



# Contract Review Sheet

**HE-5964-24**

Grant Agreement #: HE-5964-24 Amendment #: \_\_\_\_\_

Contact: Meuy Saechao Department: Health and Human Services

Phone #: (503) 584-4897 Date Sent: Friday, March 8, 2024

Title: ARPA Emergency Response Funds

Contractor's Name: Oregon Department of Human Services

Term - Date From: January 29, 2024 Expires: March 1, 2025

Original Contract Amount: \$ 753,086.04 Previous Amendments Amount: \$ -

Current Amendment: \$ - New Contract Total: \$ 753,086.04 Amd% 0%

Incoming Funds  Federal Funds  Reinstatement  Retroactive  Amendment greater than 25%

Source Selection Method: ORS190 Intergovernmental Agreement

**Description of Services or Grant Award**

The Oregon Department of Human Services (ODHS) Office of Developmental Disabilities Services (ODDS) is making one-time American Rescue Plan Act (ARPA) funding available to Case Management Entities (CMEs) to prepare for future emergency situations. This is in response to the impact of the COVID-19 pandemic.

Desired BOC Session Date: 4/10/2024 Files submitted in CMS for Approval: 3/20/2024

Agenda Planning Date: 3/28/2024 Printed packets due in Finance: 3/26/2024

Management Update: 3/26/2024 BOC upload / Board Session email: 3/27/2024

BOC Session Presenter(s) Karin Perkins

**FOR FINANCE USE**

Date Finance Received: 3/8/2024 Date Legal Received: \_\_\_\_\_

Comments: Y

**REQUIRED APPROVALS**

DocuSigned by:  
  
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 Finance - Contracts 3/21/2024  
 Date

DocuSigned by:  
  
58191EB1DB94499  
 Contract Specialist 3/22/2024  
 Date

DocuSigned by:  
  
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 Legal Counsel 3/21/2024  
 Date

DocuSigned by:  
  
1E904934505E453...  
 Chief Administrative Officer 3/21/2024  
 Date



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 4/10/2024

Department: Health & Human Services

Title: ARPA Emergency Response Funds (HE-5964-24)

Management Update/Work Session Date: 3/26/24 Audio/Visual aids

Time Required: 10 Contact: Meuy Saechao Phone: 503-584-4897

Requested Action: Marion County Health and Human Services (MCHHS) recommends approval of ARPA Emergency Response Funds between ODDS and MCHHS.

Issue, Description & Background: The Oregon Department of Human Services (ODHS) Office of Developmental Disabilities Services (ODDS) is making one-time American Rescue Plan Act (ARPA) funding available to Case Management Entities (CMEs) to prepare for future emergency situations. This is in response to the impact of the COVID-19 pandemic. The total amount not exceed the contract amount \$753,086.04

Financial Impacts: Health & Human Services anticipates no financial impact to other departments.

Impacts to Department & External Agencies: N/A

List of attachments: ARPA Emergency Response Funds (HE-5964-24)

Presenter: Karin Perkins

Department Head Signature: Ryan Matthews

## **REQUEST FOR AUTHORIZATION OF CONTRACT HE-5964-24**

**Date:** March 7, 2024  
**To:** Chief Administrative Officer  
**Cc:** Contract File  
**From:** Meuy Saechao

### **I. Subject: Retroactive**

The Marion County Health and Human Services (MCHHS) is requesting approval of a retroactive contract as described in Section 10-0580 of the Marion County Public Contracting Rules. The contract is with Oregon Department of Human Services (ODDS) for ARPA Emergency Response Funds with a value of \$753,086.04 and will be effective retroactive to 1/29/2024 upon approval.

#### **A. BACKGROUND**

MCHHS Administrator received approval from BOC at Management Update to proceed with submitting the application to apply for the grant funding through ODDS. The request for the Grant Application was submitted on January 5, 2024 in Cobblestone Contract System (CMS) to begin the process with County's approval process with COA and Grant Review.

The application was submitted with ODDS and was awarded for the grant on January 25, 2024.

The ARPA funding would provide to Marion County IDDS program to individuals to support and prepare for future emergency situations. This is in response to the impact of the COVID-19 pandemic.

#### **B. As required in Section 10-0580(2)(a), Department staff will provide an explanation of why the contract was not submitted before performance began:**

The contract was not processed and executed in a timely manner due to there wasn't an actual contract agreement to begin the process through Finance review in CMS. On January 25, 2024, MCHHS Program Manager received ODDS Emergency Response Grant Award Notice. Per ODDS, the entire agreement is the application and award letter. Once the application was submitted and an award letter was received, MCHHS received half of the payment for this funding.

#### **C. As required in Section 10-0580(2)(b), Department staff will provide a description of the steps being taken to prevent similar occurrences in the future:**

The MCHHS Contracts Team and County Finance are working to improve processes to support programs for incoming funding notification. The MCHHS will continue to plan accordingly and start the contract process sooner to ensure contract changes can be made in a timely manner.

Submitted by:

DocuSigned by:

*Meuy Saechao*

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Meuy Saechao  
Health and Human Services

Reviewed by:

DocuSigned by:

*Jan Fritz*

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Contracts & Procurement

Acknowledged by:

DocuSigned by:

*Ryan Matthews*

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Department Head

Acknowledged by:

DocuSigned by:

*Jan Fritz*

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Jan Fritz, CAO



# Oregon

Tina Kotek, Governor

Oregon Department of Human Services  
*Office of Developmental Disabilities Services*  
oddsarpa.funding@odhsoha.oregon.gov



**January 25, 2024**

## **ODDS Emergency Response Grant Award Notice**

Thank you for submitting an application for the Office of Developmental Disabilities Services (ODDS) Emergency Response grant.

**Marion County** has been awarded a grant of **\$753,086.04**

Up to 10% (**\$75,309**) may be used for administrative expenses.

These funds will be disbursed through the Express Payment and Reporting System (eXPRS) in two payments as outlined in your application materials (attached).

This one-time Emergency Response funding is intended to prepare individuals with intellectual and/or developmental disabilities (IDD) for emergencies.

### **Allowable Expense Categories for Grant Funding:**

- 1. Administrative expenses:** CMEs may use up to 10% of emergency response funds for administrative costs.
- 2. Emergency hub:** CMEs may use emergency response funds for providers and CME locations that will serve as an emergency hub.
- 3. Power equipment:**
  - **Portable generators:** powered by gas or diesel fuel to create usable electricity. *Note: whole house generators, equipment installation, maintenance and ongoing subscriptions for fuel are disallowed expenses.*
  - **Power stations:** portable batteries for backup emergency power storage.Funds for portable generators and power stations are limited to:
  - up to \$2,000 per person
  - up to \$5,000 per service location or emergency hub

*Any combination of power equipment can be purchased within these limits.*

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**Emergency supplies** are supplies to prepare for emergency situations that a household or service location may need in the event of an emergency. Funds for emergency supplies are limited to:

- up to \$300 per person
- up to \$3,000 per service location
- up to \$5,000 per emergency hub

**Disallowable expenses**

- ARPA funds cannot supplant existing funding and services that can be billed to Medicaid or other insurance.
- ARPA funds are not allowed to fund retroactive expenses incurred prior to the disbursement of funds.
- Whole house generators, equipment installation, maintenance, and ongoing subscriptions for fuel.

**Grant Reporting Schedule**

Progress Expenditure report	Due no later than <u>June 30, 2024</u>
Final Expenditure report	Due <u>March 1, 2025</u>

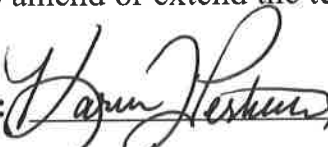
**Funding requirements**

Every CME awarded funds will be required to:

- Maintain records for audits
- Spend grant funds by March 1, 2025
- Report on grant expenditures by March 1, 2025
- Return to ODHS any unspent grant funds at the time of final reporting

**Reservation of ODHS Rights:**

ODHS reserves all rights regarding this Agreement, including, without limitation, the right to amend or extend the term of any Agreement that is issued as a result of this grant.

Signature: , Program Manager Date: 1/29/24

*ODDS will accept scanned or authenticated digital signatures only.*

If you have questions regarding this grant, please contact the ODDS ARPA Special Projects Team at [ODDSARPA.funding@odhsoha.oregon.gov](mailto:ODDSARPA.funding@odhsoha.oregon.gov).

Thank you for your partnership with ODDS and dedication to serving Oregonians with Intellectual/Developmental Disabilities.

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**SIGNATURE PAGE FOR  
ARPA EMERGENCY RESPONSE FUNDS - HE-5964-24  
between  
MARION COUNTY and OREGON DEPARTMENT OF HUMAN SERVICES**

**MARION COUNTY SIGNATURES  
BOARD OF COMMISSIONERS:**

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Chair	Date
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Commissioner	Date
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Commissioner	Date
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Authorized Signature:	<small>DocuSigned by:</small> <i>Ryan Matthews</i> <small>7D28A787656F458...</small> Ryan Matthews, Administrator	3/18/2024 <hr/> Date
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Authorized Signature:	<small>DocuSigned by:</small> <i>Jan Fritz</i> <small>1E984034585E453...</small> Chief Administrative Officer	3/21/2024 <hr/> Date
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Reviewed by Signature:	<small>DocuSigned by:</small> <i>Scott Norris</i> <small>80C98A0F708240B...</small> Marion County Legal Counsel	3/21/2024 <hr/> Date
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Reviewed by Signature:	<small>DocuSigned by:</small> <i>[Signature]</i> <small>E4592AF8CAA542C...</small> Marion County Contracts & Procurement	3/21/2024 <hr/> Date
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