

June 12, 2024

BCC Agenda Date/Item: _____

Housing Authority Board of Commissioners
Clackamas County

Approval of an Amendment to an Intergovernmental Agreement with Home Forward for a resident services specialist. Amendment Value is \$149,162.93 for 1 year. Total Contract Value is \$376,663.34 for 3 years. Funding is through Supportive Housing Services Measure. No County General Funds are involved.

Previous Board Action/Review	Original contract approved, May 18, 2023, 20230518 I.B Amendment #1 approved, October 17, 2024, 20241017 II.A		
Performance Clackamas	This item aligns with the strategic priority to ensure safe, healthy, and secure communities by providing sustainable and affordable housing.		
Counsel Review	Yes, Amanda Keller	Procurement Review	N/A
Contact Person	Shannon Callahan	Contact Phone	971-480-0189

EXECUTIVE SUMMARY: The Housing Authority of Clackamas County (HACC), a component unit within the Housing and Community Development Division of the Health, Housing and Human Services Department, requests approval of an Amendment #2 to contract #11217 with Home Forward, for Resident Services support to participants of Housing Authority programs.

The resident services specialist provided by Home Forward works in collaboration with HACC's Resident Services Team to support residents in HACC's public housing properties.

The resident services specialist provides support and connection to resources focused on:

- Increasing housing stability and preventing evictions
- Promoting resident economic stability, self-reliance, and quality of life
- Connecting vulnerable residents to additional support services
- Assisting residents in navigating complex systems
- Assisting Youth in advancement and self-sufficiency.
- Building community within our public housing properties
- Tracking interventions and outcomes

Amendment #2 adds \$149,162.93 of Supportive Housing Services Measure funding and extends the current agreement through June 30, 2026.

RECOMMENDATION: Staff respectfully recommends that the Housing Authority Board approve Amendment # 2 to the agreement (11217) and authorize Chair Roberts to sign on behalf of the Housing Authority.

Respectfully submitted,
Mary Rumbaugh

Mary Rumbaugh
Director of Health Housing and Human Service

For Filing Use Only

AMENDMENT #2
TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN HOUSING AUTHORITY OF CLACKAMAS
COUNTY AND HOME FORWARD
Contract #11217

This Amendment #2 is entered into between Home Forward and Housing Authority of Clackamas County ("HACC") and shall become part of the intergovernmental agreement entered into between both parties on **May 18, 2023** ("Agreement").

The Purpose of this Amendment #2 is to renew the Agreement for one (1) year:

1. Section 1. Term is hereby amended as follows:

The term of the Agreement is extended from July 1, 2025, to **June 30, 2026**. By execution of this Amendment #2, the parties are exercising the second of the five optional one-year renewals.

2. Section 3. Consideration is hereby amended as follows:

In consideration for Home Forward performing Work during the extended term of this Agreement, HACC will pay Home Forward an amount not to exceed \$149,162.93. The total Agreement amount shall not exceed \$376,663.34.

Consideration is on a reimbursement basis in accordance with the budget set forth in **Exhibit A to this Amendment #2**, attached hereto and incorporated by this reference herein, and the terms of the Agreement.

Budget line items within categories may be changed with written agreement by both parties. HACC may approve, in writing, adjustments to budget line-item amounts provided the maximum Agreement amount is not exceeded.

ORIGINAL AGREEMENT	\$ 114,950.13
Amendment #1	\$ 112,550.28 + Time
<u>Amendment #2</u>	<u>\$ 149,162.93</u>
TOTAL AMENDED AGREEMENT	\$ 376,663.34

Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect. By signature below, the parties agree to this Amendment #2, effective upon the date of the last signature below.

Home Forward

Biljana Jesic 5/19/2025
Authorized Signature Date

Biljana Jesic
Printed Name

Housing Authority of Clackamas County

Signature Date

Name: _____

Title: _____

Approved as to Form:

Amanda Kella 5/19/2025
County Counsel Date

Exhibit A

Home Forward Resident Services Proposed Budget FY25

Description	Budget	Notes
Salary: Service Coordinator (1 FTE)	\$ 43,276.00	JUL-DEC 2025
Benefits Package (1 FTE)	\$ 21,965.00	JUL-DEC 2025
Salary: Service Coordinator (1 FTE)	\$ 45,872.00	JAN-JUN 2026
Benefits Package (1 FTE)	\$ 22,700.00	JAN-JUN 2026
Total:	\$ 133,813.00	Total wages + benefits
Travel	\$ 300.00	Mileage reimbursement
Cell phone monthly fees	\$ 720.00	\$60 per month
Training	\$ 450.00	Staff training
Programming	\$ 1,000.00	Community Activities and programming
Subtotal:	\$ 136,283.00	
Admin Fees	\$ 9,539.81	7% Admin fees
Contracted Services	\$ 3,340.12	Financial capabilities workshops for work-focused households, seniors, and residents with disabilities, credit counseling, resume and job search workshops, health and wellness services
Total:	\$ 149,162.93	