

January 22, 2026

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of an Amendment to a Personal Services Contract with Focus Strategies for federal funding applications and administration technical assistance. Amendment Value is \$100,000 for 18 months. Total Contract Value is \$500,000 for 4 years. Funding is through Metro Supportive Housing Services Measure funds. No County General Funds are involved.

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|-------------------------------------|---|---------------------------|----------------|
| Previous Board Action/Review | • Original Contract, November 22, 2023, Agenda Item 20231122I.D.2 | | |
| Performance Clackamas | Safe, Secure, and Livable Communities | | |
| Counsel Review | Yes - Amanda Keller | Procurement Review | No |
| Contact Person | Vahid Brown, HCDD Deputy Dir. | Contact Phone | (971) 334-9870 |

EXECUTIVE SUMMARY: The Housing and Community Development Division (HCDD) of the Health, Housing & Human Services Department requests approval of an amendment to a personal services contract with Focus Strategies Company to provide the Continuum of Care (CoC) with technical assistance in support of a timely submission of Clackamas County’s consolidated application for federal CoC funding and system-wide support.

Clackamas County, as the lead agency identified by the US Department of Housing and Urban Development (HUD) for the CoC, is responsible for completing the annual consolidated CoC funding application for all CoC-funded organizations in Clackamas County. As the continuum of Clackamas County’s homeless services continues to grow, so too does the need for developing stronger systems for ensuring effective oversight of funding resources, support with applying for funding, and development of better program tracking systems.

Funding for this amendment is provided through Supportive Housing Services Funds.

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve Amendment #01 (11302) and authorize Chair Roberts, or his designee, to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
 Director of Health, Housing & Human Services

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**AMENDMENT #1
TO THE CONTRACT DOCUMENTS WITH FOCUS STRATEGIES COMPANY
FOR CONTINUUM OF CARE
Contract # 11302**

This Amendment #1 is entered into between **Focus Strategies Company** (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties on **November 22, 2023** (“Contract”).

The Purpose of this Amendment #1 is to make the following changes to the Contract:

- ARTICLE I, Section 2. **Scope of Work** is hereby amended to add the following:

Contractor shall provide assistance with the 2025 Continuum of Care Notice of Funding Opportunity competitive procurement process (“Work”), further described in Exhibit A to this Amendment #1.

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

In consideration for Contractor performing the additional Work identified above, County shall pay Contractor an amount not to exceed \$100,000. The total Contract compensation will not exceed \$500,000.

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|-------------------------------|--------------------------------|
| ORIGINAL CONTRACT | \$ 400,000 |
| AMENDMENT #1 | \$ 100,000 Scope/Amount |
| TOTAL AMENDED CONTRACT | \$ 500,000 |

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.

Focus Strategies Company

 12/31/2025

 Authorized Signature Date

Megan H. Kurteff-Schatz
 Printed Name

Clackamas County

 Signature Date

Name: _____

Title: _____

Approved for Legal Sufficiency:

 1/5/2026

 County Counsel Date

Exhibit A

Scope of work: On July 3, 2025, the United States Department of Housing and Urban Development (HUD) released a notice through their listserv indicating that they may release a 2025 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). Previous HUD guidance indicated the next CoC NOFO would be in 2026. The County's Housing and Community Development Division (HCDD) desires support to plan for and respond to the next NOFO such that the County can respond strategically, maximize federal funding, and advance community objectives.

Contractor will provide technical assistance for the County's processes for responding to the CoC NOFO, including supporting, to the extent possible, refining the local competition and consolidated application. The final set of activities and deliverables will be confirmed in the proposed project workplan, to be developed and refined in accordance with any published or planned HUD NOFO.

(1) CoC NOFO Preparations & Workplan Development

Key Activities may include:

- Collaborate with County staff through regular check-ins to facilitate the workplan development and prepare for the new 2025 CoC NOFO.
- Review CoC NOFO materials, including local process documents from previous years, the new 2025 CoC NOFO when released by HUD, and any additional guidance from HUD to inform the workplan for the local competition and consolidated application.
- Develop a project workplan and timeline for the support of the 2025 CoC NOFO process.

Deliverable will include:

A project workplan and timeline that specifies the activities and deliverables to be provided by Contractor in support of the 2025 CoC NOFO process, with a clear delineation of responsibilities for Contractor and County staff.

(2) Technical Assistance for CoC NOFO

Contractor will support County staff by reviewing and interpreting the 2025 CoC NOFO, considering options and making recommendations that support the local competition process and consolidated application.

Key Activities may include:

- Review the new 2025 CoC NOFO to understand all requirements, changes from prior years, and identify opportunities for refinement.
- Collaborate with and support County staff through regular check-ins to support the 2025 CoC NOFO process.
- Review the previous years' consolidated application responses and scores to inform recommendations for revisions.
- Provide recommendations that support developing a consolidated application that is competitive and reflects County's values and goals.
- Provide recommendations for revisions to the local competition process documents and instructions to reflect current local priorities.
- Support preparations for the facilitation of the local competition process, which may include developing materials and supporting meetings that inform the process, supporting the development of a scorecard for renewal projects for the scoring committee, and providing technical assistance to finalize the priority listing.

- Provider technical assistance on the County's strategy and system design given 2025 CoC NOFO requirements and allocations.

Deliverables may include:

- Recommendations for developing a consolidated application that is competitive and reflects County's values and goals.
- Develop proposed updates for the local competition process and instructions that reflect local priorities.