

Contract Review Sheet

Memorandum of Understanding

HE-7061-26

Title: REACH Program Bed Access at the Navigation Center

Contractor's Name: Mid-Willamette Valley Community Action

Department: Health and Human Services

Contact: Kristina Ballow

Analyst: Chalyce MacDonald

Phone #: (503) 588-5409

Term - Date From: Execution

Expires: March 31, 2036

Original Contract Amount: \$ -

Previous Amendments Amount: \$ -

Current Amendment: \$ -

New Contract Total: \$ -

Amd% 0%

No Funds Exchanged Federal Funds Reinstatement Retroactive Amendment greater than 25%

Source Selection Method: Not Applicable (No Exchange of Funds)

Description of Services or Grant Award

This MOU is between Marion County and Mid-Willamette Valley Community Action Agency to provide emergency shelter beds for unsheltered individuals within Marion County.

The purpose of this MOU is to document the shared commitment to provide temporary shelter at the Salem Navigation Center for unsheltered individuals in crisis, including designated access to beds for the REACH team.

The County and Agency will collaborate to provide comprehensive on-site services, including behavioral health, counseling, and supportive resources to stabilize unsheltered individuals and support pathways to housing.

Desired BOC Session Date: 6/3/2026

Contract should be in DocuSign by: 5/13/2026

Agenda Planning Date: 5/21/2026

Printed packets due in Finance: 5/19/2026


Management Update: 4/28/2026

BOC upload / Board Session email: 5/20/2026

BOC Session Presenter(s) Debbie Wells

Code: Y


REQUIRED APPROVALS


05/06/2026
Date


Finance - Contracts


05/06/2026
Date
Kristina Ballow (May 6, 2026 06:47:09 PDT)

Contract Specialist


05/13/2026
Date

Legal Counsel


05/13/2026
Date
Jan Fritz (May 13, 2026 13:35:17 PDT)

Chief Administrative Officer



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 6/3/26

Department: Health & Human Services

Title: MOU for REACH Program Bed Access at Navigation Center

Management Update/Work Session Date: 4/28/26 Audio/Visual aids

Time Required: 10 min Contact: Kristina Ballow Phone: 503-588-5409

Requested Action:

Issue, Description & Background:

Financial Impacts:

Impacts to Department & External Agencies:

List of attachments: MOU

Presenter:

Department Head Signature: Troy Gregg
Troy Gregg (May 6, 2026 08:46:24 PDT)

MEMORANDIUM OF UNDERSTANDING
Between
MARION COUNTY HEALTH AND HUMAN SERVICES
and
MID-WILLAMETTE VALLEY COMMUNITY ACTION
HE-7061-26

1. PARTIES TO AGREEMENT

This Agreement between Mid-Willamette Valley Community Action, hereafter called Agency, and Marion County, a political subdivision of the state of Oregon, on behalf of the Marion County Health and Human Services, hereafter called County.

2. RECITALS

WHEREAS, Marion County invested \$3,000,000.00 in American Rescue Plan Act (ARPA) dollars towards the Salem Navigation Center located at 1185 22nd Street SE, Salem.

WHEREAS, the City of Salem entered into a contractual agreement with Mid-Willamette Community Action stating that ARCHES would provide management of the Salem Navigation Center.

WHEREAS, the Salem Navigation Center is a transitional shelter facility that provides wrap-around services while clients reside in the facility.

3. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to document the shared goal of Agency and County to help shelter people at the Salem Navigation Center experiencing a crisis. Further, Agency and County shall collaborate in providing more comprehensive services and increase access to behavioral health and counseling onsite for clients. These services are further described in Section 5.

4. TERM AND TERMINATION

- 4.1 This MOU shall be effective on the date it has been signed by all parties and will remain in effect until terminated by any of the parties to this MOU.
- 4.2 This MOU may be terminated by mutual consent of both parties at any time or by either party upon 30 days' notice in writing and delivered by mail or in person. Any such termination of this MOU shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- 4.3 County may terminate this MOU effective upon delivery of written notice to Agency or at such later date as may be established under any of the following conditions:
 - a. If either party fails to provide services called for in this MOU within the time specified herein or any extension thereof.

- b. If either party fails to perform any of the provisions of this MOU or so fails to pursue the work as to endanger the performance of this MOU in accordance with its terms and after written notice from County, it fails to correct such failure(s) within ten days or such longer period as the County may authorize.

4.4 Any such termination of this MOU shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

5. OBLIGATIONS UNDER THE TERMS OF THIS MOU

5.1 CRITERIA FOR ELIGIBLE SALEM NAVIGATION CENTER REFERRALS:

- a. The REACH Team shall determine that the individual needs temporary emergency housing prior to making a referral.
- b. The REACH Team shall verify that the individual is seeking or is eligible for other temporary or permanent housing options and the person needs a temporary placement at the Salem Navigation Center to complete paperwork, assessments, or have access to outreach services necessary for housing placement.
 - (1) The REACH team shall assess and inform the individual that placement at the Salem Navigation Center may impact eligibility for immediate placement at other shelters.
 - (2) The REACH Team shall inquire about current shelter waitlists and anticipated placement timelines to determine appropriateness of referral.
 - (3) The REACH Team shall ensure that the individual is not currently residing in another Marion County shelter unless prior approval is obtained from program leadership.
- c. The REACH Team shall assess and confirm that the individual is in vulnerable mental or physical state and urgently needs emergency respite shelter and that:
 - (1) The individual is able to control and regulate their behavior and does not pose a threat or harm to themselves or to others.
 - (2) The individual is able to care for themselves by completing activities of daily living, such as independent toileting, and being able to stand up after a fall to the ground.
 - (3) The individual is experiencing an acute behavioral health condition, episode or vulnerable physical state that may be stabilized through short-term placement.

- d. The REACH Team shall verify, when applicable, the individual is scheduled to be admitted into a treatment bed within 14 days, and it is necessary to have a fixed location to transport the individual.
- e. Any other situation in which the REACH team determines it would be detrimental to the individual if they remain in their current location, so long as the individual meets Navigation Center criteria (e.g., a victim of a crime, waiting on a treatment bed, waiting on a court appearance, etc.).
- f. The individual has been located within the Marion County, Oregon area, is eighteen years of age or older, and may be of any gender identity.
- g. The REACH Team shall screen for exclusionary conditions and ensure appropriate diversion when necessary:
 - (1) Individuals presenting with active suicidal ideation, homicidal ideation, or aggressive/violent behavior shall be referred to the Marion County Behavioral Health Crisis Center for screening prior to Navigation Center referral;
 - (2) Individuals with emergency medical needs shall be transported to a hospital for stabilization prior to referral;
 - (3) Individuals requiring medication intervention due to severe intoxication shall be transported to a hospital;
 - (4) The REACH Team shall inform individual that the Navigation Center is not a medical or sobering facility, though it serves individuals with active substance use.
- h. The individual shall be willing to limit the items in their personal possession to fit in a space not-to-exceed 78” long x 35” wide x 19” high:
 - (1) If the individual has a pet, the pet shall behave and cannot be aggressive towards others, shall be on a leash, and remain under the owner’s control.
- i. The Salem Navigation Center has the right to deny an individual for any reason, regardless of if the individual meets the above eligibility requirements. There is no guarantee of placement in an emergency law enforcement diversion bed.

5.2 PROCESS FOR REFERRALS TO THE NAVIGATION CENTER:

- a. The REACH team shall complete and submit the required online referral form for all Navigation Center referrals. Upon submission, the REACH Team shall use the automatically generated contact information to notify and contact the ARCHES on-call

manager. This phone number can be reached 24 hours per day, seven days per week, and during all holidays.

- b. The REACH Team shall ensure that the individual meets at least one of the eligible referral categories identified in the online referral form Eligible individuals must present with one of the following seven conditions:
 - (1) Crime victim in need of temporary shelter;
 - (2) Individual actively engaging with housing provider and/or soon to be housed through a housing provider;
 - (3) Individual in a vulnerable physical or behavioral health state;
 - (4) Individual with a pending substance use disorder treatment or program entry within fourteen (14) days;
 - (5) Individual with a pending court date within fourteen (14) days;
 - (6) Individual needs emergency temporary shelter in lieu of being cited; or
 - (7) Individual for whom remaining in their current located would be detrimental .
- c. The REACH team shall collect and provide relevant information to the ARCHES Manager:
 - (1) Name of the individual seeking shelter.
 - (2) Pertinent demographic information.
 - (3) Criminal history.
 - (4) Known health issues.
 - (5) Needs of the individual.
- d. The REACH team shall arrange for and provide transportation for the individual, if needed, to the Navigation Center.
- e. The ARCHES Manager shall promptly consider the request for a shelter stay. The ARCHES Manager shall lodge the individual whenever possible and as quickly as possible. Relatively immediate placements are anticipated as the standard for accepted referrals. If the stay is declined, the Manager shall share a reason with the REACH team.

- f. The ARCHES Manager shall keep a log of inquiries from law enforcement, and be prepared to share the inquiries received, requests granted, requests denied, and the reasons for denials, with the REACH team.
- g. The ARCHES Manager shall ensure the Salem Navigation Center is prepared to greet the REACH team and individual once shelter bed access is granted. This shall include the name of the staff person on duty to receive the individual, directions for what to do upon arrival at the center, and any other instructions needed for successful transport.

5.3 SERVICES PROVIDED TO INDIVIDUALS RECEIVING DIVERSION BEDS:

- a. The Navigation Center will make available up to five (5) diversion beds. Individuals placed understand the stay is short-term in comparison to others sheltering at the Navigation Center that were placed through Coordinated Entry.
- b. Services provided for short-term stay include the following:
 - (1) An intake upon arrival regarding behavioral expectations, services available, and a tour of the Salem Navigation Center. Failure to complete the intake and agree to shelter policies and procedures will result in denial.
 - (2) Once enrolled in the diversion bed program, ARCHES staff will meet with the individual and provide information on the shelter. ARCHES does not case manage the diversion bed individuals; referrers (e.g., REACH) should continue to work with the individual and make referrals as appropriate.
 - (3) Access to laundry and other facility services.
 - (4) Meals.
 - (5) Pets are permitted in alignment with low barrier practices, per pet policy.

6. COMPLIANCE WITH APPLICABLE LAWS

The parties agree that both shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this MOU. The parties agree that this MOU shall be administered and construed under the laws of the state of Oregon.

7. NONDISCRIMINATION

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations in the performance of this MOU.

8. HOLD HARMLESS

To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, each party agrees to waive, forgive, and acquit any and all claims it may otherwise have against the other and the officers, employees, and agents of the other, for or

resulting from damage or loss, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of his or her official duties.

9. INSURANCE

Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon tort claims act (ORS 30.260 TO 30.300).

10. MERGER CLAUSE

Parties concur with and agree that this MOU constitutes the entire agreement between the parties. No waiver, consent, modification or change to the terms of this MOU shall bind either party unless in writing or signed by both parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this MOU. Parties, by the signatures below of their authorized representatives, hereby agree to be bound by their term and conditions.

11. NOTICES

Any notice required to be given by the Agency or County under this MOU shall be sufficient if given, in writing, by first class mail, email, or in person as follows:

For Agency:

Mid-Willamette Valley Community Action
2975 Center St NE
Salem, OR 97301
Attn: Sara Webb
sara.webb@mwvcaa.org

For County:

Marion County Health and Human Services
PO BOX 14500
Salem, OR 97309
Health_Contracts@co.marion.or.us

12. SIGNATURES

This MOU and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this MOU to be executed on the date set forth below.

**MARION COUNTY SIGNATURES
BOARD OF COMMISSIONERS:**

Chair Date

Commissioner Date

Commissioner Date

Authorized Signature: Troy Gregg 05/06/2026
[Troy Gregg \(May 6, 2026 08:46:24 PDT\)](#)
Department Director or designee Date

Authorized Signature: Jan Fritz 05/13/2026
[Jan Fritz \(May 13, 2026 13:35:17 PDT\)](#)
Chief Administrative Officer Date

Reviewed by Signature: Andrew Wittenberg 05/13/2026
Marion County Legal Counsel Date

Reviewed by Signature: Chalyn McDonald 05/06/2026
Marion County Contracts & Procurement Date

MID-WILLAMETTE VALLEY COMMUNITY ACTION SIGNATURE

Authorized Signature: _____
Date

Title: _____