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**Clackamas County**  
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June 25, 2026

BCC Agenda Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of an amendment to a Local Subrecipient Grant Agreement with Clackamas Service Center for the Housing Assistance and Resilience for Tenants Program. Contract Value is \$450,000 for 1 year. Total contract value is \$900,000 for 2 years. Funding is through Metro Supportive Housing Services Measure Funds. No County General Funds are involved.**

**Previous Board Action/Review:**

Original Agreement June 18, 2025, BCC-Agenda Item 20250618 XII.F.8

**Performance Clackamas:** Safe, Secure, and Livable Communities

**Counsel Review:** Yes, Andrew Naylor

**Contact Person:** Vahid Brown

**Procurement Review:** N/A

**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 an amendment to Local Subrecipient Agreement (12106) with Clackamas Service Center (CSC) for their Housing Assistance and Resilience for Tenants (HEART) program. This program is through the City of Milwaukie's City-Led initiative.

Clackamas Service Center, Inc. (CSC) is a nonprofit agency that provides an array of services, including meals, groceries, access to hot showers, mail access, clothing, connections to health providers, referrals to benefits and resources, and other services, in addition to being an entry point for Coordinated Housing Access (CHA). They partner with several local agencies for resource connection and service coordination to serve people experiencing homelessness and those who are imminently at risk of experiencing homelessness.

This amendment will provide funding through FY 2026-27 to continue their HEART Program which provides eviction prevention services to at least 70 households per year. The HEART program staff help build relationships by meeting basic needs and then provide connections to housing, including temporary housing solutions and housing stabilization services for those experiencing or at risk of experiencing homelessness.

In addition, this agreement will expand CSC's provision of food boxes to serve up to 348 Milwaukie residents facing food insecurity and housing instability by providing food boxes to Milwaukie households. Food boxes are available for pick up at the center or can also be delivered directly to those without transportation.

*Healthy Families. Strong Communities.*

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**RECOMMENDATION:** Staff respectfully request that the Board approve the amendment to contract (12106) with Clackamas Service Center 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

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CLACKAMAS COUTNY, OREGON  
LOCAL SUBRECIPIENTS GRANT AGREEMENT

<u>Subrecipient Agreement Number: 12106</u>	<u>Board Order Number:</u>
<u>Department/Division: H3S/HCDD</u>	<u>Amendment No. 1</u>
<u>Subrecipient: Clackamas Service Center, Inc</u>	<u>Amendment Requested By: Vahid Brown</u>
<u>Changes:   <input type="checkbox"/> Scope of Services</u>	<u><input checked="" type="checkbox"/> Agreement Budget</u>
<u>                  <input checked="" type="checkbox"/> Agreement Time</u>	<u><input type="checkbox"/> (Other)</u>

Justification for Amendment:

This Amendment #1 is entered into between the Clackamas Service Center, Inc. (“SUBRECIPIENT”) and Clackamas County (“COUNTY”) and shall become part of the Local Subrecipient Grant Agreement (“Agreement”) entered into by and between both parties on July 1, 2025.

Amendment #1 extends the term of the Agreement for an additional year through June 30, 2027 and increases the maximum compensation by \$450,000.00 for a revised sum total of \$900,000.00.

Except as amended hereby, all other terms and conditions of the contract remain in full force and effect. The County has identified the changes with “***bold/italic***” font for easy reference.

**AMEND Section 1, Term and Effective Date:**

1. Term and Effective Date. This Agreement shall become effective on July 1, 2025 and will terminate on June 30, 2026, unless sooner terminated or extended pursuant to the terms hereof. Eligible expenses for this Agreement may be charged during the period beginning July 1, 2025 and expiring June 30, 2026, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.

**TO READ:**

1. Term and Effective Date. This Agreement shall become effective on July 1, 2025 and will terminate on ***June 30, 2027***, unless sooner terminated or extended pursuant to the terms hereof. Eligible expenses for this Agreement may be charged during the period beginning July 1, 2025 and expiring ***June 30, 2027***, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.

**AMEND Section 4, Grant Funds:**

4. **Grant Funds.** COUNTY’s funding for this Agreement is the Metro Regional Government Supportive Housing Services funds issued to COUNTY by Metro Regional Government. The maximum, not to exceed, grant amount that the COUNTY will pay is Four Hundred Fifty Thousand Dollars

(\$450,000.00). This is a cost reimbursement grant, which means, the award is conditional and disbursements will be made in accordance with the schedule and requirements contained in Required Financial Reporting and Payment Request in Exhibit C. Failure to comply with the terms of this Agreement may result in withholding of payment. Funds advanced and unspent must be returned to COUNTY within 30 days of the end of termination period in Section 1 if award conditions are not met.

Unless otherwise specified, the SUBRECIPIENT shall submit monthly requests for reimbursement, 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 SUBRECIPIENT following the COUNTY'S review and approval of the requests for reimbursement submitted by SUBRECIPIENT. SUBRECIPIENT 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. SUBRECIPIENT's failure to provide COUNTY information reasonably necessary for COUNTY to review a request for reimbursement for compliance with this Agreement may result in the COUNTY withholding payment, requiring SUBRECIPIENT to 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. Upon completion of services required under this Agreement or upon termination of this Agreement, any unexpended balances of grant funds shall remain with the COUNTY and any unexpended funds in the SUBRECIPIENT's possession will be promptly returned to COUNTY.

Invoices shall reference the above Agreement Number and be submitted to: HCDD-AP@Clackamas.us

**TO READ:**

- 4. Grant Funds.** COUNTY's funding for this Agreement is the Metro Regional Government Supportive Housing Services funds issued to COUNTY by Metro Regional Government. The maximum, not to exceed, grant amount that the COUNTY will pay is ***Nine Hundred Thousand Dollars (\$900,000.00)***. This is a cost reimbursement grant, which means, the award is conditional and disbursements will be made in accordance with the schedule and requirements contained in Required Financial Reporting and Payment Request in Exhibit C. Failure to comply with the terms of this Agreement may result in withholding of payment. Funds advanced and unspent must be returned to COUNTY within 30 days of the end of termination period in Section 1 if award conditions are not met.

Unless otherwise specified, the SUBRECIPIENT shall submit monthly requests for reimbursement, 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 SUBRECIPIENT following the COUNTY'S review and approval of the requests for reimbursement submitted by SUBRECIPIENT. SUBRECIPIENT 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. SUBRECIPIENT's failure to provide COUNTY information reasonably necessary for COUNTY to review a request for reimbursement for compliance with this Agreement may result in the COUNTY withholding payment, requiring SUBRECIPIENT to 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. Upon completion of services required under this Agreement or upon termination of this Agreement, any unexpended balances of grant funds shall remain with the COUNTY and any unexpended funds in the SUBRECIPIENT's possession will be promptly returned to COUNTY.

Invoices shall reference the above Agreement Number and be submitted to: HCDD-AP@Clackamas.us

**AMEND EXHIBIT B. SUBRECIPIENT PROGRAM BUDGET**, to add Exhibit B.1, the additional budget for  
 fiscal year 2026-27

Exhibit B.1  
 Budget  
 July 1, 2026-June 30, 2027

PROGRAM NAME: Housing Assistance and Resilience for Tenants program (HEART)	H3S Agreement
SUBRECIPIENT: Clackamas Service Center, Inc.	

<b>12106 FY 2026-2027 Budget</b>		
<b>Budget Category</b>	<b>Narrative/Description</b>	<b>Budget Amount</b>
<b>HEART - 400706</b>		
<b>Personnel</b>		
Executive Director (salary + benefits)	Approximately 0.05 FTE	\$6,039
Program Director (salary + benefits )	Approximately 0.30 FTE	\$34,245
Day Services Manager (salary + benefits)	Approximately 0.05 FTE	\$4,079
Housing Specialist (salary + benefits)	Approximately 1 FTE	\$73,426
Warehouse Manager (salary + benefits)	Approximately 0.22 FTE	\$17,949
Program Coordinator (hourly + benefits)	Approximately 0.10 FTE	\$5,968
Food Hub Driver (hourly + benefits)	Approximately 0.15 FTE	\$10,101
CFO contractor (hourly)	Approximately 0.032 FTE	\$12,314
<b>HEART - 400706 Personnel Subtotal:</b>		<b>\$164,121</b>
<b>Program Operations - Materials and Supplies</b>		
Program Expense Operations	Program Expenses rent, utilities, telecommunication, fuel, postage, office supplies and miscellaneous	\$32,460
<b>HEART - 400706 Program Operations - Materials and Supplies Subtotal:</b>		<b>\$32,460</b>
<b>Client Services</b>		
Flex Funds	Periodic rent assistance	\$194,723
<b>HEART - 400706 Client Services Subtotal:</b>		<b>\$194,723</b>
<b>Indirect Administration</b>		
Indirect Administration	15%	\$58,696
<b>HEART - 400706 Indirect Subtotal:</b>		<b>\$58,696</b>
<b>HEART - 400706 Total:</b>		<b>\$450,000</b>
<b>FY 2026-2027 Budget:</b>		<b>\$450,000</b>

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #1 to be executed by their duly authorized officers.

**CLACKAMAS COUNTY**

**CLACKAMAS SERVICE CENTER, INC.**

By: \_\_\_\_\_

By: Celess Roman \_\_\_\_\_

Its: \_\_\_\_\_

Its: Executive Director \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: 6/8/26 \_\_\_\_\_

Approved as to form:

By:  \_\_\_\_\_  
County Counsel

Dated: 06/08/2026 \_\_\_\_\_