



NANCY S. BUSH  
DIRECTOR

**DEPARTMENT OF EMERGENCY MANAGEMENT**

**COMMUNICATIONS AND EMERGENCY OPERATIONS CENTER**  
2200 KAEN ROAD | OREGON CITY, OR 97045

June 29, 2016

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment #1 to Subrecipient Grant Agreement # 16-023  
with Department of Forestry, North Cascades District for  
Fire Prevention Coordination

<b>Purpose/Outcomes</b>	To provide fire prevention coordination in support of the Clackamas County Wildfire Protection Plan
<b>Dollar Amount and Fiscal Impact</b>	Amendment #1 adds \$220,873.69 to the contract maximum value bringing the contract total to \$322,450.83
<b>Funding Source</b>	Title III allocations from the U.S. Department of Agriculture and the U.S. Department of the Interior
<b>Duration</b>	Effective November 1, 2015 and terminates on September 30, 2017
<b>Previous Board Action</b>	The Board last reviewed and approved this agreement on December 10, 2015, Agenda item E.1.
<b>Strategic Plan Alignment</b>	Public Safety
<b>Contact Person</b>	Nancy Bush, Director, 503-742-8665
<b>Contract No.</b>	16-023

**BACKGROUND:**

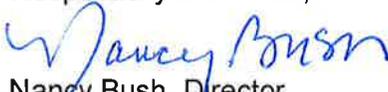
The Emergency Management Department requests the approval of Amendment #1 to Subrecipient Grant Agreement #16-023 with the Oregon Department of Forestry, North Cascades District for fire prevention coordination in support of the Clackamas County Wildfire Protection Plan.

This amendment adds \$220,873.69 to the contract maximum value bringing the contract total to \$322,450.83. The amendment is effective upon signature and extends the term of the agreement to September 30, 2017.

**RECOMMENDATION:**

Staff recommends the Board approve this agreement

Respectfully submitted,

  
Nancy Bush, Director  
Emergency Management

**Contract Amendment  
Emergency Management Department**

Subrecipient Agreement Number: 16-023

Board Agenda Number E.1

and Date 12/10/2015

Amendment No. 1

Subrecipient: Oregon Department of Forestry – North Cascades District

Amendment Requested By: Nancy Bush, Director

Changes:  Scope of Services  
 Contract Time

Agreement Budget  
 Other \_\_\_\_\_

**Justification for Amendment:**

This agreement provides for fire prevention coordination and educational opportunities for homeowners in Clackamas County in support of Clackamas County Community Wildfire planning efforts and the development of Firewise communities in the wild land urban interface as identified in the Clackamas County Wildfire Protection Plan (CCWPP).

**This amendment extends the agreement term to 9/30/2017, adds to the maximum compensation, and expands the scope of the project.**

Maximum compensation is increased by \$220,873.69 to a revised value of \$322,450.83. This amendment is effective **upon signature** and continues through **September 30, 2017**.

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.

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**Oregon Department of Forestry – North Cascades District**

*Subrecipient Agreement 16-023 – Amendment # 1*

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**AMEND:**

1. **Term and Effective Date.** Pursuant to the terms of the grant award, this Agreement shall be effective as of the November 1, 2015 and shall expire on December 31, 2016, unless sooner terminated or extended pursuant to the terms hereof.

**TO READ:**

1. **Term and Effective Date.** Pursuant to the terms of the grant award, this Agreement shall be effective as of the November 1, 2015 and shall expire on **September 30, 2017**, unless sooner terminated or extended pursuant to the terms hereof.

**Oregon Department of Forestry – North Cascades District**

*Subrecipient Agreement 16-023 – Amendment # 1*

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**AMEND:**

2. **Program.** The Program is described in Attached Exhibit A: Subrecipient Statement of Program Objectives. SUBRECIPIENT agrees to perform the Project in accordance with the terms and conditions of this Agreement.

**TO READ:**

2. **Program.** The Program is described in Attached Exhibit A: Subrecipient Statement of Program Objectives **#1 and Attached Exhibit G: Subrecipient Statement of Program Objectives #2.** SUBRECIPIENT agrees to perform the **Projects** in accordance with the terms and conditions of this Agreement.

**Oregon Department of Forestry – North Cascades District**

Subrecipient Agreement 16-023 – Amendment # 1

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**AMEND:**

3. **Grant Funds.** The COUNTY's funding for this Agreement is the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #10.665) issued to the COUNTY by the State of Oregon Department of Administrative Services. The maximum, not to exceed, grant amount that the COUNTY will pay is \$101,577.14. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Request for Reimbursement. Failure to comply with the terms of this Agreement may result in withholding of payment.

**TO READ:**

3. **Grant Funds.** ~~The COUNTY's funding for this Agreement is the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #10.665) issued to the COUNTY by the State of Oregon Department of Administrative Services.~~ The maximum, not to exceed, grant amount that the COUNTY will pay is **\$322,450.83**. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Request for Reimbursement. Failure to comply with the terms of this Agreement may result in withholding of payment. ***The split between funding sources is outlined as follows:***
  - a. ***\$204,915.23 in grant funds in this Agreement are funded by the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #10.665) issued to the COUNTY by the State of Oregon Department of Administrative Services and the U.S. Department of Agriculture; and***
  - b. ***\$15,957.77 in grant funds in this Agreement are funded by the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #15.227) issued by the U.S. Department of the Interior.***

**Oregon Department of Forestry – North Cascades District**

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**AMEND:**

9.

- e) **Budget.** The 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 modification change the scope of the original grant application or Agreement.

**TO READ:**

9.

- e) **Budget.** The SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: Subrecipient Program Budget **#1 & Exhibit H: Subrecipient Program Budget #2.** ***SUBRECIPIENT will track and account for program expenditures separately by each program budget within SUBRECIPIENT's financial system(s).*** SUBRECIPIENT may not transfer grant funds between budget lines without the prior written approval of the COUNTY. At no time may budget modification change the scope of the original grant application or Agreement.

**Oregon Department of Forestry – North Cascades District**

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**ADD TO AGREEMENT:**

12.

- m. Except as set forth herein, COUNTY and SUBRECIPIENT ratify the remainder of the Agreement and affirm that no other changes are made hereby.

**Oregon Department of Forestry – North Cascades District**

*Subrecipient Agreement 16-023 – Amendment # 1*

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**AMEND:**

EXHIBIT A: **STATEMENT OF PROGRAM OBJECTIVES #1**

PROJECT NAME: Firewise – <b>Project #1</b>	AGREEMENT #16-023
SUB-RECIPIENT: Oregon Department of Forestry	

**Project Goals and Objectives**

The Oregon Department of Forestry, Molalla Unit, will provide Firewise coordination and educational opportunities for homeowners in Clackamas County in support of Clackamas County Community Wildfire planning efforts and the development of Firewise communities in the wild land urban interface as identified in the Clackamas County Wildfire Protection Plan (CCWPP). The project continues the work outlined in the County Community Wildfire Protection Plan and companion efforts to develop Firewise communities in Clackamas County by adding fire mitigation assistance on State protected Bureau of Land Management lands and cooperative fuel reduction efforts with the United State Forest Service and local fire districts. The project will allow for the purchase of fire prevention education and mitigation materials and services to support ongoing efforts.

**Project Accomplishments/Expected Outcomes**

- Create two Firewise Communities in Clackamas County by the end of the program period.
- Conduct six community meetings to present the Firewise program to homeowners
- Accomplish community outreach on 300 forested home sites annually for defensible space and fuel reductions consistent with CWPP actions plans
- Firewise and CWPP themes will be presented at the Clackamas County Fair, Molalla Buckaroo Rodeo, and at various local community gatherings held each summer in Clackamas County

**Monitoring and Reporting Plan to Measure Outcomes**

Measurement of outcomes will be determined by ODF success in:

- Creating at least two active FireWise communities in the County.
- Conducting 300 forested home site outreaches during project period
- Conducting four presentations at community events during project period
- Holding six community meetings put on by district staff

A full-time ODF staff person will be assigned to monitor the effectiveness of ODF efforts and will provide a comprehensive project-end report within 90 days of the end of this agreement to evaluate accomplishments and objectives.

**Oregon Department of Forestry – North Cascades District**

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**AMEND:**

EXHIBIT B: **PROGRAM BUDGET #1**

PROJECT NAME: Firewise – <b>Project #1</b>	AGREEMENT #16-023
SUB-RECIPIENT: Oregon Department of Forestry	

<b>Title III Firewise Grant Project #1</b>				
<b>End Date: 9/30/17</b>				
Total money available: \$101,577.14				
<b>Combined Budget Cat.</b>	<b>Budgeted Amt</b>	<b>Expended to Date</b>	<b>Budget Avail.</b>	<b>% expended to Date</b>
A. Personnel	\$51,800.00			
B. Fringe Benefits	\$30,401.42			
C. Travel	\$10,000.00			
E. Supplies	\$9,375.72			
<b>Total</b>	<b>\$101,577.14</b>			

**Oregon Department of Forestry – North Cascades District**

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**ADD TO AGREEMENT:**

EXHIBIT G: STATEMENT OF PROGRAM OBJECTIVES #2

PROJECT NAME: Coffee Creek - Project #2	AGREEMENT #16-023
SUB-RECIPIENT: Oregon Department of Forestry	

Project Goals and Objectives

The Oregon Department of, Molalla Unit, will provide fuels reduction, fire prevention, and educational opportunities for homeowners in Clackamas County in support of the Clackamas County Community Wildfire planning efforts. The fuels reduction work to be done will be accomplished in coordination with the Oregon Department of Forestry and the Oregon Department of Corrections, Coffee Creek Correctional facility. This project will continue the work outlined in the Clackamas County Wildfire Protection Plan (CCWPP) by providing defensible space and fuels reduction/fire mitigation in the pre-identified wildland urban interface areas located throughout Clackamas County. In addition to private land, the project will provide fuels reduction and defensible space on ODF protected Bureau of Land Management land and land protected by the United States Forest Service in Clackamas County. The project will also update the current Clackamas County Wildfire Protection Plan (CCWPP). The project will allow for the purchase of fire prevention, education, and mitigation materials and services to support ongoing efforts.

Project Accomplishments/Expected Outcomes

Provide a 10 person inmate crew from Coffee Creek Correctional Facility to work 4 days a week to create defensible space and fuels reduction.

Create fuels reduction and defensible space for a minimum of 120 homes in the Wildland Urban Interface in Clackamas County.

Fuels reduction and defensible space themes will be presented at Clackamas County tree school, the Clackamas County fair, Molalla buckaroo, timber festival in Estacada, and at various local community gatherings held each year in Clackamas County.

Create fuels reduction and defensible space for 2 state or BLM parks/camp grounds in Clackamas County.

Develop brochures, flyers, and signage promoting defensible space and the CCWPP themes.

Monitoring and reporting Plan to Measure Outcomes

Measurement of outcomes will be determined by ODF success in:

Creating fuels reduction and defensible space around the first 200 feet of at least 120 homes in Clackamas County.

Creating fuels reduction for at least 2 state or BLM parks/camp grounds in Clackamas County.

Attending at least 5 community events held in Clackamas County.

Providing a map and before and after pictures of the fuels reduction areas that were accomplished.

One full time NRS2, one full time FICC, and one intern (mid-June to mid-September) will be assigned to monitor the effectiveness of ODF efforts and will provide a comprehensive project-end report within 90 days of this agreement to evaluate accomplishments and objectives.

**Oregon Department of Forestry – North Cascades District**

Subrecipient Agreement 16-023 – Amendment # 1

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**AMEND:**

**EXHIBIT E**

Project Name: Firewise <b>Projects #1 &amp; #2</b>	Agreement #: 16-023
Federal Award #: none	Date of Submission: <b>XX/XX/XX</b>
Subrecipient: Oregon Department of Forestry	
Has Subrecipient submitted all requests for reimbursement? <b>Y/N</b>	
Has Subrecipient met all programmatic closeout requirements? <b>Y/N</b>	

**Final Financial Report**

Report of Funds received, expended,  
and reported as match (if applicable)  
under this agreement

Total Federal Funds authorized on this agreement:	<b>\$322,450.83</b>
Year-to-Date Federal Funds requested for reimbursement on this agreement:	
Total Federal Funds received on this agreement:	
Total match reported on this agreement (if required):	N/A
Balance of unexpended Federal Funds (Line 1 minus Line 2):	

*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 the Federal award. 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).*

Subrecipient's Certifying Official (printed): \_\_\_\_\_

Subrecipient's Certifying Official (signature): \_\_\_\_\_

Subrecipient's Certifying Official's title: \_\_\_\_\_

Subrecipient's Certifying Official's telephone: \_\_\_\_\_

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**ADD TO AGREEMENT:**

EXHIBIT H: PROGRAM BUDGET #2

PROJECT NAME: Coffee Creek – Project #2	AGREEMENT #16-023
SUB-RECIPIENT: Oregon Department of Forestry	

<b>Title III Grant Project #2</b>				
<b>End Date: 9/30/17</b>				
Total money available: \$220,873.69				
<b>Combined Budget Cat.</b>	<b>Budgeted Amt</b>	<b>Expended to Date</b>	<b>Budget Avail.</b>	<b>% expended to Date</b>
A. Personnel Salaries/Wages				
1. NRS2	\$ 10,515.00			
2. FICC	\$ 32,076.00			
3. Student Worker	\$ 9,208.00			
B. Fringe Benefits	\$ 28,994.69			
C. Travel	\$ 4,080.00			
E. Supplies	\$ 38,000.00			
F. Contracted Services	\$ 98,000.00			
<b>Total</b>	<b>\$220,873.69</b>			

**Oregon Department of Forestry – North Cascades District**

*Subrecipient Agreement 16-023 – Amendment # 1*

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

**SUBRECIPIENT**

By: \_\_\_\_\_  
Steve Wilson, N. Cascades District Forester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Dated

**CLACKAMAS COUNTY**

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

**Signing on Behalf of the Board:**

\_\_\_\_\_  
John Ludlow, Chair  
Clackamas County Board of Commissioners

\_\_\_\_\_  
Date