

September 12, 2024

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

Board of County Commissioners  
Clackamas County

**Approval of Amendment #2 increasing the value of a Cooperation Agreement with Clackamas Service Center for the West Building Expansion Project. Amendment value is \$250,000 for approximately 2 months. Agreement value is increased to \$1,200,000 for approximately 3 years. Funding is through U.S. Department of Housing & Urban Development Community Development Block Grant funds. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	October 29, 2020 – BCC approval of application for Community Development Block Grant (CDBG) Cares Act funding. November 4, 2021 – BCC approval of Cooperation Agreement with CSC. August 10, 2023 – BCC approval of Amendment 1 September 10, 2024 – Briefed at Issues		
<b>Performance Clackamas</b>	1. Increase self-sufficiency for our clients. 2. Ensure safe, healthy and secure communities.		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Korene Mather	<b>Contact Phone</b>	971-806-7413

**EXECUTIVE SUMMARY:** The Housing and Community Development Division of the Health, Housing and Human Services Department requests the approval of Amendment #2 to Cooperation Agreement with Clackamas Services Center (CSC) for the West Building Expansion Project. This project will significantly expand and improve the homeless services in northern Clackamas County.

The CSC Homeless Services Center provides meals, groceries, showers, clothing, hygiene items, and mail services, as well as medical and dental services, to our most vulnerable neighbors in need. The CSC Homeless Services Center Expansion Project will provide the space needed to expand CSC programing to better meet the growing needs of the community.

On July 20, 2021, the project was awarded \$650,000 Community Development Block Grant (CDBG) Cares Act funding following a solicitation for project proposals. On August 10, 2023, CSC was awarded and an additional \$300,000 in CDBG funds as the competitive bids for the project came in much higher than anticipated (consistent with inflationary cost increases seen across the entire construction industry from 2020 – 2023). The project is nearing completion, but a number of unforeseen factors have increased costs. This includes electrical upgrades required by Portland General Electric (a new transformer and underground drilling for the connection)..

Because Clackamas Service Center had already contributed more than double the required project match, they were unable

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to fill this funding gap without compromising the budget they set aside for program operations. CSC has already contributed over \$500,000, or 42% of the total project costs, in cash and in-kind resources for the project, far above the 20% match required by the county for CDBG-funded projects.

Amendment 2 will add an additional \$250,000 of CDBG funds to complete this project.

**RECOMMENDATION:** Staff recommends BCC approval of Amendment #2 of the Clackamas Service Center Cooperation Agreement.

Respectfully submitted,

*Rodney A. Cook*

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



**CLACKAMAS SERVICE CENTER**

Cooperation Agreement – Amendment #01

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upon full execution of a construction contract. CSC agrees to pay all Project costs incurred in excess of the CDBG Funds, including any change orders or other additional expenses related to the construction contract. Project costs include, but not limited to, construction costs permitted under the contract with the Contractor to complete the Project as well as approved change orders. CSC is further responsible for providing a minimum 20% match contribution towards the cost of the Project costs, as detailed in Article IV, below.

The parties anticipate that the total costs of completing the Project will not exceed the sum of **\$1,550,000 dollars**. If, following receipt of construction bid proposals as part of the County's public bid process, either party determines the Project cannot be completed with available funds, the County and CSC agree to negotiate, in good faith, a possible modification of the Project or this Agreement to accommodate funding limitations. If the parties are unable to reach an agreement as to a modified Project or amendment to the Agreement, this Agreement shall terminate, the parties shall bear their own costs incurred as of the date of termination, and the parties shall have no further obligations regarding this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #2 to be executed by their duly authorized officers.

**CLACKAMAS SERVICE CENTER, INC.**

By: Jill A Orr  
Jill Orr, Executive Director

August 19, 2024  
Date  
8800 SE 80th Ave,  
Street Address  
Portland, OR 97206  
City/State/Zip  
971-236-2777 /  
Phone / Fax

**CLACKAMAS COUNTY**

Commissioner: Tootie Smith, Chair  
Commissioner: Paul Savas  
Commissioner: Martha Schrader  
Commissioner: Mark Shull  
Commissioner: Ben West

**CLACKAMAS COUNTY:**

Tootie Smith, Chair

Date

**COUNTY COUNSEL  
Approved to Form:**

Andrew Naylor  
Andrew Naylor

08/20/2024  
Date