



Deschutes County Board of Commissioners
1300 NW Wall St., Suite 200, Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of June 3, 2015

DATE: May 27, 2015

FROM: Nancy Mooney, Contract Specialist Phone: 322-7516
Health Services, Behavioral Health Division

TITLE OF AGENDA ITEM:

Consideration of Board Signature of Document #2015-332, Amendment between Oregon Department of Education and Deschutes County Health Services, Early Learning Division (DCHS).

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

The two (2) year agreement is the basis for grant funding and administrative services provided to Deschutes County Health Services, Early Learning Division by the Oregon Department of Education. The agreement may be amended when changes to grant streams occur throughout the two (2) year cycle.

Amendment #4 allocates funds for the administration of the Healthy Families Oregon contract. These funds will be used for the Healthy Start Program. Healthy Start is a home visiting program that assists families in giving their newborn children a "healthy start" in life. The program offers weekly intensive home visits for first birth, high-need families and one-time welcome home visits to all families with newborns.

FISCAL IMPLICATIONS:

Compensation for the agreement is increased from \$516,548 to \$578,319.

RECOMMENDATION & ACTION REQUESTED:

Early Learning Division requests approval.

ATTENDANCE: Hillary Saraceno, Regional Early Learning Director

DISTRIBUTION OF DOCUMENTS:

Executed copies to: Nancy Mooney, Contract Specialist, Health Services

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections above the Official Review line.

Date: May 21, 2015

Department: Health Services, Early Learning Division.

Contractor Name: Oregon Department of Education, Early Learning Division

Contractor Contact: Karen Hull, Procurement & Contract Specialist

Contractor Phone #: (503) 947-5881

Type of Document: Amendment #4 to Intergovernmental Agreement #DES1315

Goods and/or Services: This is amendment #4 to the master agreement for funding in the 2013-15 biennium between the State of Oregon, Early Learning Division and Deschutes County. This amendment is adding funds as Deschutes County continues to administer the Health Families Oregon contract through September 30, 2015.

Background & History: The two year agreement is the basis for grant funding and administrative services provided to Deschutes County Health Services, Early Learning Division by the Oregon Department of Education, Early Learning Division. The agreement may be amended when changes to grant streams occur throughout the two year cycle.

Amendment #4 allocates funds for the administration of the Healthy Families Oregon contract. These funds will be used for the Healthy Start Program. Healthy Start is a home visiting program that assists families in giving their newborn children a "healthy start" in life. The program offers weekly intensive home visits for first birth, high-need families and one-time welcome home visits to all families with newborns.

Agreement Starting Date: July 1, 2013 **Ending Date:** September 30, 2015

Annual Value or Total Payment: Increasing funds from \$516,548 to \$578,319.

Insurance Certificate Received (check box)
Insurance Expiration Date: N/A

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant: None

Deadlines for reporting to the grantor: Quarterly 45 days after the end of the quarter; November, February, May & August.

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: Yes No

Contact information for the person responsible for grant compliance:

Name: Hillary Saraceno

Phone #: (541) 317-3178

Departmental Contact and Title: Hillary Saraceno Phone #: (541) 317-3178

Department Director Approval: Jane Smith Signature 5/21/15 Date

Distribution of Document: Please return all originals to Nancy Mooney.

Official Review:

County Signature Required (check one): BOCC Department Director (if <\$25K)

Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. _____)

Legal Review DA M Date 5/27/15

Document Number 2015-332



OREGON DEPARTMENT OF EDUCATION
EARLY LEARNING DIVISION 2013-2015
COUNTY INTERGOVERNMENTAL AGREEMENT #9742 or DES1315 AMENDMENT #4
"Mixed Funds Agreement"

This is Amendment No. 4 to ODE Agreement No. 9742 or DES1315 (as amended from time to time, the "Agreement") between the State of Oregon, acting by and through its Department of Education on behalf of its Early Learning Division ("Agency) and Deschutes County ("County") a political subdivision of the State of Oregon. The Agreement is dated June 20, 2013; this Amendment is effective as of the last date it is signed below (the "Effective Date").

- 1. This Amendment shall be effective on the last date the Amendment has been signed by every party and when required, approved in accordance with applicable laws, rules and regulations, including any federal approval and approval for legal sufficiency by the State of Oregon, Department of Justice.
- 2. The Agreement is hereby amended as follows with new language indicated by underlining and [deleted language is indicated by brackets]:

A) AGREEMENT, Section 1 is revised as follows:

This Agreement is effective on the later of July 1, 2013, or the date it has been fully executed by every party and, when required, approved by the Oregon Department of Justice. Unless extended or terminated in accordance with its terms, this Agreement terminates on [June 30, 2015] September 30, 2015. This Agreement may be extended for additional time, with a maximum term of four years. Agency will provide to the Contractor written notice of intent to extend the Agreement in the form of an Amendment.

B) EXHIBIT B, FUNDING AREA DESCRIPTIONS, SECTION A, subsection 1 is revised as follows:

- 1. **Healthy Start.** Healthy Start activities are described in OAR 423-010-0024(6) and [OAR 423-045-0015] OAR 414-525-0015.

C) EXHIBIT C, AWARD, is revised as follows:

FUNDING AREA	GENERAL FUND	FEDERAL FUNDS	CFDA NUMBER
1. Healthy Start	[\$516,548] \$578,319	\$35,080	

EXPLANATION OF AWARD

The Award set forth above reflects the maximum amount of financial assistance Agency will provide to County under this Agreement in support of Activities in the specified Funding Area. The CFDA (Catalog of Federal Domestic Assistance) Number specifies the source of federal funds as follows: CFDA Number 93.556 specifies Title IV-B(2), Social Service Act, Subpart 2, Family Preservation and Family Support Services Program, funds.

- 3 Except as expressly amended above, all other terms and conditions of original Agreement are still in full force and effect. County certifies that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

COUNTY, BY EXECUTION OF THIS AMENDMENT, HEREBY ACKNOWLEDGES COUNTY HAS READ THIS AMENDMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

COUNTY: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY STATE APPROVALS

DC-2015-332

COUNTY

By:	Title:	Date:
Printed Signature	E-Mail Address:	

AGENCY

Authorized Signature:	Title:	Date:
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Approved for Legal Sufficiency per ORS 291.047 (*Required for contracts in excess of \$150,000, unless exempt.*)

Authorized Signature: not applicable	Title:	Date:
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FAXED OR ELECTRONIC SIGNATURES ARE ACCEPTABLE



Oregon Department of Education

Kate Brown, Governor

Office of Learning Student Services
255 Capitol St NE, Salem, OR 97310
Voice: 503-947-5600 ~ Fax: 503-378-5156

May 11, 2015

Nancy Mooney
Deschutes County Health Services
2577 NE Courtney Drive
Bend, OR 97701

RE: Amendment 4 to Oregon Department of Education (ODE) Agreement #9742 or DES1315

Dear Ms. Paul,

Enclosed please find Amendment 4 to ODE Agreement #9742 or DES1315. This Amendment was requested by Erin Deahn, Early Learning Divisions Statewide Coordinator for Healthy Families Oregon at the Oregon Department of Education. This Amendment extends the term and provides additional funding to support the extension.

If the terms of the Amendment are acceptable please request the Deschutes County's signature authorities to sign where indicated on page 2 of the Amendment. Please return the document at your earliest convenience to my attention, preferably within ten (10) business days. If you choose you may scan and send the Amendment to me via email to karen.hull@state.or.us or by facsimile to 503.378.8713. Either form is acceptable. I have also sent this Amendment 4 to your attention via email as a pdf file. Please disregard the electronic version if you prefer the mailed hard copy.

When all required signatures have been obtained, a copy of the fully executed Amendment will be provided to your attention.

Please contact me immediately if you have any questions or concerns regarding this Amendment or its process.

Respectfully,

A handwritten signature in black ink that reads "Karen L. Hull". The signature is fluid and cursive.

Karen L. Hull, CPPB, CPBC
Procurement & Contract Specialist
Office of Finance & Administration
Phone: 503-947-5881
FAX: 503-378-8713 or 503-378-5156
Email: karen.hull@state.or.us

j:\karen hull's documents\early learning division\mixed funds 2013-2015\#9742 deschutes county mixed funds.docx
cc: contract file

Nancy Mooney

2015-332

From: Hillary Saraceno
Sent: Monday, May 18, 2015 11:08 AM
To: Nancy Mooney
Cc: Sarah Peterson
Subject: RE: OR Department of Education Amendment #4 is ready for approval for signature

I confirm that I have read the attached Amendment #4, approve the Statement of Work as set forth in the document and recommend signing of the document.

Hillary Saraceno, Regional Manager
Early Learning Hub of Central Oregon
1130 NW Harriman, Suite A
Bend, OR 97701
hils@deschutes.org
(541) 317-3178 ~ office
(541) 815-9437 ~ cell

From: Nancy Mooney
Sent: Saturday, May 16, 2015 6:03 PM
To: Hillary Saraceno
Cc: Sarah Peterson
Subject: OR Department of Education Amendment #4 is ready for approval for signature
Importance: High

Hillary,

Please provide your affirmation that you have read this document in its entirety, that we can accept/accomplish the Statement of Work and that signing this document is recommended.

Please note upon e-mailing your consent for signature that you're confirming you've read the document and reviewed/approved the Statement of Work as it is set forth in the document.

Thank you,

Nancy Mooney
Contract Specialist
Phone: 541-322-7516
Fax: 541-322-7565

Deschutes County Health Services
2577 NE Courtney Drive
Bend, OR 97701