

COPY

February 28, 2019

Board of Commissioners
 Clackamas County

Members of the Board:

Approval of Subrecipient Agreement with Quest Center for Integrative Health
for W.I.S.H. Program Services

Purpose/Outcomes	Provides Wellness, Integrity, and Sustainable Health Pain Management Program (W.I.S.H. Program) services to eligible individuals
Dollar Amount and Fiscal Impact	Maximum contract value is \$287,500
Funding Source	No County General Funds involved State of Oregon, Community Mental Health Program (CMHP) funds
Duration	Effective April 1, 2019 through June 30, 2020.
Previous Board Action	No previous Board action
Strategic Plan Alignment	1. Provide coordination, assessment, outreach, and recovery services to Clackamas County residents experiencing mental health and addiction distress so they can achieve their own recovery goals. 2. Ensure safe, healthy and secure communities.
Contact Person	Mary Rumbaugh, Director – Behavioral Health Division (503) 742-5305
Contract No.	#9152

BACKGROUND:

The Behavioral Health Division of the Health, Housing & Human Services Department (H3S) requests the approval of a Subrecipient Agreement with Quest Center for Integrative Health for W.I.S.H. Program services. Quest Center’s Wellness, Integrity, and Sustainable Health or W.I.S.H. Program is an integrated medical and behavioral health program designed to treat chronic pain through the use of non-opioid interventions. The Program integrates acupuncture, yoga, mental health, medication management, treatment for substance abuse disorder, nutrition and peer support in a community setting.

The funding provided for Quest Center’s W.I.S.H. Program addresses two of the five major priorities identified by the U.S. Department of Health and Human Services in response to the national opioid crisis:

- Improving access to treatment and recovery services, and
- Advancing better practices for pain management.

This Agreement, effective April 1, 2019 through June 30, 2020, has a maximum value of \$287,500.

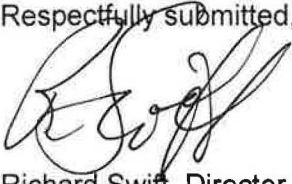
County Council reviewed and approved this Subrecipient Agreement on February 11, 2019.

Healthy Families. Strong Communities.

RECOMMENDATION:

Staff recommends Board approval of this contract and authorization for Richard Swift to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Swift', written over a circular stamp or seal.

Richard Swift, Director
Health, Housing & Human Services Department

CLACKAMAS COUNTY, OREGON LOCAL SUBRECIPIENT GRANT AGREEMENT	
Program Name: Wellness, Integrity, and Sustainable Health Pain Management Program (W.I.S.H Program)	
Program/Project Number: 36035 – Community Mental Health Program, A&D 66 Services	
This Agreement is between Clackamas County, Oregon , acting by and through its Health, Housing and Human Services Department, Behavioral Health Division (COUNTY) and Quest Center for Integrative Health (SUBRECIPIENT) , an Oregon Non-profit Organization.	
COUNTY Data	
Grant Accountant: Keala Adolpho	Program Manager: Mary Rumbaugh
Clackamas County – Finance 2051 Kaen Road, Suite #154 Oregon City, OR 97045 503-742-5410 kadolpho@clackamas.us	Clackamas County Behavioral Health 2051 Kaen Road, Suite #154 Oregon City, OR 97045 503-742-3505 MaryRum@clackamas.us
SUBRECIPIENT Data	
Finance/Fiscal Representative: Janet Brandt	Program Representative: David Eisen
Quest Center for Integrative Health 2901 E Burnside Portland, OR 97214 503-238-5203 janet@quest-center.org	Quest Center for Integrative Health 2901 E Burnside Portland, OR 97214 503-238-5203 david@quest-center.org
DUNS: 80-8704506	

RECITALS

1. Following two decades that saw a rapid increase in the use of prescription and non-prescription opioids, along with the increase of opioid-related overdose deaths, on October 27, 2017, a national health emergency was declared. The Opioid Crisis or Epidemic, as it has become known is the result of erroneous claims and effective marketing by pharmaceutical companies and the wide availability of opioids.

Opioids, a class of moderately strong to very strong painkillers, are highly addictive. While prescribed opioids are considered safe when used properly for short periods of time, issues of overuse and misuse have increased in the last decade among those utilizing the drug for chronic pain.

- Between 21% and 29% of individuals prescribed opioids for chronic pain misuse them.
- In 2016, an estimated two million Americans suffered from substance use disorders related to the misuse of prescription opioid pain relievers.
- 4% to 6% of individuals who misuse prescription opioids transition to heroin, which is cheaper and more accessible on the black market.
- 80% of heroin users were prescribed opioids at one time.

Quest Center for Integrative Health

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2. The COUNTY through this Agreement is awarding grant funds to Quest Center for Integrative Health (SUBRECIPIENT) in support of Quest Center's *Wellness, Integrity, and Sustainable Health Pain Management Program* or *W.I.S.H Program*. The W.I.S.H. Program is an integrated medical and behavioral health program designed to treat chronic pain through the use of non-opioid interventions. The treatment program integrates acupuncture, yoga, mental health, medication management, treatment for substance use disorder, nutrition, and peer support in a community setting.
3. Funding for the W.I.S.H. Program address two of the five major priorities identified by the U.S. Department of Health and Human Services in response to the national opioid crisis:
 - Improving access to treatment and recovery services, and
 - Advancing better practices for pain management.
4. This Grant Agreement of financial assistance sets forth the terms and conditions pursuant to which SUBRECIPIENT agrees on delivery of the Program.

NOW THEREFORE, according to the terms of this Local Grant Agreement the COUNTY and SUBRECIPIENT agree as follows:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and approved as required by applicable law. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for expenses approved in writing by COUNTY relating to the project incurred no earlier than **April 1, 2019** and not later than **June 30, 2020**, unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.
2. **Program.** The Program is described in **Exhibit A, Scope of Work**. SUBRECIPIENT agrees to perform the Program in accordance with the terms and conditions of this Agreement.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and regulations. Furthermore, SUBRECIPIENT shall comply with the requirements of the Community Mental Health Program (CMHP) Intergovernmental Agreement that is the source of the grant funding.
4. **Grant Funds.** The COUNTY'S funding for this Agreement is the **Community Mental Health Program (CMHP) Intergovernmental Agreement** issued to the COUNTY by the Oregon Health Authority. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$287,500**.
5. **Disbursements.** Disbursements will be made according to the following schedule:
 - 5.1. \$37,500 immediately upon execution of this Agreement.
 - 5.2. \$250,000 to be paid at a case rate amount through monthly invoicing. See **Exhibit B, Budget, Compensation & Invoice** for further detail.

Failure to comply with the terms of this Agreement may result in withholding of payment.

6. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. **SUBRECIPIENT must submit a written request including a justification for any amendment to the COUNTY in writing at least forty five (45) calendar days before this Agreement expires.** No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement. If the maximum compensation amount is increased by amendment, the

Quest Center for Integrative Health

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amendment must be fully effective before SUBRECIPIENT performs work subject to the amendment.

7. **Termination.** This Agreement may be terminated by the mutual consent of both parties or by a party upon written notice from one to the other. This notice may be transmitted in person, by mail, facsimile, or by email, with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. .
8. **Funds Available and Authorized.** The COUNTY certifies that it has been awarded funds sufficient to finance the costs of this Agreement. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on the COUNTY receiving appropriations or other expenditure authority sufficient to allow the COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement.
9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in this agreement.
10. **Administrative Requirements.** SUBRECIPIENT agrees to its status as a SUBRECIPIENT, and accepts among its duties and responsibilities the following:
 - a) **Financial Management.** SUBRECIPIENT shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all costs incurred.
 - b) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or "deferred" until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are "earned". All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to the County within 15 days.
 - c) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: SUBRECIPIENT Program Budget. SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of the COUNTY. At no time may budget modifications change the scope of the original grant application or agreement.
 - d) **Allowable Uses of Funds.** SUBRECIPIENT shall use funds only for those purposes authorized in this Agreement.
 - e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the term and effective date. Cost incurred prior or after this date will be disallowed.
 - f) **Match.** Matching funds are not required for this Agreement.
 - g) **Payment.** Routine requests for reimbursement should be submitted monthly using the invoice provided and instructions in **Exhibit B: Budget, Compensation & Invoice**.
 - h) **Performance Reporting.** SUBRECIPIENT must submit Performance Reports according to the schedule specified in **Exhibit A: Scope of Work**. All reports must be submitted on SUBRECIPIENT letterhead, must reference this Agreement number, and be signed and dated by an authorized official of SUBRECIPIENT.
 - i) **Lobbying.** See **Exhibit E, CMHP Required Federal Terms & Conditions, Section 5**.

Quest Center for Integrative Health

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- j) **Audit.** SUBRECIPIENT shall comply with the audit requirements prescribed by State and Federal law.
- k) **Monitoring.** SUBRECIPIENT agrees to allow access to conduct site visits and inspections of financial and programmatic records for the purpose of monitoring. COUNTY, the Oregon Health Authority, the Secretary of the State of Oregon, and their duly authorized representatives shall have access to such records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts. Monitoring may be performed onsite or offsite, at the COUNTY'S discretion.
- l) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years following the Project End Date (June 30, 2020), or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- m) **Failure to Comply.** SUBRECIPIENT acknowledges and agrees that this agreement and the terms and conditions therein are essential terms in allowing the relationship between COUNTY and SUBRECIPIENT to continue, and that failure to comply with such terms and conditions represents a material breach of the original contract and this agreement. Such material breach shall give rise to the COUNTY'S right, but not obligation, to withhold SUBRECIPIENT grant funds until compliance is met, reclaim grant funds in the case of omissions or misrepresentations in financial or programmatic reporting, or to terminate this relationship including the original contract and all associated amendments.

11. Compliance with Applicable Laws

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and as applicable to SUBRECIPIENT.
- b) **State Statutes.** SUBRECIPIENT expressly agrees to comply with all statutory requirements, laws, rules, and regulations issued by the State of Oregon, to the extent they are applicable to this Agreement.
- c) **Conflict Resolution.** If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Agreement, SUBRECIPIENT shall in writing request COUNTY resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the design or other Services required under this Agreement.

12. State Procurement Standards

- a) COUNTY'S performance under this Agreement is conditioned upon SUBRECIPIENT'S compliance with, and SUBRECIPIENT shall comply with, the obligations applicable to public

contracts under the Local Contract Review Board (“LCRB”) regulations (Appendix C of Clackamas County Code, located at <http://www.clackamas.us/code/>), which are incorporated by reference herein.

- b) Procurements for goods and services under this award shall use processes as outlined below:

\$0-\$5,000	Direct procurement	One vendor contact
\$5,000-\$50,000	Intermediate procurement	Obtain & document three quotes, award on best value
\$50,000-\$150,000	Intermediate Plus procurement	Issue request for quotes or other appropriate form of solicitation, award on best value
+\$150,000	Formal	Formal solicitation process following written procurement policies

- c) All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole-source procurements in excess of \$5,000 must receive prior written approval from COUNTY in addition to any other approvals required by law applicable to the SUBRECIPIENT. Justification for sole-source procurement in excess of \$5,000 should include a description of the project and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information. Intergovernmental agreements are excluded from this provision.
- d) SUBRECIPIENT shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. SUBRECIPIENT shall follow chapter 244 of the Oregon Government Ethics Law relating to conflicts of interest. Contractors that develop or draft specifications, requirements, statements of work, and/or solicitations for proposals for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to COUNTY.
- e) SUBRECIPIENT agrees that, to the extent they use contractors or subcontractors, SUBRECIPIENT shall use small, minority-owned, and/or women-owned businesses when possible.

13. General Agreement Provisions.

- a) **Indemnification.** SUBRECIPIENT agrees to indemnify and hold COUNTY harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney’s and expert fees) arising from or related to SUBRECIPIENT’S negligent or willful acts or those of its employees, agents or those under SUBRECIPIENT’S control. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT’S actions, employees, agents or otherwise with respect to those under its control.
- b) **Insurance.** During the term of this Agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance required in **Exhibit C, Insurance**.
- c) **Assignment.** SUBRECIPIENT shall not enter into any subcontracts or subawards for any of the Program activities required by this Agreement without prior written approval. This Agreement may not be assigned in whole or in part with the express written approval of the COUNTY.

- d) **Independent Status.** SUBRECIPIENT is independent of the COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of the COUNTY and undertakes this work independent from the control and direction of the COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind the COUNTY in any transaction or activity.
- e) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), (3) sent by facsimile transmission, with the original to follow by regular mail; or, (4) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.
- f) **Governing Law.** This Agreement is made in the State of Oregon, and shall be governed by and construed in accordance with the laws of that state. Any litigation between the COUNTY and SUBRECIPIENT arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- g) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- h) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- i) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- j) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- k) **Integration.** This Agreement contains the entire agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or agreements.

This Agreement consists of thirteen (13) sections plus the following exhibits by this reference is incorporated herein.

- Exhibit A Scope of Work
- Exhibit B Budget, Compensation & Invoice
- Exhibit C Insurance
- Exhibit D CMHP Required Provider Agreement Provisions
- Exhibit E CMHP Required Federal Terms and Conditions
- Exhibit F CMHP Service Element
- Exhibit G Qualified Service Organization Business Associate Agreement
- Exhibit H Performance Standards

(Signature Page Attached)

SIGNATURE PAGE TO SUBRECIPIENT AGREEMENT

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

**QUEST CENTER FOR INTEGRATIVE
HEALTH**

Authorized Signature

Printed Name Date

353246-80

Oregon Business Registry #

Domestic Nonprofit Corporation / Oregon
Entity Type / State of Formation

**CLACKAMAS COUNTY
BOARD OF COMMISSIONERS**

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

Signing on behalf of the Board:

Richard Swift, Director Date
Health, Housing and Human Services

Approved as to form:

Kathleen Rastetter via email February 11, 2019
County Counsel Date

February 28, 2019

Board of Commissioners
Clackamas County

Members of the Board:

Approval of Amendment #1 to an Agency Service Agreement with
Clackamas Women's Services for
System Diversion, Homelessness Prevention and Rapid Re-Housing

Purpose/Outcomes	Contractor will provide mobile rapid re-housing services to families who are literally homeless.
Dollar Amount and Fiscal Impact	Amendment #1 increases the agreement by \$160,000 to a new total of \$320,000.
Funding Source	State of Oregon Housing and Community Services, Emergency Housing Assistance (EHA) funds, including EHA Expansion.
Duration	January 1, 2019 through June 30, 2019
Previous Board Action	None.
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. This funding aligns with the Social Services Division's strategic priority to provide housing stabilization and supportive services to people who are homeless or at risk of becoming homeless so they can obtain and maintain permanent housing. 2. This funding aligns with the County's strategic priority to ensure safe, healthy and secure communities.
Contact Person	Brenda Durbin, Director – Social Services Division – (503) 655-8641
Contract No.	8697

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services Department requests approval of an Amendment to an Agency Service Agreement with Clackamas Women's Services (CWS). Additional funding is available from Oregon Housing and Community Services (OHCS) for system diversion, homelessness prevention, and mobile Rapid Re-Housing services to families who are literally homeless. The Notice of Funding Opportunity for the original agreement allows additional funding that becomes available during the grant period to be allocated to providers, and the allocation has been approved by OHCS. It does not affect the start or end date of the original agreement, however it does add a term of January 1, 2019 to June 30, 2019. Amendment #1 will increase the agreement by \$160,000 to a new total of \$320,000.

The funding source for this agreement is Emergency Housing Assistance (EHA) funds from OHCS. There are no County General Funds required.

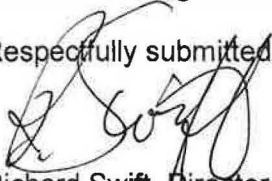
Healthy Families. Strong Communities.

2051 Kaen Road, Oregon City, OR 97045 • Phone (503) 650-5697 • Fax (503) 655-8677
www.clackamas.us

RECOMMENDATION:

Staff recommends the approval of this amendment, and that Richard Swift, H3S Director, be authorized to sign all documents necessary on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Swift', is written over the text 'Respectfully submitted,'.

Richard Swift, Director
Health, Housing and Human Services Department

Contract Amendment
Health, Housing and Human Services Department

H3S Contract Number 8697 Board Agenda Number TBD

and Date February 28, 2019

Division Social Services Amendment No. 1

Contractor Clackamas Women's Services

Amendment Requested By Brenda Durbin, Director

Changes: Scope of Services Contract Budget
 Contract Time Other _____

Justification for Amendment:

Additional funding is available from Oregon Housing and Community Services (OHCS) for Rapid Re-Housing services. The Notice of Funding Opportunity for the original agreement allows additional funding that becomes available during the grant period to be allocated to providers, and the allocation has been approved by OHCS. Amendment #1 adds additional EHA funding for system diversion, homelessness prevention, and rapid re-housing (mobile housing) services.

It does not affect the start or end date of the original agreement, however it does add a term of January 1, 2019 to June 30, 2019 for system diversion, homelessness prevention, and rapid re-housing services – mobile housing. Maximum compensation is increased by \$160,000 for a maximum contract value of \$320,000.

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

AMEND: Section II. COMPENSATION AND RECORDS, paragraph A:

A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I.

- a. For financial assistance on a cost reimbursement basis for all eligible costs up to a maximum compensation of **\$160,000** as described in Exhibit C: Budget & Output.

Total maximum compensation under this contract shall not exceed **\$160,000**.

TO READ:

A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I.

- a. For financial assistance on a cost reimbursement basis for all eligible costs up to a maximum compensation of **\$320,000** as described in Exhibit C: Budget & Output.

Total maximum compensation under this contract shall not exceed **\$320,000**.

AMEND EXHIBIT A, SCOPE OF WORK AND PERFORMANCE STANDARDS, Section A. General Scope of Services, 2. Eligibility, TO INCLUDE:

Rapid Re-Housing Mobile Housing Team funding under Amendment #1 to this agreement requires that all households must include at least one person under 18, and be Category 1: Literally homeless. A mobile model must be used, not requiring people to travel into a specific location for intake or services.

AMEND EXHIBIT B, REPORTING REQUIREMENTS, Section A. Program Specific Reporting:

A. PROGRAM SPECIFIC REPORTING

1. AGENCY shall comply with current HMIS Policy and Procedures and adhere to all HMIS reporting requirements. AGENCY must perform their own HMIS data entry.
2. AGENCY shall comply with tracking the programs funded through this agreement through separate and distinct providers in HMIS as directed by COUNTY. The name(s) of provider(s) to be used for this agreement will be provided by COUNTY to AGENCY at contract execution. Each funding stream may have its own provider group(s) and AGENCY shall not enter HMIS data from more than one funding stream into one provider group.

2 PROVIDER GROUPS IN HMIS		
HMIS Provider Name	AT RISK	HOMELESS
State EHA Homeless Categories	2, 3, 4, 5	1, 2, 3
Description	Prevention + Problem Solving	Diversion + Rapid Re-Housing
Questions when determining which provider group to enter client	Direct questions on determining which provider group to enter to COUNTY Program Manager: Erika Silver, esilver@clackamas.us	
Entry/Exit	AGENCY shall Enter and Exit clients if moving between categories when condition/situation changes to demonstrate length of time client has used each provider groups.	
6 month follow-up report	A follow-up assessment will be completed by AGENCY which will report where the client is 6 months after they exit a program. AGENCY will not be required to conduct the 6 month follow-up if client exit dates occur after January 1, 2019.	

3. AGENCY shall ensure that data on all persons served and all activities assisted under this agreement are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If AGENCY is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS
4. AGENCY shall assure that data entry into HMIS occurs in an accurate and timely manner.

Clackamas Women's Services

Agency Service Contract # 8697– Amendment # 1

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5. AGENCY shall maintain and provide to COUNTY as requested information as required by state and federal funding sources for reporting purposes.
6. Supporting documentation must be retained on-site, e.g., service records and sign-in logs.

B. INVOICING

AGENCY, through designated staff, shall submit to COUNTY a monthly invoice that specifies all expenditures for each month and the total amount requested based on Exhibit C. The invoice is to include copies of receipts to substantiate the rents, deposits paid and other eligible client assistance. The invoice shall include the contract number. AGENCY may use the invoice template provided in Exhibit E or COUNTY-approved equivalent produced by AGENCY.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, and System Diversion shall not exceed **\$160,000** based on **Exhibit C**.

Invoices and required reports may be submitted electronically via e-mail as an attachment and shall be received by COUNTY on or before the 15th of each month preceding the reporting period.

Invoices and reporting shall be submitted to:

Clackamas County Social Services Division
Attn: Jessica Diridoni
PO Box 2950
Oregon City, Oregon 97045

Or electronically to: jdiridoni@clackamas.us

Within thirty (30) days after receipt of a correct invoice, provided COUNTY has approved the service specified on the invoice, COUNTY shall pay the amount requested to AGENCY.

TO READ:

A. PROGRAM SPECIFIC REPORTING

1. AGENCY shall comply with current HMIS Policy and Procedures and adhere to all HMIS reporting requirements. AGENCY must perform their own HMIS data entry.
2. AGENCY shall comply with tracking the programs funded through this agreement through separate and distinct providers in HMIS as directed by COUNTY. The name(s) of provider(s) to be used for this agreement will be provided by COUNTY to AGENCY at contract execution. Each funding stream may have its own provider group(s) and AGENCY shall not enter HMIS data from more than one funding stream into one provider group.

3 PROVIDER GROUPS IN HMIS			
HMIS Provider Name	AT RISK	HOMELESS	MOBILE HOUSING TEAM
State EHA Homeless Categories	2, 3, 4, 5	1, 2, 3	1
Description	Prevention + Problem Solving	Diversion + Rapid Re-Housing	Mobile Housing Team (RRH & Motel)
Questions when determining which provider group to enter client	Direct questions on determining which provider group to enter to COUNTY Program Manager: Erika Silver, esilver@clackamas.us		
Entry/Exit	AGENCY shall Enter and Exit clients if moving between categories when condition/situation changes to demonstrate length of time client has used each provider groups.		
6 month follow-up report	A follow-up assessment will be completed by AGENCY which will report where the client is 6 months after they exit a program. AGENCY will not be required to conduct the 6 month follow-up if client exit dates occur after January 1, 2019.		
Quarterly & Annual Reports	Quarterly reports are due to COUNTY on all providers on or before the 10th of the month for the preceding quarter. Other reports, including annual de-duplicated reports on all providers are due as requested by COUNTY as specified by Oregon Housing & Community Services (OHCS). COUNTY to provide report formats and parameters as specified by OHCS.		

3. AGENCY shall ensure that data on all persons served and all activities assisted under this agreement are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If AGENCY is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.
4. AGENCY shall assure that data entry into HMIS occurs in an accurate and timely manner, within 3 days of program entry date.
5. AGENCY shall maintain and provide to COUNTY as requested information as required by state and federal funding sources for reporting purposes.
6. Supporting documentation must be retained on-site, e.g., service records and sign-in logs.

B. INVOICING

AGENCY, through designated staff, shall submit to COUNTY **2 monthly invoices that specify** all expenditures for each month and the total amount requested based on Exhibit C. The **invoices are** to include copies of receipts to substantiate the rents, deposits paid and other eligible client assistance. The **invoices** shall include the contract number **and list System Diversion, Homelessness Prevention, and Rapid Re-Housing, or System Diversion, Homelessness Prevention, and Rapid Re-Housing Mobile Housing Team, whichever is appropriate.** AGENCY may use the invoice **templates** provided in Exhibit E or COUNTY-approved equivalent produced by AGENCY.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, and System Diversion shall not exceed **\$320,000** based on Exhibit C.

Invoices and required reports may be submitted electronically via e-mail as an attachment and shall be received by COUNTY on or before the 15th of each month preceding the reporting period.

Invoices and reporting shall be submitted to:
Clackamas County Social Services Division
Attn: Jessica Diridoni
PO Box 2950
Oregon City, Oregon 97045

Or electronically to: jdiridoni@clackamas.us

Within thirty (30) days after receipt of a correct invoice, provided COUNTY has approved the service specified on the invoice, COUNTY shall pay the amount requested to AGENCY.

AMEND EXHIBIT C BUDGET:

A. BUDGET

Total maximum compensation under this contract shall not exceed **\$160,000**.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in **Exhibit A, B & C**, up to a maximum compensation of **\$160,000** EHA funds.

Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

B. ELIGIBLE COSTS

Eligible costs include items below and as listed/amended for EHA in **Exhibit F**.

- Participant rent
- Participant move-in costs
- Rental application fees
- Utility deposits necessary to establish service
- Other one-time expenditures such as identification that will remove barriers to permanent housing placement or housing stability when no other resources are available.

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- Expenditures related to employment or employment training that will support participants to increase their incomes. Examples include work clothes and textbooks for vocational training courses when no other resources are available.
- Personnel salaries, taxes and benefits proportional to time needed to deliver the proposed services, not to exceed the maximum percentage for the corresponding service element.
- Mileage reimbursement at organization's standard rate, not to exceed federal rate, for direct service personnel travel directly related to delivering services in this project, and not to exceed the maximum percentage for the corresponding service element.

Administrative and/or overhead expenses are NOT eligible costs.

C. OUTCOMES/PERFORMANCE MEASURES

Homeless System Diversion – At least 50 households or 20% of households requesting shelter or homeless housing through the Coordinated Housing Access system, whichever is smaller, are diverted from entering the system.

Homelessness Prevention – At least 80% of households served are permanently housed at exit and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

Rapid Re-Housing – At least 60% of households exit to permanent housing and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

COUNTY acknowledges that some households may enter services later in the project period and that it may not be possible to complete this measure for all households. The measure applies to those households whose subsidy ends on or before March 31, 2019.

Budget and Output Template
System Diversion, Homelessness Prevention and Rapid Re-Housing

Applicant:	Clackamas Women's Services
-------------------	----------------------------

Budget Summary

Homeless System Diversion Proposed Amount (20%)	\$ 32,000.00
Homelessness Prevention Proposed Project Amount (40%)	\$ 64,000.00
Rapid Re-Housing Proposed Amount (40%)	\$ 64,000.00
Total	\$ 160,000.00

Proposed Project Budget and Output Detail (do not fill in the shaded cells)

Allowable Costs by Element	Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion		7.00	21.00
Participant rent and deposits	\$ 14,040.00		
Other eligible client assistance	\$ 1,960.00		
Personnel & mileage (up to 50% of total)	\$ 16,000.00		
Personnel FTE - enter number of full-time employees	0.65		
Homelessness Prevention		18.00	35.00
Participant rent and deposits	\$ 37,600.00		
Other eligible client assistance	\$ 10,400.00		
Personnel & mileage (up to 25% of total)	\$ 16,000.00		
Personnel FTE - enter number of full-time employees	0.65		
Rapid Re-Housing		13.00	32.00
Participant rent and deposits	\$ 46,000.00		
Other eligible client assistance	\$ 2,000.00		
Personnel & mileage (up to 25% of total)	\$ 16,000.00		
Personnel FTE - enter number of full time employees	0.65		
Grand Total	\$ 160,000.00	38.00	88.00

(Optional) Additional Resources Committed to Project

Service	Value	Source	Cash or In-Kind
Homeless System Diversion	\$ 5,500.00	Grants, Donations,	
Client services & assistance	\$ 6,000.00	Grants, Donations,	cash
Interpretation & Translation	\$ 1,833.00	Grants, Donations,	cash
Homelessness Prevention	\$ 5,500.00	Grants, Donations,	cash
Client services & assistance	\$ 6,000.00	Grants, Donations,	cash
Interpretation & Translation	\$ 1,833.00	Grants, Donations,	cash
Rapid Re-Housing	\$ 5,500.00	Grants, Donations,	cash
Client services & assistance	\$ 6,000.00	Grants, Donations,	cash
Interpretation & Translation	\$ 1,834.00	Grants, Donations,	cash
Total	\$ 40,000.00		

Clackamas Women's Services

Agency Service Contract # 8697– Amendment # 1

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TO READ:

A. BUDGET

Total maximum compensation under this contract shall not exceed **\$320,000**.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in *Exhibit A, B & C*, up to a maximum compensation of **\$320,000** EHA funds as follows:

Total amount billed for Homelessness Prevention, Rapid Re-Housing, and System Diversion shall not exceed **\$160,000**.

Total amount billed under Amendment #1 funds for System Diversion shall not exceed \$40,000.

Total amount billed under Amendment #1 funds for Homelessness Prevention shall not exceed \$60,000.

Total amount billed under Amendment #1 funds for Rapid Re-Housing Mobile Housing Team shall not exceed \$60,000.

Eligible costs applied to Amendment #1 funds for System Diversion, Homelessness Prevention, and Rapid Re-Housing Mobile Housing Team shall be from January 1, 2019 to June 30, 2019.

Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

B. ELIGIBLE COSTS

Eligible costs include items below and as listed/amended for EHA in Exhibit F.

- Participant rent
- Participant move-in costs
- Rental application fees
- Utility deposits necessary to establish service
- Other one-time expenditures such as identification that will remove barriers to permanent housing placement or housing stability when no other resources are available.
- Expenditures related to employment or employment training that will support participants to increase their incomes. Examples include work clothes and textbooks for vocational training courses when no other resources are available.
- Personnel salaries, taxes and benefits proportional to time needed to deliver the proposed services, not to exceed the maximum percentage for the corresponding service element.
- Mileage reimbursement at organization's standard rate, not to exceed federal rate, for direct service personnel travel directly related to delivering services in this project, and not to exceed the maximum percentage for the corresponding service element.
- ***Program expenses***
- ***Client assistance/support (including motel vouchers, supportive services, agency mileage and rental subsidy***

Administrative and/or overhead expenses are NOT eligible costs.

C. OUTCOMES/PERFORMANCE MEASURES

Homeless System Diversion – At least 50 households or 20% of households requesting shelter or homeless housing through the Coordinated Housing Access system, whichever is smaller, are diverted from entering the system.

Homelessness Prevention – At least 80% of households served are permanently housed at exit and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

Rapid Re-Housing – At least 60% of households exit to permanent housing and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

COUNTY acknowledges that some households may enter services later in the project period and that it may not be possible to complete this measure for all households. The measure applies to those households whose subsidy ends on or before March 31, 2019.

3-29-18 to 6-30-19

Budget and Output Template
System Diversion, Homelessness Prevention and Rapid Re-Housing

Applicant:	Clackamas Women's Services
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Budget Summary

Homeless System Diversion Proposed Amount (20%)	\$ 32,000.00
Homelessness Prevention Proposed Project Amount (40%)	\$ 64,000.00
Rapid Re-Housing Proposed Amount (40%)	\$ 64,000.00
Total	\$ 160,000.00

Proposed Project Budget and Output Detail (do not fill in the shaded cells)

Allowable Costs by Element	Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion		7.00	21.00
Participant rent and deposits	\$ 14,040.00		
Other eligible client assistance	\$ 1,960.00		
Personnel & mileage (up to 50% of total)	\$ 16,000.00		
Personnel FTE - enter number of full-time employees	0.65		
Homelessness Prevention		18.00	35.00
Participant rent and deposits	\$ 37,600.00		
Other eligible client assistance	\$ 10,400.00		
Personnel & mileage (up to 25% of total)	\$ 16,000.00		
Personnel FTE - enter number of full-time employees	0.65		
Rapid Re-Housing		13.00	32.00
Participant rent and deposits	\$ 46,000.00		
Other eligible client assistance	\$ 2,000.00		
Personnel & mileage (up to 25% of total)	\$ 16,000.00		
Personnel FTE - enter number of full time employees	0.65		
Grand Total	\$ 160,000.00	38.00	88.00

(Optional) Additional Resources Committed to Project

Service	Value	Source	Cash or In-Kind
Homeless System Diversion	\$ 5,500.00	Grants, Donations,	
Client services & assistance	\$ 6,000.00	Grants, Donations,	cash
Interpretation & Translation	\$ 1,833.00	Grants, Donations,	cash
Homelessness Prevention	\$ 5,500.00	Grants, Donations,	cash
Client services & assistance	\$ 6,000.00	Grants, Donations,	cash
Interpretation & Translation	\$ 1,833.00	Grants, Donations,	cash
Rapid Re-Housing	\$ 5,500.00	Grants, Donations,	cash
Client services & assistance	\$ 6,000.00	Grants, Donations,	cash
Interpretation & Translation	\$ 1,834.00	Grants, Donations,	cash
Total	\$ 40,000.00		

1-1-19 to 6-30-19

Budget and Output Template

**System Diversion, Homelessness Prevention and Rapid Re-Housing,
 Mobile Housing Team, Amendment #1**

Applicant:	Clackamas Women's Services
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Estimated Project Period: 01/01/2019-6/30/2019

Budget Summary - adjustment to percentages below approved

Homeless System Diversion Proposed Amount (20%)	\$ 40,000
Homelessness Prevention Proposed Project Amount (40%)	\$ 60,000
Rapid Re-Housing Proposed Amount (40%)	\$ 60,000
Total	\$ 160,000

Proposed Project Budget and Output Detail (do not fill in the shaded cells)

Allowable Costs by Element	Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion		10	27
Participant rent and deposits	\$ 20,000		
Other eligible client assistance	\$ 4,000		
Personnel & mileage (up to 50% of total) - approved at \$16,000	\$ 16,000		
Personnel FTE - enter number of full-time employees	0.3		
Homelessness Prevention		18	35
Participant rent and deposits	\$ 37,600		
Other eligible client assistance	\$ 10,400		
Personnel & mileage (up to 25% of total)	\$ 12,000		
Personnel FTE - enter number of full-time employees	0.2		
Rapid Re-Housing		12	29
Personnel	\$ 12,106		
Participant rent and deposits	\$ 36,517		
Client Assistance:			
Motel Vouchers	\$ 2,904		
Supprt Services	\$ 6,301		
Program Expense	\$ 1,712		
Agency Mileage	\$ 460		
Grand Total	\$ 160,000	40	91

Clackamas Women's Services

Agency Service Contract # 8697– Amendment # 1

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- ***For the Rapid Re-Housing Mobile Housing Team category Amendment #1, personnel, agency mileage, and program expenses are fixed categories. Flexibility between motel vouchers, support services, and participant rent and deposits categories are allowed with Program Manager approval.***

AMEND EXHIBIT D: SPECIAL REQUIREMENTS, TO INCLUDE:

9. Confidentiality. Any and all information regarding any individual serviced by the AGENCY is strictly confidential. All AGENCY provider and project staff members are expected to comply with the most current local, state and federal laws regarding confidentiality. Information in any form, including in aggregate, shall not be released to any party without the authorization of the individual and/or COUNTY. Client information (including identifying the person as a client) should not be released without written authorization from the client. AGENCY is required to have a signed agency Release of Information (ROI) form for all clients authorizing the release of information pertinent to determining program eligibility, providing assistance/service, HMIS reporting, and other relevant needs for sharing information. Overnight warming center programs are permitted to obtain a Verbal ROI on the Warming Center HMIS Data Entry Form. Release forms must be time-limited and specific as to with whom and what information will be shared. ROI's must be obtained from all participants to AGENCY and COUNTY (Social Services Division). Oregon Housing & Community Services Department (OHCS) must be routinely listed as an entity with which client information will be shared as it pertains to data collection and monitoring (including third-party adults and reviews).
10. AGENCY agrees that this agreement is subject to termination upon such a directive to COUNTY by OHCS and that OHCS shall not be liable to any of the parties of that agreement or to other persons for directing that such agreement be terminated.
11. CLIENT & FISCAL RECORDS. AGENCY shall retain all program records pertinent to client services and expenditures incurred in a manner consistent with the requirements of state and federal law. This includes, but is not limited to, those requirements listed in Administrative Rule, Operations Manual and Special Schedules. Find the OHCS Special Schedule at the Oregon State Archives: (<http://arcweb.sos.state.or.us/pages/recmgmt/sched/state.html>); Find the State Agency General Records Retention Schedules at the Oregon State Archives: (http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html).

AGENCY shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of (6) six years, or such longer period as may be required by applicable law, whichever date is later. Applicable law includes the following final payment and termination of EHA, SHAP and/or LIRHF funding, or until the conclusion of any audit, controversy or litigation arising out of, or relating to, EHA, SHAP, and LIRHF. AGENCY shall retain and keep accessible all such program records, client records, books, documents, papers, plans, and writing for a minimum of five (5) years after final payment to client.

AGENCY shall allow OHCS access to, or furnish, whatever information and/or documentation is necessary for OHCS to conduct reviews, audits, and compliance monitoring as it deems appropriate. AGENCY shall permit representatives of OHCS to visit its sites and to review and audit all records pertinent to program funding at any reasonable time, with or without benefit of prior notification.

12. Religious and Political Activities: AGENCY will not request or assign guests, clients, volunteers, or staff to conduct or engage in religious proselytization, sectarian, or political activities, such as: electoral activities, voter registration, voter transportation to polls, and efforts to influence legislation.
13. AGENCY shall administer program in a manner satisfactory to COUNTY & OHCS and in compliance with all program requirements, including, but not limited to the following terms and conditions:

Clackamas Women's Services

Agency Service Contract # 8697– Amendment # 1

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- (a) Ensure funds are expended within the time limitations set by COUNTY & OHCS.
 - (b) Provide program services to eligible households who are homeless.
 - (c) Meet OHCS and COUNTY recordkeeping requirements, including HMIS data collection, reporting and error fixing described in Exhibit B.
 - (d) May terminate services to participants who violate program requirements. Termination, denial, and grievance procedures shall be clearly communicated to and easily understood by participants and readily available upon request or posted in a public location.
14. Written policy and procedures must be established and outlined in local documentation (staff policy/procedure manuals) inclusive of, but not exclusive to the following areas:
- (a) Establishment and maintenance of clear policy for cases where there may be a conflict of interest. This includes procedures for staff when employees, board members, friends or family members apply for services.
 - (b) Establishment and maintenance of clear procedures for dealing with program applicants and participants who may have committed fraud and for dealing with public complaints regarding potential fraud. All incidents of fraud must be reported to OHCS & COUNTY.

AMEND EXHIBIT E, INVOICE TEMPLATE, TO INCLUDE:

INVOICE

System Diversion, Homelessness Prevention and Rapid Re-Housing Mobile Housing Amendment #1

Contractor: Clackamas Women's Services
Address: 256 Warner Milne Rd.
Address: Oregon City, OR 97045
Phone: 505-655-8600

Invoice Date: _____
Invoice Number: _____
Service Period: _____
Contract #: 8697, Amend. #1

Submit Invoice to: Clackamas County Social Services Division, Jessica Diridoni, jdiridoni@clackamas.us

Budget Summary			Projected HH For Amendment Term	Projected Persons For Amendment Term
Homeless System Diversion Amount		\$ 40,000	10	27
Homelessness Prevention Amount		\$ 60,000	18	35
Rapid Re Housing - Mobile Housing Total		\$ 60,000	12	29

Budget and Output Detail				Cumulative Total	
Allowable Costs by Element	Budget	Year to Date Charges	Current Invoice Charges	Number of Households Served	Number of Persons Served
Homeless System Diversion					
Participant rent and deposits	\$ 20,000				
Other eligible client assistance	\$ 4,000				
Personnel & mileage (up to 50% of total)	\$ 16,000				
HSD Total	\$ 40,000	\$ -	\$ -		
Homelessness Prevention					
Participant rent and deposits	\$ 37,600				
Other eligible client assistance	\$ 10,400				
Personnel & mileage (up to 25% of total)	\$ 12,000				
HP Total	\$ 60,000	\$ -	\$ -		
Rapid Re-Housing - Mobile					
Personnel	\$ 12,106				
Participant rent and deposits	\$ 36,517				
Client assistance:					
Motel vouchers	\$ 2,904				
Support services	\$ 6,301				
Program expense	\$ 1,712				
Agency Mileage	\$ 460				
RRH Total	\$ 60,000	\$ -	\$ -		
Grand Total	\$ 160,000	\$ -	\$ -		

Invoice Total: \$ -

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: _____ **E-mail:** _____
Phone: _____ **Date:** _____
Authorized Signer: _____

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

AGENCY

CLACKAMAS WOMEN'S SERVICES

By: 
Melissa Erlbaum, Executive Director


Date

256 Warner Milne Road
Street Address
Oregon City, Oregon 97045
City / State / Zip
(503) 655-8600 /
Phone / Fax

CLACKAMAS COUNTY

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

Signing on Behalf of the Board:

Richard Swift, Director
Health, Housing and Human Services Department

Date

February 28, 2019

Board of Commissioners
 Clackamas County

Members of the Board:

Approval of Amendment #1 to an Agency Service Agreement with
 Northwest Housing Alternatives, Inc. for
Rapid Re-Housing Services

Purpose/Outcomes	Contractor will provide mobile rapid re-housing services to families who are literally homeless.
Dollar Amount and Fiscal Impact	Amendment #1 increases the agreement by \$60,000 to a new total of \$300,000.
Funding Source	State of Oregon Housing and Community Services, Emergency Housing Assistance (EHA) funds, including EHA Expansion.
Duration	January 1, 2019 through June 30, 2019
Previous Board Action	None.
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. This funding aligns with the Social Services Division's strategic priority to provide housing stabilization and supportive services to people who are homeless or at risk of becoming homeless so they can obtain and maintain permanent housing. 2. This funding aligns with the County's strategic priority to ensure safe, healthy and secure communities.
Contact Person	Brenda Durbin, Director – Social Services Division – (503) 655-8641
Contract No.	8696

BACKGROUND:

The Social Services Division of the Health, Housing and Human Services Department requests approval of an Amendment to an Agency Service Agreement with Northwest Housing Alternatives, Inc. (NHA). Additional funding is available from Oregon Housing and Community Services (OHCS) for mobile Rapid Re-Housing services to families who are literally homeless. The Notice of Funding Opportunity for the original agreement allows additional funding that becomes available during the grant period to be allocated to providers, and the allocation has been approved by OHCS. It does not affect the start or end date of the original agreement, however it does add a term of January 1, 2019 to June 30, 2019. Amendment #1 will increase the agreement by \$60,000 to a new total of \$300,000.

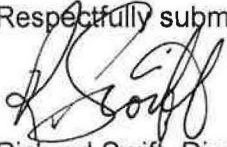
The funding source for this agreement is Emergency Housing Assistance (EHA) funds from OHCS. There are no County General Funds required.

Healthy Families. Strong Communities.

RECOMMENDATION:

Staff recommends the approval of this amendment, and that Richard Swift, H3S Director, be authorized to sign all documents necessary on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Swift", written over the text "Respectfully submitted,".

Richard Swift, Director
Health, Housing and Human Services Department

Contract Amendment
Health, Housing and Human Services Department

H3S Contract Number 8696 Board Agenda Number TBD
and Date February 28, 2019

Division Social Services Amendment No. 1

Contractor **Northwest Housing Alternatives, Inc.**

Amendment Requested By Brenda Durbin, Director

Changes: Scope of Services Contract Budget
 Contract Time Other _____

Justification for Amendment:

Additional funding is available from Oregon Housing and Community Services (OHCS) for Rapid Re-Housing services. The Notice of Funding Opportunity for the original agreement allows additional funding that becomes available during the grant period to be allocated to providers, and the allocation has been approved by OHCS. Amendment #1 adds additional EHA funding for rapid re-housing services.

It does not affect the start or end date of the original agreement, however it does add a term of January 1, 2019 to June 30, 2019 for rapid re-housing services – mobile housing. Maximum compensation is increased by \$60,000 for a maximum contract value of \$300,000.

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

AMEND: Section II. COMPENSATION AND RECORDS, paragraph A:

A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I.

a. For financial assistance on a cost reimbursement basis for all eligible costs up to a maximum compensation of **\$240,000** as described in Exhibit C: Budget & Output.

Total maximum compensation under this contract shall not exceed **\$240,000**.

TO READ:

A. Compensation. COUNTY shall compensate the AGENCY for satisfactorily performing the services identified in Section I.

a. For financial assistance on a cost reimbursement basis for all eligible costs up to a maximum compensation of **\$300,000** as described in Exhibit C: Budget & Output.

Total maximum compensation under this contract shall not exceed **\$300,000**.

AMEND EXHIBIT A, SCOPE OF WORK AND PERFORMANCE STANDARDS, Section A. General Scope of Services, 2. Eligibility, TO INCLUDE:

Rapid Re-Housing, Mobile Housing Team funding under Amendment #1 to this agreement requires that all households must include at least one person under 18, and be Category 1: Literally homeless. A mobile model must be used, not requiring people to travel into a specific location for intake or services.

AMEND EXHIBIT B, REPORTING REQUIREMENTS, Section A. Program Specific Reporting:

A. PROGRAM SPECIFIC REPORTING

1. AGENCY shall comply with current HMIS Policy and Procedures and adhere to all HMIS reporting requirements. AGENCY must perform their own HMIS data entry.
2. AGENCY shall comply with tracking the programs funded through this agreement through separate and distinct providers in HMIS as directed by COUNTY. The name(s) of provider(s) to be used for this agreement will be provided by COUNTY to AGENCY at contract execution. Each funding stream may have its own provider group(s) and AGENCY shall not enter HMIS data from more than one funding stream into one provider group.

2 PROVIDER GROUPS IN HMIS		
HMIS Provider Name	AT RISK	HOMELESS
State EHA Homeless Categories	2, 3, 4, 5	1, 2, 3
Description	Prevention + Problem Solving	Diversion + Rapid Re-Housing
Questions when determining which provider group to enter client	Direct questions on determining which provider group to enter to COUNTY Program Manager: Erika Silver, esilver@clackamas.us	
Entry/Exit	AGENCY shall Enter and Exit clients if moving between categories when condition/situation changes to demonstrate length of time client has used each provider groups.	
6 month follow-up report	A follow-up assessment will be completed by AGENCY which will report where the client is 6 months after they exit a program. AGENCY will not be required to conduct the 6 month follow-up if client exit dates occur after January 1, 2019.	

3. AGENCY shall ensure that data on all persons served and all activities assisted under this agreement are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If AGENCY is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS
4. AGENCY shall assure that data entry into HMIS occurs in an accurate and timely manner.
5. AGENCY shall maintain and provide to COUNTY as requested information as required by state and federal funding sources for reporting purposes.

6. Supporting documentation must be retained on-site, e.g., service records and sign-in logs.

B. INVOICING

AGENCY, through designated staff, shall submit to COUNTY a monthly invoice that specifies all expenditures for each month and the total amount requested based on **Exhibit C**. The invoice is to include copies of receipts to substantiate the rents, deposits paid and other eligible client assistance. The invoice shall include the contract number. AGENCY may use the invoice template provided in **Exhibit E** or COUNTY-approved equivalent produced by AGENCY.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, and System Diversion shall not exceed **\$160,000** based on **Exhibit C**.

Invoices and required reports may be submitted electronically via e-mail as an attachment and shall be received by COUNTY on or before the 15th of each month preceding the reporting period.

Invoices and reporting shall be submitted to:
Clackamas County Social Services Division
Attn: Jessica Diridoni
PO Box 2950
Oregon City, Oregon 97045

Or electronically to: jdiridoni@clackamas.us

Within thirty (30) days after receipt of a correct invoice, provided COUNTY has approved the service specified on the invoice, COUNTY shall pay the amount requested to AGENCY.

TO READ:

A. PROGRAM SPECIFIC REPORTING

1. AGENCY shall comply with current HMIS Policy and Procedures and adhere to all HMIS reporting requirements. AGENCY must perform their own HMIS data entry.
2. AGENCY shall comply with tracking the programs funded through this agreement through separate and distinct providers in HMIS as directed by COUNTY. The name(s) of provider(s) to be used for this agreement will be provided by COUNTY to AGENCY at contract execution. Each funding stream may have its own provider group(s) and AGENCY shall not enter HMIS data from more than one funding stream into one provider group.

3 PROVIDER GROUPS IN HMIS			
HMIS Provider Name	AT RISK	HOMELESS	NHA CHA Mobile Housing Team
State EHA Homeless Categories	2, 3, 4, 5	1, 2, 3	1
Description	Prevention + Problem Solving	Diversion + Rapid Re-Housing	Mobile Housing Team (RRH & Motel)
Questions when determining which provider group to enter client	Direct questions on determining which provider group to enter to COUNTY Program Manager: Erika Silver, esilver@clackamas.us		
Entry/Exit	AGENCY shall Enter and Exit clients if moving between categories when condition/situation changes to demonstrate length of time client has used each provider groups.		
6 month follow-up report	A follow-up assessment will be completed by AGENCY which will report where the client is 6 months after they exit a program. AGENCY will not be required to conduct the 6 month follow-up if client exit dates occur after January 1, 2019.		

3. AGENCY shall ensure that data on all persons served and all activities assisted under this agreement are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If AGENCY is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS
4. AGENCY shall assure that data entry into HMIS occurs in an accurate and timely manner, within 3 days of program entry date.
5. AGENCY shall maintain and provide to COUNTY as requested information as required by state and federal funding sources for reporting purposes.
6. Supporting documentation must be retained on-site, e.g., service records and sign-in logs.
7. **Data Quality. AGENCY must correct data quality, missing information, and null data errors as specified by COUNTY and/or OHCS on or before the 10th of each month, for the preceding month.**

B. INVOICING

AGENCY, through designated staff, shall submit to COUNTY **2 monthly invoices that specify** all expenditures for each month and the total amount requested based on Exhibit C. The **invoices** are to include copies of receipts to substantiate the rents, deposits paid and other eligible client assistance. The **invoices** shall include the contract number **and list 'System Diversion, Homelessness Prevention, and Rapid Re-Housing' or 'Rapid-Re-Housing Mobile Housing,' whichever is appropriate.** AGENCY may use the invoice templates provided in Exhibit E or COUNTY-approved equivalent produced by AGENCY.

Total amount billed for Homelessness Prevention, Rapid Re-Housing, and System Diversion shall not exceed \$240,000 based on Exhibit C.

Total amount billed for Rapid Re-Housing Mobile Housing Team shall not exceed \$60,000 based on Exhibit C.

Invoices and required reports may be submitted electronically via e-mail as an attachment and shall be received by COUNTY on or before the 15th of each month preceding the reporting period.

Invoices and reporting shall be submitted to:
Clackamas County Social Services Division
Attn: Jessica Diridoni
PO Box 2950
Oregon City, Oregon 97045

Or electronically to: jdiridoni@clackamas.us

Within thirty (30) days after receipt of a correct invoice, provided COUNTY has approved the service specified on the invoice, COUNTY shall pay the amount requested to AGENCY.

AMEND EXHIBIT C BUDGET & OUTPUT:

A. BUDGET

Total maximum compensation under this contract shall not exceed **\$240,000**.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in **Exhibit A, B & C**, up to a maximum compensation of **\$240,000** EHA funds.

Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

B. ELIGIBLE COSTS

Eligible costs include items below and as listed/amended for EHA in **Exhibit F**.

- Participant rent
- Participant move-in costs
- Rental application fees
- Utility deposits necessary to establish service
- Other one-time expenditures such as identification that will remove barriers to permanent housing placement or housing stability when no other resources are available.
- Expenditures related to employment or employment training that will support participants to increase their incomes. Examples include work clothes and textbooks for vocational training courses when no other resources are available.
- Personnel salaries, taxes and benefits proportional to time needed to deliver the proposed services, not to exceed the maximum percentage for the corresponding service element.
- Mileage reimbursement at organization's standard rate, not to exceed federal rate, for direct service personnel travel directly related to delivering services in this project, and not to exceed the maximum percentage for the corresponding service element.

Administrative and/or overhead expenses are NOT eligible costs.

C. OUTCOMES/PERFORMANCE MEASURES

Homeless System Diversion – At least 50 households or 20% of households requesting shelter or homeless housing through the Coordinated Housing Access system, whichever is smaller, are diverted from entering the system.

Homelessness Prevention – At least 80% of households served are permanently housed at exit and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

Rapid Re-Housing – At least 60% of households exit to permanent housing and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

COUNTY acknowledges that some households may enter services later in the project period and that it may not be possible to complete this measure for all households. The measure applies to those households whose subsidy ends on or before March 31, 2019.

Budget and Output Template
System Diversion, Homelessness Prevention and Rapid Re-Housing

Applicant:	Northwest Housing Alternatives
-------------------	--------------------------------

Budget Summary

Homeless System Diversion Proposed Amount (20%)	\$ 48,000.00
Homelessness Prevention Proposed Project Amount (40%)	\$ 144,300.00
Rapid Re-Housing Proposed Amount (40%)	\$ 47,700.00
Total	\$ 240,000.00

HP adjusted to 60%
 RRH adjusted to 20%

Proposed Project Budget and Output Detail (do not fill in the shaded cells)

Allowable Costs by Element	Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion		26.00	79.00
Participant rent and deposits	\$ 20,400.00		
Other eligible client assistance	\$ 3,600.00		
Personnel & mileage (up to 50% of total)	\$ 24,000.00		
Personnel FTE - enter number of full-time employees	0.24		
Homelessness Prevention		34.00	103.00
Participant rent and deposits	\$ 103,300.00		
Other eligible client assistance	\$ 5,000.00		
Personnel & mileage (up to 25% of total)	\$ 36,000.00		
Personnel FTE - enter number of full-time employees	0.24		
Rapid Re-Housing		9.00	27.00
Participant rent and deposits	\$ 34,500.00		
Other eligible client assistance	\$ 1,200.00		
Personnel & mileage (up to 25% of total)	\$ 12,000.00		
Personnel FTE - enter number of full time employees	0.12		
Grand Total	\$ 240,000.00	69.00	209.00

(Optional) Additional Resources Committed to Project

Service	Value	Source	Cash or In-Kind
Homeless System Diversion	\$ 119,592.00		
Please see Budget Narrative			
Homelessness Prevention	\$ 418,320.00		
Please see Budget Narrative			
Rapid Re-Housing	\$ 655,210.00		
Please see Budget Narrative			
Total	\$ 1,193,122.0		

TO READ:

A. BUDGET

Total maximum compensation under this contract shall not exceed **\$300,000**.

COUNTY will pay AGENCY on a cost-reimbursement basis for all eligible costs with payments to be made as outlined in *Exhibit A, B & C*, up to a maximum compensation of **\$300,000** EHA funds.

Eligible costs applied to Amendment #1 funds for Rapid Re-Housing Mobile Housing Team shall be from January 1, 2019 to June 30, 2019. Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

B. ELIGIBLE COSTS

Eligible costs include items below and as listed/amended for EHA in Exhibit F.

- Participant rent
- Participant move-in costs
- Rental application fees
- Utility deposits necessary to establish service
- Other one-time expenditures such as identification that will remove barriers to permanent housing placement or housing stability when no other resources are available.
- Expenditures related to employment or employment training that will support participants to increase their incomes. Examples include work clothes and textbooks for vocational training courses when no other resources are available.
- Personnel salaries, taxes and benefits proportional to time needed to deliver the proposed services, not to exceed the maximum percentage for the corresponding service element.
- Mileage reimbursement at organization's standard rate, not to exceed federal rate, for direct service personnel travel directly related to delivering services in this project, and not to exceed the maximum percentage for the corresponding service element.
- ***Program expenses***
- ***Client assistance/support (including motel vouchers, supportive services, agency mileage and rental subsidy)***

Administrative and/or overhead expenses are NOT eligible costs.

C. OUTCOMES/PERFORMANCE MEASURES

Homeless System Diversion – At least 50 households or 20% of households requesting shelter or homeless housing through the Coordinated Housing Access system, whichever is smaller, are diverted from entering the system.

Homelessness Prevention – At least 80% of households served are permanently housed at exit and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

Rapid Re-Housing – At least 60% of households exit to permanent housing and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

COUNTY acknowledges that some households may enter services later in the project period and that it may not be possible to complete this measure for all households. The measure applies to those households whose subsidy ends on or before March 31, 2019.

Budget and Output Template
System Diversion, Homelessness Prevention and Rapid Re-Housing

Applicant:	Northwest Housing Alternatives
-------------------	--------------------------------

Budget Summary

Homeless System Diversion Proposed Amount (20%)	\$ 48,000.00
Homelessness Prevention Proposed Project Amount (40%)	\$ 144,300.00
Rapid Re-Housing Proposed Amount (40%)	\$ 47,700.00
Total	\$ 240,000.00

HP adjusted to 60%
 RRRH adjusted to 20%

Proposed Project Budget and Output Detail (do not fill in the shaded cells)

Allowable Costs by Element	Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion		26.00	79.00
Participant rent and deposits	\$ 20,400.00		
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Personnel & mileage (up to 50% of total)	\$ 24,000.00		
Personnel FTE - enter number of full-time employees	0.24		
Homelessness Prevention		34.00	103.00
Participant rent and deposits	\$ 103,300.00		
Other eligible client assistance	\$ 5,000.00		
Personnel & mileage (up to 25% of total)	\$ 36,000.00		
Personnel FTE - enter number of full-time employees	0.24		
Rapid Re-Housing		9.00	27.00
Participant rent and deposits	\$ 34,500.00		
Other eligible client assistance	\$ 1,200.00		
Personnel & mileage (up to 25% of total)	\$ 12,000.00		
Personnel FTE - enter number of full time employees	0.12		
Grand Total	\$ 240,000.00	69.00	209.00

(Optional) Additional Resources Committed to Project

Service	Value	Source	Cash or In-Kind
Homeless System Diversion	\$ 119,592.00		
Please see Budget Narrative			
Homelessness Prevention	\$ 418,320.00		
Please see Budget Narrative			
Rapid Re-Housing	\$ 655,210.00		
Please see Budget Narrative			
Total	\$ 1,193,122.0		

Budget and Output Template: Rapid Re-Housing, Mobile Housing Team, Amendment #1	Budget
Personnel	\$ 12,106
Participant rent and deposits	\$ 38,421
Client assistance:	
Motel vouchers	\$ 5,000
Support services	\$ 2,301
Program expense	\$ 1,712
Agency Mileage	\$ 460
Total	\$ 60,000
Projected Total Households Served	9
Projected Total Persons Served	27

- *Personnel, agency mileage, and program expenses are fixed categories. Flexibility between motel vouchers, support services, and participant rent and deposits categories are allowed with Program Manager approval.*

AMEND EXHIBIT D: SPECIAL REQUIREMENTS, TO INCLUDE:

9. Confidentiality. Any and all information regarding any individual serviced by the AGENCY is strictly confidential. All AGENCY provider and project staff members are expected to comply with the most current local, state and federal laws regarding confidentiality. Information in any form, including in aggregate, shall not be released to any party without the authorization of the individual and/or COUNTY. Client information (including identifying the person as a client) should not be released without written authorization from the client. AGENCY is required to have a signed agency Release of Information (ROI) form for all clients authorizing the release of information pertinent to determining program eligibility, providing assistance/service, HMIS reporting, and other relevant needs for sharing information. Overnight warming center programs are permitted to obtain a Verbal ROI on the Warming Center HMIS Data Entry Form. Release forms must be time-limited and specific as to with whom and what information will be shared. ROI's must be obtained from all participants to AGENCY and COUNTY (Social Services Division). Oregon Housing & Community Services Department (OHCS) must be routinely listed as an entity with which client information will be shared as it pertains to data collection and monitoring (including third-party adults and reviews).
10. AGENCY agrees that this agreement is subject to termination upon such a directive to COUNTY by OHCS and that OHCS shall not be liable to any of the parties of that agreement or to other persons for directing that such agreement be terminated.
11. CLIENT & FISCAL RECORDS. AGENCY shall retain all program records pertinent to client services and expenditures incurred in a manner consistent with the requirements of state and federal law. This includes, but is not limited to, those requirements listed in Administrative Rule, Operations Manual and Special Schedules. Find the OHCS Special Schedule at the Oregon State Archives: (<http://arcweb.sos.state.or.us/pages/recmgmt/sched/state.html>); Find the State Agency General Records Retention Schedules at the Oregon State Archives: (http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html).

Northwest Housing Alternatives, Inc.

Agency Service Contract # 8696– Amendment # 1

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AGENCY shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of (6) six years, or such longer period as may be required by applicable law, whichever date is later. Applicable law includes the following final payment and termination of EHA, SHAP and/or LIRHF funding, or until the conclusion of any audit, controversy or litigation arising out of, or relating to, EHA, SHAP, and LIRHF. AGENCY shall retain and keep accessible all such program records, client records, books, documents, papers, plans, and writing for a minimum of five (5) years after final payment to client.

AGENCY shall allow OHCS access to, or furnish, whatever information and/or documentation is necessary for OHCS to conduct reviews, audits, and compliance monitoring as it deems appropriate. AGENCY shall permit representatives of OHCS to visit its sites and to review and audit all records pertinent to program funding at any reasonable time, with or without benefit of prior notification.

12. Religious and Political Activities: AGENCY will not request or assign guests, clients, volunteers, or staff to conduct or engage in religious proselytization, sectarian, or political activities, such as: electoral activities, voter registration, voter transportation to polls, and efforts to influence legislation.
13. AGENCY shall administer program in a manner satisfactory to COUNTY & OHCS and in compliance with all program requirements, including, but not limited to the following terms and conditions:
 - (a) Ensure funds are expended within the time limitations set by COUNTY & OHCS.
 - (b) Provide program services to eligible households who are homeless.
 - (c) Meet OHCS and COUNTY recordkeeping requirements, including HMIS data collection, reporting and error fixing described in Exhibit B.
 - (d) May terminate services to participants who violate program requirements. Termination, denial, and grievance procedures shall be clearly communicated to and easily understood by participants and readily available upon request or posted in a public location.
14. Written policy and procedures must be established and outlined in local documentation (staff policy/procedure manuals) inclusive of, but not exclusive to the following areas:
 - (a) Establishment and maintenance of clear policy for cases where there may be a conflict of interest. This includes procedures for staff when employees, board members, friends or family members apply for services.
 - (b) Establishment and maintenance of clear procedures for dealing with program applicants and participants who may have committed fraud and for dealing with public complaints regarding potential fraud. All incidents of fraud must be reported to OHCS & COUNTY.

AMEND EXHIBIT E, INVOICE TEMPLATE, TO INCLUDE:

INVOICE
System Diversion, Homelessness Prevention and Rapid Re-Housing
Rapid Re-Housing, Mobile Housing Amendment

Contractor: Northwest Housing Alternatives
Address: 13819 SE McLoughlin
Address: Milwaukie, OR 97222
Phone: (503)654-1007

Invoice Date: _____
Invoice Number: _____
Service Period: _____
Contract #: 8696, Amend #1

Submit invoice to: Clackamas County Social Services Division, Jessica Diridoni, jdiridoni@clackamas.us

Budget Summary		Projected HH For Contract Term	Projected Persons For Contract Term
Rapid Re-Housing Proposed Amount - Mobile Housing	\$ 60,000		

Budget and Output Detail				Cumulative Total	
	Complete yellow cells only. Do not fill in shaded cells.				
Allowable Costs by Element	Budget	Year to Date Charges	Current Invoice Charges	Number of Households Served	Number of Persons Served
Rapid Re-Housing					
Personnel	\$ 12,106				
Participant rent and deposits	38,421				
Client assistance:					
Motel vouchers	\$5,000				
Support services	\$2,301				
Program expense	\$1,712				
Agency Mileage	\$460				
RRH Total	\$ 60,000.00	\$ -	\$ -	0	0
Invoice Total:		\$ -			

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: _____ **E-mail:** _____
Phone: _____ **Date:** _____
Authorized Signer: _____

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

AGENCY

NORTHWEST HOUSING ALTERNATIVES, INC.

By: Trell Anderson
Trell Anderson, Executive Director

Date 2/19/19

13819 SE McLoughlin
Street Address
Milwaukie OR 97222
City / State / Zip
503.654.1007 ext. 107 /
Phone / Fax

CLACKAMAS COUNTY

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

Signing on Behalf of the Board:

Richard Swift, Director
Health, Housing and Human Services Department

Date _____