

October 30, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of an Amendment to a Subrecipient Agreement with Clackamas Women's Services for legal assistance to domestic violence restraining order petitioners. Amendment Value is \$12,369.38 for 2 years. Total Agreement Value is \$175,707.38 for 3 years. Funding is through the US Department of Justice. No County General Funds are involved.

Previous Board Action/Review	• Original Agreement: BCC Approved: February 16, 2023-20230216 V.G.4 • Amendment #1: BCC Approved: April 3, 2025-20250403 IV.F.1		
Performance Clackamas	Safe, Secure, and Livable Communities Healthy People		
Counsel Review	Yes, Sarah Foreman	Procurement Review	No
Contact Person	Jessica Duke	Contact Phone	971-291-8569

EXECUTIVE SUMMARY: The Children, Family & Community Connections Division (CFCC) of the Health, Housing and Human Services Department requests approval of a Subrecipient Grant Agreement Amendment #2 with Clackamas Women's Services to increase maximum compensation by \$12,369.38 for a total value of \$175,707.38. Amendment #2 adds funding to cover increased FTE and associated indirect expenses through the end of the grant period.

This Amendment #2 continues to support domestic violence victim safety and offender accountability in cases of sexual assault, domestic violence, dating violence, and stalking by encouraging jurisdictions to work collaboratively with community partners to identify problems and share ideas that will result in effective responses to these crimes. Funding is granted through the Office on Violence Against Women (OVW) Improving Criminal Justice Response (ICJR) to domestic violence.

Clackamas Women's Services will continue to support a part-time attorney through Legal Aid Services of Oregon (LASO). The attorney provides consultation and representation to petitioners for restraining orders who have an upcoming contested hearing.

The overall value of the grant increases from \$163,338 to \$175,707.38 for services that started on November 1, 2022, through September 30, 2025.

For Filing Use Only

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve this Amendment 02 (10868-02) 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

Subrecipient Agreement Amendment #2
H3S – Children, Family & Community Connections
Division

Subrecipient Agreement Number: 23-013 A. 1

Board Order Number: 20230216 V.G.4

Board Order Number Amend 1: 20250403 IV.F.1

Department/Division: H3S/CFCC

Amendment No. 02

Subrecipient: Clackamas Women's Services

Amendment Requested By: Jessica Duke

Changes: ☐ Scope of Service
☐ Agreement Time

☒ Agreement Budget
() Other:

This Amendment #2 shall become a part of the Subrecipient Grant Agreement 23-013 ("Agreement") entered into between Clackamas County ("COUNTY") and Clackamas Women's Services ("SUBRECIPIENT") on February 16, 2023.

Justification for Amendment:

This Amendment #2 adds to the maximum compensation in Section 4: Grant Funds. Amendment adds \$12,369.38 for a revised total value of \$175,707.38.

Amendment #2 increases the Clackamas Women's Services budget to more fully support the Civil Legal Attorney to provide legal services specifically for victims of domestic and sexual violence.

Due to programmatic and personnel challenges over the course of the grant period, the Civil Legal Services project has been underspent and underutilized. Recent changes have allowed the project to utilize the services of the Civil Legal Services Attorney at a higher level. This amendment will increase the FTE covered from .20 FTE to .25 FTE in April through June 2025 and .65 FTE for the period of July through September 2025.

These changes were approved by the Office on Violence Against Women (OVW) on 9/15/25.

COUNTY's funding for this Agreement is the FY22 Improving Criminal Justice Response Program Award #15OVW-22-GG-01835-ICJR issued to the COUNTY by the Department of Justice - Office on Violence Against Women, which has a project period and budget period from October 1, 2022, to September 1, 2025.

Amendment #2 is effective upon signature. The project period for this Amendment is November 1, 2022, through September 30, 2025.

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

AMEND:

4. **Grant Funds.** COUNTY's funding for this Agreement is the FY22 Improving Criminal Justice Response Program Award # 15JOVW-22-GG-01835-ICJR (**Assistance Listing #:16.590**) issued to COUNTY by the Department of Justice The maximum, not to exceed, grant amount that COUNTY will pay is **\$163,338**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in **Exhibit B – Subrecipient Program Budget, Exhibit D – Required Financial Reporting and Exhibit D-1– Request for Reimbursement**. Failure to comply with the terms of this Agreement may result in COUNTY withholding payment or pursuing any other remedy available to it under this Agreement

TO READ:

4. **Grant Funds.** COUNTY's funding for this Agreement is the FY22 Improving Criminal Justice Response Program Award # 15JOVW-22-GG-01835-ICJR (**Assistance Listing #:16.590**) issued to COUNTY by the Department of Justice The maximum, not to exceed, grant amount that COUNTY will pay is **\$175,707.38**. This is a cost reimbursement grant and disbursements will be made in accordance with the requirements contained in **Exhibit B – Subrecipient Program Budget, Exhibit D – Required Financial Reporting and Exhibit D-1– Request for Reimbursement**. Failure to comply with the terms of this Agreement may result in COUNTY withholding payment or pursuing any other remedy available to it under this Agreement.

REPLACE:

Exhibit B: Subrecipient Program Budget

Exhibit B: SUBRECIPIENT PROGRAM BUDGET		
	Contract #	10968 A-2
Organization: Clackamas Women's Services		
Funded Program Name: OVW Improving Criminal Justice Response - CWS		
Program Contact: Melissa Erlbaum		
Agreement Term: November 1, 2022-September 30, 2025		
Approved Award Budget Categories	Approved	
	Award Amount	
<u>Personnel</u> (List salary, FTE & Fringe costs for each position)		
LASO Civil Legal Attorney - Salary .20 FTE	\$ 43,713.78	
LASO Civil Legal Attorney - Fringe	\$ 10,519.34	
Civil Legal Supervisory Attorney - Salary .20 FTE	\$ 25,294.07	
Civil Legal Supervisory Attorney - Fringe	\$ 4,080.66	
Civil Legal Program Manager - Salary .20 FTE	\$ 35,083.00	
Civil Legal Program Manager - Fringe	\$ 9,682.00	
Total Personnel Services	\$ 128,372.85	
Programmatic Costs		
<u>Administration</u>		
Administration	\$ 38,256.53	
<u>Supplies</u>		
Program Supplies		
<u>Travel</u>		
Conferences and Training	\$ 1,578.00	
Mileage		
Training consultant and LE training expenses		
<u>Additional (please specify)</u>		
Translation	\$ -	
Participant Assistance/transportation	\$ -	
Participant Assistance - ring cameras	\$ 7,500.00	
Total Programmatic Costs	\$ 47,334.53	
Total Grant Costs	\$ 175,707.38	

REPLACE:

Exhibit D-1: Request for Reimbursement

EXHIBIT D-1: REQUEST FOR REIMBURSEMENT				
Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including: • Request for Reimbursement with an authorized signature • General Ledger backup to support the requested amount • Monthly Activity Report (Exhibit D-2) showing numbers served and activities conducted during the month of request (The Monthly Activity Report is NOT required on months when quarterly reports are due).				
Contractor: Clackamas Women's Services		Contract #:	10968 A-2	
Address: 256 Warner Milne Rd		Report Period:		
Clackamas, OR 97045				
Contact Person: Melissa Erlbaum				
Phone Number: 503-557-5810				
E-mail: melissae@cwsor.org				
Budget Category	Budget	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>				
LASO Civil Legal Attorney - Salary .20 FTE	\$ 43,713.78	\$ -	\$ -	\$ 43,713.78
LASO Civil Legal Attorney - Fringe	\$ 10,519.34	\$ -	\$ -	\$ 10,519.34
Civil Legal Supervisory Attorney - Salary .20 FTE	\$ 25,294.07	\$ -	\$ -	\$ 25,294.07
Civil Legal Supervisory Attorney - Fringe	\$ 4,080.66	\$ -	\$ -	\$ 4,080.66
Civil Legal Program Manager - Salary .20 FTE	\$ 35,083.00	\$ -	\$ -	\$ 35,083.00
Civil Legal Program Manager - Fringe	\$ 9,682.00	\$ -	\$ -	\$ 9,682.00
Total Personnel	\$ 128,372.85	\$ -	\$ -	\$ 128,372.85
<u>Administration</u>				
Administration	\$ 38,256.53	\$ -	\$ -	\$ 38,256.53
<u>Supplies</u>				
Program Supplies				
<u>Travel</u>				
Conferences and Training	\$ 1,578.00	\$ -	\$ -	\$ 1,578.00
Mileage				
<u>Additional</u>				
Translation/Interpretation	\$ -			\$ -
Participant Assistance/transportation	\$ -	\$ -	\$ -	\$ -
Participant Assistance - ring cameras	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
Total Program	\$ 47,334.53	\$ -	\$ -	\$ 47,334.53
Total Budget	\$ 175,707.38	\$ -	\$ -	\$ 175,707.38
Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Recipient that are pertinent to this Agreement.				

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and represents actual expenditures, disbursements and cash receipts for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: _____
Authorized Signature: _____
Date: _____

Department Review

Program Manager: _____
Signature: _____ Date: _____

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #2 to be executed by their duly authorized officers.

CLACKAMAS WOMEN'S SERVICES

256 Warner Milne Road
Oregon City, OR 97045



Melissa Erlbaum, Executive Director

Date: 10-8-2025

COUNTY OF CLACKAMAS

2051 Kaen Road
Oregon City, OR 97045

Craig Roberts, Board Chair

Date: _____

Approved for Legal Sufficiency:

Sarah Foreman

Sarah Foreman (Oct 8, 2025 12:15:07 PDT)

County Counsel

Date: Oct 8, 2025

23-013 - A2 - FINAL - CWS ICJR

Final Audit Report

2025-10-08

Created:	2025-10-08
By:	Bouavieng Bounnam (BBounnam@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnmryyd2wH4RELqXcRWQn_PMcFdGraSO3

"23-013 - A2 - FINAL - CWS ICJR" History

-  Document created by Bouavieng Bounnam (BBounnam@clackamas.us)
2025-10-08 - 7:10:21 PM GMT- IP address: 50.53.6.206
-  Document emailed to sforeman@clackamas.us for signature
2025-10-08 - 7:11:09 PM GMT
-  Email viewed by sforeman@clackamas.us
2025-10-08 - 7:11:13 PM GMT- IP address: 52.44.135.122
-  Signer sforeman@clackamas.us entered name at signing as Sarah Foreman
2025-10-08 - 7:15:05 PM GMT- IP address: 72.107.211.73
-  Document e-signed by Sarah Foreman (sforeman@clackamas.us)
Signature Date: 2025-10-08 - 7:15:07 PM GMT - Time Source: server- IP address: 72.107.211.73
-  Agreement completed.
2025-10-08 - 7:15:07 PM GMT