

**AMERICAN RESCUE PLAN ACT**  
**SUBRECIPIENT AGREEMENT**

Between  
TILLAMOOK COUNTY  
and  
OREGON HUMAN DEVELOPMENT CORPORATION  
FOR THE TILLAMOOK COUNTY LATINX & FARMWORKER  
COMMUNITY NEEDS ASSESSMENT

**THIS AGREEMENT** is made between Tillamook County, a State of Oregon political subdivision (hereinafter “COUNTY”), and Oregon Human Development Corporation, a non-profit organization (hereinafter “RECIPIENT”).

**WHEREAS**, on March 11, 2021, President Joseph R. Biden signed into law the American Rescue Plan Act of 2021 (hereinafter “ARPA”); and

**WHEREAS**, on May 10, 2021, the United States Department of the Treasury (hereinafter “US TREASURY”) published guidance regarding the allowable usage of the Coronavirus State and Local Fiscal Recovery Funds (hereinafter “SLFRF”) to be disseminated to local governments in accordance with the ARPA; and

**WHEREAS**, the grand total allocation of SLFRF funds to the COUNTY, as published by the US TREASURY, is \$5,251,426.00; and

**WHEREAS**, the COUNTY received the first fifty percent (50%) of its SLFRF allocation (\$2,625,713.00) on June 14, 2021; and

**WHEREAS**, the RECIPIENT, a non-profit organization, submitted a written request to the COUNTY on December 15, 2021 for **Forty-Five Thousand and 00/100 Dollars (\$45,000.00)** in SLFRF funds for the Tillamook County Latinx & Farmworker Community Needs Assessment; and

**WHEREAS**, the COUNTY intends to allocate a portion of its SLFRF funds to assist community partners within Tillamook County that have suffered negative economic impacts as a result of the COVID-19 pandemic in accordance with all federal, state, and local guidelines regarding the usage of SLFRF funds; and

**WHEREAS**, under section 602(c)(3) of the ARPA, the COUNTY may transfer funds to a non-profit organization for the purpose of meeting ARPA’s goals; and

**WHEREAS**, in an effort to provide additional guidance regarding the eligible uses of SLFRF funds, the US TREASURY published a document containing answers to Frequently Asked Questions regarding Coronavirus State and Local Fiscal Recovery Funds as of July 19, 2021 (hereinafter “FAQ”); and

**WHEREAS**, Section 2.11 of the FAQ states that addressing educational disparities exacerbated by COVID-19, such as educational services like tutoring or afterschool programs, qualifies as an eligible use of SLFRF Funds; and

**WHEREAS**, during its regular public meeting on April 17, 2022 the Board of County Commissioners (hereinafter “BOARD”) approved the aforementioned request from the RECIPIENT subject to all federal, state, and local guidelines regarding the usage of SLFRF funds, including any contractual guidelines set forth by the BOARD, as well as any audit requirements established by the Oregon State Auditor's Office (hereinafter “SAO”); and

**WHEREAS**, the COUNTY and RECIPIENT desire to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the foregoing recitals which are incorporated herein by reference, and the terms and conditions set forth below, the parties agree as follows:

**1. EFFECTIVE DATE AND TERM**

This Agreement shall commence when last executed by all parties and remain in effect no later than December 31, 2024, unless terminated by the COUNTY in writing.

**2. GRAND TOTAL SLFRF FUNDS TO BE DISSEMINATED TO RECIPIENT**

The grand total subaward of SLFRF funds to be disseminated by the COUNTY to the RECIPIENT as part of this Agreement shall not exceed Forty-Five Thousand and 00/100 Dollars (\$45,000.00).

**3. LIMITATIONS REGARDING THE USE OF SLFRF FUNDS**

The RECIPIENT shall ensure that all expenditures utilizing SLFRF funds received in accordance with this Agreement shall be limited to only those eligible services outlined in Section 2.11 of the US TREASURY ARPA FAQ.

**4. REPORTING REQUIREMENTS TO ENSURE COMPLIANCE WITH ARPA**

In order to ensure compliance with the existing ARPA guidelines set forth by the US TREASURY – while also ensuring that all expenditures within the scope of this Agreement adhere to future guidelines that may be established by the US TREASURY during the term of this Agreement – the RECIPIENT, when requesting reimbursement for eligible ARPA expenditures, shall provide to the COUNTY a comprehensive and detailed list of all such expenditures on an itemized invoice, and shall also provide any backup documentation to support such expenditures. Said invoice must include a statement, signed by the RECIPIENT, indicating that all expenditures therein comport with the guidelines of the ARPA as set forth by the US TREASURY. Reimbursement requests shall be submitted to the COUNTY no more than once per month. No reimbursement requests may be submitted to the COUNTY after December 31, 2024.

**5. TIMELINE REGARDING THE DISSEMINATION OF FUNDS TO RECIPIENT**

Upon receipt of the RECIPIENT’s complete reimbursement request, the COUNTY shall disseminate funds for all eligible ARPA expenditures therein within thirty (30) days of receipt of said reimbursement request. The dissemination of SLFRF funds shall only occur after the COUNTY reviews the RECIPIENT’s reimbursement request to ensure that all expenditures detailed therein qualify for reimbursement in accordance with all published federal, state, and local guidance regarding the use of SLFRF funds as specified in the ARPA. All payments from the COUNTY to the RECIPIENT are contingent on the availability of SLFRF funds to the COUNTY, and further subject to all applicable federal, state, and local laws regarding the

governance of SLFRF funds within the ARPA.

**6. EVOLUTION OF ARPA GUIDANCE FROM THE US TREASURY**

The COUNTY may request additional information from the RECIPIENT, as needed, to meet any additional guidelines regarding the use of SLFRF funds that may be established by the US TREASURY during the scope of this Agreement.

**7. TERMINATION**

The COUNTY may terminate this Agreement, for convenience or otherwise and for no consideration or damages, upon prior notice to the RECIPIENT.

**8. INDEPENDENT CONTRACTOR**

Each party under the Agreement shall be for all purposes an independent contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. The RECIPIENT shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the COUNTY for any purpose.

**9. HOLD HARMLESS AND INDEMNIFICATION**

The RECIPIENT agrees to defend, indemnify, and hold the COUNTY, its officers, officials, employees, agents, and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the RECIPIENT, its officers, directors, employees, and/or agents relating to the RECIPIENT's performance or failure to perform under this Agreement. This section shall survive the expiration or termination of this Agreement.

**10. COMPLIANCE WITH LAWS AND GUIDELINES**

The RECIPIENT shall comply with all federal, state, and local laws and all requirements and published guidance set forth regarding the usage of any and all monies appropriated under the ARPA.

**11. MAINTENANCE AND AUDIT OF RECORDS**

The RECIPIENT shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review, and audit by the COUNTY or its designees, the SAO, and the US TREASURY for five (5) years following termination of this Agreement. If it is determined during the course of the audit that the RECIPIENT was reimbursed for unallowable costs under this Agreement or any, the RECIPIENT agrees to promptly reimburse the COUNTY for such payments upon request.

**12. NOTICES**

Any notices desired or required to be given hereunder shall be in writing, and shall be deemed received three (3) days after deposit with the US Postal Service (postage fully prepaid, certified mail, return receipt requested), and addressed to the party to which it is intended at its last known address, or to such person or address as either party shall designate to the other from time to time in writing forwarded in like manner:

RECIPIENT

Martin Campos-Davis  
110 Pacific Avenue, Suite 6  
Tillamook, Oregon 97141  
martin.campos-davis@ohdc.org  
503-452-6668

COUNTY

Rachel Hagerty  
201 Laurel Avenue  
Tillamook, Oregon 97141  
rhagerty@co.tillamook.or.us  
503-842-3404

**13. IMPROPER INFLUENCE**

Each party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

**14. CONFLICT OF INTEREST**

The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

**15. TIME**

Time is of the essence in this Agreement.

**16. SURVIVAL**

The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include without limitation Section 9. Hold Harmless and Indemnification and Section 11. Maintenance and Audit of Records.

**17. AMENDMENT**

No amendment or modification to the Agreement shall be effective without prior written consent of the authorized representatives of the parties.

**18. GOVERNING LAW; VENUE**

The Agreement shall be governed in all respects by the laws of the State of Oregon, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in conjunction with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Tillamook County, Oregon; provided however, if an action must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

**19. NON-WAIVER**

No failure on the part of the COUNTY to exercise, and no delay in exercising, any right

hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by the COUNTY of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the COUNTY at law or in equity.

**20. BINDING EFFECT**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors.

**21. ASSIGNMENT**

The RECIPIENT shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the COUNTY.

**22. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the COUNTY and the RECIPIENT for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the parties with respect to this Agreement.

**23. NO THIRD-PARTY BENEFICIARIES**

Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement. This provision shall not limit any obligation which either party has to the US TREASURY in connection with the use of ARPA funds, including the obligations to provide access to records and cooperate with audits as provided in this Agreement.

**24. CIVIL RIGHTS COMPLIANCE**

Recipients of Federal financial assistance from the US TREASURY are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the US TREASURY do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

**25. SEVERABILITY**

In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.

**26. COUNTERPARTS**

This Agreement may be executed in on or more counterparts, any of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**27. AUTHORIZATION**

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

\*\*\*

**IN WITNESS WHEREOF**, this Agreement is executed and shall become effective as of the last date signed below:

**11/07/2022**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

RECIPIENT: OREGON HUMAN DEVELOPMENT CORPORATION

*Martin Campos-Davis*

7FDA8CD250646BFED30C736B342D6574

ready**sign**

\_\_\_\_\_  
Martin Campos-Davis, Executive Director  
110 Pacific Avenue, Suite 6  
Tillamook, Oregon 97141  
martin.campos-davis@ohdc.org  
503-452-6668

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

THE BOARD OF COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

Aye    Nay    Abstain/Absent

\_\_\_\_\_  
David Yamamoto, Chair

\_\_\_    \_\_\_    \_\_\_/\_\_\_

\_\_\_\_\_  
Erin D. Skaar, Vice-Chair

\_\_\_    \_\_\_    \_\_\_/\_\_\_

\_\_\_\_\_  
Mary Faith Bell, Commissioner

\_\_\_    \_\_\_    \_\_\_/\_\_\_

ATTEST:    Tassi O’Neil,  
                  County Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
      Special Deputy

\_\_\_\_\_  
William K. Sargent,  
County Counsel

**EXHIBIT A**  
**CONTACT INFORMATION AND PROJECT DESCRIPTION**

**COUNTY**

Tillamook County  
201 Laurel Avenue  
Tillamook, Oregon 97141

**RECIPIENT**

Oregon Human Development Corporation  
110 Pacific Avenue, Suite 6  
Tillamook, Oregon 97141

**Contract Administrator:** Rachel Hagerty

**Title:** Chief of Staff

**Telephone:** 503-842-3404

**Email:** rhagerty@co.tillamook.or.us

**Contact:** Martin Campos-Davis

**Title:** Executive Director

**Telephone:** 503-452-6668

**Email:** martin.campos-davis@ohdc.org

**Project Description:**

See attached Exhibit D.

**Reports:**

RECIPIENT shall submit to COUNTY quarterly progress reports promptly by April 30, July 30, October 30, and January 30 of every year for the term of this Agreement and a final Project Completion Report no later than ten (10) days after the date the project is completed. The reports shall include details requested by COUNTY, including information required by the ARPA.



**EXHIBIT B**  
**FEDERAL AWARD IDENTIFICATION (REQUIRED BY 2 CFR 200.331(A))**

(i) Subrecipient name*: <i>(must match DUNS registration)</i>	Oregon Human Development Corporation
(ii) Subrecipient's DUNS number:	111328717
(iii) Federal Award Identification Number (FAIN):	1505-0271
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	3 March 2021
(v) Grant period of performance start and end dates:	Start: 3 March 2021 End: 31 December 2024
(vi) Total amount of federal funds obligated by this Agreement:	\$45,000.00
(vii) **Total amount of federal award committed to Subrecipient by Agency: <i>(amount of federal funds from this FAIN committed to Recipient)</i>	\$45,000.00
(viii) Federal award project description	Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
(ix) Federal awarding agency:	U.S. Department of the Treasury
(x) Name of pass-through entity:	Tillamook County
(xi) Contact information for awarding official of pass-through entity	Rachel Hagerty, Chief of Staff Tillamook County 503-842-3404 rhagerty@co.tillamook.or.us
(xii) CFDA number, name:	Number: 21.027 Name: American Rescue Plan Act
(xiii) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xiv) Indirect cost rate:	Not allowed per U.S. Treasury guidance
(xv) Is the 10% de minimis rate being used per §200.414?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

\* For the purposes of this Exhibit B, "Subrecipient" refers to Recipient and "pass-through entity" refers to COUNTY.

\*\* The total amount of federal funds obligated to the Subrecipient by the pass-through entity is the total amount of federal funds obligated to the Subrecipient by the pass-through entity during the current state fiscal year.

**EXHIBIT C  
REIMBURSEMENT FORM**

## American Rescue Plan Act Reimbursement Request Form

### Recipient Contact Information ("Recipient")

Recipient Name:		Request Number:	
UEI # (NA if unavailable):		EIN #:	
Mailing Address:			
City:		State:	
		ZIP Code:	
Contact Person:		Contact Phone Number:	
Authorized Representative:		Authorized Representative Phone	

### Eligible American Rescue Plan Act Expenditure Information

Period of Performance	Start Date	End Date
Primary Sector		
Description if "Other"		
Place of Performance (Address where the predominant performance of the subaward will be accomplished)		
Purpose of Funds and description of overall purpose and expected outputs and outcomes or results of the funded subaward. The purpose and outcomes or results should be stated in terms that allow an understanding that the subaward constitutes an eligible use of funds. Max Characters 750.		
Are the dates of the expenditures for which you are requesting reimbursement during the period that begins March 3, 2021 and ends on December 31, 2024?	<input type="radio"/> YES	<input type="radio"/> NO
If yes is marked, this request is representing that <u>all</u> listed expenditures have already been paid by the Recipient and it is only seeking a reimbursement under this request. If no is marked, then also state below how the listed expenditures that are not being reimbursed with this request are being paid.	<input type="radio"/> YES	<input type="radio"/> NO
Has any part of this expense been reimbursed by insurance, legal settlement, or any other emergency COVID-19 supplemental funding (whether state, federal or private in nature)?	<input type="radio"/> YES	<input type="radio"/> NO

### Eligible American Rescue Plan Act Fund Amount Requested

Total Amount Request by Recipient:		\$	
The undersigned hereby certifies under penalties of perjury that this request for reimbursement from the Coronavirus Relief Fund is true and accurate and qualifies with all conditions of section 603(c) of the Social Security Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.			
Authorized Representative Signature:		Date:	
<b>For Internal Use Only:</b>			
Approved By:		Date:	
		\$	\$

**Please return this Reimbursement Request and all supporting documentation to the Tillamook County Treasurer**  
**Via E-mail: [sblancha@co.tillamook.or.us](mailto:sblancha@co.tillamook.or.us)**  
**Via Regular Mail: Tillamook County Treasurer, 201 Laurel Avenue, Tillamook, OR 97141**

**EXHIBIT D**  
**PROJECT APPLICATION**

# Cover Sheet

## Tillamook Latinx/Farmworkers Community Needs Assessment

Applicant	Contact Person
<p><b>Name of Business:</b> Oregon Human Development Corporation</p> <p><b>Address:</b> 110 Pacific Ave, Suite 6 Tillamook, OR</p> <p><b>Agency Director/CEO:</b> Martin Campos-Davis</p> <p><b>Telephone:</b> (503) 452-6668</p> <p><b>Fax:</b> n/a</p> <p><b>Website:</b> <a href="http://www.ohdc.org">www.ohdc.org</a></p> <p><b>Federal Tax Identification Number:</b>  93-01150042</p>	<p><b>Name:</b> Martin Campos-Davis</p> <p><b>Address:</b> 500NW 20<sup>th</sup> Street , Suite 100, Gresham OR 97030</p> <p><b>Telephone:</b> (503) 452-6668</p> <p><b>Email:</b> <a href="mailto:Martin.Campos-Davis@ohdc.org">Martin.Campos-Davis@ohdc.org</a></p>

**Project Title:** Tillamook County Latinx & Farmworker Community Needs Assessment

**Total Project Funds Requested:** \$25,000

*The applicant certifies to the best of their knowledge and beliefs, the data and information in this proposal are true and correct and this document has been duly authorized by the governing body of the applicant. Further, the applicant certifies that, if the proposal is approved, the project will be conducted in accordance with the project proposal and any special condition included in the Request for Proposal. The applicant certifies that the organization does not discriminate in the provision of project services on the basis of race, color, religion, national origin, gender, gender identity, ethnicity, age, marital status, disability, pregnancy, military/veteran status, genetic information, sexual orientation, creed, human immunodeficiency virus status or other federal, state or local protected classes, and is not in violation of any local, state or federal laws, statutes, ordinances or resolutions.*

**Authorized representative to complete the following:**

**Name and Title (print):** Martin Campos-Davis

**Signature:**



**Date:**

**11/8/2021**

## A: Introduction and Organizational Capacity

Oregon Human Development Corporation, OHDC, will be managing this project. OHDC has worked primarily with Latinx & farmworker population in Oregon since 1979. OHDC currently oversees programs that serve these populations across Oregon. OHDC is considered Culturally Specific Organization with a predominately Latinx led Board of Directors and Executive Leadership. OHDC front line staff are all culturally centric in the Latinx population with being Bilingual (Spanish/English), Biliterate and Bicultural. OHDC is used to managing projects such as these and has full experienced finance and management team. The executive director has been with the organization for the past ten years and brings a wealth of experience in working with various committee and workgroups around Oregon representing Latinx and Farmworkers.

The strategy to be employed for this project will be similar to the strategy utilized for other community needs assessment efforts. These will include implementation planning and Latinx and farmworker needs identification with community partners, local OHDC staff, focus group guideline development and facilitation (online in English for partners / live in Spanish for Latinx and farmworkers), key informant interview script design, survey design, research to identify existing data on causes and conditions of poverty among Latinx and farmworkers for those in low-income categories, data compilation, census and Community Needs Assessment data analysis, data visualization and reporting. Effort will be made to use plain language and clear graphics for communication and reporting to encourage stakeholders to engage with, understand and utilize findings and recommendations.

OHDC staff will be involved throughout the data collection process to assist with planning and other tasks in order to reach the desired number of Latinx and farmworkers.

OHDC will sub-contract with R for the Rest of Us to ensure data analysis is highly reliable and returns exceptional visualizations. The service area and the population under assessment is not well represented by census data, R for the Rest of Us will also assist with research and strategy to identify relevant sources of data for Tillamook County. The R for the Rest of us has extensive experience with a particular focus with the Mexican Migration Field Research Program and maintains connections with researchers who could lead us to the most current data sources related to farmworkers. Examples of their analysis and visualization work include the [Oregon by the Numbers](#) report.

The final deliverables will include a PDF report, copies of outreach materials and data collection tools (surveys, guides, etc.), raw data files and a short slide deck to present

findings and recommendations to Tillamook County leadership.

## **B: Personnel**

Team members will include:

- Project Lead, Martin Campos-Davis – Executive Director, OHDC
- Data analysts, R for the Rest of Us
- Consultant – Jody O’Connor

## **C: Work Plan**

OHDC will work with Jody O’Connor to coordinate the Needs Assessment process from start to finish, as outlined in the **key roles** below. In addition to the time OHDC staff will contribute, their understanding of local dynamics, including Latinx and farmworker schedules and responsiveness to incentives, as well as local assets and partner agencies, will be critical for collecting data that builds a realistic picture of Latinx and farmworker needs in Tillamook County.

OHDC will perform each of the following **key roles** :

- Meet with Tillamook County Leads to outline assets, agency partners and data requirements
- Review data and contextual information related to other needs assessment conducted in Tillamook County.
- Facilitate up to three online work groups to identify needs and assets, and plan survey and interview delivery, as well as recruitment process for focus groups
- Develop data collection plan using input from staff workgroups
- Develop outreach process and materials (focus group facilitation guides, online and paper surveys, interview script for agency partners and Latinx and farmworkers, etc.)
- Facilitate at least one English language online partner/stakeholder focus group
- Facilitate two to three Spanish language Latinx and farmworker focus groups
- Develop online survey and interview data entry forms
- Coordinate with subcontractor R for the Rest of Us to research and compile secondary data, and perform primary and secondary data analysis with visualizations that are engaging and effectively communicate results
- Collate and analyze qualitative data recorded during focus groups and interviews
- Meet with Tillamook County Leads to provide status updates as needed
- Organize and draft report and recommendations based on findings
- Deliver final report and presentation

OHDC staff will be involved throughout the data collection process. **Key assistance** they will provide include:

- ❖ Implementation planning via one or more online focus groups
- ❖ Meet with consultant to outline community and agency assets and identify needs
- ❖ Provide internal data files that are relevant to the assessment
- ❖ Assist with translation of surveys, interview scripts and survey and focus group promotion materials
- ❖ Provide contacts for stakeholders/partners in each service area county, including at least one of each of the following for each county: private sector, public sector, community and faith organizations, and schools
- ❖ Recruit focus group participants
- ❖ Print, deliver and collect paper surveys to sites they identify as being frequented by farmworkers in each county
- ❖ Enter paper survey responses into an online form
- ❖ Conduct a limited number of key informant interviews, and record responses in an online form
- ❖ Procure meeting space, refreshments, incentives and other materials needed for focus groups
- ❖ Facilitate Latinx and farmworker focus groups in Tillamook County
- ❖ Leadership review of draft report prior to lead presentation

To understand Latinx and farmworker needs and poverty in Tillamook County, we need to know the number of workers and family members in this county. As this information is not readily available for farmworkers as a subgroup, secondary data research is needed to inform population size and required survey sample size estimates. Secondary data research will include compilation of county level census data, as well as National Agricultural Workers Survey data and Farmworker Enumeration Study. Our team will also review academic research results and contact agencies and foundations who've conducted needs assessments, sponsored farmworker studies or been involved in farmworker relief initiatives. Dairy associations will also be contacted to request data on farmworker numbers. These sources will also be used to create county profiles related to the causes and conditions of poverty where applicable.

OHDC staff will be relied on to identify where these populations will be easiest to connect with and to deliver surveys to those places. The target number of surveys in Tillamook County will be finalized after secondary data research confirms the number of farmworkers in Tillamook County. Targets will be proportional to population size.

Low-income community members, especially farmworkers and their families, will be encouraged to participate in surveys and focus groups by offering incentives (which may



include food and/or child care), meeting them where they tend to congregate, and providing transportation when possible. OHDC staff will be relied on to identify prime locations for survey delivery and focus groups, and to brainstorm ideas for the most effective incentives in their service areas. If surveys are not being returned at an acceptable rate, OHDC will be engaged to identify different incentives and/or conduct surveys in person or by phone.

Surveys will be available on paper, as well as an online google form. Key Informant interviews will be script-based and conducted in-person or by phone or online, as determined by the interviewer. Interviews will be limited to a select group of stakeholders identified during the first OHDC staff working group and results/notes will be typed into an online google form (at the time of interview if possible). Focus groups will be subject to mandated COVID-19 restrictions existing at the time of delivery. If possible, groups will be held outdoors. OHDC staff will be responsible for securing venues and participation incentives. Focus groups will be participatory in nature, utilizing Popular Education methodology as much as possible, such as storytelling, group work, and Development Tree or Journey Mapping activities.

**Project Deliverables will include:**

- ★ PDF final CNA report (including results and graphics highlighting areas of need and severity of the need, at both community and individual levels)
- ★ Copies of outreach materials and data collection tools (surveys, guides, etc.)
- ★ Raw data files
- ★ Short slide deck presenting findings and recommendations
- ★ County Lead presentation to present findings and answer questions

**D: Timeline**

Month	Task
March-April	Research and compile secondary (publicly available) farmworker data sources; estimate farmworker population size (and survey size target) per county
May	Review CNA recommendations and requirements
June –July	CNA management meeting - outline assets, partner agencies, needs, data requirements

July	OHDC staff online working group #1: CNA implementation planning (ID survey delivery points, focus group locations/times/incentives/recruitment strategies), ID any relevant internal data, ID Key Informants to be interviewed
July -Aug	Online partner/stakeholder focus group: ID farmworker needs, collaboration opportunities, strategies for communicating with farmworkers
July Aug	Develop and translate outreach materials (online partner survey, online & paper farmworker survey, interview scripts, focus group facilitation guides, etc.)
Aug	Online and paper survey delivery and Key Informant interviews. Data entry for paper surveys completed as surveys are returned.
Aug	Latinx Farmworker focus groups
September	Survey, interview and focus group data analysis
September	CNA report compilation, including data visualizations and slides
October	Tillamook County Leads to review and approve report draft
October	Findings presentation

Budget  
 OHDC Tillamook County Latinx Farmworker Needs Assessment

Item	Subtotal
Research and compile secondary (public) farmworker data sources	\$1,500
Leads management meeting and project updates	\$1,200
Online working groups with OHDC staff: prep, facilitation, follow-up communications	\$1,200
Online partner/stakeholder focus group: preparation, facilitation, follow-up communications	\$2,500
Outreach materials development (partner survey, farmworker survey, interview scripts, focus group facilitation guides, etc)	\$2,000
Coordinating survey/interview/focus group delivery with OHDC staff and coaching for interview scripts, facilitation note taking and data entry	\$2,500
Farmworker focus group preparation, facilitation and travel, incentives	\$10,975
Qualitative data compilation and analysis	\$6,000
Demographic (public) data collection and analysis, assessment data analysis and visualization/graphics coding, report template development for graphics integration and presentation - <b>subcontractor hours</b> (R for the Rest of Us)	\$8,500
CNA report writing and presentation slides compilation	\$3,000
Other	\$5,625
<b>Total project budget</b>	<b>\$45,000</b>