AGENDA
MEETING OF THE ORS 190 ENTITY

Monday, December 23, 2024
10:00 A.M.-11:00 A.M.

Mid-Willamette Valley Council of Government, 100 High Street SE, Suite 200, Rm B, Salem, Oregon

Virtual meeting connection information provided on page 2

A. (10:00) WELCOME ..... **President Jeremy Gordon**

B. (10:05) CONSENT AGENDA ..... **President Jeremy Gordon**
ACTION: items include approval of:
1. Contract with Micronesian Islander Community for PIT Count translation services (page x); and
2. Contract with Mano a Mano for PIT Count translation services (page x).

C. (10:10) OVERVIEW OF HIRING AN EXECUTIVE DIRECTOR ... **President Jeremy Gordon**
Discussion: President Gordon will provide an overview of ORS 190 policy directive (page 3), hiring procedure (page 4), recommended salary range (page 7) and position description (page 8) for the Interim Director Position.

D. (10:20) PUBLIC COMMENT ..... **President Jeremy Gordon**
Opportunity for members of the public to comment on the policy directive for the hiring of an interim executive director, policy procedure for hiring an executive director, position description/hiring criteria for interim executive director and salary range.

E. (10:30) NEXT STEPS FOR HIRING EXECUTIVE DIRECTOR ..... **President Jeremy Gordon**
Discussion: ORS 190 leadership will consider public comment and President Gordon will lead a discussion on the next steps of the hiring process for an interim director.
Action: approve policy directive of interim executive director (page 3),
Action: approve process for hiring executive director (page 4)
Action: approve recommended salary range for interim executive director position (page 7)

F. (10:40) BOARD ADMINISTRATOR ROLE ..... **Lozier**
Recommendation: Lozier will provide information on the Board Administrator role and the recommendation of appointing Jeremy Gordon as Board Administrator for the ORS 190 Entity.
Action: Remove Elaine Lozier as Board Administrator for the ORS 190 Entity.
Action: Appoint Jeremy Gordon as Board Administrator for the ORS 190 Entity.

G. (10:50) CONTRACT WITH ELAINE LOZIER ..... **President Jeremy Gordon**
Recommendation: President Gordon will recommend a contract with Elaine Lozier for transition support.
Action: Approve contract with Elaine Lozier for transition support (page 11)

H. (11:00) ADJOURNMENT ..... **President Jeremy Gordon**

Virtual Meeting Information:
https://wesd.zoom.us/j/97769637023?pwd=HfaHDXfcb0FlPR3XW5yoY5VHybQZ9m.1

Meeting ID: 977 6963 7023 **Passcode**: 375026

Staff Contacts:

Elaine Lozier – 503.540.1620, elaine.lozier@mwvhomelessalliance.org,

Cassie Bay – 503.540.1627, cassandra.bay@mwvhomelessalliance.org,

The Mid-Willamette Valley Homeless Alliances is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact MWVCOG at (503) 588-6177 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1.

Policy Directive

Interim Executive Director:

The board of directors of the ORS 190 Entity seek to hire an interim director. The interim director is charged with the following policy goals:

1. Finalize the strategic planning process with the plan to be approved by the board by March 2024.

2. Understand the community and build relationships with community leaders, service providers and Continuum of Care members.

3. Develop and improve the coordinated system of care and services.

4. Maximize and leverage resources through federal, state and local grants and funding.

5. Increase participation in the Continuum of Care.

6. Fulfill the responsibilities outlined in the position description.

Process Hiring an Executive Director

This policy will be used when hiring an executive director either on a permanent or interim basis. The lack of specific details in this process is by design. Additional details may be determined by the ORS 190 Entity Board or their designee when appropriate.

After the chair of the ORS 190 Entity Board of Directors receives official written notification from the executive director of their intentions to resign/retire, the following process will begin.

1. The Board chair contacts the ORS 190 Entity's outside legal counsel and requests guidance regarding the recruitment and hiring process.
2. The ORS 190 Entity Board of Directors meets in a properly noticed public meeting and announces: (1) the vacancy in the executive director position; and (2) the Board's desire to fill the executive director position.
    a. Depending upon the timing of the resignation/retirement or the strategic need of the ORS 190 Entity, the Board will determine whether or not to fill the position with an interim or permanent executive director.
    b. The Board will determine whether to fill the position by direct appointment (without a search) or by utilizing a search process.
3. If the Board decides to fill the executive director position by direct appointment, it will follow the following steps.
    a. The Board directs an ORS 190 Entity staff or member of the Board to advertise the executive director position in accordance with ORS 192.660 if the Board wishes to discuss the appointment of an executive director in executive session.
    b. Meet in a properly noticed public meeting to:
        1. Adopt the hiring standards, criteria, and policy directives for the executive director position; and
        2. Allow the public an opportunity to comment on the standards, criteria, and policy directives for the executive director position.
    c. Call an executive session pursuant to ORS 192.660(2)(a) to discuss the qualifications of the potential direct appointee;
    d. Decide in open session of a public meeting which candidate the Board has selected to serve as the executive director;
    e. Authorize the Board chair or designee(s) to negotiate a mutually acceptable employment contract; and
    f. Decide whether to approve the employment contract and authorize the Board chair to sign the contract, reject the contract and authorize the Board chair to sign a contract with modified terms, reject the contract and commence a new process for direct appointment, or commence a search process.
4. If the Board decides to fill the executive director position by engaging in a search for a candidate, the Board and search committee will follow the following steps:

a. The Board directs an ORS 190 Entity staff or member of the Board to advertise the executive director position in accordance with ORS 192.660 if the Board wishes to discuss the appointment of an executive director in executive session.
b. The Board meets in a properly noticed public meeting to:
    1. Adopt the hiring standards, criteria, and policy directives for the executive director position;
    2. Allow the public an opportunity to comment on the standards, criteria, and policy directives for the executive director position; and
    3. Appoint a search committee with members from both the ORS 190 Entity Board and the Alliance Board and direct the chair or designee(s) to lead the search process. The chair or designee(s) may appoint members to the search committee from Backbone and the Collaborative Committee. The search committee shall have at least six (6) members.

c. The search committee determines whether or not to use an HR contractor to post and advertise the position or to hire a search firm. If the search committee determines to use a search firm, the applicable procurement policies will be followed with the ORS 190 Entity Board approving the contract.
d. The Board chair or designee(s) determines the following:
    1. Screening of the applications;
    2. Interview process, including any forums outside of the screening committee; and
    3. Interview questions.
e. The search committee conducts initial interviews in executive session after compliance with all prerequisites for an executive session. Additional interviews may be conducted by the search committee or the entire Board in an executive session depending on the applicant pool.
f. In a properly noticed meeting, the Board calls an executive session pursuant to ORS 192.660(2)(a) to discuss the qualifications of the candidates. After the last candidate is interviewed, the search committee will deliberate on the merits of candidates and delegate to the chair or designee reference checking on one or more candidates.
g. The Board will decide in open session of a public meeting which candidate the Board has selected to serve as the executive director.
h. Once a candidate is selected, the chair and vice chair of the ORS 190 Entity consults with legal counsel and negotiates a contract with the candidate.
i. The Board chair presents the negotiated contract to the Board for approval in a properly noticed public meeting.
j. If the Board approves the negotiated contract, the Board authorizes the Board chair to sign an employment contract with the candidate.
k. If the Board does not approve the negotiated contract terms, it may authorize the Borad chair to sign an employment contract with the candidate with modified terms or initiate a new search process for the executive director position.

Interim Director
Salary Recommendation

In June 2023, the ORS 190 Entity Board of Directors hired their first permanent director.

This position was originally posted at $75,000 – 78,000 and the board was unable to recruit a qualified candidate and the position was reopened with the salary range of $100,000 to $120,000.

Recommended salary range: $105,000 to $125,000.

Position Type: Interim Director

Note: This position has the potential to transition into a permanent role based on performance, organizational alignment and the strategic direction of the Mid-Willamette Valley Homeless Alliance/ORS 190 Entity.

Location: Salem, Oregon

Reports To: Mid-Willamette Valley Homeless Alliance Board of Directors/ORS 190 Entity

Position Overview

The Director of the Mid-Willamette Valley Homeless Alliance, Continuum of Care (CoC), will assist the Board and ORS 190 Entity with strategic leadership, provide operational oversight, develop and maintain partnerships, and ensure an effective system of housing and homelessness services within Marion and Polk Counties. This position is responsible for fostering partnerships among service providers, stakeholders, and government entities, ensuring compliance with federal, state, and local funding requirements, and driving systemic improvements in addressing homelessness.

The following responsibilities will be performed by the director or the director will provide oversight to regular staff, contracted consultants, or committees.

Key Responsibilities

Leadership and Strategy

- Work with consultants and Board to finalize Strategic Plan and subsequent deliverables.
- Assist the Board to assess and update organizational structure to ensure the CoC's effectiveness.
- Collaborate with key stakeholders, including government agencies, service providers, and community organizations, to align efforts and maximize resources.
- Work with appropriate committees to re-design the CoC's performance and evaluation functions and priorities.

Program Oversight and Compliance

- Ensure compliance with U.S. Department of Housing and Urban Development (HUD) and Oregon Housing and Community Services (OHCS) regulations and grant requirements.
- Oversee the Continuum of Care (CoC)'s funding processes, including solicitation, selection, awards, and contract management
- Oversee completion of the CoC's Consolidated Application required by HUD
- Facilitate data-informed decision-making using the Homeless Management Information System (HMIS) and other reporting tools.

Collaboration and Advocacy

- Serve as a liaison to local governments, funders, and community stakeholders to advocate for policies and resources to address homelessness.
- Foster collaboration among service providers, ensuring coordinated entry systems and equitable access to services.

Operations and Staff Management

- Lead, mentor, and supervise CoC staff.
- Manage personal services contracts.
- Recommend and manage the CoC's budget, ensuring financial accountability.
- Evaluate and improve operational processes to enhance business functions.

Qualifications

Education and Experience

- Minimum of 5 years of experience in leadership roles within homelessness services, affordable housing, or related sectors.
- Experience managing government-funded programs, particularly HUD Continuum of Care programs and/or OHCS programs
- Bachelor's degree in public administration, social work, urban planning, or a related field (Master's preferred) OR demonstrated preparation for this role through coursework and/or experience

Skills and Competencies

- Understanding of federal, state, and local policies related to homelessness and housing.
- Demonstrated ability to lead diverse teams and foster collaboration among community partners, service providers, community members with lived experience and governmental agencies.
- Familiarity with regional homelessness challenges and resources.
- Excellent written and verbal communication skills.
- Planning and project management skills.
- Analytical skills with experience in data management and program and system evaluation.

Preferred Qualifications

- Proven success in securing funding and grants for homelessness initiatives.
- Demonstrated success in working on projects with community partners.

Benefits and Leave

- 100% employer-paid medical, dental, and vision insurance premium.
- Up to 3% employer-paid match for retirement contributions.

- Flexible work schedule with options for partially remote work in accordance with Alliance policy and at manager's discretion.
- Reimbursement for up to $30/month for gym or wellness memberships in accordance with Alliance policy.
- 7 days of paid bereavement leave for the loss of a family member in accordance with Alliance policy.
- 12 paid holidays.
- 80 hours of paid time off per year.
- 5 days of designated sick leave per year.

Start Date: January 6 or as soon as practical for successful applicant

PERSONAL SERVICES AGREEMENT

This Agreement is made between:

THE ORS 190 ENTITY,
MID-WILLAMETTE VALLEY HOMELESS ALLIANCE,
an Oregon Intergovernmental Agency,
("***ORS 190 Entity***"),
And
Elaine Lozier
("*Contractor*"),

for
"Transition Support"

---

1. CONTRACTOR'S OBLIGATIONS

1.1 Elaine Lozier, "Contractor," shall assist the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("ORS 190 Entity") and the Mid-Willamette Valley Homeless Alliance ("Alliance") in supporting staff during the leadership transition, reviewing and approving staff timecards, reimbursement requests and payroll, transferring credentials for grant and finance systems, subgrantee and contractor invoice review, and on-call support. Contractor shall provide services identified in Section 1.2 of this agreement. Contractor reports directly to the ORS 190 Entity President or Interim Director.

1.2 The scope of work shall include:

1.2.1. Supporting Staff by conducting 12 team meetings and onboarding the Health & Homeless Systems Liaison.
1.2.2. Reviewing and Approving Staff Timecards, Time Off Requests, and Reimbursement Requests in accordance with the MWVHA Employee Handbook's guidelines, and with visibility to the ORS 190 President.
1.2.3. Assisting the ORS 190 Entity President and/or Interim Director by locating documents and providing background information about projects and issues that are underway. The scope of work does not anticipate production work by Contractor.
1.2.4. Addressing Emerging Issues for the ORS 190 Entity President and Interim Director, as needed and as time permits.
1.2.5. Facilitating Transfer of Credentials and Access to federal and state systems (ELOCCS, SAM, Grants.gov, ESNAPS, and SAGE) for appropriate staff, contractors, Interim Director, and the ORS 190 Entity President.

1.2.6. Reviewing and Approving Staff Payroll, Subgrantee Invoices, and Personal Services Invoices by checking for appropriate expenditures, calculations and complete documentation, and with visibility to the ORS 190 President.

1.3 All subject employers working under this Agreement are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

1.4 Contractor agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of this Agreement when employed by Contractor. Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Contractor agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.

1.5 Contractor shall invoice the ORS 190 Entity, c/o MWVCOG, on a monthly basis for all work performed and expenses incurred. Invoices shall detail work performed under this contract according to categories outlined in workplan (see Attachment 1). Contractor invoices shall be reviewed and approved by the ORS 190 Entity President.

2. ORS 190 ENTITY'S OBLIGATION

The ORS 190 Entity shall pay Contractor on a time and materials basis. In addition to the flat rate reimbursement for time spent to deliver services under this contract, Contractor shall be reimbursed for actual expenses for materials for any normal and reasonable business expenses incurred by Contractor, providing those expenses have been approved in advance by the ORS 190 Entity President or Interim Director and itemized on the Contractor's invoice along with respective receipts. These expenses may include copies, meeting space, and mileage at the IRS approved rate. Provider shall be paid for services at $90.00 per hour for up to a total of $9,990 (111 hours), unless further extended under Section 6 of the contract.

The ORS 190 Entity recognizes that Contractor may be required to travel in connection with the performance of this contract. With prior written approval from the ORS 190 Entity Board President, Contractor shall be reimbursed for actual air, ground, and parking expenses, lodging costs up to the federal GSA per-diem rate (excluding taxes), lodging taxes, and a daily meal and incidental per-diem at the federal GSA per-diem rate, provided however in accordance with the Internal Revenue Service regulations, such per-diem shall be at 75% of the rate identified for the location of the overnight stay.

3. GENERAL PROVISIONS

3.1 This is a non-exclusive Agreement. Contractor is obligated to provide service as set forth above during the term of this Agreement unless Contractor is unavailable because of prior commitment. The ORS 190 Entity is not obligated to assign additional work to Contractor and is free to engage the similar services of other contractors in its sole discretion.

3.2 Contractor is an independent contractor and not an employee or agent of the ORS 190 Entity for any purpose.

3.3 Contractor is not entitled to, and expressly waives all claims to benefits such as health and disability insurance, paid leave, and retirement.

3.4 Contractor shall not assign, subcontract, or sublet any interest in this Agreement, it being understood that Contractor's services are personal, and Contractor was chosen based on the quality and suitability of those personal services.

3.5 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.

3.6 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.

3.7 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.225, 279B.230, and 279B.235.

3.8 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.

3.9 Contractor shall defend, save, hold harmless, and indemnify the ORS 190 Entity and its officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities costs, and expenses of any nature resulting from or arising out of, or relating to the activities of Contractor or its officers, employees, contractors, or agents under this Agreement.

3.10 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees, or agents.

3.11 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Contractor and the ORS 190 Entity set forth in this Agreement.

4. OWNERSHIP OF WORK PRODUCT AND INTELLECTUAL PROPERTY

4.1 All Deliverables that result from this Contract ("Work Product") are the exclusive property of ORS 190 Entity. The ORS 190 Entity and Contractor intend that such Work Product be deemed "work made for hire" of which the ORS 190 Entity will be deemed the author. If, for any reason, the Work Product is not deemed "work made for hire," Contractor irrevocably assigns to the ORS 190 Entity all its rights, title, and interest in, and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Contractor will execute such further documents and instruments as the ORS 190 Entity may reasonably request in order to fully vest such rights in the ORS 190 Entity. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. "Deliverables" means all of the services, goods, products, work, data (including data collected on behalf of the ORS 190 Entity), items, materials and property to be provided by or on behalf of, or made available through, the Contractor in connection with this Agreement.

5. REMEDIES

5.1 In the event Contractor is in default of this Agreement, the ORS 190 Entity may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:

5.1.1 termination of this Agreement;

5.1.2 withholding all monies due for Work and Work Products that Contractor has failed to deliver within any scheduled completion dates or has performed inadequately or defectively;

5.1.3 initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief; and

5.1.4 exercise of its right of setoff.

5.1.5 These remedies are cumulative to the extent the remedies are not inconsistent, and the ORS 190 Entity may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

5.2 In the event the ORS 190 Entity terminates the Agreement, or in the event the ORS 190 Entity is in default, Contractor's sole monetary remedy shall be:

5.2.1 a claim for the sum designated for completing the deliverable Work Products multiplied by the percentage of Work completed and accepted by the ORS 190 Entity, less previous amounts paid and any claim(s) that the ORS 190 Entity has against Contractor.

5.2.2 In no event shall the ORS 190 Entity be liable to Contractor for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Contractor exceed the amount due, Contractor shall pay immediately any excess to the ORS 190 Entity upon written demand provided.

6. TERM AND TERMINATION

6.1 Term

6.1.1 This Agreement shall be effective January 1, 2025 and shall continue in full force and effect until March 31, 2025 unless sooner terminated as provided in Subsection 6.2.

6.1.2 This Agreement may be extended for up to 1 month upon mutual written consent of the parties.

6.2 Termination

6.2.1 The ORS 190 Entity and Contractor may terminate this Agreement by mutual agreement at any time.

6.2.2 The ORS 190 Entity may, upon not less than thirty (30) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.

6.2.3 Either party may terminate this Agreement, with cause, by not less than fourteen (14) days prior written notice if the cause is not cured within that fourteen (14) day period after written notice. Such termination is in addition to and not in lieu of any other remedy at law or equity.

7. NOTICE

7.1 Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid, or by electronically confirmed at the address or facsimile number set forth below:

If to the ORS 190 Entity:
ORS 190 Entity, MWVHA, c/o MWVCOG
ATTN: Administration & Communications Specialist
100 High St. SE, Suite 200
Salem, OR 97301
Phone: 503-540-1627
Email: cassandra.bay@mwvhomelessalliance.org

If to Contractor:
Elaine Lozier
1910 23rd St NE
Salem, OR 97301
Phone: 503-573-0131
Email: elozierconsulting@gmail.com

8. WAIVER OF BREACH

8.1 One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

9. CONTRACTOR'S COMPLIANCE WITH TAX LAWS

9.1 Contractor represents and warrants to the ORS 190 Entity that:

9.1.1 Contractor shall, throughout the term of this Agreement, including any extensions hereof, comply with:
- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Contractor; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.1.2 Contractor, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

(i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
(ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Contractor; and
(iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.2 Contractor's failure to comply with the tax laws of the State of Oregon and all applicable tax laws of any political subdivision of the State of Oregon shall constitute a material breach of this Agreement. Further, any violation of Contractor's warranty, as set forth in this Article 10, shall constitute a material breach of this Agreement. Any material breach of this Agreement shall entitle the ORS 190 Entity to terminate this Agreement and to seek damages and any other relief available under this Agreement, at law, or in equity.

9.3 Any Work delivered to the ORS 190 Entity under this Agreement shall be provided to the ORS 190 Entity free and clear of any and all restrictions on or conditions of its use, transfer, modification, or assignment, and shall be free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

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, MWVHA	**Elaine Lozier**
By: _____	**By: _____**
Jeremy Gordon, President	**Elaine Lozier**
Date: _____	**Date: _____**

Elaine Lozier-Transition Support Workplan (1/1/25-3/31/25)			
Category	Task	Notes	Hours
Supporting Staff	Staff meetings	Once a week for 12 weeks, 1.5 hr meetings, plus 1.5 hrs of total prep time	19.5
Supporting Staff	Staff timecard, vacation, and reimbursement request approval	7 pay periods	5
Supporting Staff	Hiring/Onboarding Health & Homeless Systems Liason	2 hrs new hire set up, 8 hrs orientation/onboarding, 6 hrs on call support	16
Assistance/Emerging Issues	On-call for immediate issues/information sharing	~3 hrs per week	40
Transferring Credentials/Access	Ensure access to necessary systems (ELOCCS, SAM, SAGE, ESNAPS, Grants.gov, etc.)	~3 hrs for full transition of high priority systems (ELOCCS/SAM/ESNAPs). 1.5 hrs for other system access.	4.5
Subgrantee and Contractor Invoice Approval	Subgrantee and contractor invoice approval, payroll	2 hrs per week	26
		Total maximum hours	**111**
		Fee per hour	**$ 90.00**
		Total maximum cost	**$ 9,990.00**