

October 3, 2024

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

Board of County Commissioners  
Clackamas County

**Approval of a Grant Application to the Oregon Department of Veterans Affairs to support County Veterans Services Office operations. Anticipated Award Value is \$273,069 for 1 year. Total Project Value is \$1,211,016. Funding is through the Oregon Department of Veterans Affairs and \$663,747 in budgeted County General Funds.**

<b>Previous Board Action/Review</b>	Briefed at Issues: 10/8/24		
<b>Performance Clackamas</b>	This funding aligns with: 1. The County's strategic priority is to ensure safe, healthy, and secure communities.		
<b>Counsel Review</b>	NA	<b>Procurement Review</b>	No
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division	<b>Contact Phone</b>	(503) 655-8641

**EXECUTIVE SUMMARY:** The Social Services Division (CCSSD) of the Health, Housing, and Human Services Department seeks approval to apply for Oregon Department of Veterans Affairs (ODVA) FY25 funding to support the County Veterans Services Office (VSO) operations. VSO services support Clackamas County residents accessing disability, needs-based pension, Veterans' Affairs (VA) health care, and other benefits earned through military service.

In FY24, ODVA funds supported both staffing and program costs. Staff held in-office and out-of-office interviews (face-to-face interactions) with veterans or family members who supported completing forms to attain VA services or benefits. In FY24, Clackamas VSO staff supported participants in securing \$26,783,481 in benefits. Additionally, CVSO Staff participated in Veterans' Advisory Council meetings, monthly Homeless Veteran Coordination meetings, a Tri-County VSO Leadership meeting, and trainings hosted by ODVA, NVLSP (National Veterans Legal Services Program, and CVO (Coalition of Veterans Organizations), and local outreach events.

\$663,747 of budgeted County General Funds is included in the funds total.

**RECOMMENDATION:** The Staff respectfully requests that the Board of County Commissioners approve applying for these funds and authorize Chair Smith to sign on behalf of Clackamas County.

Respectfully submitted,  
*Rodney A. Cook*

Rodney Cook  
Director of Health, Housing and Human Services Department

For Filing Use Only

# Financial Assistance Application Lifecycle Form

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

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

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

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

**\*\*CONCEPTION\*\***

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

Award type:  Direct Appropriation (no application)  Subrecipient Award  Direct Award

Award Renewal?  Yes  No

Lead Fund # and Department:	240-H3S-Social Services
Name of Funding Opportunity:	ODVA Veterans' Enhancement Grant, FY25

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

Requestor Information: (Name of staff initiating form)	R.E. ("Ari") Szego
Requestor Contact Information:	rszego@clackamas.us
Department Fiscal Representative:	Doug Green
Program Name & Prior Project #: (please specify)	ODVA CVSO

Brief Description of Project:

To operate the County's Veterans' Services Office which connects Clackamas County Veterans and their families to earned benefits.

Name of Funding Agency: Oregon Department of Veterans' Affairs

Notification of Funding Opportunity Web Address: ODVA\_CVSO-NSOFunding@odva.oregon.gov

**OR**

Application Packet Attached:  Yes  No

Completed By: R.E. Szego

Date: 08/21/24

**\*\* NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE \*\***

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

Competitive Application  Non-Competing Application  Other

Assistance Listing Number (ALN), if applicable:	N/A	Funding Agency Award Notification Date:	08/21/24
Announcement Date:	N/A	Announcement/Opportunity #:	ODVA Veterans' Enhancement, 23-24
Grant Category/Title	ODVA Veterans' Enhancement, 23-24	Funding Amount Requested:	\$273,069, plus \$274,200 carry forward
Allows Indirect/Rate:	indirect part of budget unk. if pd. by State or County	Match Requirement:	\$663,747 budgeted (maintenance of effort, not match)
Application Deadline:	08/30/24 - extension requested	Total Project Cost:	\$1,211,016
Award Start Date:	07/01/24	Other Deadlines and Description:	
Award End Date:	06/30/25		
Completed By:	R.E. Szego	Program Income Requirements:	N/A
Pre-Application Meeting Schedule:	N/A		

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

The county is required to provide maintenance of effort funds to support the county's Veterans Services Office. These funds are provided from County General Fund.

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

\$663,747

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

\$274,200 in carry forward

In the next section, limit answers to space available.

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

**Mission/Purpose:**

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

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

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

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

**Organizational Capacity:**

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

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

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

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

**Collaboration**

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

**Reporting Requirements**

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

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

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

**Fiscal**

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

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

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

Other information necessary to understand this award, if any.

Program Approval:

Name (Typed/Printed)	Date	Signature
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<b>** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **</b>
<b>**ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN**</b>

**Section IV: Approvals**

DIVISION DIRECTOR (or designee, if applicable)

**Brenda Durbin**

**8/27/24**

*Brenda Durbin*

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

**Denise Swanson**

**Sep 18, 2024**

*Denise Swanson*  
Denise Swanson (Sep 18, 2024 09:56 PDT)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

**Elizabeth Comfort**

**Sep 18, 2024**

*Elizabeth Comfort*

Name (Typed/Printed)

Date

Signature

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

Name (Typed/Printed)

Date

Signature

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

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

**For applications less than \$150,000:**

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

**For applications up to and including \$150,000 email form to Tracy Moreland at [TracyMor@clackamas.us](mailto:TracyMor@clackamas.us) for Gary Schmidt's approval.**

**For applications \$150,000 and above, email form with Staff Report to the Clerk to the Board at [ClerktotheBoard@clackamas.us](mailto:ClerktotheBoard@clackamas.us) to be brought to the consent agenda.**

BCC Agenda item #:

Date:

**OR**

Policy Session Date:

County Administration Attestation

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

Department: keep original with your grant file.










# SS-H3S-Lifecycle\_Fund240\_ODVA.FY25

Final Audit Report

2024-09-18

Created:	2024-09-18
By:	Qudsia Sediq (QSediq@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAo35vMoLurS3jOpFZK_yFsfvGTVoUPBwW

## "SS-H3S-Lifecycle\_Fund240\_ODVA.FY25" History

-  Document created by Qudsia Sediq (QSediq@clackamas.us)  
2024-09-18 - 2:51:28 PM GMT- IP address: 198.245.132.3
-  Document emailed to dswanson@clackamas.us for signature  
2024-09-18 - 2:54:44 PM GMT
-  Email viewed by dswanson@clackamas.us  
2024-09-18 - 4:55:08 PM GMT- IP address: 198.245.132.3
-  Signer dswanson@clackamas.us entered name at signing as Denise Swanson  
2024-09-18 - 4:56:06 PM GMT- IP address: 198.245.132.3
-  Document e-signed by Denise Swanson (dswanson@clackamas.us)  
Signature Date: 2024-09-18 - 4:56:08 PM GMT - Time Source: server- IP address: 198.245.132.3
-  Document emailed to Elizabeth Comfort (ecomfort@clackamas.us) for signature  
2024-09-18 - 4:56:11 PM GMT
-  Email viewed by Elizabeth Comfort (ecomfort@clackamas.us)  
2024-09-18 - 11:20:15 PM GMT- IP address: 73.164.132.109
-  Document e-signed by Elizabeth Comfort (ecomfort@clackamas.us)  
Signature Date: 2024-09-18 - 11:22:19 PM GMT - Time Source: server- IP address: 73.164.132.109
-  Agreement completed.  
2024-09-18 - 11:22:19 PM GMT



COUNTY APPLICATION FOR ODVA FUNDS  
FY2025: JULY 1, 2024 TO JUNE 30, 2025

A county must complete and submit this form along with the required documents listed below to the Oregon Department of Veterans' Affairs **no later than 8/30/2024** in order to receive state funds for the county's Veteran Services Office. Please submit the documents to: [ODVA\\_CVSO-NSOFunding@odva.oregon.gov](mailto:ODVA_CVSO-NSOFunding@odva.oregon.gov).

**SUBMIT TO:** [ODVA\\_CVSO-NSOFunding@odva.oregon.gov](mailto:ODVA_CVSO-NSOFunding@odva.oregon.gov)

TIME PERIOD  
July 1, 2024 to June 30, 2025

**CONTACT INFORMATION**

Oregon Department of Veterans' Affairs, Strategic Partnerships Division  
700 Summer St NE Salem, OR 97301-1285  
For questions, please email:  
[ODVA\\_CVSO-NSOFunding@odva.oregon.gov](mailto:ODVA_CVSO-NSOFunding@odva.oregon.gov)

COUNTY  
Clackamas County

Budgeted Revenue for July 1, 2024 to June 30, 2025

ITEM	AMOUNT
County Funds	\$ 663,747
*Carry forward of unspent budgeted funds from previous fiscal year (if applicable)*	\$ 274,200
ODVA Funds for 2024-25	\$ 273,069
Other Funds (Identify source)	\$
<b>TOTAL REVENUE</b>	<b>\$ 1,211,016</b>

Budgeted Expenditures for July 1, 2024 to June 30, 2025

<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,211,016</b>
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(NOTE: Budgeted expenditures should match budgeted revenue)

Required Documents

- A copy of the approved budget for county Veteran Services Office for the fiscal year 2025. [See Appendix A](#)
- A copy of the actual revenue and expenditures for the prior fiscal year, **if changed since submission with fourth quarter report.** [See Appendix B](#)
- \*A description of the planned use of the carry-forward funds from FY 2024, if applicable.\* [See Appendix C](#)
- If the county contracts for the provision of veteran services, attach a signed copy of the contract.

**CERTIFICATION**

By my signature below, I hereby certify the following: the county is applying for funds for the county Veteran Services Office from the Oregon Department of Veterans' Affairs; the county will use these funds only as provided in ORS 406.310 and ORS 406.450 – 406.460; the county will comply with the Oregon Administrative Rules in Chapter 274, Division 030 that govern these funds; and the county will submit quarterly reports of activities and expenditures to the Oregon Department of Veterans' Affairs no later than the 30<sup>th</sup> day of the month following the end of each quarter.

Printed Name of County Commissioner/Judge (or designee)

Tootie Smith

Signature of Authorized County Representative named above

Date Signed

Title of Signer

Chair, Board of County Commissioners

Email Address

SSD-Contracts@clackamas.us

Telephone Number

R.E. Szego, 971.442.7226

ODVA APPROVED FOR FUNDING

Authorized Signature

Date

## Appendix A: Approved CVSO Budget for FY25

### FY25 Veterans Enhancement Grant

Account	Account Description	FY24 Budget
30110	Restricted Beginning Fund Balance	274,200.00
33150	State Operating Grants	273,069.00
39115	Transfers in From General Fund	663,747.00
	<b>FY24 Revenue</b>	<b>1,211,016.00</b>

Account	Account Description	FY24 Budget
41100	Full Time Wages & Salaries	403,128.00
41120	Temporary Workers Wages & Sala	116,604.00
41210	Fringe Benefits	108,527.00
41220	PERS	123,554.00
41230	Taxes	34,079.00
41240	Paid Family Leave	1,613.00
42010	Advertising/Marketing	15,000.00
42080	Dues & Memberships	1,500.00
42220	Office Supplies	2,500.00
42240	Postage/Shipping	1,250.00
42250	Printing & Copies	5,500.00
42270	Publications & Subscriptions	1,500.00
42280	Records Destruction	6,500.00
42310	Telephone & Internet	3,095.00
42320	Training & Development	5,000.00
42330	Transportation - Mileage	4,500.00
42350	Travel - Lodging Airfare Other	6,000.00
42360	Travel - Per Diem	500.00
44120	Computer < \$5K	10,000.00
44240	Program Materials & Supplies	118,806.00
46110	Leases - Copier	2,500.00
41320	Worker Compensation Ins	3,325.00
42150	Insurance - Liability	2,644.00
46150	Leases - Office	7,701.00
47100	Allocated Costs -Finance	12,074.00
47120	Allocated Costs - Facilities	17,683.00
47130	Allocated Costs - Utilities	3,992.00
47140	Allocated Costs -Tech Services	44,160.00
47150	Allocated Cost - PGA	4,965.00
47160	Allocated Costs -Records Mgmt	1,496.00
47170	Allocated Cost -Human Resource	10,981.00
47180	Allocated Cost -County Admin	155.00
47190	Cost Allocation -Legal	1,821.00
47110	Division Indirect Costs	112,061.00
47300	H3S Allocated Costs	16,302.00
	<b>FY24 Expenditures</b>	<b>1,211,016.00</b>
	<b>FY24 Surplus/(Deficit)</b>	<b>0.00</b>



## Appendix B: Updated FY24 Fourth Quarter Report

### FY24 Veterans Enhancement Grant Project 400224400

Account	Account Description	FY24 Budget	Actual Revenues		Balance
30110	Restricted Beginning Fund Balance	171,235.00	\$	118,052.31	\$ 53,182.69
33150	State Operating Grants	273,069.00	\$	273,068.00	\$ 1.00
39115	Transfers in From General Fund	682,234.00	\$	348,852.00	\$ 333,382.00
	<b>FY24 Revenue</b>	<b>1,126,538.00</b>	\$	<b>739,972.31</b>	<b>\$ 386,565.69</b>

Account	Account Description	FY24 Budget	Actual Expenditures		Balance
41100-41130	Full Time Wages & Salaries& OT	407,498.00	\$	350,434.69	\$ 57,063.31
41120	Temporary Workers Wages & Sala	13,442.00	\$	27,518.09	\$ (14,076.09)
41210	Fringe Benefits	141,362.00	\$	97,312.42	\$ 44,049.58
41220	PERS	124,801.00	\$	115,357.84	\$ 9,443.16
41230	Taxes	37,872.00	\$	31,788.87	\$ 6,083.13
41320	Worker Compensation Ins	2,332.00	\$	2,227.07	\$ 104.93
42010	Advertising/Marketing	1,000.00	\$	39,208.36	\$ (38,208.36)
42080	Dues & Memberships	500.00	\$	325.00	\$ 175.00
42150	Insurance - Liability	2,270.00	\$	2,167.46	\$ 102.54
42220	Office Supplies	1,500.00	\$	1,479.55	\$ 20.45
42240	Postage/Shipping	1,250.00	\$	647.84	\$ 602.16
42250	Printing & Copies	2,000.00	\$	668.86	\$ 1,331.14
42270	Publications & Subscriptions	500.00	\$	355.51	\$ 144.49
42310	Telephone & Internet	5,500.00	\$	8,077.69	\$ (2,577.69)
42320	Training & Development	2,000.00	\$	3,506.87	\$ (1,506.87)
42330	Transportation - Mileage	4,500.00	\$	285.10	\$ 4,214.90
42360	Travel - Per Diem	5,920.00	\$	2,451.90	\$ 3,468.10
44120	Computer < \$5K	7,590.00	\$	4,273.48	\$ 3,316.52
44240	Program Materials & Supplies	131,447.00	\$	8,292.30	\$ 123,154.70
46110	Leases - Copier	1,927.00	\$	2,439.69	\$ (512.69)
46150	Leases - Office	9,809.00	\$	10,621.05	\$ (812.05)
47100	Allocated Costs -Finance	16,908.00	\$	16,144.37	\$ 763.63
47110	Division Indirect Costs	111,139.00	\$	95,378.42	\$ 15,760.58
47120	Allocated Costs - Facilities	16,452.00	\$	15,708.24	\$ 743.76
47130	Allocated Costs - Utilities	3,659.00	\$	3,493.86	\$ 165.14
47140	Allocated Costs -Tech Services	34,478.00	\$	32,919.90	\$ 1,558.10
47150	Allocated Cost - PGA	4,383.00	\$	4,185.26	\$ 197.74
47160	Allocated Costs -Records Mgmt	1,206.00	\$	1,151.86	\$ 54.14
47170	Allocated Cost -Human Resource	11,957.00	\$	11,416.57	\$ 540.43
47180	Allocated Cost -County Admin	2,292.00	\$	2,188.20	\$ 103.80
47190	Cost Allocation -Legal	2,317.00	\$	2,212.04	\$ 104.96
47300	H3S Allocated Costs	16,727.00	\$	10,388.52	\$ 6,338.48
		<b>1,126,538.00</b>		<b>904,626.88</b>	<b>221,911.12</b>

Prepared By: Kara Taylor

Project	(All)
Project ID	(All)

Row Labels	Account2	Sum of Amount	
30110	Restricted Beginning Fund Bala	(118,052.31)	
33150	State Operating Grants	(273,068.00)	
39115	Transfers in From General Fund	(348,852.00)	
41100	Full Time Wages & Salaries	350,394.35	
41110	Part Time Wages & Salaries	-	
41120	Temporary Workers Wages & Sala	27,518.09	
41130	Overtime	40.34	
41210	Fringe Benefits	95,925.71	
41220	PERS	115,357.84	
41230	Taxes	31,788.87	
41240	Paid Family Leave	1,386.71	Include with Fringe
41320	Worker Compensation Ins	2,227.07	
42010	Advertising/Marketing	39,208.36	
42080	Dues & Memberships	325.00	
42150	Insurance - Liability	2,167.46	
42220	Office Supplies	1,262.57	
42240	Postage/Shipping	647.84	
42250	Printing & Copies	668.86	
42270	Publications & Subscriptions	355.51	
42280	Records Destruction	108.00	
42310	Telephone & Internet	8,077.69	Include with Office Supplies
42320	Training & Development	3,506.87	
42330	Transportation - Mileage	285.10	
42350	Travel - Lodging Airfare Other	265.50	
42360	Travel - Per Diem	2,186.40	Combine
43290	Preemployment Services	37.00	
44120	Computer < \$5K	1,539.50	Include with Office Supplies
44140	Equipment & Furnishings < \$5K	1,724.90	
44240	Program Materials & Supplies	6,567.40	Include with Supplies
44290	Software (Owned) < \$5K	2,694.00	
45130	Computer Hardware/Software Mai	39.98	Include with Computer
46110	Leases - Copier	2,439.69	
46150	Leases - Office	10,621.05	Include with Computer
47101	2 CFR 200 - Finance	16,144.37	
47110	Division Indirect Costs	95,378.42	
47120	Cost Allocation - Facilities	961.70	
47121	2 CFR 200 - Facilities	14,746.54	
47130	Cost Allocation - Utilities	6.63	
47131	2 CFR 200 - Utilities	3,487.23	
47140	Cost Allocation - Tech Service	3,201.33	
47141	2 CFR 200 - Technology Svcs	29,718.57	
47150	Cost Allocation - PGA	4,185.26	
47160	Cost Allocation - Rec Mgmt	58.74	
47161	2 CFR 200 - Records Mgmt	1,093.12	
47170	Cost Allocation - HR	137.70	
47171	2 CFR 200 - HR	11,278.87	
47180	Cost Allocation - County Admin	2,188.20	
47190	Cost Allocation - County Couns	1,380.75	
47191	2 CFR 200 - County Counsel	831.29	
47300	Dept. Indirect Costs	10,388.52	
48160	Equipment & Furnishings > \$10K	71.98	Include with Office Supplies
(blank)	(blank)		
<b>Grand Total</b>		<b>164,654.57</b>	904,626.88 total Exp check

## Appendix C: Use of Carry-Forward Funds

Temp Workers Wages and Salary	\$116,604
Advertising and Marketing	\$15,000
Printing & Copies	\$5,000
Program Materials & Supplies	\$95,761
Administrative Costs	\$41,835

**Total: \$274,200**