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Clackamas County
www.clackamas.us



Michelle Barrera
DIRECTOR

JUVENILE DEPARTMENT

JUVENILE INTAKE AND ASSESSMENT CENTER
2121 KAEN ROAD | OREGON CITY, OR 97045

November 5, 2026

BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval of a Contract with Volunteers of America of Oregon, Inc. for Community Monitoring Program. Contract not to exceed \$1,168,389.50 over three years. Funding is through Oregon Youth Authority. No County General Funds are involved.

Previous Board Action/Review: None

Performance Clackamas: Safe, Secure and Livable Communities

Counsel Review: Yes

Procurement Review: Yes

Contact Person: Tiffany West

Contact Phone: 503-650-3162

EXECUTIVE SUMMARY: Clackamas County Juvenile Department (CCJD) is seeking to contract with Volunteers of America of Oregon, Inc. (VOAOR) for Community Monitoring Program service. With this contract CCJD is able to divert some juvenile justice-involved youth who would otherwise be placed into detention to remain in the community under the Community Monitoring Program (CMP), while still maintaining public and youth safety. The CMP has several service components which include Electronic Monitoring, in-person visits, and telephone calls. Supervision levels vary depending on the youth's compliance with program requirements. To ensure community safety, any activity that places the public at risk may result in the youth's removal from the program and placement into detention under the authority of the County or the Juvenile Court. Funding for this program is from the Oregon Youth Authority's Juvenile Crime Prevention grant.

RECOMMENDATION: Staff recommends the Board of County Commissioners approve the attached Contract.

Respectfully submitted,

Michelle Barrera
Director, Juvenile Department

For Filing Use Only



**CLACKAMAS COUNTY
PERSONAL SERVICES CONTRACT
Contract #0000001950**

This Personal Services Contract (this "Contract") is entered into between Volunteers of America of Oregon, Inc. ("Contractor"), and Clackamas County, a political subdivision of the State of Oregon ("County"), acting by and through its Juvenile Department.

ARTICLE I.

- 1. Effective Date and Duration.** This Contract shall become effective upon signature of both parties. Unless earlier terminated or extended, this Contract shall expire on **November 30, 2029**.
- 2. Scope of Work.** Contractor shall provide the following personal services: **RFP 2026-58 Community Monitoring Program** ("Work"), further described in **Exhibit A**. County may update the processes described in the Reference Guide, included as Appendix A in the Scope of Work, as required without the need for an amendment.
- 3. Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed **One Million One Hundred Sixty-Eight Thousand Three Hundred Eighty-Nine Dollars and 50 Cents (\$1,168,389.50)** for accomplishing the Work required by this Contract. Consideration rates are on a time and materials basis in accordance with the rates and costs specified in Exhibit A. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit A.
- 4. Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made in accordance with ORS 293.462 to Contractor following the County's review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

Invoices shall reference the above Contract Number and be submitted to: Tracey Freeman at tfreeman@clackamas.us

- 5. Travel and Other Expense.** Authorized: ☐ Yes ☒ No
If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.
- 6. Contract Documents.** This Contract consists of the following documents, which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A, and Exhibit B. Unless explicitly agreed to by the parties in this Contract, any additional terms and conditions that may be contained in Exhibit B are void.

7. Contractor and County Contacts.

Contractor Administrator: Pam Belli Phone: 503-530-0585 Email: contracts@voaor.org	County Administrator: Tiffany West Phone: 503-655-8342 Email: TWest2@clackamas.us
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Payment information will be reported to the Internal Revenue Service (“IRS”) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

ARTICLE II.

- 1. Access to Records.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
- 2. Availability of Future Funds.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
- 3. Captions.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
- 4. Compliance with Applicable Law.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
- 5. Counterparts.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- 6. Governing Law.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.
- 7. Indemnity, Responsibility for Damages.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The

Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Contract.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

8. **Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.
9. **Insurance.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or emailed to the County Contract Analyst.

Required - Workers Compensation: Contractor shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
☒ Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
☒ Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
☒ Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.
☒ Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

The 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. Any obligation that County agree to a waiver of subrogation is hereby stricken.

10. **Limitation of Liabilities.** 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. Except for liability arising under or related to Article II, Section 13 or Section 20 neither party shall be liable for (i) any indirect, incidental, consequential or special

damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

- 11. Notices.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article I, Section 7. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.
- 12. Ownership of Work Product.** All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of County. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed the author. If for any reason the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. Representations and Warranties.** Contractor represents and warrants to County that (A) Contractor has the power and authority to enter into and perform this Contract; (B) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (C) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work; (D) Contractor is an independent contractor as defined in ORS 670.600; and (E) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.
- 14. Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, 28, 32, 33, and 34, and all other rights and obligations which by their context are intended to survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.
- 15. Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 16. Subcontracts and Assignments.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. In addition to any provisions the County may require,

Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

- 17. Successors in Interest.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 18. Tax Compliance Certification.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 19. Termination.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if Contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.

Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.
- 20. Remedies.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County, less any setoff to which the County is entitled.
- 21. No Third Party Beneficiaries.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- 22. Time is of the Essence.** Contractor agrees that time is of the essence in the performance of this Contract.
- 23. Foreign Contractor.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 24. Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire,

terrorism, riot, acts of God, or war. However, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

25. Waiver. The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.

26. Public Contracting Requirements. Pursuant to the public contracting requirements contained in Oregon Revised Statutes (“ORS”) Chapter 279B.220 through 279B.235, Contractor shall:

- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
- b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
- c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
- f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.

27. No Attorney Fees. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys’ fees and expenses.

28. Confidentiality. Contractor acknowledges that it and its employees and agents may, in the course of performing their obligations under this Contract, be exposed to or acquire information that the County desires or is required to maintain as confidential, including information that is protected under applicable law, including Personal Information (as “Personal Information” is defined in ORS 646A.602(12)).

Contractor agrees to hold any and all information that it is required by law or that the County marks as “Confidential” to be held in confidence (“Confidential Information”), using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and will use the Confidential Information for no purpose other than in the performance of this Contract, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential.

Contractor agrees that, except as directed by the County, Contractor will not at any time during or after the term of this Contract, disclose, directly or indirectly, any Confidential Information to any person, and that upon termination or expiration of this Contract or the County’s request, Contractor will turn over to the County all documents, papers, records and other materials in Contractor’s possession which embody Confidential Information.

Contractor acknowledges that breach of this Contract, including disclosure of any Confidential Information, or disclosure of other information that, at law or in good conscience or equity, ought to remain confidential, will give rise to irreparable injury to the County that cannot adequately be compensated in damages. Accordingly, the County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that

may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the County and are reasonable in scope and content.

Contractor agrees to comply with all reasonable requests by the County to ensure the confidentiality and nondisclosure of the Confidential Information, including if requested and without limitation: (a) obtaining nondisclosure agreements, in a form approved by the County, from each of Contractor's employees and agents who are performing services, and providing copies of such agreements to the County; and (b) performing criminal background checks on each of Contractor's employees and agents who are performing services, and providing a copy of the results to the County.

Contractor shall report, either orally or in writing, to the County any use or disclosure of Confidential Information not authorized by this Contract or in writing by the County, including any reasonable belief that an unauthorized individual has accessed Confidential Information. Contractor shall make the report to the County immediately upon discovery of the unauthorized disclosure, but in no event more than two (2) business days after Contractor reasonably believes there has been such unauthorized use or disclosure. Contractor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Confidential Information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the County.

Notwithstanding any other provision in this Contract, Contractor will be responsible for all damages, fines and corrective action (including credit monitoring services) arising from disclosure of such Confidential Information caused by a breach of its data security or the confidentiality provisions hereunder.

The provisions in this Section shall operate in addition to, and not as limitation of, the confidentiality and similar requirements set forth in the rest of the Contract, as it may otherwise be amended. Contractor's obligations under this Contract shall survive the expiration or termination of the Contract, as amended, and shall be perpetual.

29. Criminal Background Check Requirements. Contractor shall be required to have criminal background checks (and in certain instances fingerprint background checks) performed on all employees, agents, or subcontractors that perform services under this Contract. Only those employees, agents, or subcontractors that have met the acceptability standards of the County may perform services under this Contract or be given access to Personal Information, Confidential Information or access to County facilities.

30. Reserved

31. Reserved.

32. Reserved.

33. Reserved.

34. Advertising. Contractor shall not publish, or cause to have published, or make public use of the County's name, logos, trademarks, or any information about its relationship with the County without prior written permission from the County for each individual instance, which permission may be withheld at the County's sole discretion.

35. Merger. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER REFERENCED THEREIN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, IS AN INDEPENDENT CONTRACTOR, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT, AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

Volunteers of America of Oregon, Inc.

Clackamas County

 28/10/2026
Maree Wacker (Oct 28, 2026 11:12:26 PDT)

Authorized Signature Date

Signature Date

Maree Wacker, President & CEO

Name / Title (Printed)

Name

034343-13

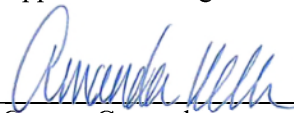
Oregon Business Registry #

Title

DNP/Oregon

Entity Type / State of Formation

Approved for Legal Sufficiency:

 10/28/2026

County Counsel Date

EXHIBIT A
SCOPE OF WORK

EXHIBIT A SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County is seeking Proposals from vendors to provide Community Monitoring Program services.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

The mission of the Clackamas County Juvenile Department (“CCJD”) is to provide equitable, effective juvenile justice services to support youth and family success, honor victim rights, and create opportunities for youth to experience positive change, contributing to a safe, secure, healthy community. Clackamas County Juvenile Department seeks the implementation of community monitoring services in Clackamas County for families involved with the Clackamas County juvenile justice system. The Community Monitoring Program provides equitable alternatives to custody for youth, allowing them to meet their conditions and case plans while maintaining connection to their natural support systems and community. Community Monitoring Program (“CMP”) offers options to address public safety and the needs of the youth with regular monitoring and reporting that is designed to encourage youth success and promote accountability. The CMP monitors youth by utilizing a wearable GPS tracking ankle monitor, conducts daily home visits, and completes check-in calls for all youth.

CCJD is dedicated to providing developmentally appropriate intervention, services, and supervision that aligns with the following objective of the CCJD’s Strategic Business Plan:

Accountability and Reformation - provide individualized evaluation, intervention, rehabilitative and supervision services to youth so they will be accountable to victims and the community, and repair the harm they have caused while building essential skills needed to transition into adulthood, and be contributing members of their community, living a crime free life.

3.3. SCOPE OF WORK

3.3.1. Scope:

Program Purpose

The Clackamas County Juvenile Department permits some juvenile justice-involved youth who would otherwise be placed into detention or out of home placements to remain in the community under the Community Monitoring Program. The CMP has several service components including active and passive electronic monitoring, in person visits, and telephone calls. Supervision levels vary depending on the youth’s compliance with program requirements. The CMP gives juvenile justice-involved youth greater opportunity to demonstrate accountability and responsibility than they would have in detention, while maintaining community safety. Additionally, youth can still remain involved in the community and access community services including staying in their community school. The Juvenile Court and Juvenile Counselors establish the conditions under which each juvenile will remain in the community. Under continuous supervision, the juveniles

can continue with school, employment, attend treatment, and maintain their ties to the community and their support systems.

Youth under Electronic Monitoring are monitored via Global Positioning Satellite (GPS), 24 - hours a day, and seven days a week. The Community Monitoring Program provider must be trained to detect violations of condition of releases or threats to public safety. Community Monitors will conduct random field visits and evaluate any changes in the juvenile's living situation within the community and document program compliance and issues, providing updates to assigned Juvenile Counselors. To ensure community safety, any activity that places the public at risk may result in the youth's removal from the Community Monitoring Program and placement into detention under the authority of CCJD or the Juvenile Court.

A component of the CMP program includes Probation Violation Prevention. Probation Violation Programming is for post adjudicated youth who need additional support to avoid a formal probation violation petition. The programming is up to 14 days of daily home visits and telephone monitoring by CMP staff.

B. Target Population

The target population served through these services are Clackamas County Juvenile Department youth including youth being supervised by Oregon Youth Authority for probation in Clackamas County up to the age of 23 years who are placed on the Community Monitoring Program pending adjudication, disposition, or on supervision needing additional support to prevent further court involvement. Population may include passive monitoring for youth in out-of-home placement or youth residing outside of Clackamas County (Multnomah, Clark, Washington, and Marion counties) but under the Clackamas County Juvenile Department's supervision.

Youth on the community monitoring program may have one or more of the following characteristics:

- Anti-social peers
- Anti-social attitudes
- Anti-social behaviors
- Lack of education/employment
- Substance abuse issues
- Mental health issues
- Low motivation
- Multiple program failure
- Multiple system involvement
- Lack of family support
- Gang affected/involved

Families of youth on the community monitoring program may have one or more of the following characteristics:

- Family history of anti-social behavior
- Family stress
- Family and/or marital dysfunction
- Presence of anti-social personality, cognition and companions
- Substance abuse and untreated mental health issues
- Poor or non-existent school and/or work involvement
- Absence of moral/authoritative voice
- Long histories of system involvement

- Family members involved in various service/justice systems
- Feelings of discouragement, blame and hopelessness

The target population may reside in environments that present elevated safety considerations. High-risk homes are defined as residences where youth have documented firearm-related charges or significant drug distribution charges, or that are situated within high-risk neighborhoods. High-risk neighborhoods are identified as specific locations, apartment complexes, or streets with a documented history of safety concerns or reported incidents.

Approximately 25 youth will be supervised by the contracted provider at any given time.

Program utilization will be reviewed every thirty (30) days with the contracted provider and the contracted provider representative during this contract period to ensure full utilization.

C. Service Specifications

The contracted provider shall comply with the following service provisions and procedures:

1. The contracted provider shall provide an orientation to all youth and the parent(s) or guardians of the youth receiving these services. The orientation will include a thorough explanation of all rules and expectations, which will minimally include the expectation of active participation in services and cooperation with rules, and the criteria for completion or discharge.
2. The contracted provider shall monitor safety plans and conditions of release while the youth is under the supervision of CMP and report any violations or significant issues to Juvenile Counselors.
3. The contracted provider shall deliver monitoring and tracking services on a scheduled and non-scheduled basis in the form of in-person, telephone, computer, site visit and collateral contact with parents/guardians, schools, work and others as appropriate based on the court order as suggested by the youth's behavior while on electronic monitoring, between the hours of 1:00 p.m. and 9:30 p.m., seven days per week.
4. The contracted provider shall install the Wearable Miniature Tracking Device (WMTD) for youth enrolled in the electronic monitoring (EM) component. The WMTD is a one-piece tracking system that utilizes GPS technology to track client locations 24 hours a day, seven days a week. The contracted provider will store and maintain an inventory of uninstalled electronic monitoring equipment, report malfunctioning equipment, and package and send such equipment to the electronic monitoring service provider. If there are issues or concerns with the electronic monitoring service provider, CCJD will make reasonable efforts to respond to the contracted provider's issues or concerns.
5. The contracted provider shall provide services in accordance with the Community Monitoring Program Reference Guide (Appendix A) and CCJD's policies and procedures.
6. The contracted provider shall document all contacts with youth/parent(s)/guardian(s) and all collateral contacts regarding the youth, as well as all actions taken and decisions pertaining to the youth in the program. Documentation shall be maintained in Juvenile Justice Information System (JJIS). All information shall be entered into JJIS by the end of each workday. Telephone calls from the youth after 7 p.m. may be entered into JJIS on the

following day. Written reports on youth shall be submitted upon completion of the program or as requested by CCJD.

Examples of information that shall be entered into a youth's file may include, but are not limited to:

- Reason for placement on the program as follows:
 - Juvenile Crime Prevention Risk Assessment (JCP) score, or JCP Quick Screen score,
 - Allegation(s).
 - Alternative to filing a probation violation petition.
- Referral source as follows:
 - Preliminary hearing referral,
 - Intake referral (pending a preliminary hearing),
 - Court or Counselor Referral of post-adjudicated youth.
- Court orders.
- Contacts by monitors, including:
 - Face-to-face visits,
 - Attempts to contact.
- GPS violations.
- Information gathered in the field, including:
 - Observations from home visits,
 - Drug and alcohol issues,
 - Abuse and violence issues,
 - School issues,
 - Collateral contacts.
- Telephone calls, including:
 - To and from youth and/or family,
 - Collateral contacts.
- Violations, including:
 - Additional law violations,
 - Curfew violations,
 - Violations of rules and expectations,
 - Violations of court orders.
- Sanctions pertaining to CMP, including:
 - Verbal warnings,
 - Written letters of warning,
 - Internal review outcomes.

- All meetings regarding youth.
 - Information pertaining to any action and/or follow-up taken involving a youth.
 - All information pertaining to EM and GPS.
 - Notification to youth and/or parents/guardians of youth's court dates.
 - Progress notes to include a weekly summary of youth's progress and status and rationale for decreasing, increasing or remaining on the same level of supervision and, if appropriate, recommendations regarding what the youth should focus on for the next seven days.
 - Weekly school attendance reports for youth who are in school.
7. The contracted provider shall assure that interpretation services are available for youth with limited English proficiency and will work with CCJD and others to provide interpretation and translation services for youth who have other language needs. The contracted provider must have the capacity to serve other populations, including hearing impaired. All services of the contracted provider shall be delivered with sensitivity to the individualized needs of the youth and their families.
 8. The contracted provider and CCJD shall meet regularly to coordinate all services, reporting, recommendations, and concerns and to review contact logs, documentation, placements and other issues. Contractor's Program Director will dedicate 8 hours per week to review work, coordinate services and address other issues.
 9. The contracted provider shall designate a lead community monitor staff member to serve as a primary contact for CCJD for coordination of the contracted provider's CMP services.
 10. The contracted provider shall work in close collaboration with juvenile counselors, and Juvenile Intake and Assessment Center (JIAC) staff, as well as other CCJD staff in the operation of this program.
 11. The contracted provider shall participate in meetings as designated by CCJD program manager and shall be available to CCJD staff.

D. Review and Placement Policy

1. Pre-adjudicated and post-adjudicated youth referred to the community monitoring program mandated by the court.
2. Post-adjudicated youth may be referred by their juvenile counselor to the probation violation prevention programming.
3. Pre-adjudicated youth residing in the neighboring counties of Multnomah, Marion, Washington, and Clark are eligible for passive monitoring by Community Monitors. Community Monitors will be responsible to monitor youth's whereabouts during contracted time and monitor phone calls, while the Juvenile Department will conduct weekly home visits. For out-of-county youth on the program, any device issues (including tampering with the GPS unit, broken charger, or strap violations) will be handled by the

Clackamas County Juvenile Department staff on their visits or the youth will be required to come to the JIAC for maintenance.

4. The Contracted Provider shall not refuse referrals to any youth. CCJD shall make reasonable efforts to promote program staff safety by thoroughly assessing safety risks before recommending placement in the program and communicating all known safety concerns to the contracted provider at the time of referral. CCJD shall take any safety concerns expressed by the contracted provider into consideration before making a recommendation to the Juvenile Court.

E. Program Capacity and Duration

1. The contracted provider will maintain 3 FTE and provide on-site and field coverage from 1:00pm-9:30 pm 7 days a week to supervise up to twenty –five (25) youth (both pre- and post-adjudicated) placed on the Community Monitoring Program (CMP) at the service levels described by the Clackamas County Juvenile Department.
2. Program utilization will be reviewed every thirty (30) days with the contracted provider and the CCJD representative during this contract period to ensure full utilization.
3. Length of Program Participation for pre-adjudicated youth will be no less than forty-five (45) days and may remain longer if indicated on a Court order. “Length of Program Participation” is defined as the number of days a youth is supervised under the CMP. Early release from the pre-adjudicated program and/or enrollments of less than 45 days must also be approved by the Juvenile Court. At the end of the 45-day period, the contracted provider will recommend the youth's continuation or discharge from the program. The Juvenile Court must approve or disapprove each recommendation unless the Court has given prior approval for continuation or early termination.
4. Length of Program Participation for youth referred for post-adjudicated court sanctions is at the discretion of a judicial official and is typically 45 days in length.
5. Probation Violation Prevention programming is for post adjudicated youth who need additional support to avoid a probation violation petition that may result in an out of home or detention placement. CMP staff will provide daily home visits and telephone monitoring for youth up to 14 days on this program.

F. Resource Coordination

1. The contracted provider agrees to cooperate with and participate in the CCJD’S intake/resource coordination efforts and pre-trial placement planning processes that include the following:
 - a. Provision of routine information related to availability of services, and
 - b. Participation in coordinated efforts to match youth to the most appropriate level of service delivery.
2. The contracted provider agrees to coordinate with CCJD’S JIAC staff at the beginning and ending of each shift for the transition to support the passive electronic monitoring of youth outside of the contracted provider’s scheduled hours.

3. The contracted provider shall report on youth compliance with program rules or court orders to assigned CCJD Juvenile Counselors. Youth who are in compliance may be moved to a lower level of supervision. Youth in violation may be moved to a higher level of supervision or may have an Internal Review or Judicial Review Hearing as described in the CMP Reference Guide
4. CCJD shall provide one shared office/workstation, including work surfaces, phone, limited supplies and computers, to be utilized by the contracted provider staff for this program. The contracted provider may schedule use of CCJD'S meeting rooms for meetings, training and other activities associated with this program.
5. The contracted provider and CCJD shall work together to plan and provide an effective orientation and training for the contracted provider's CMP staff. Orientation topics may include but are not limited to an overview of the juvenile justice system, responsivity and meeting individualized needs, mandatory reporting, GPS, community monitoring standards and types of contacts. Electronic monitor/GPS set-up and procedures will be included. CMP staff will receive training on building safety, security, confidentiality, and the Alertus system. In addition, The contracted provider staff shall provide training and orientation for CCJD staff and stakeholders on CMP as requested.

The contracted provider and CCJD shall meet at minimum monthly or as needed, to review outcome documentation, refine the program model and/or outcome measures.

G. Administrative Requirements

1. Services shall be competently delivered and responsive to the youth's individual needs and identity(s). Competence is defined as the development of behaviors, attitudes and policies that enable the contract agency to deliver services in ways that meet the individual needs of the youth and their families.
2. The contracted provider may submit a letter or other documentation regarding an unresolved complaint or concern to the CCJD designee.
3. The contracted provider shall comply with the provisions as stated in ORS 181.537 and OAR 407-007-0200 through 407-007-0380 regarding criminal records checks, which apply to all employees having direct contact with youth receiving services through the contracted provider's contract with CCJD. The criminal history check should provide a reasonable screening of employees in order to determine if they have a history of criminal behavior such that they should not be allowed to oversee, live or work closely with, or provide services to youth. Employees hired by the contracted provider will pass an additional background check conducted by the Clackamas County Juvenile Department in order to obtain Criminal Justice Information Services (CJIS) clearance to have access to secure Juvenile Justice Information System database and secure areas of the Juvenile Department. Re-checks may be required by CCJD.
4. The contracted provider will be required to obtain access to the State of Oregon's Juvenile Justice Information System (JJIS) and comply with all applicable requirements, processes and procedures.

5. The contracted provider will provide and maintain a current site CMP Reference Guide and site Continuity of Operations Plan (COOP) to the county. The contracted provider will participate when requested in CCJD's Continuity of Operations Plan planning meetings.

H. Performance Objectives

CCJD and the contracted provider will utilize the Juvenile Justice Information System (JJIS) for data entry and collection. CCJD will maintain a CMP population group and the contracted provider will coordinate with CCJD identified staff to update youth information in JJIS. CMP staff will be responsible for entering all contacts with youth into JJIS. Performance under this contract will be monitored and evaluated by CCJD Management and the Performance, Planning and Research unit. The parties will determine data collection strategies relative to the services being provided. If performance falls below the expected levels, the contracted provider and CCJD will work together to identify and solve problems. Performance measures are subject to revisions.

I. Reporting

The contracted provider will submit output/reporting measures at a minimum of monthly to CCJD and will be periodically reviewed with CCJD. Output/reporting measures will be determined by the CCJD in conjunction with the contracted provider. The contents and format of this report shall be determined by CCJD and the contracted provider will include information to which the contracted provider has reasonable access.

J. Release of Data.

The contracted provider shall not disclose any data gathered in the performance of this Contract that includes population, statistics, outcomes or results without the County's prior review and express prior written approval. The contracted provider shall not alter, omit, or otherwise change County-approved data. The provisions of this section does not restrict the County from disclosing data gathered in performance of this Contract to the extent required by any law or regulation including, but not limited to, Oregon Public Records law. The provisions of this section does not restrict County from disclosing data gathered in the performance of this Contract to another person or organization for the use in research, program performance reporting, training or educational purposes so long as the disclosure is permitted by applicable law and does not include any personally identifiable information (including but not limited to a party's name, address, financial information, birthdates or social security numbers.) Nothing herein shall be construed as permitting disclosure of any data protected under applicable law.

Community Monitoring Program – Clackamas County

Reference Guide

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CMP Reference Guide

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Vendor will have a separate Employee Manual containing all of the agency-specific policies and procedures for all of its employees. The content of this Reference Guide is to provide Community Monitoring Program - Clackamas (CMP) specific information.

SECTION 1.01 PROGRAM SUMMARY

CMP is a program contracted by Clackamas County Juvenile Department (CCJD). Community monitoring provides alternatives to custody for youth, allowing them to meet their conditions and case plan goals while maintaining connection with their support systems and community. CCJD's Community Monitoring Program offers options to address public safety and the needs of youth with regular monitoring and reporting that is designed to encourage youth success, maintain connection to community, and promote accountability.

CMP Program Basics:

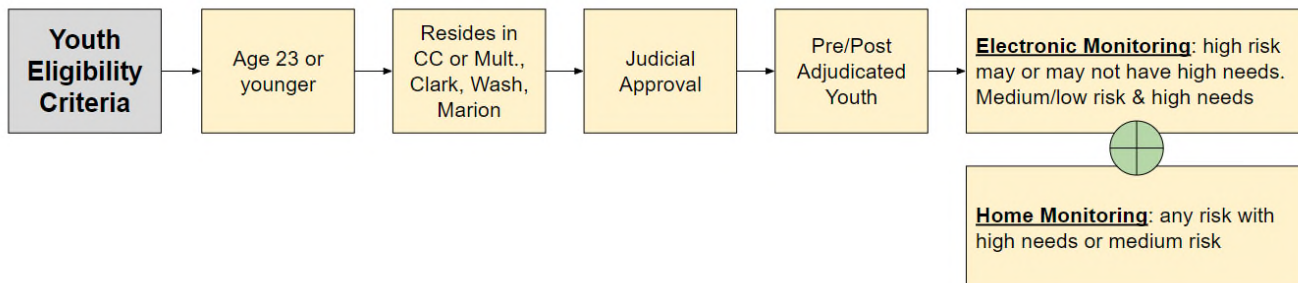
- The Community Monitoring Pilot Program operates 7 days a week, including all holidays. Program staff are available between 1:00PM-9:00PM
- Maximum Total Population: 25 youth
- Average length of time on program: 45 days
- All youth enter the program at Level 1 of supervision - see table below.
- Program rules:
 - Youth receive random visits at home, school, and/or work. Program also checks for attendance and participation at school as needed. Youth call a check-in line from pre-approved locations.
 - Youth on community monitoring can have up to 3 hours of free time a day on weekends depending on the level that they are on. Youth ordered on sight and sound supervision are not eligible for free time.
 - Youth on Electronic monitoring will not have free time.
 - Youth may still attend school and all pre-approved medical, dental, mental health and substance use treatment appointments regardless of what level of monitoring they are on.
 - Youth have an 8:00PM curfew. NOTE: Youth may be given an earlier curfew based on specific safety concerns (i.e., firearm charges, etc.) but no later than 8:00PM unless work related.

Youth Eligibility

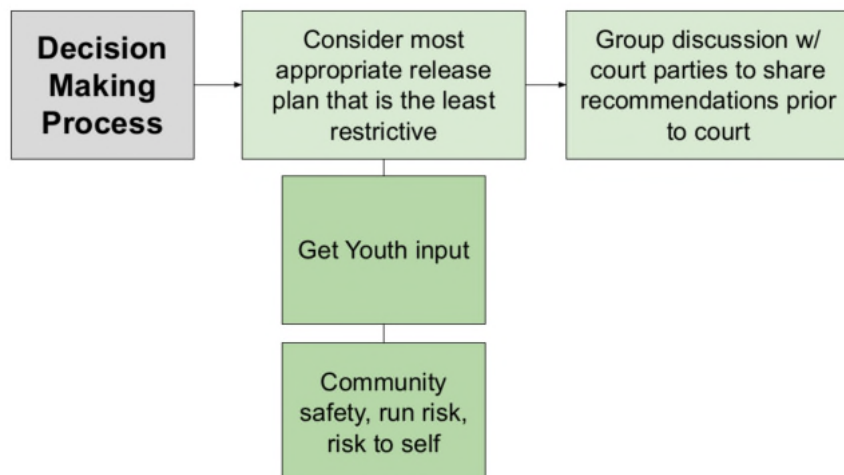
- Age 23 or younger.
- Resides within Clackamas County or neighboring Counties of Multnomah, Clark, Washington, and Marion.
- Judicial approval needed for Electronic Monitoring and 45-day Home Monitoring.
- **Pre-adjudication:** Youth who have pending serious offenses include all felonies, all weapons possession/use, and all assaults, as well as misdemeanors when appropriate.
 - 1. **Eligible for Electronic Monitoring and Home Monitoring 45 days with Court Order.**
- **Post-adjudication:** Youth on probation who have allegedly violated condition(s) of probation or have a new law violation.

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1. Eligible for Electronic Monitoring and Home Monitoring 45 days with Court Order.
2. Probation Violation Prevention Programming (up to 14 days with signed agreement from youth)

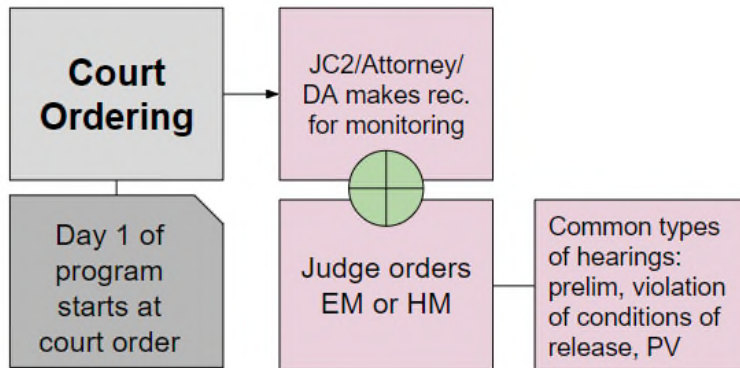


Decision Making Process



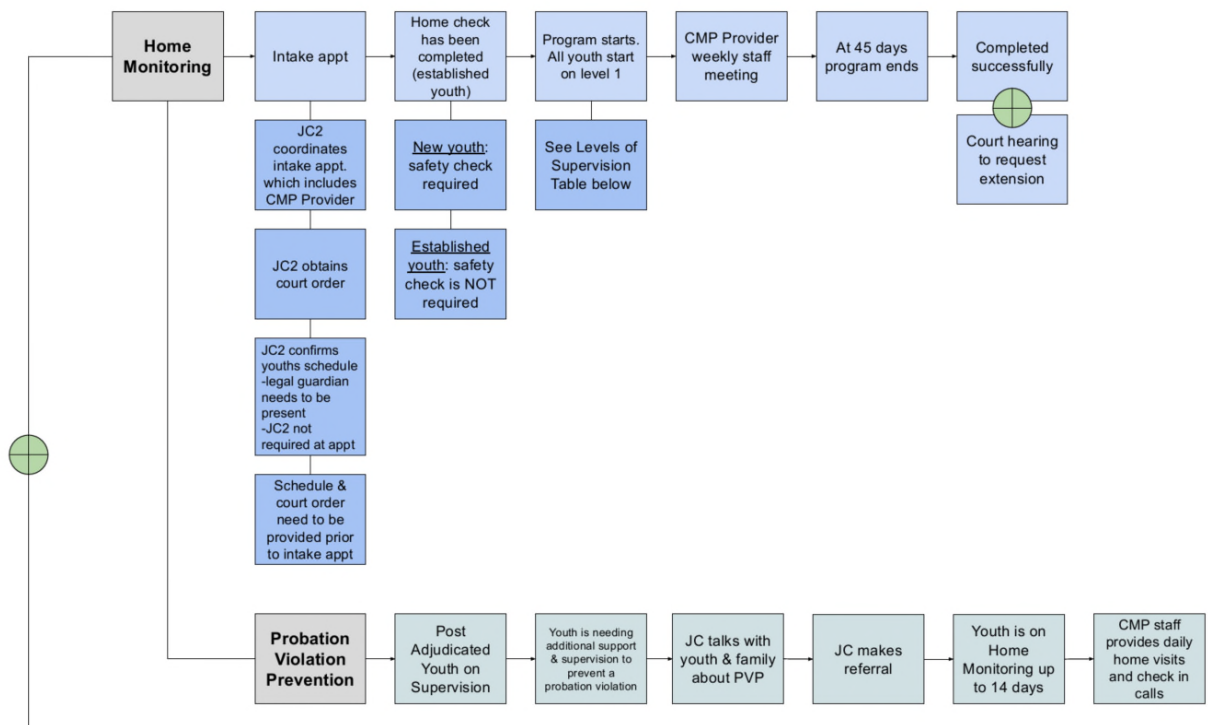
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Court Process

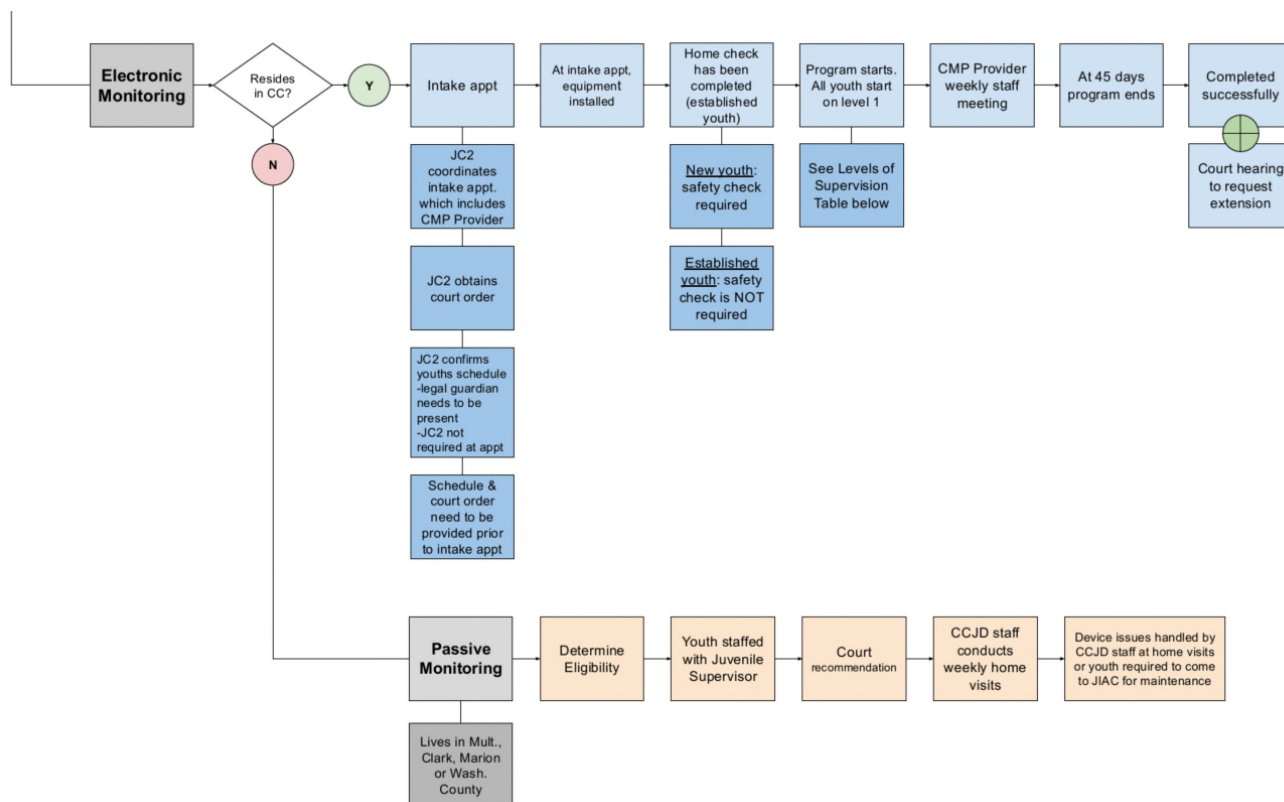


Please note: Day one of program is the day youth was ordered by the court to either CM or EM.

Breakdown of HM & CM



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Types of Supervision:

- **Home Monitoring**

Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day, and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. They are allowed up to 3 hours of free time a day (weekends only) depending on their level. Youth are required to call CMP staff when they are leaving and when they return, but these calls do not count towards their Check-in calls.

NOTE: Youth may leave home with approved adult for essential errands for up to 3 hours. Examples of essential errands include grocery, pharmacy, emergency medical, etc.) All other outings must be approved by JC2.

- **Electronic Monitoring**

Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day,

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and they have an 8 PM curfew. Youth wear a monitoring bracelet and are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. For approved outings, youth are required to call CMP staff to inform us when they are leaving and when they return but these do not count towards their Check-in calls.

- **Passive Electronic Monitoring**

For youth living outside of Clackamas County in the neighboring Counties of Multnomah, Clark, Marion, and Washington will be passively monitored by Vendor's CMP staff during the hours of 1:00 pm-9:0pm 7 days a week by monitoring the youth's whereabouts using SCRAM and providing check in calls as indicated by the youth's level. CCJD staff will conduct weekly home visits to youth residing outside of the County and device issues (including tampering with the GPS unit, broken charger, or strap violations) will be handled by the Clackamas County Juvenile Department staff on their visits or the youth will be required to come to the JIAC for maintenance.

CCJD Staff working in the Juvenile Intake and Assessment Center (JIAC) will be providing passive monitoring for youth on EM outside of CMP staff's scheduled hours outlined above. This monitoring will focus on battery alert(s), device tamper notification(s), and/or cut strap alert(s). A JJIS case note will be completed for any alerts confirmed and addressed by CCJD Staff working in JIAC. JIAC staff will not provide in person monitoring or phone contacts (i.e. curfew calls).

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- **Probation Violation Prevention Programming**

Youth on probation who are at risk of a probation violation may participate in up to 14 days enhanced support consisting of additional home visits and phone calls conducted by Vendor's CMP staff with the Probation Violation Prevention Program. Must be staffed with a supervisor prior to making a referral and youth must sign the CMP Voluntary Agreement Form for the Probation Violation Program.

Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day, and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth are required to call CMP staff when they are leaving and when they return, but these calls do not count towards their Check-in calls.

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Levels of Supervision:

Youth on Home Monitoring (HM) and Electronic Monitoring (EM) all start off on level 1 and can move through the 4 levels of the program based on program compliance. Youth on the Probation Violation Prevention Program will only be on Level 1 and Level 2. If a youth moves from EM to CM they start on the last level they were on EM. For instance EM3 they would start on CM3.

Program Level	PHONE CONTACTS		VISITS		Weekly Totals
	FROM Youth per Day (7 days/week)	Curfew Calls FROM CMP Staff per Day (7 days/week)	Face to Face by CMP Staff (per Week)	Face to Face Curfew Checks (Per Week)	
Level One	4 (28/Week)	1 (7/Week)	7	1	43
Level Two	3 (21/Week)	1 (7/Week)	5	1	34
Level Three	2 (14/Week)	1 (7/Week)	3	1	25
Level Four	1 (7/Week)	1 (7/Week)	1	1	16

Home Monitoring Free Time by Level <i>Free Time is on Weekends Only for youth on CM Only</i>		Probation Violation Prevention Free Time by Level <i>Free Time is on Weekends Only for youth on CM Only</i>	
Program Level	Free Time (hours/day)	Free Time (hours/day)	
Level One	0	1	
Level Two	1	2	
Level Three	2	N/A	
Level Four	3	N/A	

Supervision Level Change:

Monitoring Compliance

- Supervision Level Change:

Weekly Vendor's Community Monitoring staff meets to review the performance and supervision level of each youth on the program. A youth's supervision level may be adjusted based on the following performance criteria:

- Contact with Monitors
- Phone calls to the program

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- Adherence to program rules
- Adherence to court orders

Additional Considerations:

- Attitude
- Behavior
- Mental Health
- Substance Use
- Information received from parent/guardian, Juvenile Counselor, and/or school personnel
- Vendor's Community Monitoring Staff will have a Face-to-Face meeting with youth and provide a written explanation of their level change that explains the new expectations. Vendor's Community Monitoring Staff will provide an update to the youth's parent or guardian. This is documented in a JJIS Case Note.
- Vendor's Community Monitoring Staff will create a JJIS case note with weekly progress which will include any changes to youth's levels. Compliance issues will be addressed in daily JJIS case note.
- Vendor's Community Monitoring staff will complete a weekly JJIS assessment that will include.....
- When youth are facing challenges with program compliance one or more of the following actions may take place:
 - Moved to higher level of supervision
 - Verbal warning
 - Written warning
 - Review Hearing
 - Termination from program (on the run/unable to locate)
 - The action taken depends on the severity of the violation(s), the length of time youth has been on the program and specific court orders.

Length of Program:

• Pre-Adjudication

- Pre-Adjudicated youth are on until they appear at their court hearing or until the Condition of Release is vacated by a judge/referee.
- Youth will have an EM/CM review every 30 days by a Judge for compliance.
- CMP Program extensions beyond 45 days must be approved by a judge.
- Early release from CMP Program and/or less than 45-day enrollment must be approved by a judge.
- At the end of the 45-day period, CMP Program Director or Program Lead will make recommendations for continuation or discharge from the program to the JC2. The JC2 will make the final recommendation to the court, which must be approved by a judge.

• Post-adjudication Program

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- The length of time is typically 45 days but is at the discretion of the assigned judge/referee.
- Recommended length of stay is made should be specified on the court order.
- Early release from CMP Program or extension beyond 45-day enrollment must be approved by a judge.
NOTE: CMP staff conduct weekly reviews for compliance and will share a summary of youth's compliance with JC2's no later than 48 hours prior to the end of 45days so that it can be considered by the JC2 in their recommendation. This information would be shared in a JJIS case note provided by CMP staff.
- **Probation Violation Prevention Program**
 - This is a voluntary program for the youth to avoid going to Court for a formal probation violation. The youth and family will sign an agreement to participate on PVPP program. Length of time is not to exceed 14 days.

SECTION 1.02 BOUNDARIES FOR CMP EMPLOYEES

- Families may offer CMP staff something to drink or eat while conducting home visits.
- Families may also offer gifts to CMP staff. CMP staff are not to accept any form of gift from a client, family, victim or friends of client.
- While conducting a home visit, CMP staff should not be unattended/alone with the youth in any area of the house. The youth should be fully clothed when the CMP staff person is conducting a home visit (no boxers, towels, etc.).
- If a youth or someone in the youth's family makes inappropriate comments or gestures towards the CMP staff, the Vendor's Program Director should be notified to address this issue. The CMP staff should not feel obligated to address this issue directly with the person but should notify the Vendor's Program Director.
- **CMP staff should not talk with pre-adjudicated youth, their families or anyone about anything related to the current charges.**
- CMP staff should not discuss any information with any other youth or anyone about current or past youth on the program.

SECTION 1.03 BEING A MANDATORY REPORTER OF ABUSE AND NEGLECT

- Vendor's Community Monitoring Staff are mandatory reporters. These individuals are required to report because they have frequent contact with at-risk populations – infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities, and residents of nursing homes and other health care facilities.

SECTION 1.05 TYPES OF YOUTH REFERRALS

- Referrals can occur anytime from the prelim hearing throughout probation for pre-adjudicated or post-adjudicated youth.
- Common referrals may be for a new law violation, violation of conditions of release, probation violation, or referral to the probation violation prevention programming.

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RECOMMENDING YOUTH FOR CMP

- JC2 completes Youth Information Form in JJIS and emails this to JUV-CMP. This can be done prior to court, but youth will not be added to CMP until a court order is provided by the JC2 unless youth is referred to the probation violation prevention program where a signed consent form is required prior to placement on PVPP.
- JC2 is responsible for providing a brief overview of the CMP program to the youth and family. It is recommended that JC2's provide the CMP Infographic to youth and family when recommending CMP.
- JC2 is responsible for providing a copy of the court order indicating whether youth was placed on EM or HM to CMP staff immediately following court hearing.
- If a JC2 is recommending a youth to be placed on CMP as a sanction, the JC2 is responsible for informing CMP staff prior to the hearing to ensure capacity and GPS unit availability.
- JC2's should notify CMP staff as quickly as possible that youth is ordered to CMP following court hearing to allow CMP to coordinate scheduling of intakes.
- Field JC2's trying to keep youth from receiving a formal probation violation may refer youth up to 14 days of probation violation preventing programming (PVPP). PVPP will consist of Vendor's Community Monitoring staff making home visits and having the youth make phone calls according to their level.

INTAKE MEETING COORDINATION

- For all intakes **the youth and the person the youth was court ordered to reside with must be present**. The JC2 is recommended to be present for the intake but is not required. JC2 must have provided program with court ordered supervision requirements prior to the intake. If the person who the youth is residing with has not been informed that the youth is on the CMP program and they are not present at intake, CMP staff will not conduct visits to the home until this takes place. If JC2's recommendation is accepted by court and youth is ordered to CMP, JC2 is responsible for coordinating the intake meeting with CMP Staff and youth and parent/guardian.
- **Reminder: the JC2 must conduct a home visit prior to a youth being placed on the program. CMP staff will not visit the youth at their placement until a home visit has been performed by the JC2.**
- The intake meeting must take place at CCJD CMP staff's office or other approved location, between the hours of 1:00 PM and 4:00 PM for 30 minutes to 1 hour. Request for intake meetings outside of these identified hours must be coordinated between the JC2 and CMP Staff.
- Court paperwork ordering the youth on CM or EM **MUST be provided at the time of this intake or prior to it**. If the program does not have paperwork, an intake will be scheduled for a later time.
- If youth's JC2 is not available, another JC2 will need to coordinate this intake meeting.

ON-GOING COMMUNICATION WITH CMP STAFF

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- It is the JC2's responsibility to communicate known modifications to youth's schedule, supervision requirements, and any major changes to the case.
- **If the JC2 approves a change in residence (even for one night) CMP staff will not visit the youth at this location until a home visit has been performed by the JC2 and the supervising adult in this household has had the rules of CMP program explained to them by the JC2.**
- **Major incident reporting**
CCJD and/or CMP staff will complete the following process for reporting major incidents. Major incidents include suicide, recent violent incident (victim/perpetrator), new gang activity, additional police contact or any other incident:
 - **CCJD** staff that become aware of a **major incident** that could put CMP staff or others at risk will:
 - **Notify on-duty CCJD supervisor** *(Contact JIAC and request on call supervisor if after hours)*
 - **Notify CMP staff and/or CMP Program Director immediately**
 - **Create a JJIS case note to document this incident and communication with the above parties.**
 - **CMP** staff that become aware of a **major incident** as outlined above will,
 - **Notify the CMP Program Director or designee**
 - **Notify on-duty CCJD Supervisor immediately (contact JIAC and request on call supervisor be notified)**
 - **Create a JJIS case note to document this incident and communication with the above parties.**
- In addition to address safety concerns in general as outlined above, CMP Program Director will consult with the CCJD Senior Management regarding any major incidents or safety concerns regarding CMP staff conducting their duties.

CMP REVIEW Court Hearing

CMP staff will provide information as needed regarding youth's compliance on the program. If there are concerns of compliance that continue to be an issue for a youth a JC2 will schedule a court hearing before a Judge. CMP staff will provide a youth progress report to the JC2 no later than 48-hours before the court hearing.

COURT REVIEW OUTCOMES

- CMP staff monitors youth court dates and length of program requirements. JC2 will report court hearings outcomes or changes in supervision requirements.
- CMP staff will provide a progress report for each youth 48 hours prior to 30-day review hearing.
- JC2 must contact CMP staff within 24 hours of youth's court appearance to notify CMP staff if youth is finished with Program.
- It is the JC2's responsibility to notify CMP staff as to court outcomes and youths status on CM/EM.
- It is the JC2's responsibility to explain to the youth their CM/EM status.

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SECTION 1.07 PROGRAM UPDATE REQUIREMENTS

CAPACITY UPDATES

- CMP Program Director or designees will notify CCJD by emailing a provided email address when there are 20 youth assigned.

SECTION 1.08 COMMUNITY MONITORING PROGRAM

Home Monitoring and Probation Violation Prevention Program Rules

- All youth start off on Level One unless youth are transitioning from electronic monitoring to home monitoring supervision in which case the youth will start on the same level they were on electronic monitoring. Level One includes (7 random visits/week from Youth Monitors, youth make 4 check-in calls/day, 8 PM curfew (unless out with a parent that was pre-approved by their JC2) and up to 3 hours (includes travel time) of free community time (weekends only) depending on CMP Level.
- Youth are required to call CMP staff cell phones **every time they leave** the house with or without a parent that was pre-approved by their JC2. This call is different than a check in call and not counted toward there required 4 daily calls. CMP staff phone numbers will be provided to youth and families at time of intake.
- Youth need JC2 permission to stay away from their home overnight (with or without a parent), to be out more than three hours alone (except for work, school, medical/dental/mental health, substance use treatment and court related activities) and to be out alone past 8 PM. **All permissions need to be preapproved by the JC2 24 hours in advance.**

NOTE: Youth may leave home with approved adult for essential errands for up to 3 hours. Examples of essential errands include grocery, pharmacy, emergency medical, etc.) All other outings must be approved by JC2.

- Youth are not allowed to have friends over without prior approval from JC2. If individuals other than those known to reside with youth are present at time of home visits, CMP staff will inquire as to who the other individuals are and/or obtain physical descriptions of youth and document this information in a JJIS case note.

Electronic Monitoring Rules

- All youth start off on Level One (7 random visits/week from Youth Monitors and youth make 4 check-in calls/day)
- **Youth are not allowed to leave the house** (except school, work, medical/dental/mental health/substance use treatment appointments, and court activities) **and all outings must be pre-approved by the JC2. JC2 must notify CMP staff when an outing is approved.** JC2's should specify when approving an outing whether the youth will be accompanied by a parent or guardian.
- Youth are not allowed to have friends over without prior approval from JC2. If individuals other than those known to reside with youth are present at time of home visits, CMP staff will inquire as to who the other individuals are and/or obtain physical descriptions of youth and document this information in a JJIS case note.

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- Youth are required to call CMP staff cell phones every time they leave the house with or without a parent that was pre-approved by their JC2. This call is different than a check in call.
- Until CMP staff can visually assess property, youth are NOT allowed to be in the front or backyard. *EXCEPTION:* Youth *may be* allowed to be in their front or back yard depending on community environment, house layout, and/or safety concerns. CMP staff in conjunction with JC2 will determine if an exception is appropriate.
- Youth SHOULD NOT immerse the EM bracelet in water (i.e. no baths or swimming). Youth can shower.
- Youth on EM will not receive Free Time.

FOR BOTH EM PVPP, AND HM YOUTH:

- Youth will not violate any local, state or Federal laws.
- Youth will obey the rules of their parents/guardian.
- Youth will attend all scheduled Court hearings
- Youth will attend all scheduled meetings (meetings with JC2, medical, dental, mental health and substance abuse treatments).
- If enrolled, Youth will attend school regularly.
- Each week CMP staff reviews each youth's performance to determine if there are any compliance issues and whether a CM review needs to take place and/or if the youth can move down a level in supervision.
- Youth will receive notification if there are compliance issues and whether or not youth has moved supervision levels. Notification will be provided by CMP staff to youth and parent/guardian.
- JC2 must inform CMP staff when permission is granted to something outside of the approved schedule by email and creating a JJIS case note. (example: if you give youth on CMP permission to be out past 8 PM curfew, or if you granted permission for mom/dad/guardian to take youth on EM to the store)
- Written and verbal warnings for violation of program rules will be provided by CMP staff.
 - If individuals are present at time of home visit that are not known, CMP staff will ask who they are and document this in their daily JJIS case note.
 - If individual identifies themselves as somebody that is a co-offender and/or victim, CMP staff will attempt to notify JC2 if available, or on-duty supervisor as soon as possible.
 - If after hours, CMP staff will contact JIAC and request on-call supervisor be notified.

SECTION 1.09 *ELECTRONIC MONITORING (EM) VIOLATION PROCEDURES*

- The specific violations are documented in JJIS to ensure all CMP staff is aware of violations and notified of any follow-up required. Monitors can give verbal or written warnings based on the seriousness of the violation (s) and will notify JC2 of steps taken. Contacts with collateral contacts are also documented.
- See strap violations in section 1.17 for process if a cut strap notification is received.

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SECTION 1.10 INTAKE OVERVIEW

Intake Orientation

- Explain and give a copy of the Rules of Community Monitoring Program form.
- Explain and give a copy of the Telephone Check-In Instruction form.
- Review the staff schedule on the Telephone Check-In explaining that youth must call Youth Monitors every time they leave and return to their home.
 - Parents/guardians may be asked to verify outings.
- Obtain Release of Information.
- Provide Youth Monitors' schedule sheet with cell phone numbers.
- Get detailed schedule information.
- If placed on Electronic Monitoring, the EM bracelet should be fitted to the youth before leaving CCJD

SECTION 1.11 CONFIDENTIALITY

- All youth must sign a Release of Information in order for CMP staff to be able to gain school attendance and other information. School personnel should not be given any information about the youth and all questions and issues should be addressed with the youth's JC2.
- All intakes and sensitive phone calls that take place at CCJD should be done in the Community Monitoring office or other private setting. No paperwork containing client information should be left in the open. When not at their desk, staff members should lock computer screens and keep client information out of view.
- Youth information cannot be shared outside of CCJD which includes emailing information to email addresses outside of Clackamas County Juvenile. Youth information cannot be stored on non-Clackamas County devices. CMP staff cannot text youth information. If youth information needs to be discussed, this should be done in person or over the phone.
- Past youth involvement in the program is confidential and should not be shared with anyone other than CMP staff and Juvenile Department. Present youth involvement in the program is confidential and should not be shared with anyone other than CMP staff, Juvenile Department and parent or guardian.
- Any paperwork that contains client information that needs to be discarded should be shredded.
- Information contained in SCRAM and JJIS database is confidential material and should only be viewed by appropriate staff and should be used for work related purposes only.

SECTION 1.12 CUSTOM TAILORED CMP MONITORING PLANS

- Any CMP monitoring plan that is outside the regular rules of CMP must be staffed with CMP Program Director and JC2 supervisor prior to presenting the plan to the court and it must be approved by the Community Monitoring Program Director.

SECTION 1.13 GUN POLICY

APPENDIX A

- Safety Check of the home would need to be performed before youth can be placed on the program.
- JC2's will screen all youth with gun charges with CMP staff prior to recommending youth to the program.
- Additional restrictions may apply for youth with gun charges as determined by court order, JC2 and/or safety plan. Examples would be early curfew, limitations on free time on community monitoring, etc.

SECTION 1.14 YOUTH ON WARRANT STATUS PROCEDURES

- If a youth with a warrant status has contact with CMP staff, CMP staff should direct youth to turn themselves in to JIAC and contact their assigned JC2. CMP staff should notify youth's assigned JC2 or CCJD on-duty supervisor. If after hours, CMP staff should notify JIAC to inform them of contact and complete a JJIS case note.
- CMP staff will not do home visits for youth on warrant status. CMP staff will coordinate with JC2's regarding retrieving equipment if youth on warrant status is on electronic monitoring.

SECTION 1.15 DOCUMENTATION

In order for the program to run efficiently and effectively, documentation will play an integral role in holding youth accountable. Accurate documentation is necessary for program operation as well. All decisions and recommendations that impact the youth on the program will be documented in JJIS.

The following needs to be **documented** in the database:

- Daily summary of contact(s) with youth (visits and calls)
- Weekly summary of contacts and check in calls including % of completion
- A weekly assessment summary will be completed in JJIS for each youth.
- All relevant conversations (with youth, parents, JC2's, school staff, other people working with youth) about a youth on the program
- Written and verbal warnings
 - Warnings are provided for any violation of program rules, including unauthorized people present at time of face-to-face visits. CMP staff will attempt to provide warnings within 24 hours of violation when possible. Warnings are documented in a JJIS case note.
- Level change notification
- Schedule changes
- Court date changes
- Intake meetings
- Electronic Monitoring Equipment Maintenance
- Electronic Monitoring Violations

Documentation Standards

APPENDIX A

- All contacts with youth, families, and other professionals working with these youth need to be documented in JJIS by the end of CMP staff's shift.
- All observations should be objective, accurate and detailed. If a CMP staff is unclear about how to document something then staff should email co-workers (including Program Director) with the details of the situation for guidance.
- Any change in supervision, compliance, schedule, court appearances, and court orders must be documented immediately. JC2 will receive notification of violations to the program rules and when verbal and written warnings are issued to youth through JJIS case notes.

SECTION 1.16 JC2 REPORTING TO CMP STAFF

- Reminder it is the JC2's responsibility to communicate known modifications to the youth's schedule, supervision requirements, or any major changes to the case.
- It is the responsibility of the youth and family to obtain permission from their assigned JC2 24 hours in advance for outings with approved family member. CMP staff are not to contact JC2 for approval. JC2's are encouraged to reach out to youth at the beginning of each week to document this.
- If the JC2 approves a change in residence (even for one night), CMP staff cannot visit the youth at this location until a home visit has been performed by the JC2 **AND** the supervising adult in this household has had the rules of CMP/EM explained to them by the JC2.

SECTION 1.17 STRAP VIOLATION or RUNAWAY YOUTH

Strap Violations: CMP staff will verify to determine if strap violation is real. If confirmed, CMP staff will attempt to contact youth/guardian and complete the following steps:

1. Advise parent/guardian to report youth as runaway to law enforcement immediately. (If youth is in ODHS custody and/or foster placement, CMP staff will remind them that ODHS hotline should also be called.
2. Contact CMP staff on duty and CMP Program Director and/or designee
3. Notify assigned JC2 if during regular business hours
4. CMP staff will immediately contact JIAC at (503) 655-8342 to report cut straps (confirmed or unable to confirm). CMP Staff will provide the following when calling to report a cut strap violation:
 - a. Youth's name and JJIS number (if available)
 - b. Brief description of what is known to have occurred
 - c. Was strap violation verified?
 - d. Last known location of youth
 - e. CMP Staff's contact information
5. JIAC Staff will notify the on-call supervisor and provide all of the above information
6. CMP staff will go to the last known location of GPS equipment to attempt to retrieve the equipment (if possible).
7. Complete a JJIS case note with detail of what happened, and notifications made.

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If cut strap violation & runaway occurs outside of CMP hours, JIAC Staff will:

1. Advise parent/guardian to report youth as runaway to law enforcement immediately. (If youth is in ODHS custody, ODHS hotline should also be called)
2. Notify assigned JC2 if on shift (during regular business hours), OR
3. Notify the supervisor on duty or the on-call supervisor if after hours, and
4. Complete a JJIS case note.

If A Youth Absconds:

- **A youth is considered to have absconded if they have not been physically seen for over 72 hours by CMP staff.**
1. CMP staff will notify the JC2 when this occurs.
 2. The JC2 will have 48 hours to make contact with the youth and/or family to determine next steps.
 3. The youth will be staffed for next step.

Appendix A. Definitions

CMP Staff: CMP Staff are vendor's employees assigned to Clackamas County Juvenile Department's Community Monitoring Program (CMP).

Community Monitoring Program (CMP): CMP is a CCJD program that includes both community monitoring and electronic monitoring as alternatives to custody both pre and post adjudication. Youth must be ordered on to either community monitoring OR electronic monitoring by the court.

Home Monitoring (HM): Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make Check-in phone calls, depending on the level, into the program every day and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. They are allowed up to 3 hours of free time a day depending on their level. Youth are required to call CMP staff to inform them us when they are leaving and when they return, but these do not count towards their Check-in calls.

Electronic Monitoring (EM): Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make Check-in phone calls, depending on the level, call in to the program every day and they have an 8 PM curfew. Youth wear a monitoring bracelet not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. Youth are required to call CMP staff to inform them when they are leaving and when they return but these do not count towards their Check-in calls.

Probation Violation Prevention Program (PVPP): Program up to 14 days, Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all

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holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day, and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth are required to call CMP staff when they are leaving and when they return, but these calls do not count towards their Check-in calls.

Curfew Call/Visit: phone call or face to face visit from CMP staff to youth to verify youth's location after curfew.

Face-to-Face: Face-to-face visits are visits performed by CMP staff to youth's residence, school, work, or other approved location.

Free Time: Free time is time that youth may be without adult supervision for activities approved by the assigned JC2 and parent/guardian. Free time is only for youth on community monitoring and is only allowed on weekends. Free time can be revoked for noncompliance.

NOTE: Youth on community monitoring who are also ordered to sight and sound supervision and/or house arrest cannot have free time. Free time includes travel time. If the youth has an approved activity to play basketball at the park for an hour it must include how long it takes to travel because they are not being supervised by an adult.

For example:

4:00 PM Youth leaves home to go to the park

4:10 PM Arrives at the park

4:50 PM leaves the park.

5:00 PM Arrives back home

NOTE: YOUTH ON ELECTRONIC MONITORING DO NOT GET FREE TIME

Passive Monitoring: For youth on electronic monitoring only, passive monitoring refers to monitoring of SCRAM software for alerts and violations. This is conducted by both CMP during regularly scheduled hours and by CCJD JIAC staff outside of CMP staff hours.

Safety Check: A safety check is a visit to the youth's residence that conducted by a youth's assigned JC2 or other designated CCJD staff that assesses for safety concerns including, but not limited to environmental hazards, access to weapons, animals, etc.

Warning: A swift written and/or verbal warnings provided to youth for violation(s) of program rules and/or court orders by CMP staff. **NOTE:** Warnings are provided immediately, or at next home visit. All warnings issued by CMP staff will be documented in JJIS.

EXHIBIT B
CONTRACTOR'S ANNUAL BUDGET

EXHIBIT B

Year 1 (12/1/26 - 6/30/27)						Year 2 (7/1/27 - 6/30/28)				Year 3 (7/1/28 - 6/30/29)				Year 4 (7/1/29 - 11/30/29)															
Clackamas County CMP Budget	Units	# Units	Freq.	Unit Cost	Total Cost Year 1	# Units	Freq.	Unit Cost	Total Cost Year 2	# Units	Freq.	Unit Cost	Total Cost Year 3	# Units	Freq.	Unit Cost	Total Cost Year 4	Total Cost for Contract											
a) Staffing Costs																													
Chief Program Officer (3%)	Staff	1	1	\$ 3,074.04	\$ 3,074.04	1	1	\$ 5,385.27	\$ 5,385.27	1	1	\$ 5,546.83	\$ 5,546.83	1	1	\$ 2,354.15	\$ 2,354.15	\$ 16,360.29											
Program Director (40%)	Staff	1	1	\$ 25,445.77	\$ 25,445.77	1	1	\$ 44,577.27	\$ 44,577.27	1	1	\$ 45,914.59	\$ 45,914.59	1	1	\$ 19,486.75	\$ 19,486.75	\$ 135,424.39											
Program Lead	Staff	1	1	\$ 34,415.68	\$ 34,415.68	1	1	\$ 60,291.25	\$ 60,291.25	1	1	\$ 62,099.99	\$ 62,099.99	1	1	\$ 26,356.05	\$ 26,356.05	\$ 183,162.98											
Youth Monitor	Staff	1	1	\$ 29,936.41	\$ 29,936.41	1	1	\$ 52,444.24	\$ 52,444.24	1	1	\$ 54,017.56	\$ 54,017.56	1	1	\$ 22,925.76	\$ 22,925.76	\$ 159,323.98											
Youth Monitor	Staff	1	1	\$ 29,065.45	\$ 29,065.45	1	1	\$ 50,918.43	\$ 50,918.43	1	1	\$ 52,445.98	\$ 52,445.98	1	1	\$ 22,238.76	\$ 22,238.76	\$ 154,688.62											
Employee Taxes (8.7% of salary)		1	1	\$ 10,584.06	\$ 10,584.06	1	1	\$ 18,541.73	\$ 18,541.73	1	1	\$ 19,097.99	\$ 19,097.99	1	1	\$ 93,381.48	\$ 93,381.48	\$ 141,605.26											
Employee Benefits (15.8% of salary)		1	1	\$ 19,325.07	\$ 19,325.07	1	1	\$ 33,854.70	\$ 33,854.70	1	1	\$ 34,870.35	\$ 34,870.35	1	1	\$ 8,105.44	\$ 8,105.44	\$ 96,155.55											
Total Staffing Costs					\$ 151,846.48						\$ 266,012.90						\$ 273,993.29						\$ 194,868.39						\$ 886,721.06
b) Miscellaneous Costs																													
Advertising and Promotions		1	1	\$ 50.00	\$ 50.00	1	1	\$ 55.00	\$ 50.00	1	1	\$ 60.50	\$ 50.00	1	1	\$ 66.55	\$ 50.00	\$ 200.00											
Supplies		1	1	\$ 250.00	\$ 250.00	1	1	\$ 275.00	\$ 275.00	1	1	\$ 302.50	\$ 302.50	1	1	\$ 332.75	\$ 332.75	\$ 1,160.25											
Communications		1	1	\$ 1,500.00	\$ 1,500.00	1	1	\$ 1,650.00	\$ 1,650.00	1	1	\$ 1,815.00	\$ 1,815.00	1	1	\$ 1,996.50	\$ 1,996.50	\$ 6,961.50											
Travel								\$ -				\$ -				\$ -		\$ -											
Vehicle Fuel and Energy	Vehicle/ Month	2	12	\$ 200.00	\$ 4,800.00	2	12	\$ 220.00	\$ 5,280.00	2	12	\$ 242.00	\$ 5,808.00	2	12	\$ 266.20	\$ 6,388.80	\$ 22,276.80											
Vehicle Maintenance		1	1	\$ 700.00	\$ 700.00	1	1	\$ 770.00	\$ 770.00	1	1	\$ 847.00	\$ 847.00	1	1	\$ 931.70	\$ 931.70	\$ 3,248.70											
Other Administrative Expenses		1	1	\$ 8,000.00	\$ 8,000.00	1	1	\$ 8,800.00	\$ 8,800.00	1	1	\$ 9,680.00	\$ 9,680.00	1	1	\$ 10,648.00	\$ 10,648.00	\$ 37,128.00											
Total Miscellaneous Costs					\$ 15,300.00						\$ 16,825.00						\$ 18,502.50						\$ 20,347.75						\$ 70,975.25
c) Administrative/Indirect Costs																													
Administrative Overhead (federally negotiated indirect cost rate of 22%)					\$ 36,772.22						\$ 62,224.34						\$ 64,349.07						\$ 47,347.55						\$ 210,693.19
Total Administrative/Indirect Costs					\$ 36,772.22						\$ 62,224.34						\$ 64,349.07						\$ 47,347.55						\$ 210,693.19
TOTAL					\$ 203,918.70						\$ 345,062.24						\$ 356,844.86						\$ 262,563.69						\$ 1,168,389.50

Clackamas County CMP contract

Final Audit Report

2026-10-28

Created:	2026-10-28
By:	Jessy Hampton (Jessy.Hampton@voaor.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAd_Qxl21nOR4SEsg0a1SuuTRJf91SZu9-

"Clackamas County CMP contract" History

-  Document created by Jessy Hampton (Jessy.Hampton@voaor.org)
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-  Document e-signed by Maree Wacker (maree.wacker@voaor.org)
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