

August 18, 2016

Board of Commissioners
Clackamas County

Approval of an Amendment to the Subrecipient Agreement with Northwest Family Services for
PreventNet Community Schools – Gladstone, Milwaukie, Oregon City

Purpose/Outcomes	PreventNet Community Schools provide in-school services to improve academic outcomes for at-risk/high-risk youth.
Dollar Amount and Fiscal Impact	\$184,250 (amendment adds \$94,750) No County General Funds are involved
Funding Source	Oregon Department of Education Youth Development Division CFDA# 93.667
Duration	July 1, 2016 through June 30, 2017
Previous Board Action	080615-A4
Strategic Plan Alignment	<ul style="list-style-type: none"> • Individuals and families in need are healthy and safe • Ensure safe, healthy and secure communities
Contact Person	Rodney A. Cook x 503-650-5677
Contract No.	7317

BACKGROUND: BACKGROUND:

The Children, Youth & Families Division of the Health, Housing and Human Services Department requests the approval of an amendment to the subrecipient agreement with Northwest Family Services for PreventNet Community Schools Sites in Gladstone, Milwaukie, and Oregon City. Services to be provided under this agreement include resources and support to improve academic achievement. A minimum of 230 youth will be served in FY 16/17.

Services are funded with Title XX Federal Funds, CFDA Number 93.667, granted through Oregon Department of Education Youth Development Division. This agreement is effective as of July 1, 2015 and terminates on June 30, 2017 and adds \$94,750 for a maximum value of \$184,250. It has been reviewed and approved by County Counsel.

RECOMMENDATION:

Staff recommends the Board approval of this amendment and authorizes Richard Swift, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

Richard Swift, Director
Health, Housing & Human Services

Healthy Families. Strong Communities.

Subrecipient Agreement Amendment (FY 16-17)
Health, Housing and Human Services

HHHS Contract Number: 7317

Board Order Number: 080615-A4

Division: CYF/HHHS

16-015 Amendment No. 1

Contractor: Northwest Family Services

Amendment Requested By: CYF

Changes: () Scope of Service

(X) Contract Budget

(X) Contract Term

() Other:

Justification for Amendment: Amendment adds an additional \$94,750 (for a total of \$184,250) and extends the current contract for another year (July 1, 2016 – June 30, 2017). Services and service levels will remain the same.

Amend:

AGREEMENT

1. **Term and Effective Date.** This Agreement shall be effective as of the **July 1, 2015** and shall expire on **June 30, 2016**, unless sooner terminated or extended pursuant to the terms hereof.

To Read:

AGREEMENT

2. **Term and Effective Date.** This Agreement shall be effective as of the **July 1, 2015** and shall expire on **June 30, 2017**, unless sooner terminated or extended pursuant to the terms hereof.

Amend:

AGREEMENT

3. **Grant Funds.** The COUNTY's funding for this Agreement is the **Oregon Department of Education Youth Development Division Youth and Community Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 93.667)** issued to the COUNTY by the U.S. Department of Health and Human Services. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$89,500**. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Required Financial Reporting and Reimbursement Request and Exhibit E: Monthly/Quarterly/Final Performance Report. Failure to comply with the terms of this Agreement may result in withholding of payment.

To Read:

AGREEMENT

3. **Grant Funds.** The COUNTY's funding for this Agreement is the **Oregon Department of Education Youth Development Division Youth and Community Grant (Catalogue of Federal Domestic Assistance [CFDA] #: 93.667)** issued to the COUNTY by the U.S. Department of Health and Human Services. The maximum, not to exceed, grant amount that the COUNTY will pay is **\$89,500 (FY 15/16) and \$94,750 (FY 16/17)** for a total Agreement amount of **\$184,250**. Funding for fiscal year 16/17 is divided between three school sites as follows:
 - Gladstone - \$23,500 (Exhibit B.1)
 - Milwaukie - \$23,500 (Exhibit B.2)
 - Oregon City - \$47,750 (Exhibit B.3)

This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Required Financial Reporting and Reimbursement Request and Exhibit E: Monthly/Quarterly/Final Performance Report. Failure to comply with the terms of this Agreement may result in withholding of payment.

Amend:

AGREEMENT

7. **Funds Available and Authorized.** The COUNTY certifies that \$150,000 in Federal Funds have been obligated to COUNTY on this award and further certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement within the current fiscal year budget. 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 sole administrative discretion, to continue to make payments

To Read:

AGREEMENT

7. **Funds Available and Authorized.** The COUNTY certifies that \$200,000 in Federal funds have been obligated to COUNTY on this award. 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 sole administrative discretion, to continue to make payments under this Agreement.

Add:

AGREEMENT

9.

- t) **Special Conditions.** SUBRECIPIENT will provide updated financial policies and procedures addressing issues raised in COUNTY letter dated 7/12/16, and will provide an itemized general ledger for the period 9/1/16-9/30/16, including backup (receipts, timesheets) to accompany their request for reimbursement for the same period by October 15, 2016.

Amend:

AGREEMENT

12.

c)

- 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicle, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this agreement, 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 \$1,000,000.

To Read:

AGREEMENT

12.

c)

- 2) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this Agreement, 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 \$1,000,000, or SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of the contract, Personal auto coverage. The limits shall be no less than \$250,000/occurrence, \$500,000/aggregate, and \$100,000 property damage.

Subrecipient Agreement 16-015 Amendment #1

Page 4

Amend:

AGREEMENT

12.

c)

8) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss.

To Read:

AGREEMENT

12.

c)

8) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.

Add:

AGREEMENT

12.

c)

10) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

Add:

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.

Remove:

- All Approved Match from Exhibit B – Gladstone, Milwaukie, Oregon City PreventNet Budget FY 15-16

Add:

Exhibit B.1 NWFS Gladstone PreventNet Budget FY 16/17

Exhibit B.2 NWFS Milwaukie PreventNet Budget FY 16/17

Exhibit B.3 NWFS Oregon City PreventNet Budget FY 16/17

Exhibit B.1: NWFS Gladstone PreventNet Budget 16/17

Subrecipient: Northwest Family Services	Grant Number: 16-015 - A1
Address: 6200 SE King Rd., Portland, OR 97222	Report Period: 7/1/15 - 6/30/17
PreventNet - Gladstone	Contract #:
Contact Person: Rose Fuller	Federal Award #:
Phone Number: 503-546-6377	CFDA(s): 93.667
E-mail: rfuller@nwfs.org	

Budget Category	Budget	
Personnel	Site Coordinator .40 FTE	\$ 12,800.00
	Fringe @ .24	\$ 3,072.00
	Supervision @ .08	\$ 4,480.00
	Fringe @ .24	\$ 1,075.00
Administration	Bookkeeper/Payroll .02	\$ 776.00
	Fringe @ .24	\$ 147.00
Program Materials and Supplies	Supplies/Materials	\$ 250.00
	Staff Training	\$ 500.00
	Insurance(s)	\$ 100.00
	Mileage	\$ 300.00
Total Approved Budget		\$ 23,500.00

Department Review:

Project Officer Name: Korene Mather

Department: Children, Youth & Families Division

Exhibit B.2: NWFS Milwaukie PreventNet Budget 16/17													
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Subrecipient Northwest Family Services</td> <td style="width: 40%;">Grant Number: 16-015 A-1</td> </tr> <tr> <td>Address: 6200 SE King Rd., Portland, OR 97222</td> <td>Report Period: 7/1/15-6/30/17</td> </tr> <tr> <td style="text-align: center;">PreventNet - Milwaukie</td> <td>Contract #:</td> </tr> <tr> <td>Contact Person: Rose Fuller</td> <td>Federal Award #:</td> </tr> <tr> <td>Phone Number: 503-546-6377</td> <td>CFDA(s): 93.667</td> </tr> <tr> <td>E-mail: rfuller@nwfs.org</td> <td></td> </tr> </table>		Subrecipient Northwest Family Services	Grant Number: 16-015 A-1	Address: 6200 SE King Rd., Portland, OR 97222	Report Period: 7/1/15-6/30/17	PreventNet - Milwaukie	Contract #:	Contact Person: Rose Fuller	Federal Award #:	Phone Number: 503-546-6377	CFDA(s): 93.667	E-mail: rfuller@nwfs.org	
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Budget Category	Budget	
Personnel	Site Coordinator .40 FTE	\$ 12,800.00
	Fringe @ .24	\$ 3,072.00
	Supervision @ .08	\$ 4,480.00
	Fringe @ .24	\$ 1,075.00
Administration	Bookkeeper/Payroll .02FTE + fringe @ .24	\$ 776.00
	General admin	\$ 147.00
Program Materials and Supplies	Supplies/Materials	\$ 250.00
	Staff training	\$ 500.00
	Insurance(s)	\$ 100.00
	Mileage	\$ 300.00
Total Approved Budget		\$ 23,500.00

Department Review

Project Officer Name: Korene Mather
Department: Children, Youth & Families Division

Exhibit B.3: NWFS Or. City PreventNet Budget 16/17

Subrecipient: Northwest Family Services	Grant Number: 16-015 A-1
Address: 6200 SE King Rd., Portland, OR 97222	Report Period: 7/1/15-6/30/16
PreventNet - Oregon City	Contract #:
Contact Person: Rose Fuller	Federal Award #:
Phone Number: 503-546-6377	CFDA(s): 93.667
E-mail: rfuller@nwfs.org	

Budget Category	Budget
Personnel	Site Coordinator 1.0 FTE \$ 32,000.00
	Fringe @ .24 \$ 7,680.00
	Supervision @ .08 \$ 4,480.00
	Fringe @ .24 \$ 1,075.00
Administration	Bookkeeper/Payroll .02 + Fringe @ .24 \$ 795.00
	General admin \$ 470.00
Program Materials and Supplies	Supplies/Materials \$ 400.00
	Phone \$ 450.00
	Insurance(s) \$ 100.00
	Mileage \$ 300.00
Total Approved Budget \$ 47,750.00	

Department Review.

Project Officer Name: Korene Mather

Department: Children, Youth & Families Division

In Witness Hereof, the parties hereto have caused this Amendment to be executed by their duly authorized officers.

Agency/SUBRECIPIENT

Northwest Family Services

Organization Name

6200 SE King Rd.

Address

Portland, Oregon 97222

City, State, Postal Code



Signature

Executive Director

Title

8/31/2016

Date

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, Director

Health, Housing and Human Services Dept.

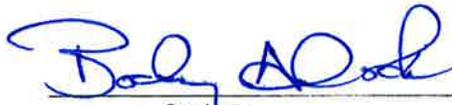
Date

Approved to Form:


County Counsel

Recording Secretary

Date



Rodney A. Cook, Director

Children, Youth & Families Division

8/2/16

Date