

June 26, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of an Amendment to a Personal Services Contract with Mercy Housing Northwest for property management and resident case management at Mercy Greenbrae Apartments. Amendment Value is \$580,000 for 1 year. Total Agreement Value is \$1,160,000 for 2 years. Funding is through Supportive Housing Services Measure Funds. No County General Funds are involved.

Previous Board Action/Review	<ul style="list-style-type: none"> Original Contract Approved, May 16, 2024 - 20240516IF7 		
Performance Clackamas	1. This funding aligns with H3S's Strategic Action Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County's Performance Clackamas goal to ensure safe, healthy, and secure communities.		
Counsel Review	Yes. Amanda Keller	Procurement Review	No
Contact Person	Vahid Brown, HCDD Deputy Director	Contact Phone	(971) 334-9870

EXECUTIVE SUMMARY: On behalf of the Housing and Community Development Division (HCDD), the Health, Housing and Human Services Department requests approval of Amendment #1 to contract #11558 with Mercy Housing Northwest (MHNW) for property management, resident services, and supportive housing case management at the affordable housing property of Mercy Greenbrae. This amendment extends the contract term for the new fiscal year and increases the contract value by \$580,000.

MHNW developed the Mercy Greenbrae affordable housing property at 3190 Furman Drive in Lake Oswego. The project comprises 100 affordable rental apartments financed through a combination of LIHTC, State, and Metro Affordable Housing Bond funds. MHNW shall provide resident services for one hundred units and supportive housing case management services for forty units, which will be restricted to households earning 30% AMI or less and primarily meeting, but not limited to, the Supportive Housing Services Population B criteria, defined as experiencing homelessness or having a substantial risk of experiencing homelessness.

The Resident Services and Supportive Housing Services Program will include at least 5 FTE (Resident Services Manager, Resident Services Coordinator II, 2 Case Managers, Youth Initiatives and School Liaison, and Community Resource Navigator). The program staff will implement core programs centered on health and wellness, housing stability, community engagement, and financial well-being. Additionally, the staff will organize and coordinate all services for residents utilizing the shared community space while collecting and recording data to measure program outcomes.

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Amendment #1 is funded through Supportive Housing Services Measure funds. No County General Funds are involved.

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve this Amendment to Contract (11558) with Mercy Housing Northwest and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink that reads "Mary Rumbaugh". The script is cursive and fluid.

Mary Rumbaugh
Director of Health, Housing and Human Services

AMENDMENT # 1
TO THE CONTRACT DOCUMENTS WITH MERCY HOUSING NORTHWEST
Contract #11558

This Amendment #1 is entered into between **Mercy Housing Northwest** (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties on **May 16, 2024** (“Contract”).

The Purpose of this Amendment #1 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 June 30, 2025, to June 30, 2026.

- 2. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:

In consideration for Contractor performing Work during the extended term of this Contract, County will pay Contractor an amount not to exceed \$580,000.00. Consideration is on a reimbursement basis in accordance with the budget as set forth in the Exhibit A to the Amendment #1, attached hereto and incorporated by this reference herein, and the terms and conditions of the Contract. The total Contract compensation will not exceed \$1,160,000.00.

ORIGINAL CONTRACT	\$ 580,000.00
AMENDMENT #1	\$ 580,000.00 + Term Extension
TOTAL AMENDED CONTRACT	\$ 1,160,000.00

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 #1, effective upon the date of the last signature below.

Mercy Housing Northwest

Signed by: Joe Thompson 6/4/2025
Authorized Signature Date
Joe Thompson
Printed Name

Clackamas County

Signature _____ Date _____
Name: _____
Title: _____

Approved as to Form:

Amanda Kelly 6/4/2025
County Counsel Date

EXHIBIT A
Budget

FY 2025-2026 Budget		
Budget Category	Narrative/Description	Budget Amount
SHCM - 400707		
Personnel		
Resident Services Manager	1FTE	\$99,539.00
Resident Services Coordinator	1FTE	\$76,104.00
Case Managers	2FTE	\$161,067.00
Youth Initiatives & School Liaison	1FTE	\$76,104.00
SHCM - 400707 Personnel Subtotal:		\$412,814.00
Program Operations - Materials and Supplies		
Program Expenses		\$35,264.00
Enhanced Property Mgmt		\$60,000.00
SHCM - 400707 Program Operations - Materials and Supplies Subtotal:		\$95,264.00
Client Services		
Flex Funding		\$10,000.00
SHCM - 400707 Client Services Subtotal:		\$10,000.00
Indirect Administration		
Indirect Administration	15% of salaries & fringe	\$61,922.00
SHCM - 400707 Indirect Subtotal:		\$61,922.00
SHCM - 400707 Total:		\$580,000.00
FY 2025-2026 Budget:		\$580,000.00