Health, Housing & Human Services
CLACKAMAS COUNTY

COPY

Richard Swift
Interim Director

6

June 16, 2015

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of an Agency Services Contract with
Northwest Family Services Inc for
Family Navigation and Alcohol and Drug Services

Purpose/Outcomes	Children Youth Families Division wished to enter into an Agency Service Contract with Northwest Families Services (NWFS), Inc to support a county-wide program to safely and equitably reduce the number of children in the foster care system by reducing the length of stay in foster care, maintaining children safely at home with their parents of care givers, reducing the referral reentry rates of families into the child welfare system, and increasing the timeliness to permanency. NWFS will provide navigation services to a minimum of 30 families per month and alcohol and drug intervention services to a minimum of 20 clients per month.
Dollar Amount and Fiscal Impact	The Agency Services Contract is for $245,353.00 per year and will be renewed for a second year if all contract requirements are met and sufficient funding from Oregon Department of Human Resources is still available. There are no general funds or match required for this agreement.
Funding Source	State of Oregon acting through its Department of Human Resources
Safety Impact	N/A
Duration	Effective July 1, 2015 and terminates on June 30, 2016
Previous Board Action	No previous action on this agreement.
Contact Person	Rodney A. Cook
Contract No.	H3S #7252

BACKGROUND: The Children, Youth and Family Division of the Health, Housing and Human Services Department request the approval of an Agency Service Contract (ASC) with Northwest Family Services .This contract provides $245,353.00 per year and is eligible for renewal for a second year of funding if all contract requirements are met and sufficient funding remains to be available from the state funding source. This service is part of the broader Strengthening, Preserving, and Reunifying Families Program for Clackamas County Families and will be specifically responsible for 1) Navigation Services that include: parent engagement, information and referral, case coordination and planning, providing links to services and assessing child safety needs to a minimum of 30 families per month: and 2) Front End Intervention Services that include: completing alcohol/drug assessments, short term counseling and linking clients to ongoing treatment providers.

No County General Funds are involved in this contract. This contract has been reviewed and approved by County Counsel.

RECOMMENDATION:
Staff recommends the Board approval of this contract and authorizes Richard Swift, H3S Interim Director to sign on behalf of Clackamas County

Respectfully submitted,

Richard Swift, Interim Director

AGENCY SERVICE CONTRACT
(Regular Services or Community Development)
(FY15-16)

This contract is between Clackamas County acting by and through its Health, Housing and Human Services Department, Children, Youth & Families Division, (Commission on Children & Families) hereinafter called "COUNTY," and **Northwest Family Services, Inc.** hereinafter called "AGENCY."

I. SCOPE OF SERVICES

A. AGENCY agrees to accomplish the following work under this contract:

Provide Family Stabilization and Reunification services that: 1) Provide Navigation services to a minimum of 30 families per month and 2) provide alcohol and drug services to a minimum of 20 families per month 3) allocate Emergency Support Funds upon approval of DHS Case Worker 4) enter case reports into ServicePoint (HMIS) 5) maintain accurate expense records. Statement of Work reflected in Annual Work Plans (see Exhibits).

B. Services required under the terms of this agreement shall commence when this contract is signed by all necessary parties, but not prior to **July 1, 2015**. This agreement shall terminate **June 30, 2016**.

II. COMPENSATION AND RECORDS

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

On a cost reimbursement basis as described in Exhibit 3, attached hereto.
Up to a maximum compensation of **$245,353.00**

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

B. Method of Payment. To receive payment, the AGENCY shall submit invoices and accompanying performance reports as follows:

AGENCY shall be paid on a cost reimbursement basis and shall submit invoices and accompanying performance reports as described in Exhibits 2 and 3 attached hereto.

Withholding of Contract Payments: Notwithstanding any other payment provision of this agreement, should the AGENCY fail to submit required reports when due, or submit reports which appear patently inaccurate or inadequate on their face, or fail to perform or document the performance of contracted services, the COUNTY shall immediately withhold payments hereunder. Such withholding of payment for cause may continue until the AGENCY submits required reports, performs required services, or establishes to the COUNTY's satisfaction that such failure arose out of causes beyond the control, and without the fault or negligence, of the AGENCY.

C. Record and Fiscal Control System. All payroll and financial records pertaining in whole or in part to this contract shall be clearly identified and readily accessible. Such records and documents should be retained for a period of three (3) years after receipt of final payment under this contract and all other pending matters are closed.

D. Access to Records. The COUNTY, the State of Oregon and the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the AGENCY which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcripts.

If an audit discloses that payments to the AGENCY were in excess of the amount to which the AGENCY was entitled, then the AGENCY shall repay the amount of the excess to the COUNTY.

III. MANNER OF PERFORMANCE

A. Compliance with Applicable Laws and Regulations. The AGENCY shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this contract.

When a requirement is listed both in the main boilerplate of the contract and in an Exhibit, the Exhibit shall take precedence.

B. Special Federal Requirements - Common rule restricts lobbying (Volume 55, NO38 of Fed. Register, Feb. 1990).

C. AGENCY shall not enter into any subcontracts for any of the work scheduled under this contract without obtaining prior written approval from the COUNTY.

D. AGENCY certifies that it is an independent AGENCY and not an employee or agent of the COUNTY, State, or Federal government. Responsibility for all taxes, assessments, and any other charges imposed upon employers shall be the sole responsibility of the AGENCY.

IV. GENERAL CONDITIONS

A. Indemnity. The AGENCY agrees to indemnify, defend and hold harmless the County and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of Agency, and Agency's officers, agents and employees, in performance of this contract

B. INSURANCE During the term of this contract AGENCY shall maintain in force at its own expense, each insurance noted below:

1. Commercial General Liability Insurance

☒ Required by COUNTY ☐ Not required by COUNTY

AGENCY shall obtain, at AGENCY's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form in the amount of not less than $1 Million per occurrence/$2 Million general aggregate for the protection of the County, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract.

2. Commercial Automobile Insurance

☒ Required by COUNTY ☐ Not required by COUNTY

AGENCY shall also obtain, at AGENCY's expense, and keep in effect during the term of the contract, "Symbol 1" Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than $1 Million.

3. Professional Liability Insurance

☒ Required by COUNTY ☐ Not required by COUNTY

AGENCY agrees to furnish the County evidence of Professional Liability Insurance in the amount of not less than $1 Million combined single limit per occurrence/$2 Million general annual aggregate for malpractice or errors and omissions coverage for the protection of the County, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this contract. The County, at its option, may require a complete copy of the above policy.

4. Additional Insurance Provision

The insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured.

Such insurance shall provide sixty (60) day written notice to the COUNTY in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the COUNTY under this insurance. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by the COUNTY shall be excess and shall not contribute to it.

5. Notice of Cancellation.

There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to the Clackamas County Purchasing Division. Any failure to comply with this provision will not affect the insurance coverage provided to the County. The 60 days notice of cancellation provision shall be physically endorsed on to the policy.

6. Insurance Carrier Rating.

Coverages provided by the AGENCY must be underwritten by an insurance company deemed acceptable by the County. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. The County reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

7. Certificates of Insurance.

As evidence of the insurance coverage required by this contract, the AGENCY shall furnish a Certificate of Insurance to Clackamas County. No contract shall be effected until the required certificates have been received, approved and accepted by the County. A renewal certificate will be sent to the Clackamas County Purchasing Division 10 days prior to coverage expiration.

8. Independent Contractor Status.

   The service or services to be rendered under this contract are those of an independent contractor. AGENCY is not an officer, employee or agent of the COUNTY as those terms are used in ORS 30.265.

9. Primary Coverage Clarification.

   AGENCY's coverage will be primary in the event of a loss.

10. Cross-Liability Clause.

    A cross-liability clause or separation of insureds condition will be included in all general liability, professional liability, and errors and omissions policies required by this contract.

C. Amendments. The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by AGENCY and COUNTY.

D. Termination. This contract may be terminated by mutual consent of both parties, or by either party, upon 30 days' notice, in writing or delivered by certified mail or in person.

   The COUNTY may terminate this contract effective upon delivery of written notice to the AGENCY, or at such later date as may be established by the COUNTY, under any of the following conditions:

   1. If COUNTY funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified to accommodate a reduction in funds.

   2. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding authorized by this contract.

   3. If any license or certificate required by law or regulation to be held by the AGENCY to provide the services required by this contract is for any reason denied, revoked, or not renewed.

   4. If AGENCY fails to provide services or reports called for by this contract within the time specified herein or any extension thereof; or

   5. If AGENCY fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the COUNTY, fails to correct such failures within 10 days or such longer period as the COUNTY may authorize.

Any such termination of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

E. Oregon Public Contracting Provisions and Constitutional Limitations. Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.335, and Article XI, Section

10, of the Oregon Constitution, the following terms and conditions are made a part of this contract:

1. AGENCY shall:

   (a) Make payments promptly, as due, to all persons supplying to AGENCY labor or materials for the prosecution of the work provided for in this contract.

   (b) Pay all contributions or amounts due the Industrial Accident Fund from such AGENCY or subcontractor incurred in the performance of this agreement.

   (c) Not permit any lien or claim to be filed or prosecuted against Clackamas County on account of any labor or material furnished.

   (d) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

2. If AGENCY fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to AGENCY or a subcontractor by any person in connection with this contract as such claim becomes due, the proper officer representing Clackamas County may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due AGENCY by reason of this agreement.

3. No person shall be employed for more than ten (10) hours in any one day, or more than forty (40) hours in any one week, except in cases of necessity, emergency or where the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services as defined in ORS 279A.055, the employee shall be paid at least time and one-half pay: (a) for all overtime in excess of eight (8) hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or for all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and (b) for all work performed on Saturday and on any legal holiday specified in ORS 279B.020.

   In the case of contracts for personal services as defined in ORS 279A.055, employees shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC Section 201 to 209 from receiving overtime.

4. AGENCY shall promptly, as due, make payment to any person or partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury, to the employees of AGENCY, of all sums which AGENCY collected or deducted from the wages of its employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

5. Agency, if it is an employer of one or more workers subject to workers' compensation coverage under ORS Chapter 656, shall qualify as an insured employer under ORS 656.017 or as an exempt employer under ORS 656.126. Agency shall maintain employer liability insurance with limits of $500,000 each accident, $500,000 disease each employee, and $500,000 each policy limit.

6. This contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

F. AGENCY shall comply with Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

"The contractor will not discriminate against any employee or applicant for employment because of race, color, or national origin."

"The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified."

G. Future Support. The COUNTY makes no commitment of future support and assumes no obligation for future support of the activity contracted herein except as set forth in this contract.

H. Ownership of Work Product. All work products of the AGENCY which result from this contract are the exclusive property of the COUNTY.

I. Integration. This contract contains the entire agreement between the COUNTY and the AGENCY and supersedes all prior written or oral discussions or agreements.

AGENCY SERVICE CONTRACT

This contract consists of three sections plus the following attachments which by this reference are incorporated herein:

Exhibit 1 Statement of Work, Performance Standards, and Work Plan
Exhibit 2 Reporting Requirements
Exhibit 3 Budget

AGENCY
Northwest Family Services, Inc.

By

Rose Fuller
Name (Typed)

Executive Director
Title

6/25/15
Date

6200 SE King Road
Street Address

Portland, 97222
City/Zip

503-546-6377
Phone Number

93-0841022
TIN, FIN or S.S.#

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

Signing on Behalf of the Board:

Richard Swift , Interim Director
Health, Housing and Human Services

Date

Rodney A. Cook, Director
Children, Youth & Families Division

7-1-15
Date

EXHIBIT 1
SCOPE OF WORK AND PERFORMANCE STANDARDS

I. AGENCY shall meet all performance outcomes as outlined in attached Work Plan.

II. Performance Standards:

1. **Community Based, Holistic Approach**
   - AGENCY programs and services shall be community-focused, incorporating the greatest level of input from multiple stakeholders, including clients, families, and other agencies.
   - AGENCY programs and services shall have ongoing community investment and involvement.

2. **Family-Centered Programs**
   - AGENCY programs and services shall involve families in all aspects, recognizing that they are the most important teachers, caregivers, and role models for their children.
   - AGENCY programs and services shall support and strengthen families in providing the foundation for the physical, social, emotional, and intellectual development for their children.

3. **Establish/Maintain Effective Partnerships**
   - AGENCY, in order to enable data linkages, information sharing, and ongoing collaboration between partners to most effectively meet and address needs, shall ensure that appropriate staff attend CYF contractor's meetings, and training sessions, and participate in other activities as required by COUNTY.
   - AGENCY shall develop and promote continuous communications with similar organizations.

4. **Utilize a Balanced SWOT (Strengths, Weaknesses, Opportunities, Threats) Approach**
   - AGENCY programs and services shall address both the risks/deficiencies, challenges and the strengths/assets/opportunities in their communities.

5. **Implement Research Based Accountability**
   - AGENCY, in order to ensure programs and services are based on research-based, proven practices, shall complete and submit the Best Practices Assessment as required by CYF. In areas where proven practices are not available, AGENCY is encouraged to develop innovative strategies based on research principles.
   - AGENCY programs and services shall include research-based measurements of success to enable tracking of effectiveness toward meeting planned outcomes. These data shall be monitored by CYF on the Quarterly Work Plan. Quarterly Work Plans are to be submitted on or before date due.

     1st Quarter, Jul 1 – Sep 30: due on Oct 15, 2015
     2nd Quarter, Oct 1 – Dec 31: due on Jan 15, 2016
     3rd Quarter, Jan 1 – Mar 31: due on Apr 15, 2016
     4th Quarter, Apr 1 – Jun 30: due on Jul 15, 2016

6. **Reflect and Incorporate Diversity**
   - AGENCY, in order to provide programs and services that meet the needs of diverse cultures and people with disabilities. shall complete and submit the Cultural Competency Assessment and Action Plan as required by CYF.

- AGENCY, in order to provide programs and services that meet the needs of girls, shall complete and submit the Gender Specific Services Assessment and Action Plan as required by CYF.

7. **Internal Controls**
   - AGENCY shall submit a completed Annual Fiscal Capability Assessment to CYF on or before December 31, 2015.

8. **Funder Recognition**
   - AGENCY shall demonstrate good faith efforts to acknowledge the COUNTY's Commission on Children & Families when communicating with media representatives and when creating and distributing flyers describing services, workshops and other contract related details.

9. **Resource Expansion**
   - AGENCY shall demonstrate good faith effort to secure other funding to increase program capacity, enter into collaborative efforts and initiatives, and/or decrease dependence on long-term Commission on Children and Families funding.

10. **Use of Grant Funds**
    - No grant funds shall be used, directly or indirectly, to promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.

11. **HIPAA Compliance**
    - If the work performed under this Contract is covered by the Health Insurance Portability and Accountability Act or the federal regulations implementing the Act (collectively referred to as HIPAA), AGENCY agrees to perform the work in compliance with HIPAA. Without limiting the generality of the foregoing, if the work performed under this Contract is covered by HIPAA, AGENCY shall comply with the following:

      i. Privacy and Security of Individually Identifiable Health Information. On or after April 14, 2003, AGENCY, its agents, employees and subcontractors shall protect individually identifiable health information obtained or maintained about Department's clients from unauthorized use or disclosure, consistent with the requirements of HIPAA. This Contract may be amended to include additional terms and conditions related to the privacy and security of individually identifiable health information.

      ii. Data Transaction Systems. Any electronic exchange of information on or after October 16, 2002, between AGENCY and COUNTY to carry out financial or administrative activities related to health care will be in compliance with HIPAA standards for electronic transactions published in 65 Fed. Reg. 50312 (August 17, 2000). The following types of information exchanges are included: Health care claims or equivalent encounter information; health care payments and remittance advice; coordination of benefits; health claim status; enrollment and disenrollment in a health plan; eligibility for a health plan; health plan premium payments; referral certification and authorization; first report of injury; and health claims attachments. This Contract may be amended to include additional terms and conditions related to data transactions.

iii. Consultation and Testing. If AGENCY reasonably believes that the AGENCY's or COUNTY's data transactions system or other application of HIPAA privacy or security compliance policy may result in a violation of HIPAA requirements, AGENCY shall promptly consult the COUNTY's HIPAA officer. AGENCY or COUNTY may initiate a request for testing of HIPAA transaction requirements, subject to available resources and the COUNTY's testing schedule.

III. Performance Standards-County:

County shall:

1. Administer this contract in compliance with the Commission on Children and Families Act (Oregon laws 1993), and the Oregon Administrative Rules for the Commission on Children and Families, Chapter 423.

2. Communicate with service providers about contract performance and about Children, Youth & Families Division' operations, standards and objectives.

3. Provide technical assistance to the AGENCY in developing activities to address the needs of minority youth, program contract amendments, wellness referrals, collaborative services, community development projects and resources.

EXHIBIT 2

PAYMENT PROCEDURES AND REPORTING REQUIREMENTS

1. PAYMENT PROCEDURES

The compensation authorized in this agreement shall include reimbursable expenses as prescribed in the COUNTY-approved budget in Exhibit 3 and in accordance with OMB Circulars A-87 if agency is a local government, A-122 if non-profit, A-133 if college. This amount does not include expenses for unusual and special activities or materials not included in the scope of services. Such unusual and special expenses will not be incurred without prior COUNTY approval. In addition, expense totaling an amount greater than the total budget for this project shall not be incurred without prior written consent of the COUNTY.

a) **Payment Options:**

AGENCY shall submit a monthly Request for Funds and Fiscal Report within 15 days of the end of each month. COUNTY reserves the right to reduce monthly payment by the amount of unexpended funds during the previous month. The monthly fiscal report shall be in accordance with the approved budget in Exhibit 3.

OR

AGENCY shall submit a quarterly Request for Funds and Fiscal Report within 15 days of the end of each quarter. COUNTY reserves the right to reduce quarter payment by the amount of unexpended funds during the previous quarter. The quarterly fiscal report shall be in accordance with the approved budget in Exhibit 3.

The COUNTY shall make payment to AGENCY within 30 days of receipt and approval of each funds request and fiscal report submittal. AGENCY shall submit a quarterly "Program Performance Progress Report" in accordance with Exhibit 1, and section 3 of Exhibit 2 of this contract.

Reimbursement request required to be prepared and submitted by AGENCY to the COUNTY shall be accurate and correct in all respects, supported by attached documentation and traceable to source documents through AGENCY's accounting records. Should inaccurate reports be submitted to the COUNTY, the COUNTY may elect to have AGENCY secure the services of a certified accounting firm. Cost of such accounting services are to be borne by AGENCY and not reimbursed from funds authorized by the agreement unless specifically agreed to between AGENCY and COUNTY in writing.

AGENCY shall submit a financial statement covering all expenditures within 30 days following the end of the contract. When the total fund advanced does not equal the AGENCY's total actual expenditures and the total budget, the financial statement shall include either:

A. A request for reimbursement of program expenditures. Such request shall not bring the total of funds received by the AGENCY in an amount in excess of the budget; or

B. Contract amendment suitable to both the COUNTY and AGENCY.

C. The return of all unexpended funds to the COUNTY.

AGENCY shall return all unexpended funds to the COUNTY within 10 days of the contract's termination when such termination is due to the AGENCY's failure to provide services in accordance with the contract.

Withholding of Contract Payments: Notwithstanding any other payment provision of this contract, should the AGENCY fail to submit required reports when due or submit reports which appear patently inaccurate or inadequate on their face, or fail to perform or document the performance of contracted services, the COUNTY shall immediately withhold payments hereunder. Such withholding of payment for cause may continue until the AGENCY submits required reports, performs required services, or establishes to the COUNTY's satisfaction that such failure arose out of causes beyond the control, and without the fault or negligence, of the AGENCY.

2. RECORDKEEPING

AGENCY shall keep detailed records of time and expenditures incurred and funded by this contract. Such records shall adequately identify the source and application of funds for activities within this contract in accordance with the provisions of OMB Circular (A-110 for non-profits, A-102 for local governments). These records shall allow accurate statements pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income in accordance with generally accepted accounting practices.

AGENCY shall maintain a system of internal control comprising a documented plan of all coordinating procedures adopted to account for and safeguard its assets, check the adequacy and reliability of its accounting data, promote operating efficiency, and assure adherence to applicable regulations.

Expenditures shall be supported by properly executed payrolls, time records, invoices, vouchers, or other source documentation evidencing in proper detail the nature and propriety of charges. All accounting documents shall be clearly identified and readily accessible.

Financial records and supporting documents pertinent to this agreement shall be retained by AGENCY for a period of three years from the date of completion of the contract except as follows:

- Records that are the subject of audit findings shall be retained for three years or until such audit findings have been resolved, whichever is later.

3. PROGRAM REPORTS

AGENCY shall submit program performance reports for each quarter of the fiscal year. These quarterly reports are to include: 1) Demographic report; 2) work plan outcomes, services and development activities performance report. The quarterly reports are due to the COUNTY within 30 days of the end of each fiscal year quarter.

AGENCY shall complete and submit other reports as required and supplied by the COUNTY.

4. MONITORING

COUNTY shall evaluate the services provided under this contract primarily by quarterly work plan progress reports. The COUNTY may also conduct on-site monitoring of services These site visits usually include on-site monitoring of client case files, client/parent/staff interviews, and review of program and agency policies, procedures and files. COUNTY shall give written

notification of problem areas related to performance under this contract, including requirements and time lines for corrective action.

The AGENCY will gather data necessary to complete quarterly work plan performance and budget, and any other reports required by the COUNTY.

The AGENCY will provide the client confidentiality releases necessary to facilitate site visits by the COUNTY.

At any time during normal business hours and as often as the COUNTY, or other appropriate state or federal representatives may deem necessary, the AGENCY shall make available to the COUNTY for examination all its records with respect to matters covered by this contract for the purpose of making surveys, audits, examinations, excerpts and transcripts.

Should any records not meet the minimum standards of grant administration of the COUNTY, the COUNTY reserves the right to withhold any or all of its funding to AGENCY until such time as the standards are met. The COUNTY may require AGENCY to use any or all of the COUNTY's accounting and administrative procedures used in planning, controlling, monitoring and reporting all fiscal matters relating to this contract.

The COUNTY reserves the right to dispatch auditors of its choosing to any site where any phase of the project is being conducted or controlled in any way. If any audit or examination determines the AGENCY has expended funds which are questionable or disallowed, the AGENCY shall be given the opportunity to justify questioned and disallowed expenditures prior to the COUNTY's final determination. Any disallowed costs resulting from the final determination shall be remitted to COUNTY from AGENCY's non COUNTY-administered funds, payable by check within 30 days of final determination.

5. AUDIT

AGENCY shall have an annual audit performed of projects funded by this agreement unless specifically waived in writing by COUNTY. Audits shall be performed by an independent certified accountant in accordance with GAO Audit Standards, OMB Circulars (A-133 and A-110 for non-profits, A-128 for local government agencies), and generally accepted auditing standards. Audit schedules shall clearly show statement of COUNTY-funded assets, liabilities, fund balance, revenues, and expenditures separately from non COUNTY-funded assets, liabilities, fund balance, revenues and expenditures.

Auditor shall be selected competitively and AGENCY should contract with auditor to assure proper scope, reports and timelines are maintained.

Audits are not required for cost reimbursement contracts under $25,000.

Audits are due 120 days after the end of the contract period.

6. CAPITAL PURCHASES

Capital purchases through children and youth services grants are subject to Oregon Administrative Rule 436-010-0036 which indicates capital purchases to be the property of the COUNTY unless the COUNTY determines otherwise.

Capital purchases through children and families services grants are defined according to State of Oregon purchasing rules; initial value of more than $5,000.

EXHIBIT 3

BUDGET

1. AGENCY shall submit for COUNTY approval a budget indicating the amount of COUNTY funds allocated for project performance as described in the scope of services. Budget shall be in sufficient detail to provide a sound basis for the COUNTY to effectively monitor compliance with the contract.

   Any allocations of budgeted costs not directly allocable to the project shall be made in accordance with OMB Circular A-87, A-122 and A-133, and shall be properly documented by budget attachments.

2. Program income defined as amounts generated by the use of COUNTY funds shall be used to expand the program. AGENCY shall keep records to accurately record and report the use of program income.

3. AGENCY and the COUNTY shall administer budget adjustments and balances through the following processes:

   ADJUSTMENTS

   AGENCY shall not make major budget adjustments without prior written approval of the COUNTY. AGENCY is to notify the COUNTY of minor budget changes.

   Major budget adjustments are defined as:

   - those changes that move funds between the major budget categories of Personal Services, Materials and Services, Capital Outlay or Equipment, or
   - those changes that exceed 10% within a major budget category.

   Minor budget adjustments are those changes where less than 10% of the funds within a budget category (Personal Services, Materials and Services, Capital Outlay or Equipment) are moved between expenditure line items.

   The COUNTY, working with the Commission on Children & Families and staff of the Children, Youth & Families Division, will work with the AGENCY to manage budget adjustments.

   BALANCES

   The AGENCY is to forecast any expected grant balance and notify the Children, Youth & Families Division by April 30 of each fiscal year. See also Payment Procedures in Exhibit 2.

4. Line item budget (COUNTY provided form attached).

CLACKAMAS COUNTY CHILDREN, YOUTH & FAMILIES DIVISION
Annual Budget (FY 15-17) - Exhibit 3

Organization:	*Northwest Family Services*	*Report For:*
Service:	*Strengthening, Preserving, Reunifying Families (SPRF)*	
Program Contact:	*Rose Fuller*	
Date:	*July 1, 2015-June 30, 2017*	

Category	*7/1/15-6/30/16 Grant Amount*	*7/1/16-6/30/17 Grant Amount*	*Total Grant Amount*
Personnel (List salary, FTE & Fringe costs for each position)			
Family Support Navigator 1.0FTE	$ 40,000.00	$ 40,000.00	$ 80,000.00
Family Support Navigator1.0FTE	$ 40,000.00	$ 40,000.00	$ 80,000.00
Clinical Supervisor for staff 0.10FTE	$ 7,800.00	$ 7,800.00	$ 15,600.00
D & A Therapist 1.0FTE	$ 49,500.00	$ 49,500.00	$ 99,000.00
subtotal	$ 137,300.00	$ 137,300.00	$ 274,600.00
Fringe 21%	$ 28,833.00	$ 28,833.00	$ 57,666.00
Total Personnel Svcs	$ 166,133.00	$ 166,133.00	$ 332,266.00
Administration			
Executive Director 0.05TE	$ 4,400.00	$ 4,400.00	$ 8,800.00
Executive Assistanct. 0.10FTE	$ 4,200.00	$ 4,200.00	$ 8,400.00
Health Nav. Dept. Mgr. 0.20FTE	$ 10,400.00	$ 10,400.00	$ 20,800.00
subtotal	$ 19,000.00	$ 19,000.00	$ 38,000.00
Fringe 21%	$ 3,990.00	$ 3,990.00	$ 7,980.00
			$ -
Total Administration	$ 22,990.00	$ 22,990.00	$ 45,980.00
Supplies			
Office/materials	$ 2,400.00	$ 2,400.00	$ 4,800.00
			$ -
Equipment			
Equipment Maint/Rental	$ 3,950.00	$ 3,950.00	$ 7,900.00
			$ -
General Office			$ -
Rent			$ -
Utilities			$ -
Printing			$ -
Telecommunications	$ 1,080.00	$ 1,080.00	$ 2,160.00
Insurance(s)	$ 1,150.00	$ 1,150.00	$ 2,300.00
Audit	$ 1,600.00	$ 1,600.00	$ 3,200.00
Professional Fees & Contract Svcs			
A&D supervison for Casey	$ 2,400.00	$ 2,400.00	$ 4,800.00
			$ -
Travel			
Conferences & Training	$ 1,546.00	$ 1,546.00	$ 3,092.00
Mileage	$ 9,250.00	$ 9,250.00	$ 18,500.00
Total Program Costs	$ 23,376.00	$ 23,376.00	$ 46,752.00
SUBTOTAL less Flex Funds	$ 212,499.00	$ 212,499.00	$ 424,998.00
Additional (please specify)			
Emergency (FLEX) Funds	$ 32,854.00	$ 32,854.00	$ 65,708.00
Total Grant Costs	$ 245,353.00	$ 245,353.00	$ 490,706.00

Children, Youth & Families Division
SPRF Work Plan and Quarterly Report

Provider: Northwest Family Services
Activity: Strengthening, Preserving, Reunifying Families
Contact: Jackie Vargas/Rose Fuller

Focus : Family Service Navigator:

HLO: SPRF

Contract Period: July 1, 2015 to June 30, 2016

Activities	Outcomes/Measurements		1st Qtr	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Description of program or project activities.	The effectiveness of an activity or program in terms of quantity (amount or frequency) or quality. Expressed in terms of a percent improvement or numbers served.	# Served					
		Achieved					
		Part Achieved					
		Not Achieved					
NAV a minimum of 15 DHS referred clients per month will be connected to recommended services	**NAV: 75% of referents are connected to recommended services and met all agreed upon service goals**	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
	NAV: 75% of referents will report that the Navigator has assisted in stabilizing their family.	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
	NAV: 75% of participants' children will not enter deeper into the DHS Child Welfare system.	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
NAV: DHS referred clients at each site will be contacted within 2 work days	**NAV: 75% of referents will follow through with all DHS recommended services within 30 days of initial contact.**	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					

NAV: DHS referred clients will be provided information and if needed instruction in accessing available services in Clackamas County to stabilize their family	**NAV: 75% of referents will report they can access and utilize the existing network of services in Clackamas County.**	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
NAV: Will provide closed case files for data entry into ServicePoint. NAV: NWFS will allocate Emergency Support Funds upon approval of DHS Case Worker	**NAV: 100% of closed case files will be provided for data entry in to ServicePoint.** **NWFS will allocate Emergency Support Funds upon approval of DHS Case Worker. All funding requests over $400.00 shall be approved by SPRF Lead Coordinator.** **NWFS will maintain accurate expense records.**	N/A					
		N/A					

Children, Youth & Families Division
Annual Work Plan

Provider: **Northwest Family Services**
Activity: **Strengthening, Preserving, Reunifying Families**
Contact: **Jackie Vargas/Rose Fuller**

Focus Issue: **SPRF A/D Specialist Casey Palmer**

HLO: *Stable Families*

Contract Period: **July 1, 2015 – June 30, 2016**

Activities/Outputs	Intermediate Outcomes/Measurement Tool		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Description of program or project. Methods for providing program. Specific processes or events undertaken. How many, how often, over what duration, start and end dates? Calculate by quarter and total aggregate, unduplicated.	*The effectiveness of an activity or program in terms of quantity (amount or frequency) or quality*	# Served					
		# Achieved					
		# Part Achieved					
		#Not Achieved					
A/D: A/D Specialist will be a member of the DHS S.T.A.R team and support team SPRF goals and objectives **A&D Crisis Intervention:** referred families will receive A&D crisis intervention services	**A/D: Provide alcohol and drug counseling and intervention services to referred DHS families. 20 families per month will receive A/D Intervention services**	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
	A/D: Provide support and referral to A/D treatment facilities.	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
	A/D: Provide support services to families while awaiting entry to a treatment facility.	# Served					
		#Achieved					
		#Part Achieved					
		#Not Achieved					
A/D Specialist will provide closed case files for entry into ServicePoint	**A/D: A/D Specialist will provide closed case files for entry into ServicePoint in a timely manner.**	N/A					