hospital or skilled nursing facility (SNF) back to living independently.</p> <p>For the general population of consumers being discharged from a hospital or SNF, consumers expect:</p> <ul style="list-style-type: none"> Immediate help in a crisis situation 	<ul style="list-style-type: none"> ADRC staff refers consumers to evidence-based health promotion programs that are available in their community, such as "Living Well with Chronic Conditions." ADRCs have established partnerships and communication with area hospitals and SNFs to support successful transitions. The ADRC applies an evidence-based intervention shown to reduce hospital re-admissions and ED visits over a 30-day recovery period with identified participants who meet the referral criteria agreed to between the ADRC and its health care partner(s). 	<ul style="list-style-type: none"> Participation agreements between the ADRC and their health care partner(s): that specify: Evidence-based intervention that will be used Referral criteria (inclusion/exclusion) and processes Process and outcome measures Data sharing agreements that include providing SUA with

Consumer Expectations	Oregon ADRC Standards	Metrics
<p>For consumers who meet the criteria for participating in an evidence-based care transition intervention.</p> <ul style="list-style-type: none"> Guidance (coaching) in managing their post-hospital/SNF care to avoid an unplanned re-admission or emergency dept. visit during a 30-day recovery period. 		<p>required measures</p>
V. Health Promotion		
<p>Health Information Consumers expect:</p> <ul style="list-style-type: none"> Accurate information about available programs and resources that help consumers stay healthy and manage ongoing health conditions. 	<ul style="list-style-type: none"> The ADRC website has current information on community programs and resources that support physical activity, healthy eating, falls prevention, chronic disease self-management, medication management, mental/emotional health, and other aspects of healthy aging. Information & Assistance and Options Counseling staff are knowledgeable about major health issues impacting older adults and individuals with disabilities such as falls, chronic disease, secondary conditions and depression. Information & Assistance and Options Counseling and Medicaid staff know about available community programs that support healthy living/healthy aging, as well as Medicare preventive services. 	<ul style="list-style-type: none"> Number of health promotion programs and resources included on the ADRC website Increased hits to healthy aging section of ADRC website Staff training that addresses health and prevention.
<p>Health Promotion Support Consumers expect</p> <ul style="list-style-type: none"> Support for managing health conditions in order to remain as 	<ul style="list-style-type: none"> Information & Assistance and Options Counseling staff ask key questions to determine possible needs. Recommended questions such as: <ul style="list-style-type: none"> Do you have a long term condition such as arthritis, heart disease or diabetes that impacts your life, and keeps you from doing some of the things you used to 	<ul style="list-style-type: none"> Satisfaction survey questions about receiving help in addressing health conditions Staff training that addresses motivational interviewing and health literacy.

Consumer Expectations	Oregon ADRC Standards	Metrics
<p>healthy, functional, and independent as possible.</p> <ul style="list-style-type: none"> To receive services in an environment that is accessible and supportive of health. 	<p>like to do?</p> <ul style="list-style-type: none"> Do you feel safe at home? Are you worried that you might fall? What barriers or challenges do you face in taking good care of yourself? What types of assistive technology, both low and high tech, might be useful in your self-care, transportation, community involvement, socialization and independent living activities? <ul style="list-style-type: none"> Information & Assistance and Options Counseling staff are familiar with motivational interviewing, patient activation, and health literacy to support consumers in identifying ways to best manage their health. Information & Assistance and Options Counseling staff routinely refer consumers to appropriate community health promotion programs and Medicare preventive services as part of I&A, Options Counseling, and Care Transitions. (Specifically around chronic disease self-management, falls, physical activity, and mental/emotional health). ADRC implements policies and practices that support health among staff and consumers. Examples include serving healthy food at meetings and events, supporting staff wellness, holding meetings and events at locations that are tobacco-free. 	<ul style="list-style-type: none"> Demonstrated system for identifying and referring appropriate consumers to community health promotion programs, Oregon's Assistive Technology program(s) and Medicare preventive services. ADRC policies/practices in place to promote health.
<p>Advocacy/Partnerships to Support Health Promotion</p> <p>Consumers expect:</p> <ul style="list-style-type: none"> ADRCs will advocate on behalf of them for communities and services that support healthy living and healthy aging. 	<ul style="list-style-type: none"> ADRC ensures working relationships with other organizations (i.e. Area Agencies on Aging, Centers for Independent Living, public health, healthcare, senior and community centers, and community-based organizations) to identify and advocate for solutions to address gaps, ensure appropriate referrals, and promote awareness of effective, accessible, and affordable health promotion programs that serve the needs of older adults and people with disabilities. 	<ul style="list-style-type: none"> Demonstrated partnerships between ADRCs and other community organizations to support health promotion programs.

Consumer Expectations	Oregon ADRC Standards	Metrics
VI. Consumer Populations, Partnerships and Stakeholder Involvement		
	<p><u>Governance, Management and Staffing</u></p> <ul style="list-style-type: none"> • The Governing body (steering committee) of the ADRC (single agency or partnership) is accountable for oversight of the ADRC, and develops and monitors ADRC overall goals and budget. If an ADRC is comprised of multiple entities, there will be Letters of Agreements between all parties that outline roles, responsibilities (including the fiscal role), authority, referral processes, etc. • Each ADRC will have an "Operations Council", which includes at a minimum (except where not present in an ADRC region) representatives of Area Agency on Aging(s), Center(s) for Independent Living, APD Medicaid office(s), Community Developmental Disabilities Programs, and other members who reflect the ethnic and economic diversity of the ADRC service area. At least fifty percent (50%) of the Operations Council must be older adults or persons with physical and/or intellectual disabilities/developmental disabilities or their family members. The intent of this council is to provide recommendations and direction to the ADRC on the needs of seniors and people with disabilities within the ADRC region; as well as actively participate in the program planning, goal setting, program evaluation and operation of the ADRC. • The ADRC has designated staff and/or a council, who is invested with sufficient authority to maintain quality processes across all participating organizations, as designated and recommended by the Operations Council and approved by the ADRC's Lead Agency's Governing Board. <p><u>Consumer Populations</u></p> <ul style="list-style-type: none"> • ADRC serves individuals with all types of disabilities, either through a single operating organization or through close coordination with multiple operating organizations. • ADRC staff demonstrates competencies relating to serving people of all ages and types of disabilities and their families, 	

Consumer Expectations	Oregon ADRC Standards	Metrics
	<p>including people of different cultures and ethnicities.</p> <ul style="list-style-type: none"> • There are formal mechanisms for involving consumers on State / local ADRC advisory boards or operations council and in planning, implementation and evaluation activities. <p>Medicaid</p> <ul style="list-style-type: none"> • ADRC has formal partnership agreements at the local level with Medicaid agency that describe explicitly the role of each partner in the eligibility determination process and information sharing policies. • ADRC staff is involved as partners or key advisors in other state long term support and service system reform initiatives (e.g. Money Follows the Person initiatives). <p>Aging and Disability Partners</p> <ul style="list-style-type: none"> • The ADRC has formal service standards, protocols for information sharing and cross-training across all ADRC operating organizations. <p>Other Partners and Stakeholders</p> <ul style="list-style-type: none"> • The ADRC will have marketing, outreach and public education plan that will consider all populations they serve including different age groups, people with disabilities, culturally diverse groups, underserved and un-served populations, individuals at risk of nursing home placement, family caregivers and professionals, regardless of income. The plan will include a strategy to assess the effectiveness of the outreach and will include a feedback loop to modify activities as needed. The ADRC will comply with the State ADRC brand style guide, and all publications will include the ADRC website and toll free number. • Senior Health Insurance Program Assistance (SHIBA), Adult Protective Services, and 2-1-1 programs are operated by the ADRC, or there is a MOU or Interagency Agreement establishing, at a minimum, a protocol for mutual referrals between the ADRC and these three programs. 	

Consumer Expectations	Oregon ADRC Standards	Metrics
VII. Quality Assurance and Continuous Improvement		
	<p><u>Sustainability</u></p> <ul style="list-style-type: none"> ADRC will develop a financial plan to sustain core ADRC services through a diverse set of public and private funding sources. <p><u>IT/MIS</u></p> <ul style="list-style-type: none"> ADRC operating organizations use management information systems that support all program functions. ADRC has established an efficient process for sharing resources and client information electronically across ADRC operating organizations and with external entities, as needed, from intake to service delivery. <p><u>Continuous Improvement</u></p> <ul style="list-style-type: none"> ADRC has a plan in place to monitor program quality and a process to ensure continuous program improvement through the use of the data gathered through the statewide consumer satisfaction evaluations and surveys. ADRC informs consumers of complaint and grievance policies and has the ability to track and address complaints and grievances. <p><u>Performance Tracking</u></p> <ul style="list-style-type: none"> By using the RTZ call module and care tool fully, the ADRC routinely tracks service delivery and individual outcomes and can demonstrate: <ul style="list-style-type: none"> a. That the ADRC serves people in different age groups, with different types of disabilities and income levels in proportions that reflect their relative representation in the community; b. That options counseling provided enables people to make informed, cost-effective decisions about long-term services and supports; c. The number of individuals diverted from nursing home/institutional settings; and d. The number of individuals successfully transitioning from institutional settings (i.e. number of people assisted through formal coordinated or evidence-based transition programs). 	

Consumer Expectations	Oregon ADRC Standards	Metrics
	<ul style="list-style-type: none"> • ADRCs participate in statewide evaluation to assess the overall impact in the following areas: <ul style="list-style-type: none"> a. Reduction in the average time from first contact to eligibility determination (both functional/clinical and financial) for publicly funded home and community based services; b. Impact on the use of home and community based services vs. institutional services; and c. Documentation of the cost impact to public programs, including Medicaid. 	

April 10, 2014

Board of County Commissioner
 Clackamas County

Members of the Board:

Approval of Amendment # 1 to an
 Intergovernmental Agreement with the Oregon Health Authority for the
Adult Mental Health Initiative (AMHI)

Purpose/Outcomes	The Adult Mental Health Initiative is designed to promote effective use of mental health services to minimize use of long term institutional care.
Dollar Amount and Fiscal Impact	The maximum value of the agreement is increased by \$207,128.04 to a revised total of \$1,362,848.04 for two years. This is a revenue agreement.
Funding Source	Oregon Health Authority - no County General Funds are involved.
Safety Impact	None
Duration	Effective July 1, 2013 and terminates on June 30, 2015
Previous Board Action	The initial agreement was approved by the Board of County Commissioners on September 20, 2013 - agenda item 091213-A3
Contact Person	Jill Archer, Director – Behavioral Health Division – (503)742-5336
Contract No.	6387

BACKGROUND:

The Behavioral Health Division of the Health, Housing & Human Services Department requests the approval of Amendment # 1 to the Intergovernmental Agreement with the Oregon Health Authority (OHA) for the Adult Mental Health Initiative (AMHI). AMHI is designed to promote effective use of facility-based mental health treatment, increase care coordination and increase accountability at a local and state level. The AMHI initiative supports adults with mental illness in the least restrictive environment possible and minimizes use of long term institutional care.

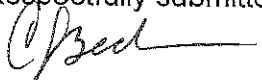
Amendment # 1 increases the funding based on distribution of new funds available through OHA.

This is a revenue agreement. Amendment # 1 increases the agreement value by \$207,128.04 for a revised value of \$1,362,848.04. The agreement is effective July 1, 2013 and terminates June 30, 2015. This agreement has been reviewed and approved by County Counsel.

RECOMMENDATION:

Staff recommends the Board approval of this amendment and authorizes Cindy Becker, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,


 Cindy Becker, Director



Agreement Number 142491

**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 or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This is amendment number 1 to Agreement Number 142491 between the State of Oregon, acting by and through the Oregon Health Authority, hereinafter referred to as "OHA" and

**Clackamas County
Acting by and through its Behavioral Health Division
2051 Kaen Road #367
Oregon City, OR 97045
Telephone: 503-742-5336
Facsimile: 503-742-5311
E-mail address: jarcher@clackamas.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:
 - a. Contractor contact information on face sheet only is changed as follows: language to be deleted or replaced is ~~struck through~~; new language is **underlined and bold**.

**Clackamas County
Acting by and through its Behavioral Health Division
2051 Kaen Road #367
Oregon City, OR 97045
Telephone: 503-742-5336
Facsimile: ~~503-742-5311~~ 503-742-5304
E-mail address: ~~jarcher@clackamas.us~~ deborahfri@clackamas.or.us**

- b. **Exhibit A, Part 1 “Statement of Work,”** is hereby replaced in its entirety, as set forth in Exhibit A, Part 1 “Statement of Work,” attached hereto and incorporated herein by this reference.
- c. The attached **“Financial Pages”** are hereby added to **Exhibit E, “Financial Pages”** of this Agreement and by this reference make a part thereof.

3. Certification:

- a. 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. Without limiting the generality of the foregoing, by signature on this Agreement, the County hereby certifies that:
 - (1) Under penalty of perjury the undersigned is authorized to act on behalf of County and that County 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 the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620;
 - (2) The information shown in Data and Certification, of original Agreement or as amended is County’s true, accurate and correct information;
 - (3) 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.
 - (4) County and County’s employees and agents are not included on the list titled “Specially Designated Nationals and Blocked Persons” maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at:
<http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>;
 - (5) 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/>; and
 - (6) County is not subject to backup withholding because:

- (a) County is exempt from backup withholding;
 - (b) 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
 - (c) The IRS has notified County that County is no longer subject to backup withholding.
- b. County is required to provide its Federal Employer Identification Number (FEIN). By County's signature on this Agreement, County hereby certifies that the FEIN provided to OHA is true and accurate. If this information changes, County is also required to provide OHA with the new FEIN within 10 days.
- c. 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. Signatures.

COUNTY: YOU WILL NOT BE PAID FOR WORK PERFORMED PRIOR TO NECESSARY STATE APPROVALS

~~Lane County~~ *Clackamas County*
By:

Authorized Signature	Title	Date
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State of Oregon, acting by and through its Oregon Health Authority
By:

Authorized Signature	Title	Date
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Approved for Legal Sufficiency:

Approved via email by Jeffrey Wahl	2/5/2014
Assistant Attorney General	Date

OHA Program Review:

Approved via email by Joan Wan	2/5/2014
Authorized Signature	Date

Office of Contracts and Procurement:

Contract Specialist	Date
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EXHIBIT A

Part 1 Statement of Work

1. Purpose:

County shall provide oversight and care coordination of individuals whose county of responsibility falls within Clackamas County, or who are members and individuals assigned to Clackamas County by OHA to ensure access to services consistent with the clinical needs of the individual and the purpose of the Adult Mental Health Initiative (AMHI). County of responsibility is defined as the county in which the person most recently maintained a postal address. Incarceration or placement in the state hospital or a licensed 24-hour facility is not to be used to make this determination. County shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services.

2. Tasks:

County shall provide the following services:

Service Name: MHS SPECIAL PROJECTS
Service ID Code: MHS 37
Specialized Exhibit: ADULT MENTAL HEALTH INITIATIVE (AMHI)

a. Service Description

The Adult Mental Health Initiative (AMHI) is designed to promote more effective utilization of current capacity in facility based treatment settings, increase care coordination and increase accountability at a local and state level. It is also designed to promote the availability and quality of individualized community-based services and supports so that adults with mental illness are served in the least restrictive environment possible and use of long term institutional care is minimized.

Target Population:

County shall provide oversight and care coordination of clients within the target population to facilitate access to services consistent with the clinical needs of the client and the purpose of the Adult Mental Health Initiative. County shall maintain and monitor a provider panel that requires written agreements between County and providers, and that has sufficient capacity and expertise to provide adequate, timely and medically appropriate access to services for the target population. The clinical services may be described and funded in other service elements including, but not limited

to, MHS 20 Non- Residential Mental Health Services for Adults (General), MHS 24 Regional Acute Psychiatric Inpatient Services, MHS 26 Non-Residential Mental Health Services For Youth and Young Adults In Transition (Designated), MHS 27 Residential Treatment Services for Youth and Young Adults In Transition, MHS 28 Residential Treatment Services, MHS 34 Adult Foster Care Services, MHS 37 MHS Special Projects, and MHS 201 Non-Residential Mental Health Services for Adults (Designated), for clients who are 18 years of age or older.

The target population is individuals who because of mental illness:

- (1) Currently reside at an institution listed in ORS 179.321 and includes patients residing within a Neuro/Gero ward at Oregon State Hospital in Salem, Oregon, or
- (2) Currently reside in a licensed community based setting listed in ORS 443.400 and includes licensed programs designated specifically for young adults in transition (YAT), or
- (3) Are under a civil commitment pursuant to ORS 426, or
- (4) Were under a civil commitment that expired in the past 12 months, or
- (5) Would deteriorate to meeting one of the above criteria without treatment and community supports.
- (6) This does not include individuals who are under the jurisdiction of the Psychiatric Security Review Board.

b. Performance Requirements

County shall perform the following responsibilities:

- (1) Supported Housing:
 - (a) Develop supported housing resources.
 - (b) Coordinate access, subject to availability of funds, to safe and affordable housing.
 - (c) Management and distribution of Rental Assistance program resources.
 - (d) Promote access to Personal Care 20 Hour Program (PC20) as described in Oregon Administrative Rules and technical assistance documents.
- (2) Exceptional Needs Care Coordination
 - (a) Coordinate treatment planning team meetings for clients originating from within County's service area and

temporarily residing at a state hospital with the goal of assuring appropriate community-based services and supports are developed and available upon Interdisciplinary Team (IDT) determination that the client no longer requires hospital level of services. Attend and participate in hospital IDT meetings for each client.

- (b) Ensure administration of the Level of Care Utilization System for Psychiatric and Addiction Services (LOCUS).
- (c) Ensure systemic monitoring of client's need and access to services.
- (d) Ensure clients have access to all appropriate benefits and resources available.

(3) Supported Employment – Assertive Community Treatment

- (a) Ensure, subject to availability of funds, both non-Medicaid and Medicaid enrolled clients who are not enrolled in managed care have access to Supported Employment and Assertive Community Treatment (ACT) services as defined below:
 - i. Supported Employment Services are available to clients with serious mental health illness as defined in OAR 309-036-0105(11). Employment specialists assist in obtaining and maintaining employment in the community and in continuing treatment for the client to promote rehabilitation and productive employment. Providers shall use a team approach to engage and retain clients in treatment and provide the supports necessary to promote success at the workplace.
 - ii. Assertive Community Treatment (ACT) - A multidisciplinary, team based approach, providing proactive, focused, sustained care and treatment targeted at a defined group of consumers. Services are aimed at maintaining the client's contact with services, reducing the extent of hospital admissions and seeking improvement with social functioning and quality of life. Services are most appropriate for clients with severe and persistent mental health illness and the greatest level of functional impairment.
- (b). Ensure the promotion and coordination of services described in 2.b.(3)(a) above in the community.

- (4) Increased Rehabilitative Mental Health Treatment Services
 - (a) Ensure, subject to availability of funds, both non-Medicaid and Medicaid enrolled clients who are not enrolled in managed care have access to community-based rehabilitative mental health treatment services as defined in and funded through MHS 20.
 - (b) Ensure, subject to availability of funds, the promotion and coordination of services described in 2.b.(4)(a) above in the community.
- (5) Transition Planning and Management
 - (a) Ensure utilization management of existing residential resources.
 - (b) Ensure residential treatment coordination occurs to assist clients in transitioning between licensed facilities and from licensed facilities to independent living.
 - (c) Provide Oregon Health Authority (OHA), Addictions and Mental Health Division (AMH) with admission and discharge information for clients receiving personal care and rehabilitative mental health services in licensed community-based settings.
- (6) Peer Run and Peer Delivered Services
 - (a) Promote peer run and peer delivered services
 - i. Peer run and peer delivered services that are provided by individuals who have successfully engaged in their own personal recovery and demonstrate the core competencies for Peer Specialists, as defined by OAR 309-032-1500 through 309-032-1565 which may be revised from time to time.
 - ii. These services are provided to individuals who share a similar experience and promote recovery. Peer specialists are compensated for delivering Peer Delivered Services.
 - iii. The provider shall maintain policies and procedures that facilitate and document accessibility to a full range of peer run and peer delivered services.
 - iv. Ensure each individual reported to OHA as an AMHI service recipient has an individualized recovery plan subject to recipient choice.

- (7) Recovery-oriented services
 - (a) Develop recovery oriented services based on identified individual and community needs that are culturally responsive and geographically accessible.
 - (b) The provider shall maintain policies and procedures that facilitate and document accessibility to a full range of recovery-oriented services.

c. Reporting Requirements

- (1) County shall prepare and submit in a manner approved by the Oregon Health Authority (OHA), Addictions and Mental Health (AMH) Division designated staff the following items for each client served:
 - (a) Prior Authorization Request Form
 - (b) Plan of Care Request
 - (c) Level of Care Utilization System (LOCUS) Results
 - (d) Discharge Information Form

Items (a) through (c) shall be submitted within three (3) calendar days upon admission of the client. Item (d) shall be submitted on the day of discharge of the client.

- (2) County shall prepare and electronically submit the following data within thirty (30) calendar days of the end of each subject month in a format approved by OHA.

AMHI Level of Service Intensity Determination Data that includes:

- (a) An eight digit alphanumeric character Medicaid ID number or a nine digit social security number.
- (b) Client's date of birth (00/00/0000)
- (c) Client's gender
- (d) Date of referral
- (e) Referral Source
- (f) Date of Determination
- (g) County
- (h) Scores for LOCUS Domains
- (i) Composite LOCUS score.

- (j) AMHI eligibility Y/N.
 - (k) Levels of Care recommended. (Note: Base the recommended level of care on both LOCUS data and other data indicative of the client's needs and functioning.)
 - (l) Date the client is determined not to be AMHI eligible or the last day the client is considered AMHI eligible. Field will be blank if the client continues to be AMHI eligible. A blank field will be considered complete.
 - (m) Type of community services provided for each individual served in unlicensed community settings; and
 - (n) Additional narrative that may help document the services and supports offered to the individual by the MHO.
- (3) County shall prepare and submit in a manner approved by OHA's AMH Division within sixty (60) calendar days after the end of each subject quarter, an AMHI Statement of Revenue and Expenses.
- (4) Upon OHA's identification of any deficiencies in the County's subcontractor performance under this Agreement, including failure to expend available funding, County shall prepare and submit to OHA an OHA approved corrective action plan (CAP). The CAP shall include the following information:
- (a) The name of the sub-contractor responsible for the deficiency;
 - (b) Reason or reasons for the CAP;
 - (c) The date the CAP will become effective;
 - (d) Proposed resolution of the deficiencies identified; and
 - (e) Proposed remedies, short of termination, should County's subcontractor not come into compliance within the timeframe set forth in the CAP.

Submit reports to:
Oregon Health Authority
Addictions and Mental Health Services Division
Attention: Contracts Administrator
500 Summer Street N.E. E86
Salem, OR 97301-1118

Reports must be prepared using forms and procedures prescribed by OHA.

d. **Payment Calculation, Disbursement, and Settlement Procedures**

(1) **Calculation of Payment:** Payments for this special project are intended to be general payments to County for this special project. Accordingly, OHA will not track delivery of special project services or service capacity on a per unit basis except as necessary to verify that the performance requirements set forth above have been met. County is not authorized to bill above the stated amount.

(a) Performance Payment:

County will qualify for a performance payment at the end of each fiscal year if it was operational, as defined by serving clients and evidenced by the data reported on the AMHI Level of Service Intensity Determination Data, for at least 180 days per fiscal year and who meet the following performance criteria:

- i. County has documented achievement of 80% of the minimum number of mutually agreed upon qualifying events prior to April 30, 2014 and April 30, 2015; or
- ii. County has documented achievement of 70% of the minimum number of mutually agreed upon qualifying events prior to April 30, 2014 and April 30, 2015; and
- iii. County provides to AMH transition dates prior to May 15, 2014 and May 15, 2015 for individuals equal in number to 80% of the minimum number of mutually agreed upon qualifying events. In addition to the date, County must provide evidence that the subsequent level of care contained in the transition plan will be available on the expected date of transition.

(2) **Disbursement of Payment:** Unless a different disbursement method is specified in that line of the Exhibit E, Financial Pages, OHA will disburse the payments for this special project on a particular line of the Financial Pages to County in substantially equal monthly payments during the period specified in the Financial Pages, subject to the following:

- (a) OHA may, upon written request of County, adjust monthly payments.

(b) Upon amendment to the Financial Pages, OHA shall adjust monthly payments as necessary, to reflect changes in the funding for this special project on that line of the Financial Pages.

(c) Performance Payment:

The performance payments for July 1, 2013 through June 30, 2014, and July 1, 2014 through June 30, 2015 are based on achievement of the mutually agreed upon performance targets. County may invoice OHA during the month of June 2014 and June 2015 for a performance payment not to exceed \$34,203.93 to be paid no later than July 31.

(3) Agreement Settlement: Agreement Settlement will be used to confirm implementation of the special project described herein and satisfaction of the minimum performance requirements, based on data properly reported through reports required or permitted by this special project description or the MHS 37 Service Description.

**Exhibit E
Financial Pages**

OREGON HEALTH AUTHORITY
DIRECT CONTRACT
FOR THE 2013-2014 YEAR
PART 1-A
FINANCIAL PAGES

DIR2

CONTRACT #: 142491 CONTRACTOR: CLACKAMAS COUNTY - AMHI
AMENDMENT#: 001

SERVICE ELEMENT	PRIOR CONTRACTED AMOUNT	CONTRACT CHANGE	NEW CONTRACTED AMOUNT	UNITS	SERV CODE	SP#
MENTAL HEALTH SERVICES						
37	\$548,966.76	\$0.00	\$548,966.76	0.		0
37	\$0.00	\$100,908.53	\$100,908.53	0.		1
	<u>\$548,966.76</u>	<u>\$100,908.53</u>	<u>\$649,875.29</u>			
TOTAL PART 1-A	<u>\$548,966.76</u>	<u>\$100,908.53</u>	<u>\$649,875.29</u>			

OREGON HEALTH AUTHORITY
 DIRECT CONTRACT
 FOR THE 2013-2014 YEAR
 PART 1-C
 FINANCIAL PAGES

DIR2

CONTRACT #: 142491 CONTRACTOR: CLACKAMAS COUNTY - AMHI
 AMENDMENT#: 001

SERVICE ELEMENT	PRIOR CONTRACTED AMOUNT	CONTRACT CHANGE	NEW CONTRACTED AMOUNT	UNITS	SERV CODE	SP#
MENTAL HEALTH SERVICES						
37	\$28,892.95	\$0.00	\$28,892.95	0.		0
37	\$0.00	\$5,310.98	\$5,310.98	0.		2
	<u>\$28,892.95</u>	<u>\$5,310.98</u>	<u>\$34,203.93</u>			
TOTAL PART 1-C	<u>\$28,892.95</u>	<u>\$5,310.98</u>	<u>\$34,203.93</u>			

OREGON HEALTH AUTHORITY
 DIRECT CONTRACT
 FOR THE 2014-2015 YEAR
 PART 1-A
 FINANCIAL PAGES

DIR2

CONTRACT #: 142491 CONTRACTOR: CLACKAMAS COUNTY - AMHI
 AMENDMENT#: 001

SERVICE ELEMENT	PRIOR CONTRACTED AMOUNT	CONTRACT CHANGE	NEW CONTRACTED AMOUNT	UNITS	SERV CODE	SP#
MENTAL HEALTH SERVICES						
37	\$548,966.76	\$0.00	\$548,966.76	0.		0
37	\$0.00	\$100,908.53	\$100,908.53	0.		1
	<u>\$548,966.76</u>	<u>\$100,908.53</u>	<u>\$649,875.29</u>			
TOTAL PART 1-A	<u>\$548,966.76</u>	<u>\$100,908.53</u>	<u>\$649,875.29</u>			

OREGON HEALTH AUTHORITY
 DIRECT CONTRACT
 FOR THE 2014-2015 YEAR
 PART 1-C
 FINANCIAL PAGES

DIR2

CONTRACT #: 142491 CONTRACTOR: CLACKAMAS COUNTY - AMHI
 AMENDMENT#: 001

SERVICE ELEMENT	PRIOR CONTRACTED AMOUNT	CONTRACT CHANGE	NEW CONTRACTED AMOUNT	UNITS	SERV CODE	SP#
MENTAL HEALTH SERVICES						
37	\$28,892.95	\$0.00	\$28,892.95	0.		0
37	\$0.00	\$5,310.98	\$5,310.98	0.		2
	\$28,892.95	\$5,310.98	\$34,203.93			
TOTAL PART 1-C	\$28,892.95	\$5,310.98	\$34,203.93			

OREGON HEALTH AUTHORITY
Direct Contract

CONTRACTOR: CLACKAMAS COUNTY - AMHI
DATE: 02/04/2014

CONTRACT#: 142491
AMENDMENT#: 001

REASON FOR CONTRACT/AMENDMENT:

Funds are added to the base funding and performance payment which includes a 2.4% cost of living increase.

SPECIAL CONDITIONS:

- 1 These payments are for the special project described in Exhibit A. MHS-37 Adult Mental Health Initiative (AMHI).
- 2 These payments are for MHS 37 AMHI performance payment services.



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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

April 10, 2014

Board of County Commissioners
Clackamas County

Members of the Board:

**APPROVAL OF A JOINT PROPERTY INVESTMENT AGREEMENT BY AND
BETWEEN CLACKAMAS COUNTY AND
THE CLACKAMAS COUNTY DEVELOPMENT AGENCY**

Purpose/Outcome	Agreement to memorialize the Department of Transportation and Development's (DTD) interest in property located at SE Capps Road and SE 114 th in Clackamas County.
Dollar Amount and Fiscal Impact	\$5,250,000: DTD's initial acquisition
Funding Source	N/A
Safety Impact	N/A
Duration	N/A
Previous Board Action/Review	July 16, 2009 – Authorization to acquire.
Contact Person	Dan Johnson, Development Agency Manager, 503 742-4325

BACKGROUND:

On October 6, 2009 the Development Agency and Department of Transportation and Development entered into a joint purchase and sales agreement to acquire property located at the SE Capps Road and SE 114th in the Clackamas Industrial Area. The subject property is commonly referred to as the Clackamas Industrial Area Opportunity Site ("CIAO Site") and is illustrated on Attachment A.

Though this acquisition was a joint purchase and the asset has been booked properly on the appropriate financial statements, the property is under the sole fee ownership of the Development Agency.

To ensure appropriate interest is memorialized and future expectations are clear, staff presents the attached Joint Property Investment Agreement for consideration. See Attachment B. The agreement contemplates future sale of the site and specifically:

- Memorializes the real property interest of the Department of Transportation and Development;

- Identifies obligations of the Department of Transportation and Development, such as, agreement to execute necessary documents to operate, maintain, and dispose of the subject property;
- Identifies obligations of the Agency, such as, agreement to a commitment to market the property in good faith, payment of incurred expenses, commitment to assume costs of on-site improvements; and
- Outlines the commitment of the Agency to convey funds to the Department of Transportation and Development if the site is acquired by a third party purchaser.

As it is necessary to execute this agreement under the administrative authority of the Development Agency Board and the Clackamas County Board of County Commissioners, a similar agenda item has been placed under the Department of Transportation and Development.

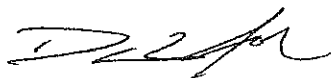
The Agreement has been reviewed and approved by County Counsel as to form and content.

RECOMMENDATION:

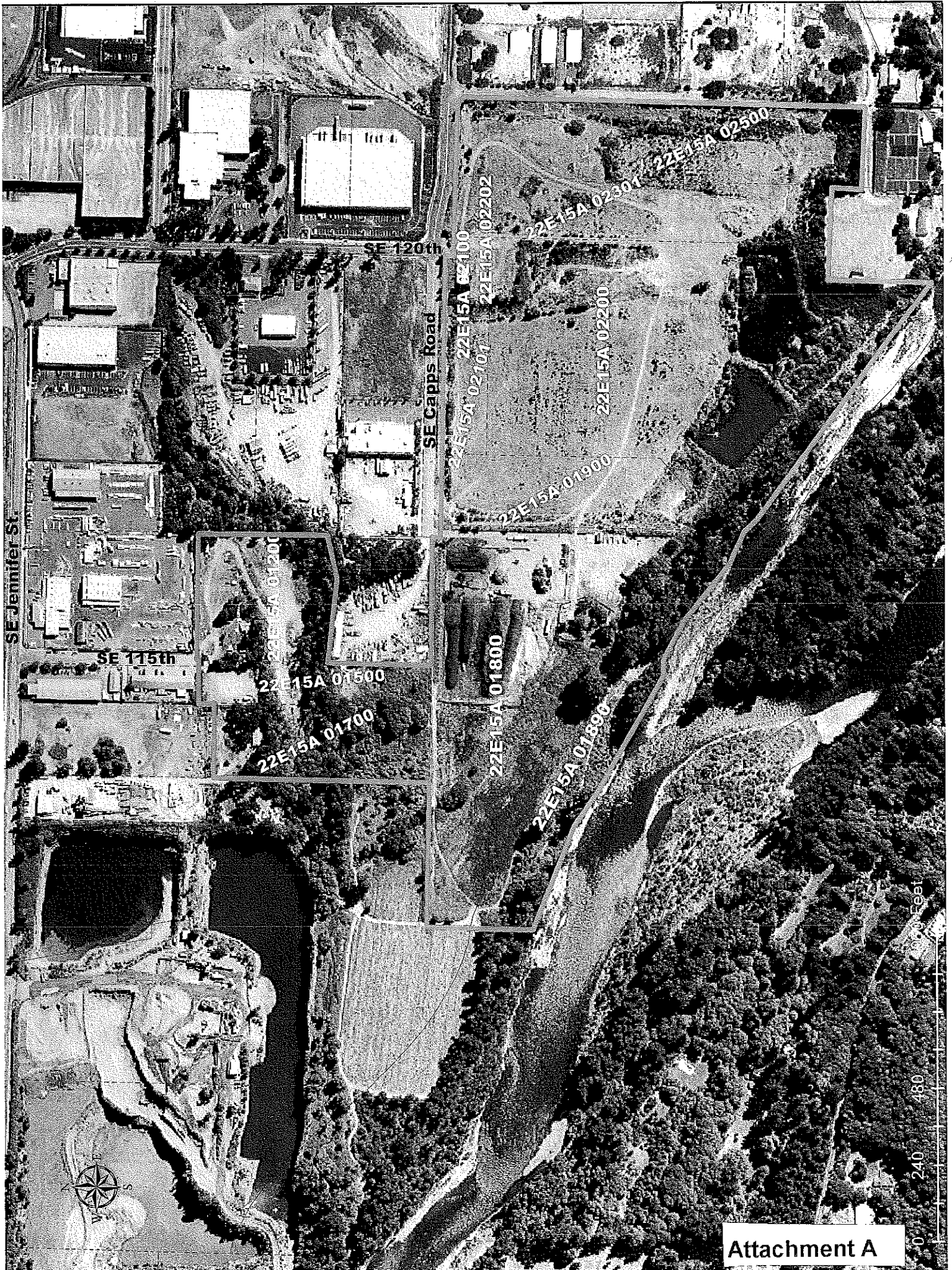
Staff respectfully recommends the Development Agency Board:

- Approve the Joint Property Investment Agreement By and Between Clackamas County and the Clackamas County Development Agency,
- Delegate authority to the Board Chair to execute the Agreement on behalf of the Development Agency Board, and
- Direct staff to record the Joint Property Investment Agreement in the Deed Records of Clackamas County at no cost to the Development Agency.

Respectfully submitted,



Dan Johnson,
Development Agency Manager



Attachment A

JOINT PROPERTY INVESTMENT AGREEMENT BY AND BETWEEN CLACKAMAS COUNTY AND THE CLACKAMAS COUNTY DEVELOPMENT AGENCY

This Joint Property Investment Agreement ("Agreement") is entered into by and between the following parties: The Clackamas County Development Agency, the urban renewal agency of Clackamas County ("AGENCY"), and Clackamas County, by and through its Department of Transportation and Development ("DTD").

RECITALS

WHEREAS, the Agency and DTD entered into a purchase and sale agreement, dated October 6, 2009, and amended by agreement dated October 6, 2009, to acquire certain property located at SE Capps Road and SE 114th in Clackamas County, Oregon and identified as the following tax lots on Assessor's Map 22E15A: 01200, 01500, 01700, 01800, 01890, 01900, 02100, 02101, 02200, 02202; 02301, and 02500 (the "Property"); and

WHEREAS, the Property is more particularly described in Exhibit A, which is attached hereto and incorporated herein; and

WHEREAS, the Agency contributed \$6,967,230 towards the acquisition of the Property; and

WHEREAS, DTD contributed \$5,250,000 towards the acquisition of the Property through its "road fund"; and

WHEREAS, the parties respective percentage ownership interest in the Property is as follows: the Agency as to a 57.03% undivided interest, and DTD as to a 42.97% undivided interest;

WHEREAS, the Agency intends to use its interest in the Property to develop industrial lands in Clackamas County and encourage job creation; and

WHEREAS, DTD intended to use its interest in the Property to develop a new road maintenance facility, but now desires to divest itself of its interest in the Property as the road maintenance facility will not be constructed as planned; and

WHEREAS, the Agency is identified as the sole owner of the Property on the deed; and

WHEREAS, the parties desire that the Agency be the active manager of the Property; and

WHEREAS, the Property was appraised at a value of \$11,400,000 (the "Appraisal") as of July 26, 2011; and

WHEREAS, the parties agree that market analysis strongly suggests that the Property has increased in value since the date of the Appraisal; and

WHEREAS, the Agency is currently making a number of improvements to the Property that are anticipated to increase the value of the Property, including construction of a new access road (extension of SE 120th Ave.) and environmental remediation; and

WHEREAS, the parties believe that the sum of \$5,250,000 is a fair approximation of DTD's proportional interest in the Property as of the effective date of this Agreement as that sum is greater than DTD's proportional interest stated in the Appraisal, but below what the parties believe DTD's proportional interest would be if it were to contribute to, and hold on to the Property beyond when the improvements to the Property, described above, are completed; and

WHEREAS, the Agency is actively marketing the Property for sale to private developers with the goal of increasing commercial and/or industrial business in Clackamas County; and

WHEREAS, it is appropriate for the Agency, but not DTD, to pursue the sale of the Property for this purpose.

NOW, THEREFORE, IT IS AGREED BY THE PARTIES AS FOLLOWS:

1. **Term.** This Agreement shall be effective upon execution, and shall expire immediately upon DTD's receipt of the full amount of the Proceeds, as defined below.
2. **Obligation of DTD:**
 - A. DTD agrees to execute those documents that may be necessary for the Agency to maintain, improve or operate the Property.
 - B. DTD agrees to execute those documents that may be necessary for the Agency to dispose of the Property, or any portion thereof, to a 3rd party purchaser.
 - C. DTD agrees that it will not encumber the title to the Property.
3. **Obligation of the AGENCY:**
 - A. The Agency agrees to continue to market the Property in good faith.

- B. The expenses incurred with respect to the Property shall be the obligation of the Agency.
 - C. In the event the Agency decides to improve the Property, the Agency shall be entirely obligated for the costs of the improvements and DTD waives the right to object to those improvements Agency decides to undertake, in Agency's sole discretion.
 - D. The Agency shall have the right and obligation to manage the Property.
4. **Funding.** DTD and the Agency shall each be individually responsible for their own respective staff, expenses, and other internal costs associated with the Property and review of this Agreement.
5. **Sale of Property.** To accomplish the purposes of the Agency, the Agency may sell the Property at less than market value. The parties agree that it is not appropriate for DTD to expend funds for this purpose. Therefore, to the extent the Agency chooses to sell the Property below fair market value to encourage economic activity, the Agency shall bear the sole cost of such choice, and DTD shall be entitled to full payment, as described below.

Agency agrees to transfer to DTD the amount of \$5,250,000 (the "Proceeds"), payable under the following terms:

- a. Within 30 days of the closing of the sale of the Property, or any portion thereof.
- b. If the amount of the sale of a portion of the Property is not enough to fulfill the Agency's obligation to DTD set forth in this section, the Agency shall transfer the funds from subsequent sales of portions of the Property to DTD until the Agency's obligation is satisfied. Funds from these subsequent sales shall be transferred within 30 days of closing of the sale producing such funds.
- c. The Agency shall not retain any funds from a sale of the Property, or any portion thereof, until DTD has received the full amount designated as the Proceeds.
- d. Only funds distributed to the Agency at or after closing shall be remitted to DTD to fulfill its obligation under this section. Other funds subject to the sale of the Property, or any portion thereof, may be applied first to the costs of any such sale. Those costs may include, but are not limited to, standard title costs, prorated Property expenses, commissions, and seller concessions.

DTD shall be entitled to profits from the sale of the Property, in proportion to its relative interest. In the event the proceeds from the sale of the entire Property exceed \$12,250,000, within 30 days of the date the Agency fully divests itself of its interest in the Property, whether that occurs in either one transaction or in the final transaction of a series of transactions, the Agency will remit to DTD a sum that is equal to 42.97% of the profit, which represents

DTD's undivided interest in the Property. The Agency is not entitled to any offset for fulfilling its obligations under this Agreement.

6. **Indemnity.** To the extent permitted by law under ORS 30.260 – 30.300 and the Oregon Constitution, each party shall indemnify and defend the other, its Board, officers, agents, and employees from any claim, loss, or liability arising out of or related to any activity of that party on the facilities or any condition of the facilities caused by the sole negligence or act of a party. Each party shall have no liability to the other for any injury, loss, or damage caused by third parties, or by any condition of the facilities.
7. **Termination.** If either party shall fail to perform any term or condition of this Agreement, then upon seven days' written notice, either party may terminate the Agreement and have no further obligation hereunder.
8. **General Provisions:**
 - A. **Merger Clause.** This Agreement embodies the entire Agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof.
 - B. **Assignment.** No party shall have the right to assign its interest in this Agreement (or any portion thereof) without the prior written consent of all other parties.
 - C. **Severability.** In case any one or more of the provisions contained in this Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be effected or impaired thereby.
 - D. **Modification.** This Agreement may be amended, modified, or supplemented only by the mutual agreement of the parties. No amendments, modifications, or supplements shall be binding unless it is in writing and signed by the parties.
 - E. **Full Authority.** Each of the signatories to this Agreement represents and warrants that he/she has the full right, power, legal capacity and authority to enter into and perform his or her obligations hereunder and no approval or consents of any other person are necessary in connection herewith.
 - F. **Negation of Agency and Partnership.** Any agreement by either party to cooperate with the other in connection with any provision of this Agreement shall not be construed as making either party an agent or partner of the other party.

9. **Counterparts.** This Agreement may be executed in any number of counterparts and by the parties on separate counterparts, any one of which shall constitute an agreement among the parties.

IN WITNESS HEREOF, the parties have executed this Agreement by the date set forth opposite their names below.

Clackamas County Development Agency

**Board of Commissioners
Clackamas County**

Chair

Chair

Recording Secretary

Recording Secretary

Date

Date



4
MARC GONZALES
DIRECTOR

DEPARTMENT OF FINANCE

April 10, 2014

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for a Clackamas County Supplemental Budget
(Less Than Ten Percent) for Fiscal Year 2013-2014

Purpose/Outcome	Supplemental Budget changes for Clackamas County FY 2013-2014
Dollar Amount and fiscal Impact	The effect is an increase in appropriations of \$10,886,498.
Funding Source	Includes Fund Balance, Charge for Services and Fines and Penalties.
Safety Impact	N/A
Duration	July 1, 2013-June 30, 2014
Previous Board Action/Review	Budget Adopted June 27, 2013 and amended November 7, 2013 and January 30, 2014
Contact Person	Diane Padilla, 503-742-5425
Contract No.	N/A

BACKGROUND:

Each fiscal year it is necessary to allocate additional sources of revenue and appropriate additional expenditures to more accurately meet the changing requirements of the operating departments. The attached resolution reflects such changes requested by departments in keeping with a legally accurate budget. These changes are in compliance with O.R.S. 294.480 (3) which allows for governing body approval of supplemental budget changes of less than ten percent of qualifying expenditures in the fund(s) being adjusted.

The Business and Economic Development Fund is recognizing enterprise zone application fee revenue and a development grant from Tourism and Cultural Affairs and budgeting it in materials and services to fund a Clackamas County Pop-Culture Museum Feasibility Study.

The Emergency Management Fund is recognizing fund balance and budgeting it in personnel services for higher than anticipated overtime cost at the Medical Examiner's Office.

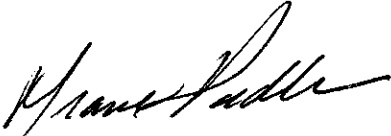
The effect of this Resolution is an increase in appropriations of \$32,410 including revenues as detailed below:

Fund Balance	\$ 11,581.
Charge for Services	15,000.
Fines and Penalties	<u>5,829.</u>
Total Recommended	<u>\$ 32,410.</u>

RECOMMENDATION:

Staff respectfully recommends adoption of the attached supplemental budget and Exhibit A in keeping with a legally accurate budget.

Sincerely,



Diane Padilla
Budget Manager

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Providing Authorization
Regarding Adoption of a Supplemental
Budget for Items Less Than 10
Percent of the Total Qualifying Expenditures
and Making Appropriations for Fiscal
Year 2013-14



Resolution No _____

WHEREAS, during the fiscal year changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from one appropriation category to another;

WHEREAS, a supplemental budget for the period of July 1, 2013 through June 30, 2014, inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

WHEREAS; a hearing to discuss the supplemental budget was held before the Board of County Commissioners on April 10, 2014.

WHEREAS; the funds being adjusted are:

- . Business and Economic Development Fund
- . Emergency Management Fund;

It further appearing that it is in the best interest of the County to approve this less than 10 percent appropriations for the period of July 1, 2013 through June 30, 2014.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.480, the supplemental budget be adopted and appropriations established as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 10th day of April 2014

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

SUMMARY OF SUPPLEMENTAL BUDGET
Exhibit A
CHANGES OF LESS THAN 10% OF BUDGET
April 10, 2014

Recommended items by revenue source:

Fund Balance	\$ 11,581.
Charge for Services	15,000.
Fines & Penalties	<u>5,829.</u>
Total Recommended	<u>\$ 32,410.</u>

BUSINESS AND ECONOMIC DEVELOPMENT FUND

Revenue:	
Fund Balance	\$ 11,581.
Charge for Services	15,000.
Fines & Penalties	<u>5,829.</u>
Total Revenues	<u>\$ 20,829.</u>
Expense:	
Materials and Services	<u>\$ 20,829.</u>
Total Expenses	<u>\$ 20,829.</u>

Business and Economic Development Fund is recognizing enterprise zone application fee revenue and a development grant from Tourism and Cultural Affairs and budgeting it in materials and services to fund a Clackamas County Pop-Culture Museum Feasibility Study.

EMERGENCY MANAGEMENT FUND

Revenue:	
Fund Balance	\$ 11,581.
Total Revenues	<u>\$ 11,581.</u>
Expense:	
Personnel Services	<u>\$ 11,581.</u>
Total Expenses	<u>\$ 11,581.</u>

Emergency Management Fund is recognizing fund balance and budgeting it in personnel services for higher than anticipated overtime cost at the Medical Examiner's Office.



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MARC GONZALES
DIRECTOR

DEPARTMENT OF FINANCE

April 10, 2014

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for Budgeting of
New Specific Purpose Revenue for Fiscal Year 2013-2014

Purpose/Outcome	Budget changes for Clackamas County FY 2013-2014
Dollar Amount and fiscal Impact	The effect is an increase in appropriations of \$966,086.
Funding Source	Includes Federal and State Operating Grants and Local Government and Other Agencies.
Safety Impact	N/A
Duration	July 1, 2013-June 30, 2014
Previous Board Action/Review	Budget Adopted June 27, 2013, amended August 8, 2013, November 7, 2013 and January 30, 2014
Contact Person	Diane Padilla, 503-742-5425
Contract No.	N/A

BACKGROUND:

Each fiscal year it is necessary to appropriate additional expenditures and allocate additional sources of revenue to more accurately meet the changing requirements of the operating departments of the County. The attached resolution reflects those changes that departments have requested which pursuant to O.R.S. 294.326, qualify as grants in trust for specific purposes in keeping with legally accurate budget.

The Behavioral Health Fund is recognizing state grant and local government revenue in support of the Mental Health Prevention & Promotion Program, Healthshare Medicaid Wraparound Program, Crisis Program and the Jail Diversion Program and hiring a full-time Senior Policy Analyst and an Addictions Counselor and budgeting in materials and services for program costs and contingency.

The Children, Youth and Families Fund is recognizing federal and state grant revenue from several sources and budgeting it in personnel services and materials and services to increase three part-time positions to full-time and provide additional support for programs associated with the grants.

The effect of this Board Order is an increase in appropriations of \$966,086 including new revenues as detailed below:

Federal Operating Grants	\$ 41,415.
State Operating Grants	841,860.
Local Government and Other Agencies	<u>82,811.</u>
Total Recommended	<u>\$ 966,086.</u>

RECOMMENDATION:

Staff respectfully recommends adoption of the attached supplemental budget and Exhibit A in keeping with a legally accurate budget.

Sincerely,



Diane Padilla
Budget Manager

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Providing Authorization
Regarding Adoption of a Supplemental
Budget for Items Less Than 10
Percent of the Total Qualifying Expenditures
and Making Appropriations for Fiscal
Year 2013-14



Resolution No. _____

WHEREAS, during the fiscal year changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from one appropriation category to another;

WHEREAS, a supplemental budget for the period of July 1, 2013 through June 30, 2014, inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

WHEREAS; a hearing to discuss the supplemental budget was held before the Board of County Commissioners on April 10, 2014.

WHEREAS; the funds being adjusted are:

- . Business and Economic Development Fund
- . Emergency Management Fund;

It further appearing that it is in the best interest of the County to approve this less than 10 percent appropriations for the period of July 1, 2013 through June 30, 2014.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.480, the supplemental budget be adopted and appropriations established as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 10th day of April 2014

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

NEW SPECIFIC PURPOSE REVENUE REQUESTS

Exhibit A

Federal Operating Grants	\$	41,415.
State Operating Grants		841,860.
Local Government & Other Agencies		<u>82,811.</u>
Total Recommended	\$	<u>966,086.</u>

BEHAVIORAL HEALTH FUND

Revenue:		
State Operating Grants	\$	466,540.
Local Government & Other Agencies		<u>82,811</u>
Total	\$	<u>549,351.</u>
Expense:		
Personnel Services	\$	207,137.
Materials and Services		219,153.
Contingency		<u>123,061.</u>
Total	\$	<u>549,351.</u>

Behavioral Health Fund is recognizing state grant and local government revenue in support of the Mental Health Prevention & Promotion Program, Healthshare Medicaid Wraparound Program, Crisis Program and the Jail Diversion Program and hiring a full-time Senior Policy Analyst and an Addictions Counselor and budgeting in materials and services for program costs and contingency.

CHILDREN, YOUTH AND FAMILIES FUND

Revenue:		
Federal Operating Grants	\$	41,415.
State Operating Grants		<u>375,320.</u>
Total	\$	<u>416,735.</u>
Expense:		
Personnel Services	\$	181,281.
Materials and Services		<u>235,454.</u>
Total	\$	<u>416,735.</u>

Children, Youth and Families Fund is recognizing federal and state grant revenue from several sources and budgeting it in personnel services and materials and services to increase three part-time positions to full-time and provide additional support for programs associated with this fund.




MARC GONZALES
DIRECTOR

DEPARTMENT OF FINANCE

April 10, 2014

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for
Transfer of Appropriations for Fiscal Year 2013-2014

Purpose/Outcome	Budget changes for Clackamas County FY 2013-2014
Dollar Amount and fiscal Impact	No fiscal impact. Transfer of existing appropriations between categories.
Funding Source	N/A
Safety Impact	N/A
Duration	July 1, 2013-June 30, 2014
Previous Board Action/Review	Budget Adopted June 27, 2013, amended August 8, 2013, November 7, 2013 and January 30, 2014
Contact Person	Diane Padilla, 503-742-5425
Contract No.	N/A

BACKGROUND: Periodically during the fiscal year it is necessary to transfer appropriations between the major spending categories (personal services, materials and services, debt service, interfund transfer, capital outlay and other requirements) to more accurately reflect the changing requirements of the operating departments.

Transfers are a method of moving budgeted appropriations during the fiscal year as required by state budget law per ORS 294.450. There is no financial impact incurred as a result of transfers as appropriations for these amounts have been accomplished through the initial budget process.

The attached resolution accomplishes the above mentioned changes as requested by the following operating departments in keeping with a legally accurate budget.

The General Fund – Non Departmental is transferring from contingency to the Emergency Management Fund to help pay for higher than anticipated overtime expenses at the Medical Examiner's Office.

The Emergency Management Fund is recognizing an interfund transfer from the General Fund and budgeting it in personnel services for higher than anticipated overtime expenses at the Medical Examiner's Office.

The Parks Fund is transferring from materials and services to capital outlay to purchase a vehicle for the County Forest DumpStoppers Program.

The Facilities Management Fund is transferring from contingency to personnel services and materials and services to better reflect actual expenses

The Telecommunication Services Fund is transferring from capital outlay to personnel services to cover additional project overtime costs.

The Technology Services Fund is transferring from materials and services and capital outlay to personnel services to cover additional project overtime costs.

The Central Dispatch Fund is transferring from personnel services, capital outlay and contingency to materials and services to make the initial payment for its share of a Computer Aided Dispatch System for CCOM.

The Fleet Services Fund is transferring from materials and services to capital outlay to better reflect actual expenses for sheriff patrol vehicles.

RECOMMENDATION:

Staff respectfully recommends adoption of the attached supplemental budget and Exhibit A in keeping with a legally accurate budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Padilla", written in a cursive style.

Diane Padilla
Budget Manager

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Providing Authorization
To Transfer Appropriations Within
the Fiscal Year 2013-14



Resolution No. _____

WHEREAS, during the fiscal year changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from appropriation category to another;

WHEREAS, transfer of appropriations for the period of July 1, 2013 through June 30, 2014, inclusive is necessary to continue to prudently manage the distribution of those expenditures for the needs of Clackamas County residents;

WHEREAS; the funds being adjusted are:

- . General Fund – Non Departmental
- . Emergency Management Fund
- . Parks Fund
- . Facilities Management Fund
- . Telecommunication Services Fund
- . Technology Services Fund
- . Central Dispatch Fund;

It further appearing that it is in the best interest of the County to approve this transfer of appropriations for the period of July 1, 2013 through June 30, 2014.

BE RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.450, transfer of appropriation within the fiscal year budget is authorized as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED _____

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

TRANSFER REQUESTS

Exhibit A

GENERAL FUND – NON DEPARTMENTAL

Decrease:		
Expenses		
Contingency	\$	7,000.
Total	\$	<u>7,000.</u>
Increase:		
Expenses		
Interfund Transfer	\$	7,000.
Total	\$	<u>7,000.</u>

General Fund – Non Departmental is transferring from contingency to the Emergency Management Fund to help pay for higher than anticipated overtime expenses at the Medical Examiner's Office.

EMERGENCY MANGEMENT FUND

Increase:		
Revenue		
Interfund Transfer	\$	7,000.
Total	\$	<u>7,000.</u>
Increase:		
Expenses		
Personnel Services	\$	7,000.
Total	\$	<u>7,000.</u>

Emergency Management Fund is recognizing an interfund transfer from the General Fund and budgeting it in personnel services for higher than anticipated overtime expenses at the Medical Examiner's Office.

PARKS FUND

Decrease:		
Expenses		
Materials and Services	\$	25,000.
Total	\$	<u>25,000.</u>
Increase:		
Expenses		
Capital Outlay	\$	25,000.
Total	\$	<u>25,000.</u>

Parks Fund is transferring from materials and services to capital outlay to purchase a vehicle for the County Forest DumpStoppers Program.

FACILITIES MANAGEMENT FUND

Decrease:		
Expenses		
Contingency	\$	6,500.
Total	\$	<u>6,500.</u>
Increase:		
Expenses		
Personnel Services	\$	4,100.
Materials and Services		2,400.
Total	\$	<u>6,500.</u>

Facilities Management Fund is transferring from contingency to personnel services and materials and services to better reflect actual expenses

TELECOMMUNICATION SERVICES FUND

Decrease:		
Expenses		
Capital Outlay	\$	35,000.
Total	\$	<u>35,000.</u>
Increase:		
Expenses		
Personnel Services	\$	35,000.
Total	\$	<u>35,000.</u>

Telecommunication Services Fund is transferring from capital outlay to personnel services to cover additional project overtime costs.

TECHNOLOGY SERVICES FUND

Decrease:		
Expenses		
Materials and Services	\$	207,000
Capital Outlay		160,000.
Total	\$	<u>367,000.</u>
Increase:		
Expenses		
Personnel Services	\$	367,000.
Total	\$	<u>367,000.</u>

Technology Services Fund is transferring from materials and services and capital outlay to personnel services to cover additional project overtime costs.

CENTRAL DISPATCH FUND

Decrease:		
Expenses		
Personnel Services	\$	99,260.
Capital Outlay		20,000
Contingency		<u>50,000.</u>
Total	\$	<u>169,260.</u>
Increase:		
Expenses		
Materials and Services	\$	169,260.
Total	\$	<u>169,260.</u>

Central Dispatch Fund is transferring from personnel services, capital outlay and contingency to materials and services to make the initial payment for its share of a Computer Aided Dispatch System for CCOM.

FLEET SERVICES FUND

Decrease:		
Expenses		
Materials and Services		<u>30,000.</u>
Total	\$	<u>30,000.</u>
Increase:		
Expenses		
Capital Outlay	\$	30,000.
Total	\$	<u>30,000.</u>

Fleet Services Fund is transferring from materials and services to capital outlay to better reflect actual expenses for sheriff patrol vehicles.



9

MARC GONZALES
DIRECTOR

DEPARTMENT OF FINANCE

March 31, 2014

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

**A Resolution Approving the Submission of
The Assessor's CAFFA Grant Application for FY 2014-2015**

Purpose/Outcome	This resolution is an annual requirement to accompany the application for a grant from the State of Oregon Department of Revenue to the Clackamas County Assessor's Office.
Dollar Amount and Fiscal Impact	The grant provides approximately 23% of the revenue for the Assessor's Office.
Funding Source	The State of Oregon
Safety Impact	None
Duration	Effective July 1, 2014 to June 30, 2015
Previous Board Action/Review	None
Contact Person	Bob Vroman, County Assessor 503-655-8302 Jian Zhang, Finance Department 503-742-5434
Contract No.	None

BACKGROUND:

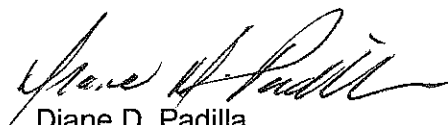
County Assessment Function Funding Assistance (CAFFA) is a grant from the State of Oregon to Clackamas County Assessor's Office. The grant provides approximately 23% of the revenue for the Assessor's Office. All documents required to be included in the grant application are attached. They include a summary of expense, two staffing reports, two work activity forms, two narrative reports of staff changes and Grant Application Resolution.

The application and accompanying documents must be received in Salem by May 1, 2014, and this material has been reviewed and approved by County Counsel.

RECOMMENDATION:

Staff respectfully recommends that the Board of Commissioners approve this resolution, so that this grant application may be submitted to the state.

Respectfully submitted,


Diane D. Padilla
Budget Manager

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the matter of Approving
the Submission of a Grant
Document to the Oregon
Department of Revenue



Resolution No.

Clackamas County is applying to the Department of Revenue in order to participate in the Assessment and Taxation grant, and

WHEREAS, this state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation, and

WHEREAS, Clackamas County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. The County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation, and

WHEREAS, Clackamas County agrees to appropriate the budgeted dollars based on 100 percent of the expenditures certified in the grant application in the amount of \$7,739,828, the total expenditure amount for consideration in the grant. If 100 percent is not appropriated, no grant shall be made to the county for the quarter in which the county is out of compliance, and

WHEREAS, Clackamas County designates Marc S. Gonzales, Director of Finance, phone number (503)742-5405, as the County contact person for this grant document, and

WHEREAS, The Board finds it would be in the best interest of Clackamas County to adopt this resolution and submit the attached grant documents to the Oregon Department of Revenue.

NOW, THEREFORE, the Clackamas County Board of Commissioners do hereby resolve that this application be approved and the grant documents be submitted to the Oregon Department of Revenue.

Dated this 10th day of April, 2014

CLACKAMAS COUNTY BOARD OF COMMISSIONERS

Chair

Recording Secretary

10

Approval of Previous Business Meeting Minutes:

March 20, 2014

(minutes attached)

BOARD OF COUNTY COMMISSIONERS BUSINESS MEETING MINUTES

A complete video copy and packet including staff reports of this meeting can be viewed at

<http://www.clackamas.us/bcc/business.html>

Thursday, March 20, 2014 - 6:00 PM

Public Services Building

2051 Kaen Rd., Oregon City, OR 97045

**PRESENT: Commissioner John Ludlow, Chair
Commissioner Jim Bernard
Commissioner Paul Savas
Commissioner Martha Schrader
Commissioner Tootie Smith
Housing Authority Commissioner Paul Reynolds**

I. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

Chair Ludlow opened the meeting as the Housing Authority Board for the first two items.

II. HOUSING AUTHORITY PUBLIC HEARING

1. Public Hearing for FY 2014 Housing Authority of Clackamas County Annual Plan
Chuck Robbins, HACC Director presented the staff report.

~Board Discussion~

Chair Ludlow opened the public hearing and asked if anyone wished to speak, seeing none, he closed the hearing and announced there is no Board Action on this item tonight. It will come back for adoption at the April 3, 2014 regular Business Mtg.

III. HOUSING AUTHORITY CONSENT AGENDA

Chair asked the Clerk to read the Housing Authority Consent Agenda by title, he then asked for a Motion.

1. In the Matter of Writing off Uncollectible Accounts for the Third Quarter of FY 2014

MOTION:

Commissioner Reynolds: I move we approve the Housing Authority consent agenda.

Commissioner Bernard: Second.

~Board Discussion~

Clerk to call the poll:

Commissioner Reynolds: Aye.

Commissioner Savas: Aye.

Commissioner Schrader: Aye.

Commissioner Smith: Aye.

Commissioner Bernard: Aye.

Chair Ludlow: Aye - the motion is approved 6-0.

Chair adjourned as the Housing Authority and convened as the Board of County Commissioners for the remainder of the meeting.

IV. CITIZEN COMMUNICATION

<http://www.clackamas.us/bcc/business.html>

1. Les Poole, Gladstone – spoke about the Trolley Trail Bridge.
2. Mack Woods, Canby – spoke regard an Ethic Complaint.
3. Tena Olson, Oregon City – spoke about some confusion of when the Veterans Services office will move.

Cindy Becker was able to clarify the dates and time of move.

V. DISCUSSION ITEMS

~NO DISCUSSION ITEMS SCHEDULED

VI. CONSENT AGENDA

Chair Ludlow asked the Clerk to read the Consent Agenda by title, he then asked for a motion.

MOTION:

Commissioner Smith: I move we approve the Consent Agenda.
Commissioner Schrader: Second
Clerk calls the poll:
Commissioner Smith: Aye.
Commissioner Schrader: Aye.
Commissioner Bernard: Aye.
Commissioner Savas: Aye.
Chair Ludlow: Aye - the motion passes 5-0.

A. Health, Housing & Human Services

1. Approval of an Intergovernmental Agreement with the City of Portland for Homeless Management Information System Services – *Community Development*
2. Approval of a Construction Contract with Westech Construction and Community Development for the SE Bell Ave. Improvements Project – *Community Development*

B. Department of Transportation & Development

1. Approval of Amendment No. 4 to Intergovernmental Agreement No. 26210 with Oregon Department of Transportation for Emergency Relief Program Project Funding
2. Approval of Amendment No. 1 to an Intergovernmental Agreement with Oak Lodge Sanitary District for the Boderman Creek Fish Habitat Restoration Project

C. Elected Officials

1. Approval of Previous Business Meeting Minutes – *BCC*

D. Business & Community Services

1. Approval of an Intergovernmental Agreement between Clackamas County and Metro to Authorize Access to Metro's River Island Natural Area through Barton Park

***E. County Counsel**

1. **REMOVED** - Approval of a Lease by and between T5 Equities, LLC and Clackamas County for the District Attorney's Office

VII. NORTH CLACKAMAS PARKS & RECREATION DISTRICT

1. Approval of Contract No. 932554 with Metro for the Spring Park Natural Area Enhancement Project

VIII. COUNTY ADMINISTRATOR UPDATE

www.clackamas.us/bcc/business.html

IX. COMMISSIONERS COMMUNICATION

www.clackamas.us/bcc/business.html

MEETING ADJOURNED – 10:55 AM

NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.

www.clackamas.us/bcc/business.html



Laura Zentner, CPA
Deputy Director

BUSINESS AND COMMUNITY SERVICES

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

April 10, 2014

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for the Library Service District for a Supplemental Budget (Less Than Ten Percent) for Fiscal Year 2013-2014

Purpose/Outcome	Approval of a resolution for a supplemental Budget less than ten percent for the Library Service District FY 2013-2014
Dollar Amount and fiscal Impact	The effect is an increase in appropriations of \$452,001.
Funding Source	N/A
Safety Impact	N/A
Duration	July 1, 2013 through June 30, 2014
Previous Board Action/Review	Original Adopted Budget June 27, 2013
Contact Person	Laura Zentner, BCS Deputy Director 503.742.4351
Contract No.	N/A

BACKGROUND: Each fiscal year it is necessary to allocate additional sources of revenue and appropriate additional expenditures to more accurately meet the changing requirements of the operating departments.

A supplemental budget is a method of appropriating fund expenditures less than 10% during the fiscal year as required by state budget law per ORS 294.471. The required meeting notice has been posted.

The attached resolution reflects the above-mentioned changes by category in keeping with a legally accurate budget.

The **Library Service District Fund** - is recognizing additional revenue from current year taxes, delinquent taxes and earned interest in the amount of \$452,001 and recognizing additional expenditures in the Materials & Services category (Payments to Other Governments) in the amount of \$363,727 and in the Interfund Transfer category in the amount of \$88,274.

RECOMMENDATION:

Staff respectfully recommends adoption of the attached resolution and Exhibit A in keeping with a legally accurate budget.

Sincerely,

Laura L. Zentner, CPA
BCS Deputy Director

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

A RESOLUTION OF THE BOARD OF
COUNTY COMMISSIONERS ACTING
AS THE GOVERNING BODY OF THE
CLACKAMAS COUNTY LIBRARY
SERVICE DISTRICT REGARDING
ADOPTION OF A SUPPLEMENTAL
BUDGET FOR ITEMS LESS THAN
10 PERCENT OF THE TOTAL
QUALIFYING EXPENDITURES AND
MAKING APPROPRIATIONS FOR
THE FISCAL YEAR 2013-14



Resolution No. _____

WHEREAS, during the fiscal year changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from one appropriation category to another;

WHEREAS, a supplemental budget for the period of July 1, 2013 through June 30, 2014, inclusive is necessary to authorize the expenditure of funds, for the needs of District residents;

WHEREAS; the funds being adjusted are:

Clackamas County Library Service District Fund

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.471, the appropriation of fund revenue is authorized as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 10th day of April, 2014

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

SUMMARY OF SUPPLEMENTAL BUDGET
Exhibit A
CHANGES OF LESS THAN 10% OF BUDGET
April 10, 2014

LIBRARY SERVICE DISTRICT FUND

Increase Revenues:

Current Yr RE Tax & Penalties	393,251
Delinquent Taxes	50,250
Interest Earned	<u>8,500</u>
Total	<u>\$ 452,001</u>

Increase Expenditures:

Materials & Services	363,727
Interfund Transfer	<u>88,274</u>
Total	<u>\$ 452,001</u>

The Library Service District Fund is recognizing additional revenue from current year taxes, delinquent taxes and earned interest in the amount of \$452,001 and recognizing additional expenditures in the Materials & Services category (Payments to Other Governments) in the amount of \$363,727 and in the Interfund Transfer category in the amount of \$88,274.



12  **COPY**
DAN JOHNSON
MANAGER

DEVELOPMENT AGENCY

April 10, 2014

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Development Agency Board
Clackamas County

Members of the Board:

**APPROVAL OF A JOINT PROPERTY INVESTMENT AGREEMENT BY AND
BETWEEN CLACKAMAS COUNTY AND
THE CLACKAMAS COUNTY DEVELOPMENT AGENCY**

Purpose/Outcome	Agreement to memorialize the Department of Transportation and Development's (DTD) interest in property located at SE Capps Road and SE 114 th in Clackamas County.
Dollar Amount and Fiscal Impact	\$5,250,000: DTD's initial acquisition
Funding Source	N/A
Safety Impact	N/A
Duration	N/A
Previous Board Action/Review	July 16, 2009 – Authorization to acquire.
Contact Person	Dan Johnson, Development Agency Manager, 503 742-4325

BACKGROUND:

On October 6, 2009 the Development Agency and Department of Transportation and Development entered into a joint purchase and sales agreement to acquire property located at the SE Capps Road and SE 114th in the Clackamas Industrial Area. The subject property is commonly referred to as the Clackamas Industrial Area Opportunity Site ("CIAO Site") and is illustrated on Attachment A.

Though this acquisition was a joint purchase and the asset has been booked properly on the appropriate financial statements, the property is under the sole fee ownership of the Development Agency.

To ensure appropriate interest is memorialized and future expectations are clear, staff presents the attached Joint Property Investment Agreement for consideration. See Attachment B. The agreement contemplates future sale of the site and specifically:

- Memorializes the real property interest of the Department of Transportation and Development;

- Identifies obligations of the Department of Transportation and Development, such as, agreement to execute necessary documents to operate, maintain, and dispose of the subject property;
- Identifies obligations of the Agency, such as, agreement to a commitment to market the property in good faith, payment of incurred expenses, commitment to assume costs of on-site improvements; and
- Outlines the commitment of the Agency to convey funds to the Department of Transportation and Development if the site is acquired by a third party purchaser.

As it is necessary to execute this agreement under the administrative authority of the Development Agency Board and the Clackamas County Board of County Commissioners, a similar agenda item has been placed under the Department of Transportation and Development.

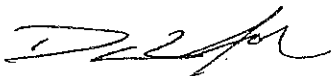
The Agreement has been reviewed and approved by County Counsel as to form and content.

RECOMMENDATION:

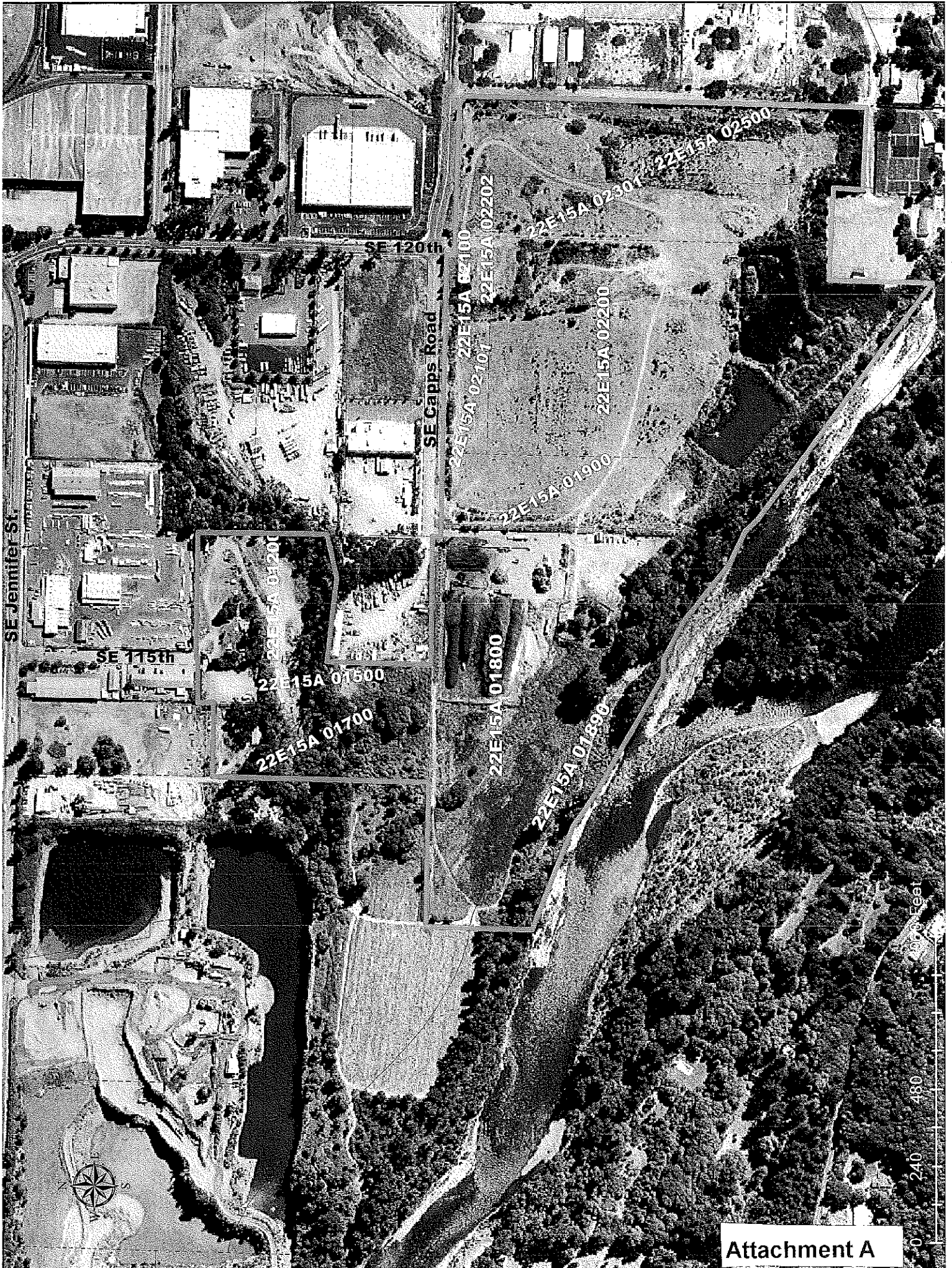
Staff respectfully recommends the Development Agency Board:

- Approve the Joint Property Investment Agreement By and Between Clackamas County and the Clackamas County Development Agency,
- Delegate authority to the Board Chair to execute the Agreement on behalf of the Development Agency Board, and
- Direct staff to record the Joint Property Investment Agreement in the Deed Records of Clackamas County at no cost to the Development Agency.

Respectfully submitted,



Dan Johnson,
Development Agency Manager



SE Jennifer St

SE 115th

SE 120th

SE Capps Road

22E15A 01201

22E15A 01500

22E15A 01700

22E15A 01800

22E15A 01890

22E15A 02101

22E15A 02202

22E15A 02301

22E15A 02200

22E15A 02500



Scale Feet

0 240 480

Attachment A

**JOINT PROPERTY INVESTMENT AGREEMENT BY AND
BETWEEN CLACKAMAS COUNTY AND THE CLACKAMAS
COUNTY DEVELOPMENT AGENCY**

This Joint Property Investment Agreement ("Agreement") is entered into by and between the following parties: The Clackamas County Development Agency, the urban renewal agency of Clackamas County ("AGENCY"), and Clackamas County, by and through its Department of Transportation and Development ("DTD").

RECITALS

WHEREAS, the Agency and DTD entered into a purchase and sale agreement, dated October 6, 2009, and amended by agreement dated October 6, 2009, to acquire certain property located at SE Capps Road and SE 114th in Clackamas County, Oregon and identified as the following tax lots on Assessor's Map 22E15A: 01200, 01500, 01700, 01800, 01890, 01900, 02100, 02101, 02200, 02202; 02301, and 02500 (the "Property"); and

WHEREAS, the Property is more particularly described in Exhibit A, which is attached hereto and incorporated herein; and

WHEREAS, the Agency contributed \$6,967,230 towards the acquisition of the Property; and

WHEREAS, DTD contributed \$5,250,000 towards the acquisition of the Property through its "road fund"; and

WHEREAS, the parties respective percentage ownership interest in the Property is as follows: the Agency as to a 57.03% undivided interest, and DTD as to a 42.97% undivided interest;

WHEREAS, the Agency intends to use its interest in the Property to develop industrial lands in Clackamas County and encourage job creation; and

WHEREAS, DTD intended to use its interest in the Property to develop a new road maintenance facility, but now desires to divest itself of its interest in the Property as the road maintenance facility will not be constructed as planned; and

WHEREAS, the Agency is identified as the sole owner of the Property on the deed; and

WHEREAS, the parties desire that the Agency be the active manager of the Property; and

WHEREAS, the Property was appraised at a value of \$11,400,000 (the "Appraisal") as of July 26, 2011; and

WHEREAS, the parties agree that market analysis strongly suggests that the Property has increased in value since the date of the Appraisal; and

WHEREAS, the Agency is currently making a number of improvements to the Property that are anticipated to increase the value of the Property, including construction of a new access road (extension of SE 120th Ave.) and environmental remediation; and

WHEREAS, the parties believe that the sum of \$5,250,000 is a fair approximation of DTD's proportional interest in the Property as of the effective date of this Agreement as that sum is greater than DTD's proportional interest stated in the Appraisal, but below what the parties believe DTD's proportional interest would be if it were to contribute to, and hold on to the Property beyond when the improvements to the Property, described above, are completed; and

WHEREAS, the Agency is actively marketing the Property for sale to private developers with the goal of increasing commercial and/or industrial business in Clackamas County; and

WHEREAS, it is appropriate for the Agency, but not DTD, to pursue the sale of the Property for this purpose.

NOW, THEREFORE, IT IS AGREED BY THE PARTIES AS FOLLOWS:

1. **Term.** This Agreement shall be effective upon execution, and shall expire immediately upon DTD's receipt of the full amount of the Proceeds, as defined below.
2. **Obligation of DTD:**
 - A. DTD agrees to execute those documents that may be necessary for the Agency to maintain, improve or operate the Property.
 - B. DTD agrees to execute those documents that may be necessary for the Agency to dispose of the Property, or any portion thereof, to a 3rd party purchaser.
 - C. DTD agrees that it will not encumber the title to the Property.
3. **Obligation of the AGENCY:**
 - A. The Agency agrees to continue to market the Property in good faith.

- B. The expenses incurred with respect to the Property shall be the obligation of the Agency.
 - C. In the event the Agency decides to improve the Property, the Agency shall be entirely obligated for the costs of the improvements and DTD waives the right to object to those improvements Agency decides to undertake, in Agency's sole discretion.
 - D. The Agency shall have the right and obligation to manage the Property.
4. **Funding.** DTD and the Agency shall each be individually responsible for their own respective staff, expenses, and other internal costs associated with the Property and review of this Agreement.
5. **Sale of Property.** To accomplish the purposes of the Agency, the Agency may sell the Property at less than market value. The parties agree that it is not appropriate for DTD to expend funds for this purpose. Therefore, to the extent the Agency chooses to sell the Property below fair market value to encourage economic activity, the Agency shall bear the sole cost of such choice, and DTD shall be entitled to full payment, as described below.

Agency agrees to transfer to DTD the amount of \$5,250,000 (the "Proceeds"), payable under the following terms:

- a. Within 30 days of the closing of the sale of the Property, or any portion thereof.
- b. If the amount of the sale of a portion of the Property is not enough to fulfill the Agency's obligation to DTD set forth in this section, the Agency shall transfer the funds from subsequent sales of portions of the Property to DTD until the Agency's obligation is satisfied. Funds from these subsequent sales shall be transferred within 30 days of closing of the sale producing such funds.
- c. The Agency shall not retain any funds from a sale of the Property, or any portion thereof, until DTD has received the full amount designated as the Proceeds.
- d. Only funds distributed to the Agency at or after closing shall be remitted to DTD to fulfill its obligation under this section. Other funds subject to the sale of the Property, or any portion thereof, may be applied first to the costs of any such sale. Those costs may include, but are not limited to, standard title costs, prorated Property expenses, commissions, and seller concessions.

DTD shall be entitled to profits from the sale of the Property, in proportion to its relative interest. In the event the proceeds from the sale of the entire Property exceed \$12,250,000, within 30 days of the date the Agency fully divests itself of its interest in the Property, whether that occurs in either one transaction or in the final transaction of a series of transactions, the Agency will remit to DTD a sum that is equal to 42.97% of the profit, which represents

DTD's undivided interest in the Property. The Agency is not entitled to any offset for fulfilling its obligations under this Agreement.

6. **Indemnity.** To the extent permitted by law under ORS 30.260 – 30.300 and the Oregon Constitution, each party shall indemnify and defend the other, its Board, officers, agents, and employees from any claim, loss, or liability arising out of or related to any activity of that party on the facilities or any condition of the facilities caused by the sole negligence or act of a party. Each party shall have no liability to the other for any injury, loss, or damage caused by third parties, or by any condition of the facilities.
7. **Termination.** If either party shall fail to perform any term or condition of this Agreement, then upon seven days' written notice, either party may terminate the Agreement and have no further obligation hereunder.
8. **General Provisions:**
 - A. **Merger Clause.** This Agreement embodies the entire Agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof.
 - B. **Assignment.** No party shall have the right to assign its interest in this Agreement (or any portion thereof) without the prior written consent of all other parties.
 - C. **Severability.** In case any one or more of the provisions contained in this Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be effected or impaired thereby.
 - D. **Modification.** This Agreement may be amended, modified, or supplemented only by the mutual agreement of the parties. No amendments, modifications, or supplements shall be binding unless it is in writing and signed by the parties.
 - E. **Full Authority.** Each of the signatories to this Agreement represents and warrants that he/she has the full right, power, legal capacity and authority to enter into and perform his or her obligations hereunder and no approval or consents of any other person are necessary in connection herewith.
 - F. **Negation of Agency and Partnership.** Any agreement by either party to cooperate with the other in connection with any provision of this Agreement shall not be construed as making either party an agent or partner of the other party.

9. **Counterparts.** This Agreement may be executed in any number of counterparts and by the parties on separate counterparts, anyone of which shall constitute an agreement among the parties.

IN WITNESS HEREOF, the parties have executed this Agreement by the date set forth opposite their names below.

Clackamas County Development Agency

**Board of Commissioners
Clackamas County**

Chair

Chair

Recording Secretary

Recording Secretary

Date

Date