

October 2, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of an Amendment to a Personal Services Contract with Clackamas Women's Services for shelter support, case management, eviction prevention, and rental assistance. Amendment Value is \$6,324,290.91 for 9 months. Total Contract Value is \$23,081,140.54 for 4 years. Funding is through State of Oregon SB 5511 and SB 5701, as well as \$88,836.47 of Budgeted County General Funds.

Previous Board Action/Review	<ul style="list-style-type: none"> • Original contract: December 15, 2022, Agenda Item 20221215.III.A; • Assignment Addendum: December 15, 2022, Agenda Item 20221215.V.F.6; • Amendment #1: September 7, 2023, Agenda Item 20230907 III.C.23; • Amendment #2: December 14, 2023, Agenda Item 20231214 III.E.5; • Amendment #3: January 8, 2024, No Cost, H3S Department Approved; • Amendment #4: June 12, 2024, No Cost, H3S Department Approved; • Amendment #5: October 1, 2024, Agenda Item 20241024 II.B.5; • Amendment #6: December 27, 2024, No Cost, Department Approved; • Amendment #7: June 5, 2025, Agenda Item 20250605 IV.F.1; 		
Performance Clackamas	Healthy People		
Counsel Review	Yes. Amanda Keller	Procurement Review	NA
Contact Person	Vahid Brown	Contact Phone	(971) 334-9870

EXECUTIVE SUMMARY: The Housing and Community Development Division (HCDD) of the Health, Housing and Human Services Department requests approval of an Amendment to Contract a personal services contract with Clackamas Women's Services (CWS) to continue to provide shelter, housing navigation and placement, supportive housing case management (SHCM), eviction prevention services, rapid rehousing services and long term rental assistance (LTRA) services to assist households experiencing homelessness in Clackamas County.

CWS has over 40 years of experience providing services to Clackamas County residents. Their organization offers various trauma-informed, wrap-around services for those escaping interpersonal violence. This amendment will provide the funding necessary for CWS to continue to provide essential services at current levels for the County's Recovery-Oriented System of Care for this fiscal year, as outlined in the table on the following page.

This amendment is funded through \$4,008,910.83 in Supportive Housing Services Funds, \$912,170.91 in SB 5701 funds, \$1,314,372.00 in SB 5511 funds, and \$88,836.47 in budgeted County General Funds.

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Program/Service Provision	Number to be Served
LTRA Participant Services through direct services or subcontractors	Approximately 128 households/yr
Navigation and Placement	Approximately 60 households/yr
Supportive Housing Case Management (SHCM)	Minimum of 175 households/ year
Services for Hotel/motel-based emergency shelter	Average of 50 households/year
CWS Village of 15 units	Average of 125 households/year
Connections to the Stable Housing Program (Rapid-Rehousing) through direct service and through subcontractors	Provide services to a minimum of 50 units/households at a time, to rehouse up to 170 households/yr.
Eviction Prevention Program	Up to 100 individuals/yr

RECOMMENDATION: Staff respectfully request that the Board of County Commissioners approve Amendment #08 (10919) 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

**AMENDMENT #8
TO THE CONTRACT DOCUMENTS WITH CLACKAMAS WOMEN’S SERVICES
FOR SUPPORTIVE HOUSING SERVICES
Contract #10919**

This Amendment #8 is entered into between Clackamas Women’s Services (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between the Housing Authority of Clackamas County and Contractor on December 15, 2022 (“Contract”).

The Purpose of this Amendment #8 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:

The Contract termination date is hereby changed from December 31, 2025, to June 30, 2026.

2. ARTICLE I, Section 3. **Consideration** is hereby amended to add:

In consideration for Contractor performing Work during the extended term of this Contract, County will pay Contractor an amount not to exceed \$ 6,324,290.91.

Consideration rates are on a reimbursement basis in accordance with the budget set forth in **Exhibit A to this Amendment #8 of the Contract**.

Budget line items within categories may be changed with written agreement by both parties. County may approve, in writing, adjustments to budget line-item amounts without the need for an amendment provided the maximum Contract amount is not exceeded.

The total Contract compensation will not exceed \$23,081,140.54.

ORIGINAL CONTRACT	\$ 3,361,959.42
AMENDMENT #1	\$ 4,180,204.00 – Additional Scope/funding
AMENDMENT #2	\$ 1,640,396.00 – Additional Scope/funding
AMENDMENT #3	\$ 0 – Payment/Invoice Clarification
AMENDMENT #4	\$ 0 – Term Extension
AMENDMENT #5	\$ 6,874,290.21 – Additional Scope/funding
AMENDMENT #6	\$ 0 – Scope Clarification
AMENDMENT #7	\$ 700,000.00 – Additional funding
AMENDMENT #8	\$ 6,324,290.91 – Term Extension/funding
TOTAL AMENDED CONTRACT	\$ 23,081,140.54

[Signatures on the following page]

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #8, effective upon the date of the last signature below.

Clackamas Women's Services

9-2-2025

Authorized Signature Date

Melissa Erlbaum

Printed Name

Clackamas County

, Date

Date

Approved for Legal Sufficiency:

Amanda Wells 9/2/2025
County Counsel Date

**EXHIBIT A
PERSONAL SERVICES CONTRACT
BUDGET FY 25-26**

Budget		
FY 25-26 (July 1, 2025 - June 30, 2026)		
Line Item Category	Narrative/Description	Funds Requested
Safety off the Streets (SHS)		
Personnel		
Salary	6.0 FTE Shelter Case Manager, .25 Shelter Manager. Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response.	\$413,360.00
Fringe	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, commuter stipend, wellness support, and paid leave. Benefits are prorated to the FTE allocated to the grant.	\$130,982.00
Personnel Subtotal:		\$544,342.00
Program Operations - Materials and Supplies		
Hotel Program Expense	12 months of hotel program x an average of 2 HH (max3) x \$150 per night (average)	\$160,000.00
Occupancy Costs	55% of the actual annual occupancy cost to operate emergency shelter for the Village home such as utilities, copier, general maintenance and repairs for the building and vehicles phones, IT, etc.	\$134,000.00
Mileage	Emergency Shelter Staff training including a program pro-rated share of the agency's on-going DEI consultation and training.	\$5,000.00
Program Supplies	Program supplies such as support group materials, children's program activities, general office supplies, cleaning supplies, basic needs food.	\$19,634.00
Program Operations - Materials and Supplies Subtotal:		\$318,634.00
Client Services		
Flexible Client Assistance	Flexible client assistance to address immediate safety needs such as bus passes, emergency food for hotel stay, etc.	\$5,000.00
Client Services Subtotal:		\$5,000.00
Indirect Administration		

Indirect	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$165,589.00
Indirect Subtotal:		\$165,589.00
Safety off the Streets (SHS) Subtotal:		\$1,033,565.00
Safety off the Streets (CGF)		
Personnel		
Salary	.25 Shelter Manager. Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response.	\$22,500.00
Fringe	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, commuter stipend, wellness support, and paid leave. Benefits are prorated to the FTE allocated to the grant.	\$6,889.00
Personnel Subtotal:		\$29,389.00
Program Operations - Materials and Supplies		
Occupancy Costs	20% of the actual annual occupancy cost to operate emergency shelter for the Village home such as utilities, copier, general maintenance and repairs for the building and vehicles phones, IT, etc.	\$50,507.00
Translation Interpretation	In-person, video and telephone language interpretation and document/materials translation	
Mileage	Mileage to provide assistance attending housing orientations, accompany participants in housing search, conduct landlord outreach and provide supportive services to participants. Mileage is calculated at the federal mileage rate.	
Staff Development	Emergency Shelter Staff training including a program pro-rated share of the agency's on-going DEI consultation and training.	\$0.00
Program Operations - Materials and Supplies Subtotal:		\$50,507.00
Client Services		
Flexible Client Assistance	Flexible client assistance, unrestricted to address immediate safety needs and diversion	\$0.00
Client Services Subtotal:		\$0.00
Indirect Administration		
Indirect	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$8,940.00

Indirect Subtotal:		\$8,940.00
Safety off the Streets (CGF) Subtotal:		\$88,836.00
Total Budget:		\$1,122,401.00
Housing Navigation/Placement		
Personnel		
Salary	1.0 FTE Resource Navigation , .15 FTE Program Director, .15 Program Manager, .25 FTE Counselor, . Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response.	\$118,150.00
Fringe	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, commuter stipend, wellness support, and paid leave. Benefits are pro-rated to the FTE allocated to the grant.	\$38,568.00
Personnel Subtotal:		\$156,718.00
Program Operations - Materials and Supplies		
Occupancy Costs	Occupancy costs for rent, copier, phones, IT, etc.	\$5,000.00
Mileage	Mobile services using the federally approved mileage rate	\$1,500.00
Staff Development	Housing Staff training including a program pro-rated share of the agency's on-going DEI consultation and training.	\$1,500.00
Translation/Interpretation	In-person, video and telephone language interpretation and document/materials translation according to CWS Language Access Plan	\$4,352.00
Program Supplies	General office supplies, including laptop for project staff	\$2,000.00
Program Operations - Materials and Supplies Subtotal:		\$14,352.00
Client Services		
Flexible Client Assistance	Flexible client assistance to meet the objectives of goal plans focused on the program's objectives: o Obtain/maintain housing o Increase skills, education and/or income o Health and wellness o Social engagement o Increase Self Advocacy	\$44,764.00
Client Services Subtotal:		\$44,764.00
Indirect Administration		
Indirect	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$47,674.00
Indirect Subtotal:		\$47,674.00
Housing Navigation/Placement Subtotal:		\$263,508.00
Total Budget:		\$263,508.00
Supportive Housing Case Management		
Personnel		

Salary	7.0 FTE Housing Case Manager, .50 FTE Counselor,.50 FTE Program Manager .30 FTE Program Director, .Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response. 25 HH per SHCM	\$579,500.00
Fringe	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, commuter stipend, wellness support, and paid leave. Benefits are prorated to the FTE allocated to the grant.	\$196,212.00
Personnel Subtotal:		\$775,712.00
Program Operations - Materials and Supplies		
Occupancy Costs	Occupancy costs for rent, copier, phones, IT, etc.	\$35,000.00
Mileage	Mileage to provide assistance attending housing orientations, accompany participants in housing search, conduct landlord outreach and provide supportive services to participants. Mileage is calculated at the federal mileage rate.	\$21,000.00
Staff Development	Staff training including a program pro-rated share of the agency's on-going DEI consultation and training.	\$6,000.00
Program Costs	Program supplies such as support group materials, wellness activities, children's program activities, and general office supplies	\$10,843.00
Translation/Interpretation	In-person, video and telephone language interpretation and document/materials translation according to CWS Language Access Plan	\$20,000.00
Program Operations - Materials and Supplies Subtotal:		\$92,843.00
Client Services		
Flexible Client Assistance	Flexible client assistance to maintain and sustain housing and mitigate barriers and promote housing and stability.	\$175,000.00
Client Services Subtotal:		\$175,000.00
Indirect Administration		
Indirect	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$235,971.00
Indirect Subtotal:		\$235,971.00
Supportive Housing Case Management Subtotal:		\$1,279,526.00
Total Budget:		\$1,279,526.00
SHS-Prevention Funding		
Personnel		

Salary	2.0 FTE Advocate/Case Manager, .30 FTE Program Manager, and .10 FTE Program Director. Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response.	\$169,800.00
Fringe and Benefits	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, commuter stipend, wellness support, and paid leave. Benefits are prorated to the FTE allocated to the grant.	\$57,169.00
Personnel Subtotal:		\$226,969.00
Program Operations - Materials and Supplies		
Occupancy Costs	Occupancy costs such as utilities, copier, phones, IT, etc. x 3% annual increase	\$5,000.00
Staff Development	Emergency Shelter Staff training including a program pro-rated share of the agency's on-going DEI consultation and training. x 3% annual increase	\$3,000.00
Translation/Interpretation	In-person, video and telephone language interpretation and document/materials translation according to CWS Language Access Plan	\$6,000.00
Program Supplies	General office supplies, including laptop for project staff	\$2,000.00
Mileage	To provide mobile services to for homeless prevention.	\$2,500.00
Program Operations - Materials and Supplies Subtotal:		\$18,500.00
Client Services		
Homeless Prevention	Eviction Prevention Assistance for CHA DV Door to serve approximately 100 households	\$358,799.00
Client Services Subtotal:		\$358,799.00
Indirect Administration		
Indirect	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$69,044.00
Indirect Subtotal:		\$69,044.00
Prevention (EO) Subtotal:		\$673,312.00
Total Budget:		\$673,312.00
SHS-Rapid Rehousing		
Personnel		

Salary	.25 FTE Housing Associate, 2.0 FTE Housing Case Manager. .30 Housing Manager and .15 FTE Housing Program Director. Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response.	\$192,300.00
Benefits	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, commuter stipend, wellness support, and paid leave. Benefits are prorated to the FTE allocated to the grant.	\$64,563.00
Personnel Subtotal:		\$256,863.00
Program Operations - Materials and Supplies		
Occupancy Costs	Occupancy costs for rent, copier, phones, IT, etc.	\$5,000.00
Mileage	Mileage to provide assistance attending housing orientations, accompany participants in housing search, conduct landlord outreach and provide supportive services to participants. Mileage is calculated at the federal mileage rate.	\$5,000.00
Staff Development	Staff training including a program pro-rated share of the agency's on-going DEI consultation and training.	\$2,000.00
Program Supplies	General office supplies, including laptop for project staff	\$2,000.00
Translation/Interpretation	In-person, video and telephone language interpretation and document/materials translation according to CWS Language Access Plan	\$5,000.00
Program Operations - Materials and Supplies Subtotal:		\$19,000.00
Client Services		
Client Assistance	Flexible funding to support housing stability goals including rental subsidy, flexible funds to meet housing barriers, support with moving assistance, securing furniture, application fees, and other non-rent move-in costs. This project will serve approx. 85 households.	\$405,000.00
Client Services Subtotal:		\$405,000.00
Indirect Administration		
Overhead/Admin	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$78,138.00
Indirect Subtotal:		\$78,138.00
Rapid Rehousing Subtotal:		\$759,001.00
Total Budget:		\$759,001.00
Rapid Rehousing (SB 5511)		
Personnel		
CWS Rapid Rehousing (SB 5511)-Personnel Subtotal:		\$0.00

Program Operations - Materials and Supplies		
CWS Rapid Rehousing (SB 5511)-Program Operations - Materials and Supplies Subtotal:		\$0.00
Client Services		
CWS Rapid Rehousing (SB 5511)-Client Services Subtotal:		\$0.00
Indirect Administration		
CWS Program Rapid Rehousing (SB 5511)Indirect Subtotal:		\$0.00
Subcontracts to Providers		
Subcontracts to Providers	Phase 2 of EO-RRH- Subcontracts to providers- prioritizing underserved and rural communities. Includes client assistance, personnel and administration.	\$812,170.91
Rapid Rehousing (SB 5511)-Subcontracts to Providers:		\$812,170.91
Indirect Administration		
	Project Administration for subcontract management	\$100,000.00
Rapid Rehousing (SB 5511)-Subcontractor Management Admin Subtotal:		\$100,000.00
Supportive Housing Case Management Subtotal:		\$912,170.91
Total Budget:		\$912,170.91
CWS Long-term Rent Assistance Supportive Housing Case Management		
Personnel		
Salary	.85 FTE Housing Case Manager and .05 Housing Manager and .05 Housing Director. Salary is prorated to the FTE allocated to the grant. Salary is projected at a combination of the mid-point and Q4 of the pay scale for the position to account for the variance in new to tenured employees. The pay scales are based on the CWS Pay Equity Compensation Policy which is updated annually through a contracted HR Consultant firm. Salary calculations include pay differentials for language and for overnight and on-call response.	\$66,050.00
Benefits	Includes payroll taxes, health and dental coverage for employee and child coverage, retirement contribution, disability, workers' compensation, travel benefit, and wellness support. Benefits are prorated to the FTE allocated to the grant.	\$22,404.00
	Support for 18 households	
CWS LTRA Services-Personnel Subtotal:		\$88,454.00
Program Operations - Materials and Supplies		
	Occupancy for housing services office, phone, mileage for mobile services, computer, office supplies and program materials.	\$6,500.00
CWS LTRA Services-Program Operations - Materials and Supplies Subtotal:		\$6,500.00
Client Services		
	Supportive Services for 18 LTRA households	\$39,000.00
CWS LTRA Services-Client Services Subtotal:		\$39,000.00
Indirect Administration		

	CWS has a negotiated indirect cost rate with the U.S. Department of Justice Office on Violence Against Women at 30.42% applied to a base of salary + fringe.	\$26,908.00
CWS LTRA Services-Indirect Subtotal:		\$26,908.00
Subcontracts to Providers		
	Subcontracts to the EO-RRH round 1 providers for LTRA case management for 110 households at \$758/HH/month. This includes supportive services, flex funding, program expenses and administration.	\$1,003,510.00
Subcontracts to Providers:		\$1,003,510.00
Indirect Administration		
	Project Administration for subcontract management	\$150,000.00
Indirect Subtotal:		\$150,000.00
Supportive Housing Case Management Subtotal:		\$1,314,372.00
Total Budget:		\$1,314,372.00
TOTAL FY 25-26 BUDGET:		\$6,324,290.91