

October 2, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of an Amendment to a Subrecipient Grant Agreement with Parrott Creek Child and Family Services for alcohol and drug recovery housing assistance. Amendment Value is \$165,475.80 for 6 months. Total Agreement Value is \$679,659.70 for 2 years. Funding is through the Oregon Health Authority. No County General Funds are involved.

Previous Board Action/Review	<ul style="list-style-type: none"> • Agreement January 4, 2025, Agenda Item 20240104 III.E.3 • Amendment #01 April 10, 2025, Agenda Item 20250410 IV.C.1 • Amendment #02 June 5, 2025, Agenda Item 20250605 IV.F.12 		
Performance Clackamas	Healthy People		
Counsel Review	Yes – Sarah Foreman	Procurement Review	No
Contact Person	Karen Kern	Contact Phone	503-742-5335

EXECUTIVE SUMMARY: The Behavioral Health Division of the Health, Housing, and Human Services Department requests the approval of Amendment #03 to the Federal Subrecipient Grant Agreement with Parrott Creek Child and Family Services, Inc., for A&D Housing Assistance Program Services for Clackamas County residents in alcohol and drug recovery. Parrott Creek will support the substance abuse treatment and early recovery efforts of program participants while focusing on participants becoming self-sufficient and obtaining permanent housing placements. Participants need to be fully engaged in alcohol and drug treatment to access housing services. This program supports the Recovery-Oriented System of Care model adopted by the County through housing intervention and treatment.

Parrott Creek Child and Family Services, Inc. is a not-for-profit agency based in Clackamas County, helping children and families identify strengths and develop skills that build stronger families and safer communities. Parrott Creek has provided program services since 2022, following their first award in November 2021, following a Notice of Funding Opportunity (NOFO) procurement. The current Agreement was awarded in 2023 as a result of a new NOFO procurement. During the most recent reporting period (July-December 2024), fifty-eight individuals were served, and all maintained their housing during their participation in program services. Additionally, fifty-four of the program participants maintained their sobriety.

This amendment #03 extends the term of the agreement six (6) months through December 31, 2025, and adds \$165,475.80 for the additional months of services. The maximum agreement value is increased to \$679,659.70 for twenty-four (24) months of services.

RECOMMENDATION: Staff respectfully requests that the Board of Commissioners approve amendment #03 (11428) and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health, Housing and Human Services

For Filing Use Only

Subrecipient Amendment

Subrecipient Agreement Number: 24-021 (H3S 11428)	Board Order Number:
Department/Division: H3S – Behavioral Health	Amendment No. 03
Subrecipient: Parrott Creek Child and Family Services, Inc.	Amendment Requested By: Mary Rumbaugh
Changes: <input checked="" type="checkbox"/> Scope of Service <input checked="" type="checkbox"/> Agreement Time	<input checked="" type="checkbox"/> Agreement Budget (X) Other: Updates Exhibits A, B, D and I

Justification for Amendment:

This Amendment #03 is entered into by and between Clackamas County (“COUNTY”) and Parrott Creek Child and Family Services, Inc. (“SUBRECIPIENT”) and will become a part of that subrecipient agreement (“Agreement”) originally entered by and between the parties on January 4, 2024.

This Amendment #03 extends the term of this Agreement six months through December 31, 2025, and adds \$165,475.80 for the additional months of services. The new maximum value of this Agreement is \$679,659.70.

This Amendment #03 also updates Exhibit A, Subrecipient Scope of Work and Performance Reporting, Exhibit B, Subrecipient Program Budget. Exhibit D, Required Financial Reporting and Payment Request, and Exhibit I, 2 CFR 200.332(a) Required Information.

This amendment is entered into as of July 01, 2025, and continues through December 31, 2025.

Except as amended hereby, all other terms and conditions of the contract remain in full force and effect. The County has identified the changes with “***bold/italic***” font for easy reference.

AMEND Agreement, Section 1, Term and Effective Date:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and will terminate on **June 30, 2025**, unless sooner terminated or extended pursuant to the terms hereof. Eligible expenses for this Agreement may be charged during the period beginning **January 1, 2024** and expiring **June 30, 2025**, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement. Agreement term may be extended via amendment for two additional years at COUNTY's sole discretion.

TO READ:

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and will terminate on **December 31, 2025**, unless sooner terminated or extended pursuant to the terms hereof. Eligible expenses for this Agreement may be charged during the period beginning **January 1, 2024** and expiring **December 31, 2025**, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement. Agreement term may be extended via amendment for two additional years at COUNTY's sole discretion.

AMEND Agreement, Section 4, Grant Funds:

4. Grant Funds. COUNTY's funding for this Agreement is the Substance Abuse and Prevention and Treatment Block Grant ("SAPT") (Assistance Listing Number ["ALN"] #: 93.959) issued to COUNTY by the Oregon Health Authority ("OHA"). The maximum, not to exceed, grant amount COUNTY will pay is **\$514,183.90**. This is a cost reimbursement grant. The award is conditional upon compliance with the terms herein and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Reimbursement Request. Failure to comply with the terms of this Agreement may result in withholding of payment. Funds advanced and unspent must be returned to COUNTY within 30 days of the end of termination period in Section 1 if award conditions are not met.
 - 4.1. Federal Funds: **\$208,506.10** in federal funds are provided through the Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services ("IGA"; Agreement No. [Not Available]) (**ALN 93.959**) issued to COUNTY by the State of Oregon acting by and through its OHA. The State of Oregon receives funds through the Substance Abuse and Prevention and Treatment Block Grant (SAPT) funds from the U.S. Department of Health and Human Services, Office of Substance Abuse and Mental Health Services Administration.
 - 4.2. State Funds: **\$305,677.80** in State funds are provided through the IGA for funding of other items in the program budget.

TO READ:

4. Grant Funds. COUNTY's funding for this Agreement is the Substance Abuse and Prevention and Treatment Block Grant ("SAPT") (Assistance Listing Number ["ALN"] #: 93.959) issued to COUNTY by the Oregon Health Authority ("OHA"). The maximum, not to exceed, grant amount COUNTY will pay is **\$679,659.70**. This is a cost reimbursement grant. The award is conditional upon compliance with the terms herein and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Reimbursement Request. Failure to comply with the terms of this Agreement may result in withholding of payment. Funds advanced and unspent must be returned to COUNTY within 30 days of the end of termination period in Section 1 if award conditions are not met.

- 4.1. Federal Funds: **\$287,790.55** in federal funds are provided through the Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services (“IGA”; Agreement No. **44300-00026004**) (**ALN 93.959**) issued to COUNTY by the State of Oregon acting by and through its OHA. The State of Oregon receives funds through the Substance Abuse and Prevention and Treatment Block Grant (SAPT) funds from the U.S. Department of Health and Human Services, Office of Substance Abuse and Mental Health Services Administration.
- 4.2. State Funds: **\$391,869.15** in State funds are provided through the IGA for funding of other items in the program budget.

AMEND Section I. a of EXHIBIT A, SUBRECIPIENT SCOPE OF WORK AND PERFORMANCE REPORTING:

I. SCOPE OF SERVICES

a) SUBRECIPIENT agrees to accomplish the following work under this Agreement:

- 1) Provide housing assistance services for Clackamas County residents in alcohol and drug recovery. SUBRECIPIENT will support the substance abuse treatment and early recovery efforts of the participants while also focusing on participants becoming self-sufficient and obtaining permanent housing placements. The target population for this program is individuals participating in alcohol and drug recovery at or below 50% Median Family Income (according to current HUD data), homeless, or at risk of homelessness.

Participants in the program are required to be fully engaged in alcohol and drug treatment in order to access housing assistance. The program has three main components: substance abuse recovery, finding and retaining permanent housing, and increasing income by connecting people with benefits and/or employment options.

- 2) Assist program participants in finding and retaining permanent housing. During the term of the Agreement, **\$273,798.00** may be used toward housing program participants, as outlined in Exhibit B. These funds can be used for, but are not limited to, moving costs, rent assistance, application fees, deposits, and paying off previous debts. Each participant can access a maximum of **\$3,750.00** during the term of the Agreement, to include potential two-year renewal term.
- 3) Develop partnerships with landlords and housing providers to help program participants stay housed. This includes responding to landlord requests for assistance within twenty-four (24) to forty-eight (48) hours and attending meetings necessary to mediate lease violations. SUBRECIPIENT staff must be prepared to address any concern landlords may have. Strategies for addressing these concerns can include paying for criminal background checks and credit reports, obtaining letters of support from drug counselors or probation/parole officers, and documenting income.

TO READ:

I. SCOPE OF SERVICES

a) SUBRECIPIENT agrees to accomplish the following work under this Agreement:

- 1) Provide housing assistance services for Clackamas County residents in alcohol and drug recovery. SUBRECIPIENT will support the substance abuse treatment and early recovery efforts of the participants while also focusing on participants becoming self-sufficient and

Parrott Creek Child and Family Services, Inc. – A&D Housing Assistance Program

Subrecipient Grant Agreement 24-021 (BH #11428) – Amendment #03

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obtaining permanent housing placements. The target population for this program is individuals participating in alcohol and drug recovery at or below 50% Median Family Income (according to current HUD data), homeless, or at risk of homelessness.

Participants in the program are required to be fully engaged in alcohol and drug treatment in order to access housing assistance. The program has three main components: substance abuse recovery, finding and retaining permanent housing, and increasing income by connecting people with benefits and/or employment options.

- 2) Assist program participants in finding and retaining permanent housing. During the term of the Agreement, **\$348,232.00** may be used toward housing program participants, as outlined in Exhibit B. These funds can be used for, but are not limited to, moving costs, rent assistance, application fees, deposits, and paying off previous debts. Each participant can access a maximum of **\$3,750.00** during the term of the Agreement, to include potential two-year renewal term.
- 3) Develop partnerships with landlords and housing providers to help program participants stay housed. This includes responding to landlord requests for assistance within twenty-four (24) to forty-eight (48) hours and attending meetings necessary to mediate lease violations. SUBRECIPIENT staff must be prepared to address any concern landlords may have. Strategies for addressing these concerns can include paying for criminal background checks and credit reports, obtaining letters of support from drug counselors or probation/parole officers, and documenting income.

AMEND EXHIBIT B, SUBRECIPIENT PROGRAM BUDGET:

PROGRAM NAME: A&D Housing Assistance (Fund Source: Substance Abuse, Prevention and Treatment Block Grant, ALN# 93.959)	AGREEMENT No. 24-021
SUBRECIPIENT: Parrott Creek Child and Family Services, Inc.	

Program Budget	
Categories	January 2024- June 2025
FEDERAL COSTS	
<u>Personnel and Fringe</u>	
Traditional Health Worker/Housing Navigator 1 FTE (\$24.50/hr + 20% fringe)	\$ 91,772.00
LatinX and Black, Indigenous and People of Color (BIPOC) Community Case Manager 0.25 FTE (\$24.50/hr + 20% fringe)	\$ 22,943.00
Housing and Recovery Program Manager 0.25 FTE (\$34/hr + 20% fringe)	\$ 31,839.00
CADC II Counselor 0.25 FTE (\$36/hr + 20% fringe)	\$ 33,712.00
<i>Personnel and Fringe Total</i>	<i>\$ 180,266.00</i>

<u>Professional Fees</u>	
Annual certifications and supervision costs	\$ 4,500.00
<i>Professional Fees Total</i>	\$ 4,500.00
<u>Staff Training</u>	
Training fees and/or continuing education costs for program staff	\$ 2,250.00
<i>Staff Training Total</i>	\$ 2,250.00
<u>Mileage</u>	
Mileage reimbursement at current IRS rate for approximately fifty (50) miles per week	\$ 2,535.00
<i>Mileage Total</i>	\$ 2,535.00
Federal Costs Subtotal	\$ 189,551.00
<i>10% Federal Indirect</i>	\$ 18,955.10
Federal Costs Total	\$ 208,506.10
STATE COSTS	
<u>Program Materials & Supplies</u>	
Costs associated with access to community supports such as AA/NA curriculum and incentives, sobriety awards and incidentals.	\$ 1,500.00
<i>Program Costs Total</i>	\$ 1,500.00
<u>Client Assistance</u>	
Client assistance for program participants to include, but not limited to: moving costs, rent assistance, application fees, deposits, and paying off previous debts. Each client eligible for a maximum of \$3,750 during the Agreement's term.	\$ 216,798.00
<i>Client Assistance Total</i>	\$ 216,798.00
State Costs Subtotal	\$ 218,298.00
<i>10% State Indirect</i>	\$ 21,829.80

Client Assistance	
Additional Client Assistance funds for program participants	\$ 57,000.00
<i>15% State Indirect</i>	\$ 8,550.00
State Costs Total	\$ 305,677.80
BUDGET TOTAL	\$ 514,183.90

TO READ:

PROGRAM NAME: A&D Housing Assistance (Fund Source: Substance Abuse, Prevention and Treatment Block Grant, ALN# 93.959)	AGREEMENT No. 24-021
SUBRECIPIENT: Parrott Creek Child and Family Services, Inc.	

Program Budget	
Categories	January 2024- June 2025
FEDERAL COSTS	
<u>Personnel and Fringe</u>	
Traditional Health Worker/Housing Navigator 1 FTE (\$24.50/hr + 20% fringe)	\$ 91,772.00
LatinX and Black, Indigenous and People of Color (BIPOC) Community Case Manager 0.25 FTE (\$24.50/hr + 20% fringe)	\$ 22,943.00
Housing and Recovery Program Manager 0.25 FTE (\$34/hr + 20% fringe)	\$ 31,839.00
CADC II Counselor 0.25 FTE (\$36/hr + 20% fringe)	\$ 33,712.00
<i>Personnel and Fringe Total</i>	\$ 180,266.00
<u>Professional Fees</u>	
Annual certifications and supervision costs	\$ 4,500.00
<i>Professional Fees Total</i>	\$ 4,500.00
<u>Staff Training</u>	
Training fees and/or continuing education costs for program staff	\$ 2,250.00
<i>Staff Training Total</i>	\$ 2,250.00

<u>Mileage</u>	
Mileage reimbursement at current IRS rate for approximately fifty (50) miles per week	\$ 2,535.00
<i>Mileage Total</i>	\$ 2,535.00
Federal Costs Subtotal	\$ 189,551.00
<i>10% Federal Indirect</i>	\$ 18,955.10
Federal Costs Total	\$ 208,506.10
STATE COSTS	
<u>Program Materials & Supplies</u>	
Costs associated with access to community supports such as AA/NA curriculum and incentives, sobriety awards and incidentals.	\$ 1,500.00
<i>Program Costs Total</i>	\$ 1,500.00
<u>Client Assistance</u>	
Client assistance for program participants to include, but not limited to: moving costs, rent assistance, application fees, deposits, and paying off previous debts. Each client eligible for a maximum of \$3,750 during the Agreement's term.	\$ 216,798.00
<i>Client Assistance Total</i>	\$ 216,798.00
State Costs Subtotal	\$ 218,298.00
<i>10% State Indirect</i>	\$ 21,829.80
Client Assistance	
Additional Client Assistance funds for program participants	\$ 57,000.00
<i>15% State Indirect</i>	\$ 8,550.00
State Costs Total	\$ 305,677.80
BUDGET TOTAL	\$ 514,183.90

Program Budget	
Categories	July - December 2025
FEDERAL COSTS	
<u>Personnel and Fringe</u>	
<i>Traditional Health Worker/Housing Navigator 1 FTE (\$24.50/hr + 20% fringe)</i>	\$ 34,450.00
<i>LatinX and Black, Indigenous and People of Color (BIPOC) Community Case Manager 0.25 FTE (\$24.50/hr + 20% fringe)</i>	\$ 8,612.50
<i>Housing and Recovery Program Manager 0.25 FTE (\$34/hr + 20% fringe)</i>	\$ 10,993.00
<i>CADC II Counselor 0.25 FTE (\$36/hr + 20% fringe)</i>	\$ 11,700.00
Personnel and Fringe Total	\$ 65,755.50
<u>Materials and Services</u>	
<i>Continuing Education</i>	\$ 2,317.50
<i>Phone, copier, IT system costs</i>	\$ 870.00
Materials and Services Total	\$ 3,187.50
Federal Costs Subtotal	\$ 68,943.00
15% Federal Indirect	\$ 10,341.45
Federal Costs Total	\$ 79,284.45
STATE COSTS	
<u>Program Materials & Supplies</u>	
<i>Costs associated with access to community supports such as AA/NA curriculum and incentives, sobriety awards and incidentals.</i>	\$ 515.00
Program Costs Total	\$ 515.00
<u>Client Assistance</u>	
<i>Client assistance for program participants to include, but not limited to: moving costs, rent assistance, application fees, deposits, and paying off previous debts. Each client eligible for a maximum of \$3,750 during the Agreement's term.</i>	\$ 74,434.00
Client Assistance Total	\$ 74,434.00

<i>State Costs Subtotal</i>	<i>\$ 74,949.00</i>
<i>15% State Indirect</i>	<i>\$ 11,242.35</i>
<i>State Costs Total</i>	<i>\$ 86,191.35</i>
<i>BUDGET TOTAL</i>	<i>\$ 165,475.80</i>

AMEND Section 2. of EXHIBIT D, REQUIRED FINANCIAL REPORTING AND PAYMENT REQUEST:

- Requests for reimbursement shall be submitted by the **10th of the month** for the previous month. The final request for reimbursement shall be submitted by July 10, 2025 for June 30, 2025 expenses.

TO READ:

- Requests for reimbursement shall be submitted by the **10th of the month** for the previous month. The final request for reimbursement shall be submitted by **January 10, 2026** for **December 2025** expenses.

AMEND EXHIBIT I, 2 CFR 200.332(a) REQUIRED INFORMATION:

Federal award identification	
SUBRECIPIENT Name:	Parrott Creek Child and Family Services, Inc.
SUBRECIPIENT Unique Entity Identifier:	EM6DMB8NENT3
Federal Award Identification Number (FAIN):	Not available
Federal award date:	Not available
Period of Performance (This Agreement):	January 1, 2024 – June 30, 2025
Budget Period (This Agreement):	January 1, 2024 – June 30, 2025
Total amount of all federal funds obligated by this action:	\$208,506.10
Total amount of all federal funds obligated to SUBRECIPIENT during the current fiscal year:	\$439,514.90
Amount of federal funds from this FAIN committed to SUBRECIPIENT:	Not available
Pass-through entity identifying number:	24-021
Name of pass-through entity:	Clackamas County

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Contact information for awarding official of the pass-through entity:	Elise Thompson EThompson@clackamas.us
Federal awarding agency:	U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration
Federal award program name:	Substance Abuse Prevention and Treatment
Is Award for Research and Development?	No
Assistance Listing Number (ALN) & Title:	93.959; Substance Abuse Prevention and Treatment Block Grant
SUBRECIPIENT indirect cost rate on this Agreement:	Federal de minimis 10%

TO READ:

Federal award identification	
SUBRECIPIENT Name:	Parrott Creek Child and Family Services, Inc.
SUBRECIPIENT Unique Entity Identifier:	EM6DMB8NENT3
Federal Award Identification Number (FAIN):	Not available
Federal award date:	Not available
Period of Performance (This Agreement):	<i>January 1, 2024 – December 31, 2025</i>
Budget Period (This Agreement):	<i>January 1, 2024 – December 31, 2025</i>
Total amount of all federal funds obligated by this action:	\$287,790.55
Total amount of all federal funds obligated to SUBRECIPIENT during the current fiscal year:	\$0
Amount of federal funds from this FAIN committed to SUBRECIPIENT:	Not available
Pass-through entity identifying number:	24-021
Name of pass-through entity:	Clackamas County
Contact information for awarding official of the pass-through entity:	Mary Rumbaugh maryrum@clackamas.us

Parrott Creek Child and Family Services, Inc. – A&D Housing Assistance Program

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Federal awarding agency:	U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration
Federal award program name:	Substance Abuse Prevention and Treatment
Is Award for Research and Development?	No
Assistance Listing Number (ALN) & Title:	93.959; Substance Abuse Prevention and Treatment Block Grant
SUBRECIPIENT indirect cost rate on this Agreement:	Federal de minimis 15%

(Signature page follows)

SIGNATURE PAGE

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

CLACKAMAS COUNTY

PARROTT CREEK CHILD AND FAMILY SERVICES, INC.

By: _____



Its: _____

By: Simon Fulford

Dated: _____

Its: Executive Director

Approved for legal sufficiency

Dated: 09-03-26

By: *Sarah Foreman*
Sarah Foreman (Sep 4, 2025 15:17:43 PDT)
County Counsel

Dated: Sep 4, 2025