

June 5, 2025

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of an Intergovernmental Agreement with the City of Canby to provide library programming, sanctioned camping facility security and homeless outreach services. Agreement Value is \$516,707 for 3 years. Funding is through Oregon House Bill 5202 Funds and \$202,507 in budgeted County General Funds.**

<b>Previous Board Action/Review</b>	City-Led Initiatives Funding Recommendations Policy Session, April 3, 2024.		
<b>Performance Clackamas</b>	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.		
<b>Counsel Review</b>	Yes. Amanda Keller	<b>Procurement Review</b>	No
<b>Contact Person</b>	Vahid Brown, HCDD Deputy Director	<b>Contact Phone</b>	(971) 334-9870

**EXECUTIVE SUMMARY:** On behalf of the Housing and Community Development Division (HCDD), Health, Housing and Human Services requests approval of an Intergovernmental Agreement with the City of Canby (Canby) for Library Programming, Police Department Program, and Outreach and Engagement services as part of the County's city-led initiatives program.

In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, Clackamas County released a Notice of Funding Opportunity (NOFO) in December 2023 for city-led homelessness initiatives. The NOFO was intended to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under-resourced local efforts to meet the needs of very low-income households in their cities. Allowable initiative categories were broad and included outreach and engagement, emergency shelter and navigation, housing services, health and wellness, advocacy, and employment and benefits. The Board approved staff funding recommendations in April 2024, including the City of Canby proposal.

Canby's proposal has four key elements. First, the Canby Public Library Program will partner with workforce development organizations to expand services to the unemployed and career changers. The program will also provide resources to support job research, resume creation, and a computer designated for job seekers, as well as build public awareness campaigns to promote the program.

Second, a Canby Police Department Program will install security lighting and cameras for the parking lot designated for sanctioned camping by people experiencing homelessness per city ordinance. The area can be used for temporary camping between the hours of 10 pm and 7 am for those in the community experiencing homelessness.

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Third, Canby has entered into an Intergovernmental Agreement (IGA) with the City of Molalla, under which Canby provides Behavioral Health Specialist (BHS) services to Molalla's residents. Individuals served through BHS services will be those in mental health crises, drug dependency, and, in many cases, those experiencing homelessness.

Fourth, Canby, through a Grantee Program, will provide enhanced inreach and engagement programming designed to address the immediate and long-term needs of homeless individuals and households in the Canby community. The program will provide free hot lunches, basic survival support, emergency food boxes, and financial literacy workshops.

This agreement is funded through HB 5202 and County General Funds.

**RECOMMENDATION:** Staff respectfully requests that the Board of County Commissioners approve the Intergovernmental Agreement (11760) and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Rumbaugh".

Mary Rumbaugh  
Director of Health, Housing and Human Services

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN CLACKAMAS COUNTY  
AND CITY OF CANBY**

THIS AGREEMENT (this "Agreement") is entered into and between Clackamas County ("County"), a political subdivision of the State of Oregon, and the City of Canby ("Agency"), a unit of local government, collectively referred to as the "Parties" and each a "Party."

**RECITALS**

- A. Oregon Revised Statutes Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.
- B. In working to improve coordination and collaboration, increase geographical distribution of services, and support local leaders in tailoring approaches to addressing housing insecurity and homelessness that best suit their communities, Clackamas County released a Notice of Funding Opportunity for city-led homelessness initiatives.
- C. The funding opportunity is to spur creativity and innovation at the city level, empowering local leaders to supplement the often highly effective but under resourced local efforts to meet the needs of very low-income households.
- D. Proposed city-led initiatives were to have a clearly articulated connection to the needs of low- and extremely-low income households experiencing housing instability or homelessness and support Clackamas County's recovery-oriented system of care.
- E. Clackamas County received more than \$30 million in requests submitted by eleven cities in dozens of distinct proposals.
- F. Proposals were reviewed for:
  - a. Clear alignment with County goals and priorities for its recovery-oriented homeless services system of care.
  - b. Being additive to the system, consistent with the requirement that Supportive Housing Services investments supplement, not supplant, existing investments.
  - c. Leveraging connection points to broader recovery-oriented system of care.
  - d. Having a duration not longer than three years, recognizing that the Notice of Funding Opportunity was for one-time and limited-term investments.
- G. On April 3, 2024, the Clackamas County Board of Commissioners approved staff funding recommendations for proposals submitted in response to the Notice of Funding Opportunity for city-led homeless services initiatives.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

## **TERMS**

1. **Term.** This Agreement shall be effective upon execution, and shall expire on June 30, 2027, unless otherwise extended by agreement of the Parties. Agency may seek reimbursement for Eligible Expenses under this Agreement during the period between the July 1, 2024, and June 30, 2027 ("funding period"), subject to the additional terms and conditions set forth in this Agreement.
2. **Scope of Work.**
  - A. Agency agrees to provide the services further described in Exhibit A (the "Program"), attached hereto and incorporated by this reference herein.
  - B. Agency further agrees to receive and grant the Funds described in Exhibit B, on a reimbursement basis, to a non-profit organization ("Grantee") for the purpose of providing the services described in Exhibit B and in accordance with a grant agreement between Agency and Grantee. The grant agreement shall incorporate all material and applicable terms of this Agreement. Agency shall select the non-profit organization that meets all of the following criteria:
    - i. Tax-exempt under section 501(c)(3) of the Internal Revenue Code.
    - ii. Located within the City of Canby.
    - iii. Mission includes alleviating poverty for youth and families.
    - iv. Provides services to houseless, low-income, and extremely low-income families in and around Canby, including providing free meals and food, clothing and hygiene items, and financial education.
    - v. Demonstrates the resources, skills, and experience required to provide the services described in Exhibit B.
  - C. "Eligible Expenses" are collectively all reasonable expenses incurred by Agency in its performance of the Program, and all reasonable expenses incurred by Grantee in its performance of Exhibit B (as further identified in subsection B above).
3. **Funding.** The maximum amount County may pay Agency directly for the services described in Exhibit A is two hundred and ninety eight thousand seven hundred and seven dollars (\$298,707.00) and the maximum amount County may pay to Agency for Agency to disburse to the Grantee for the services described in Exhibit B is two hundred and eighteen thousand dollars (\$218,000.00), collectively referred to as the "Funds." Funds will be distributed on a reimbursement basis in accordance with the budgets set forth in Exhibits A and B. Agency shall use the funds awarded under this Agreement solely for reimbursement of Eligible Expenses incurred in performing the services set forth in Exhibit A and in Exhibit B.

Budget line items within categories in Exhibits A and B may be changed with written agreement by both parties. County may approve, in writing, adjustments to budget line-item amounts provided the maximum Funds amount established above is not exceeded.
4. **Payment.** Unless otherwise specified, the Agency shall submit monthly requests for reimbursement for Eligible Expenses on a form provided by County. A request for reimbursement must include a description of work performed with particularity, by



whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to Agency following the County's review and approval of the requests for reimbursement submitted by Agency. County will submit a payment request to its central finance for payment not later than thirty (30) days following the County's receipt of Agency's completed and approved reimbursement request. The County will issue the requested reimbursement to the Agency within thirty (30) calendar days following central finance's receipt of the Agency's reimbursement request on undisputed amounts. Agency shall pass-through all payments made to it in connection with the performance of Exhibit B to Grantee. Agency shall not submit requests for reimbursement for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above. Agency's failure to provide County information reasonably necessary for County to review a request for reimbursement for an Eligible Expense for compliance with this Agreement may result in the County withholding payment, requiring Agency provide additional information, or treating this Agreement in default and pursuing any and all rights and remedies available to the County at law, in equity, or under this Agreement. Agency's failure to provide County information reasonably necessary for County to review a request for reimbursement for an Eligible Expense under Exhibit B for compliance with this Agreement may result in the County withholding payment or requiring Agency provide additional information.

Invoices shall reference the above Contract Number and be submitted to: [HCDD-AP@Clackamas.us](mailto:HCDD-AP@Clackamas.us)

## **5. Representations and Warranties.**

- A. *Agency Representations and Warranties:* Agency represents and warrants to County that Agency has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of Agency enforceable in accordance with its terms.
- B. *County Representations and Warranties:* County represents and warrants to Agency that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
- C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

## **6. Termination.**

- A. Either the County or the Agency may terminate this Agreement at any time upon thirty (30) days written notice to the other Party. In the event a Party terminates this Agreement under this Section 6, Agency shall immediately return all unspent funds to the County.
- B. Either the County or the Agency may terminate this Agreement in the event of a default of the Agreement by the other, as defined below. Prior to such termination, however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within thirty (30) days of actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the

default is of such a nature that it cannot be completely remedied within such thirty (30) day period, this provision shall be complied with if the breaching Party begins correction of the default within the thirty (30) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period. Upon termination for Agency's breach, County shall have all remedies available to it at law, in equity, or under this Agreement including, but not limited to, requiring Agency to return all unspent funds and to repay County for any funds used by Agency in violation of this Agreement.

- C. The County or the Agency shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that performance by County is prohibited.
- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

## 7. Default

- A. **Agency's Default.** Agency will be in default under this Agreement upon the occurrence of the following:
  - i. Agency fails to use the Funds for the Eligible Expenses described in Exhibit A;
  - ii. Any representation, warranty or statement made by Agency in this Agreement or in any documents or reports relied upon by County to measure the Program, the expenditure of the Funds, or the performance by Agency is untrue in any material respect when made;
  - iii. After thirty (30) days' written notice with an opportunity to cure, Agency fails to comply with any term or condition set forth in this Agreement;
  - iv. A petition, proceeding, or case is filed by or against Agency under federal or state bankruptcy, insolvency, receivership, or other law.
- B. **County's Default.** County will be in default under this Agreement if, after thirty (30) days' notice and opportunity to cure, County fails to perform a material obligation under this Agreement provided, however, that failure to disburse grant funds due to non-default termination, including lack of appropriation, shall not constitute a default of County.

## 8. Remedies

- A. **County's Remedies.** In the event of Agency's default, County may, at its option, pursue any or all remedies available to it under this Agreement, at law, or in equity including, but not limited to: (1) withholding Agency additional Funds until compliance is met; (2) reclaiming Funds in the case of omissions or

misrepresentations in financial or programmatic reporting; (3) requiring repayment of any Funds used by Agency in violation of this Agreement; (4) termination of this Agreement; (5) declaring Agency ineligible for receipt of future awards from County; (6) initiation of an action or proceeding for damages, declaratory, or injunctive relief.

- B. **Agency's Remedies:** In the event County is in default, and whether or not Agency elects to terminate this Agreement, Agency's sole remedy for County's default, subject to the limits of applicable law or in this Agreement, is reimbursement for Eligible Expenses incurred in accordance with this Agreement, less any claims County may have against Agency. In no event will County be liable to Agency for expenses related to termination of this Agreement or for any indirect, incidental, consequential or special damages.

## 9. Indemnification.

- a) **Indemnification and Defense of County.** Each Party agrees to indemnify, hold harmless and defend the other Party, and their officers, elected officials, agents and employees, from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon the indemnifying Party's or omissions in performing under this Agreement.

However, neither Party nor any attorney engaged by either Party shall defend the claim in the name of the other Party or any department of the other Party, nor purport to act as legal representative of the other Party or any of its departments, without first receiving from the indemnifying Party's authority to act as legal counsel for the other Party, nor shall the indemnifying Party settle any claim on behalf of the other Party without the approval of the other Party. The other Party may, at its election and expense, assume its own defense and settlement.

10. **Insurance.** The parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law. Both parties agree to name the other as an additional insured under their insurance or self-insurance policies.

11. **Notices; Contacts.** Any notice provided under this Agreement shall be delivered by email or by first class US mail to the individuals identified below. Any communication or notice mailed by first class US mail shall be deemed to be given three days after the date it is sent. Any communication or notice sent by electronic mail is deemed to be received on the date sent, unless the sender receives an automated message or other indication that the email has not been delivered. Either Party may change the Party contact information, or the invoice or payment addresses, by giving prior written notice to the other Party.

Vahid Brown or their designee will act as liaison for the County.

### **Contact Information:**

Vahid Brown  
HCDD



2051 Kaen Road  
Oregon City, OR 97045  
[VBrown@clackamas.us](mailto:VBrown@clackamas.us)

Copy to:  
County Counsel  
2051 Kaen Road, 4<sup>th</sup> Floor  
Oregon City, OR 97045

Eileen Stein or their designee will act as liaison for the Agency.

**Contact Information:**

City Administrator  
City of Canby  
PO Box 930  
Canby, Oregon 97013

**12. Monitoring.**

- A. Agency agrees to allow the County and its duly authorized representatives access to Agency's records and other books, documents, papers, plans, records of shipments and payments and writings of Agency that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts, copies and transcripts to conduct financial and performance audits for the purpose of monitoring Agency's use of the Funds for its Eligible Expenses under Exhibit A in accordance with Generally Accepted Auditing Standards ("GAAS"). Agency also agrees to provide reasonable access to Agency's employees for the purpose of monitoring. Audits may be performed onsite or offsite, at the County's discretion. If any audit or financial review finds that payments to Agency were in excess of the amount to which Agency was entitled, then Agency shall repay that amount to County. Agency agrees to allow County access to conduct site visits and inspections of financial records for the purpose of monitoring. Depending on the outcomes of the financial monitoring processes, this Agreement shall either (a) continue pursuant to the original terms, (b) continue pursuant to the original terms and any additional conditions or remediation deemed appropriate by County, or (c) be de-obligated and terminated.
- B. Agency, through its separate grant agreement with the Grantee, shall require the Grantee to comply with the County's records access and monitoring requirements in Section 12(A) in regards to the Grantee's use of Funds for its Eligible Expenses under Exhibit B.

**13. Reporting.** As described in Exhibit A, Data Collection and Reporting sections and Exhibit B, Data Collection and Reporting sections.

**14. Financial Management.** Agency shall comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use adequate internal controls, and maintain necessary sources documentation for all uses of the Funds for Eligible Expenses in Exhibit A. Agency, through its separate grant agreement with the Grantee, shall require the Grantee to comply with Generally Accepted Accounting Principles (GAAP) or another equally accepted basis of accounting, use



adequate internal controls, and maintain necessary sources documentation for all uses of the Funds for Eligible Expenses in Exhibit B.

15. **Period of Availability.** Unless otherwise mutually agreed by the Parties, Agency may charge to the award only allowable costs resulting from obligations incurred during the funding period as established in Section 1 of this Agreement.
16. **Closeout.** County will closeout this Agreement when County determines that all applicable administrative actions and all required work have been completed by Agency. Agency must liquidate all obligations incurred under this award and must submit all financial, performance, and other reports as required by County, no later than 90 calendar days after the end date of this Agreement.

**17. General Provisions.**

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and Agency that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then 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. Agency, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.
- B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

- E. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- F. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matters contained within. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- G. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- H. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- I. **No Third-Party Beneficiary.** Agency and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement 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 Agreement.
- J. **Subcontract and Assignment.** Agency shall not enter into any subcontracts for any of the services to be provided as described by Exhibit A, or assign or transfer any of its interest in this Agreement 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. Agency, through its grant agreement with the Grantee, shall prohibit the Grantee from entering into any subcontracts for any of the services to be provided as described by Exhibit B, without first obtaining prior written approval from the County and Agency, which shall be granted or denied in the County and Agency's sole discretion.

- K. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- L. **Survival.** All provisions in Sections 5, 8, 9, and 17 (A), (C), (D), (E), (F), (H), (I), (L), (O), and (Q) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.
- M. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- N. **Time is of the Essence.** Agency agrees that time is of the essence in the performance this Agreement.
- O. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- P. **Force Majeure.** Neither Agency nor County shall be held responsible for delay or default caused by events outside of the Agency or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Agency 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 Agreement.
- Q. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

**IN WITNESS HEREOF**, the Parties have executed this Agreement by the date set forth opposite their names below.

**Clackamas County**

**City of Canby**

\_\_\_\_\_  
Chair, Board of County Commissioners    Date

Eileen Stein 5-23-25  
Authorized Signature                      Date

Approved as to Form:

Eileen Stein, City Administrator  
Printed Name

\_\_\_\_\_  
County Counsel                      Date

## **Exhibit A**

### **Scope of Work**

Agency shall contact County in writing for clarification and/or approval for any contemplated expense related to the programs described below that is not expressly described in this Agreement prior to incurring the expense. Correspondence from Agency seeking clarification or approval should be directed to [housingservices@clackamas.us](mailto:housingservices@clackamas.us). Upon receipt of the written request for clarification and/or approval, County may either approve or deny the expense as eligible for reimbursement, as determined by County in its sole discretion.

#### **1. Canby Public Library Program**

##### **Program Description:**

The City of Canby ("Agency") operates a public library program that will, through this Agreement, support workforce development as follows:

- a) Agency will partner with workforce development organizations to expand services to the unemployed and career changers.
- b) Agency will provide materials and resources to support job research.
- c) Agency will provide trained staff to assist library users with online job applications.
- d) Agency will provide assistance with creating and submitting resumes.
- e) Agency will provide programs to support job searching and resume building.
- f) Agency will provide at least one designated computer for job seekers.
- g) Agency will build public awareness campaigns to ensure our patrons take full advantage of these exceptional programs and resources.

The population to be served through this Agreement includes low-income, fixed income, and houseless patrons, in addition to younger populations, Spanish-speaking individuals, and those in transition from unstable housing situations.

Agency will assist library patrons in need of these services, including people in Canby, patrons from across the county who use the library, and people who may be visiting the area temporarily.

All services, resources, and programs will be delivered at/or from the Canby Public Library.

Agency will be responsible for purchasing, setting up, and helping patrons with all hardware and software for job searchers and resume builders, scheduling and planning the annual job fair, and purchasing books for the library collection and giveaways.



Selected library staff and volunteers will also lead resume building and interview prep programs and workshops at the library.

Goodwill Job Connection, Clackamas County Social Services, Clackamas County Sheriff's Office Parole & Probation Outreach Unit, and Clackamas Workforce Partnership will be responsible for coordinating resources/representatives from WorkSource Oregon, Clackamas Community College Career Center, Oregon Department of Human Services, and several companies currently hiring for our annual job fair. Goodwill Job Connection will also provide workshops in English and Spanish on topics including job searching, resume building, cover letter creation, interviewing skills, scholarships, work readiness and career coaching.

### **Program Goals:**

Canby Public Library is a department of Agency and member of the Libraries in Clackamas County (LINCC) consortium. The library serves thousands of Canby residents every year with programs, visiting exhibits, internet and computers, and a large collection of materials for checkout.

Canby is home to large populations of vulnerable and low-income older adults, families, students, Spanish-speakers, houseless and jobless folks, and those who are not technologically savvy. It is the younger populations and those in a state of transition that will be served through this agreement by addressing the widening gap in services and resources around job help and employment services. These folks are struggling to make ends meet, there are weaknesses in current resource delivery systems available, and the hardware and software needed are far too expensive for individuals to afford on their own.

The overall goals of the program and associated outcomes are the following:

**GOAL #1:** Agency will provide a designated career center space in the library with two computers, one laptop, headphones, related software, free printing (for resumes, CVs, and job applications), and supplies for job seekers and at-risk folks.

- Outcome: Agency's career center computers and laptop will see at least 15 user sessions per month.
- Outcome: Agency will provide free printing and supplies for *all* folks using the career center.
- Outcome: Agency's career center computer software will be used by 50% of the folks who use the career center.

GOAL #2: Agency will provide quality materials and resources to support job searchers and at-risk folks.

- Outcome: Agency will annually give away 50 free books and resources to career center users throughout the year.

GOAL #3: Agency will provide trained staff and volunteers to assist library users and job searchers with resume help, interview prep, and skills building.

- OUTCOME: 8 staff and volunteers will go through training to assist career center participants.

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GOAL #4: Agency will partner with workforce development organizations to expand services to the unemployed, newly employed, and at-risk folks struggling with job retention to provide programs, workshops, and drop-in help times to assist career center users with resume help, interview prep, and skills building.

- OUTCOME: Agency will provide at least one program or workshop per month and there will be at least 5 participants at each program or workshop.
- OUTCOME: Agency will provide drop-in assistance times at least twice per month and at least one person will participate at each drop-in time.

GOAL #5: Agency will provide an annual job fair for job seekers.

- OUTCOME: The annual job fair will have at least fifteen job hiring vendors and at least 80 job-seeking participants.

GOAL #6: Agency will provide outreach and advertise all related programs, workshops, and our career center space, in English and Spanish, in Canby and surrounding areas and businesses.

- OUTCOME: Agency will make connections with at least 20 Canby-area businesses and institutions annually in order to advertise our career center and programs.
- OUTCOME: Agency will advertise all career center programs in the library and around Canby.

GOAL #7: Agency will promote our collections and other resources and programs so patrons know what we provide.

- OUTCOME: Agency collection of job and career resources will see an increase in checkouts and in-house use from previous years.

GOAL #8: Agency will help career center participants find personal success in keeping them out of homelessness by incorporating them into the workforce.

- **OUTCOME:** Agency will receive positive feedback about career center resources and services from 75% of users who turn in feedback forms.

### **Data collection and reporting:**

To measure program effectiveness and impact, Agency will track and report, on a quarterly basis, the following metrics:

#### **GOAL #1**

- Number of career center computer sessions [LINCC Network will track and send report]
- Number of free career center printing pages [manually tracked by library staff]
- Number of supplies used [manually tracked by library staff]
- Number of career center software accounts created [tracked by software companies and reported back]

#### **GOAL #2**

- Number of giveaway books [manually tracked by library staff]

#### **GOAL #3:**

- Number of hours staff and volunteers worked on training and career center duties [manually tracked by individual library staff members]

#### **GOAL #4**

- Number of programs [manually tracked by library staff]
- Number of program attendees [manually tracked by library staff]
- What services career center participants needed assistance with (i.e., job searching, application assistance, resume help, interview prep, skills building, referrals to other services) [manually tracked by library staff]

#### **GOAL #5**

- Number of annual job fair attendees and vendors [to be reported by GoodWill Job Connection and confirmed by library staff]

#### **GOAL #6**

- Number of outreach events and places advertised to [manually tracked by library staff]

#### **GOAL #7**

- Number of career center collection checkouts [Receive monthly circulation report from LINCC Network]

#### **GOAL #8**

- Success of career center resources and services in assisting or better preparing users for finding jobs, preparing for interviews, creating resumes, and keeping them out of homelessness etc. [data tracked by library staff from feedback forms filled out by users in the career center]

#### **Budget:**

The Agency's budget for the public library program is \$12,507.00 for the first year and \$10,000.00 for the second year, for a total amount not to exceed \$22,507.00.

## **2. Canby Police Department Program**

**Program Description:** The City of Canby (Agency) will, through this Agreement, install security lighting and cameras for the parking lot designated for sanctioned camping by people experiencing homelessness per city ordinance. The area can be used for temporary camping between the hours of 10pm and 7am for those in the community experiencing homelessness. Agency will be responsible for maintaining the property and monitoring the area for safety concerns. Improved lighting and the addition of video monitoring will allow for improved officer response capacity and increased safety for those utilizing the camping area.

**Program Goal:** Through this funding, Agency will increase community safety and the security of unhoused residents utilizing the city's camping area. The outcome will be reduced calls for service to 911 originating from the camping area and its immediate neighbors.

**Data Collection and Reporting:** Agency will evaluate and report on the efficacy of this program through area checks by patrol officers to observe utilization and analysis of Clackamas County Department of Communication (C-COM) call data, including a look-back timeframe of CCOM data prior to the installation of the security measures, as compared with CCOM data tracked after the installation, to track progress toward the goal. Agency will submit quarterly reports to County documenting the findings of these evaluation activities.

#### **Budget:**

The Agency's budget for the Canby Police Department program shall not to exceed \$96,200.00.



*Disposition.* When equipment acquired under a County contract are no longer needed for the original project or program or for other activities currently or previously supported by the County, Agency must request disposition instructions from the County. Disposition of the equipment will be made in accordance with County instructions.

*Use.* equipment must be used by the Agency in the program or project for which it was acquired as long as needed and the Agency must not encumber the property without prior approval of the County. When no longer needed for the original program or project, the equipment may be used in other activities supported by the County.

When acquiring replacement equipment, the Agency may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

*Management requirements.* Property records must be maintained that include a description of the property, a serial number or other identification number, who holds title, the acquisition date, and cost of the property, percentage of County participation in the project costs for the County program under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property, if applicable.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

Adequate maintenance procedures must be developed to keep the property in good condition.

If Agency is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

### **3. Behavioral Health Specialist**

Agency has entered into an Intergovernmental Agreement (IGA) with The City of Molalla under which Agency provides Behavioral Health Specialist (BHS) services to Molalla. The BHS services and terms under which they are provided are established by the IGA. Through this Agreement, the County shall provide \$180,000 for the provision of the BHS services to Molalla.

Individuals served through this funding will be those in mental health crisis, drug dependency and in many cases, those experiencing homelessness. Molalla will expand

their approach and response to people in mental health crisis, drug dependency and those experiencing homelessness.

BUDGET				
Program	Year 1	Year 2	Year 3	Total
Canby Public Library Program	\$12,507.00	\$10,000.00	\$0	\$22,507.00
Behavioral Health Specialist	\$60,000.00	\$60,000.00	\$60,000.00	\$180,000.00
Police Department Program	\$96,200.00	\$0	\$0	\$96,200.00
				\$298,707.00

## **Exhibit B**

### **The Grantee's Program**

The Grantee will provide enhanced inreach and engagement programming designed to address the immediate and long-term needs of houseless individuals and households in the Canby community. The Grantee's program will renew dignity and inspire learning for youth and families. The Grantee's program will provide the following key components:

- **Free Hot Lunches:** Daily provision Monday through Thursday of nutritious meals to address immediate hunger needs and foster a welcoming environment.
- **Basic Survival Support:** Distribution of essential hygiene items, blankets, and other survival gear to improve health and well-being.
- **Emergency Food Boxes:** Providing non-perishable food items for individuals and families facing food insecurity.
- **Financial Literacy Workshops**

#### **Population served:**

The Grantee will provide services to houseless, low-income, and extremely low-income families in and around Canby, including the 71% of LatinX families and individuals currently being served.

#### **Eligibility requirements:**

The Grantee will offer lunches, survival basics, emergency food boxes, and other services free of charge and without obligation to those seeking help. For individuals seeking longer-term assistance, the Grantee will offer the opportunity for membership in the Grantee's long-term support program.

#### **Location/Hours of service:**

Services shall be available in accordance with the Grantee's regular hours of operation within the City of Canby.

#### **Roles and responsibilities:**

The Grantee's director of programs will be responsible for the oversight and administration of the program. These responsibilities include: Hours of operation, meal plans, staffing, purchasing, and reporting. All of the elements of the programming will have assigned Grantee staff members responsible to execute them. Volunteers will also be used to carry out the serving functions for this program.

The Grantee will collaborate with community partners to accomplish the stated goals for the Employment and Benefit support services. The Grantee will collaborate with Embold Credit Union to provide basic finance education classes and other financial literacy support. The Grantee will have discussions with several community partners including Columbia Distributing, Clarios, and Caruso Produce to explore collaborative offerings to train for job readiness, resume creation, interviewing skills, and skills/aptitude assessments.

### **Program Goals:**

The Grantee will achieve the following goals in the period from July 1, 2024 through June 30, 2026:

- Reduce food insecurity for individuals in Canby through achieving the following outputs:
  - Serve a total of 10,400 hot lunches per year to low-income and extremely low-income individuals and households. This number includes 2,600 lunches served per year to houseless individuals.
  - Provide 120 emergency food boxes per year for individuals experiencing food insecurity
- Meet the survival needs of Canby individuals experiencing houselessness through these outputs:
  - Provide survival support services including clothing, sleeping bags, and personal care items as needed for 275 cases
- Provide a welcoming and effective place for low-income and extremely low-income job seekers to receive training and support toward achieving their employment goals and financial literacy services. Outputs will include:
  - 240 attendees of a basic finance class each year
  - 120 attendees of other financial literacy offerings including Home Buying readiness, and basic tax preparation
  - 60 services provided for support related to employment each year

### **Data Collection and Reporting:**

To measure program effectiveness and impact, the Grantee will track and report, on a quarterly basis, the following metrics:

- **Number of hot lunches served:** Daily record-keeping of meals provided.
- **Number of hot lunches served to houseless individuals:** Identification and tracking of individuals experiencing houselessness who receive meals.
- **Number of basic survival support items distributed:**



- Inventory tracking and distribution records.
- **Number of emergency food boxes distributed:** Inventory tracking and distribution records.
- **Number of financial literacy classes conducted:** Attendance records and program evaluations.
- **Number of individuals participating in financial literacy classes:** Attendance records and program evaluations.

The Grantee will assess program impact, identify areas for improvement, and demonstrate the effectiveness of the program in addressing the needs of the houseless population in Canby and convey assessment to County.

**Budget:**

The Grantee's program is \$109,000.00 per year for two years, for a total amount not to exceed \$218,000.00.

BUDGET				
Program	Year 1	Year 2	Year 3	Total
The Grantee	\$109,000	\$109,000	\$0	\$218,000.00

