

AMENDMENT #3

To the Intergovernmental Agreement made between:

**the ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (“ORS 190 Entity”)
and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS (“Provider”)
concerning the Mid-Willamette Valley Homeless Alliance (“Alliance”)**

A. The Scope of Work, referred to as Attachment 3 in the intergovernmental agreement dated September 24, 2020, is replaced by the following:

**MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
SCOPE OF WORK FOR THE MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
Revised May 11, 2023**

COG shall undertake the following items in performance of this Agreement:

1. Finance

- a. Manage and process accounts payable and accounts receivable,
- b. Maintain records of project expenditures and revenues in COG financial management system,
- c. Maintain copies of personal services contracts and other contracts for goods and services under this Agreement,
- d. Provide monthly financial report to the ORS 190 Entity and Alliance boards,
- e. Provide support to and prepare financial statements in annual audit,
- f. Prepare budget documents for ORS 190 Entity board approval and execute the budget, including budget forecasting of revenues and expenditures, cash flow monitoring, assigning grant funds to eligible activities, and tracking expenditures by revenue source,
- g. Provide documentation of internal controls and other financial policies and procedures to HUD upon request,
- h. Prepare any required financial reports associated with planning grants,
- i. Accept and record Alliance member contributions, and prepare and maintain the member contributions table,
- j. Accept and record other grant funds from individuals, foundations, nonprofit organizations, and others on behalf of the members of the Alliance,
- k. Invoice members for annual project contributions and track contribution receipts,
- l. Manage the contract selection process and contract administration, including contract renewals and preparation of contract documents,
- m. Conduct grant writing, upon request of the Alliance, and
- n. Serve as the agency contact for various web portals, such as SAM, grants.gov, E-LOCCS, SAGE, and Wells Fargo.

2. Administrative Support

- a. Attend Alliance Board meetings and executive committee meetings, prepare draft minutes, and maintain meeting records,
- b. Assist the Alliance in scheduling meetings and other meeting-related tasks, including merging documents for the meeting packet,
- c. Schedule meeting space, when available; facilitate meeting logistics and preparation, including setting up meeting space, copying documents, making name cards, setting up laptop and PowerPoint equipment, connecting participants through videoconferencing,
- d. Maintain email lists, in conjunction with the Alliance,
- e. Notice meetings per Public Meetings Law requirements,
- f. Maintain Alliance web page and provide up to six (6) hours a month of IT support for the newly acquired and licensed Alliance web page, and
- g. Retain Continuum of Care records, in compliance with CFR 578.103.

3. Executive Director Support

- a. Negotiate and approve goods and personal service contracts and contract amendments, upon request of the Alliance Board,
- b. Approve payments for monthly invoices associated with Alliance Board approved contracts,
- c. Provide executive level advice and support in working with the COG board of directors and COG members,
- d. Authorize legal services, upon request of the Alliance,
- e. Authorize IT services, upon request of the Alliance, and
- f. Attend MWWHA board meetings, as needed.

4. IT Support

- a. Support development and maintenance of the Alliance website, and
- b. Other projects, upon request of the Alliance and approval of Executive Director.

5. Legal Services, upon request of the Alliance and approval of Executive Director.

B. Exhibit 1, described in Section 2.2 of the intergovernmental agreement dated September 24, 2020, is replaced with the attached document: Exhibit 1, 03-21-2023.

2.2 COG's expenses under this Agreement shall not exceed the total amount of funds contributed by the Member Governments and any contributions from other members of the Alliance, donations or grants provided to COG for the benefit of the Alliance, subject to the rates for specific services as set forth in Exhibit 1. As set forth in the Scope of Work, COG shall provide timely financial reports to the Alliance and ORS 190 Entity and shall ensure that expenses do not exceed available resources approved by the Member Governments through the ORS 190 Entity Board.

This amendment does not supersede the first amendment to the intergovernmental agreement, dated August 12, 2021, except for the portion relating to Section 2.2, Exhibit 1.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

**ORS 190 ENTITY, MID-WILLAMETTE VALLEY
HOMELESS ALLIANCE**

By: 

Printed Name: Jeremy Gordon

Title: President

Date: 5/11/2023

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

By: 

Printed Name: Scott Dadson

Title: Executive Director

Date: 5-15-23

2023-2024 Member Services Rates

That the following rates shall take effect for the COG's fee-for-service program beginning July 1, 2023, and ending June 30, 2024, unless sooner amended:

Member Services

Recruitment Services:

<u>Population</u>	<u>Fee</u>
Up to 1,000	\$7,739
1,001 to 5,000	\$9,950
Over 5,000	\$13,266
Non-member Gov't Entities	\$19,899
Background Check Services	\$553/background check

Legal Services

Consultation and Navigation Services	\$1,000 per year*
(*includes up to 5 hours per month, unused hours do not roll forward)	
General Counsel Services	\$188 per hour
Hearings Officer Services	\$207 per hour

Strategic Planning / Goal Setting

Evening / Half Day	\$1,658
One Day (8 Hours)	\$3,317
Evening Plus Full Day (10 Hours)	\$3,869

Miscellaneous Technical Services

Executive Director	\$187 per hour
Admin Support Coordinator	\$97 per hour
Support Staff	\$76 per hour

Finance Services

Finance Director	\$141 per hour
Fiscal Assistant	\$90 per hour
Support Staff	\$76 per hour

Human Resources Services	\$97 per hour
Communications Services	\$76 per hour

Community Development Services

Land Use Planning (small cities)*

Senior Planner	\$104 per hour
Associate Planner	\$99 per hour
Support Staff	\$76 per hour

Grants Administration*

Grants Administration Specialist	\$84 per hour
Non-profit / Government Rate	\$95 per hour
For Profit Rate	\$105 per hour
Support Staff	\$76 per hour

Housing Rehab Services*

Housing Rehab Specialist	\$84 per hour
Project Manager	\$97 per hour

Economic Development Services*

Development Director	\$141 per hour
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*(Any contracts that exceed a 1 -year period shall be charged at the above rates plus 5%.)

GIS/Data Services

Transportation Services

Transportation Director	\$151 per hour
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GIS Services

Member Rate	\$103 per hour
Non-profit / Government Rate	\$120 per hour
For Profit Rate	\$151 per hour

Modeling Services

Member Rate	\$130 per hour
Non-profit / Government Rate	\$146 per hour
For Profit Rate	\$168 per hour

Loan Program Services

SBA Loans / Administration of Revolving Loan Programs

Program Manager	\$148 per hour
Loan Officer	\$109 per hour
Servicing Specialist	\$90 per hour

Loan Underwriting, packaging
and Closing Services
Minimum Fee - \$1500

1.5 % of Loan Amount,

3rd Party Costs

Direct Charge

Copy and Plot Charges

Black and White Copies	\$.25 per page
Color Copies	\$.75 per page
Oversized black and white or color copies	\$1.25 per page

Regular Plots

A (8 1/2 x 11), B (11 x 17)	\$ 3 Each
C (17x22), D (22x34)	\$25Each
E (34x44)	\$45 Each

For oversize plots, \$45 plus \$4.32 per additional square foot

Image Plots

A (8 1/2 x 11), B (11 x 17) \$ 6 Each

C (17x22), D (22x34) \$37 Each

E (34x44) \$67 Each

For oversize plots, \$67 plus \$6.48 per additional square foot

Affiliate and Business Partner Rates

	Individual / Non-Profit Affiliate	For-Profit Business Partner
Cost	\$500	\$500
Eligibility	Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club) This category would also be available to individuals in organizations who work regularly with the COG (i.e. Regional Solutions Coordinator).	Any for-profit Business that does business with the public entities that make up membership in the COG.
Scope of Services	Affiliates would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.).	Business Partners would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.)

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 21st Day of March 2023.