



SENT VIA EMAIL

**AMENDMENT No. 3 to
Contract No. 3 2 0 0 2 6 7 2
FOR
Eviction Legal Defense Program**

This Amendment No. 3 amends Contract No. 32002672 dated 1st day of February, 2022, by and between United Way of the Columbia Willamette Valley, Contractor a Nonprofit Organization of the State of Oregon, and the City of Portland, a municipal corporation of the State of Oregon ("City"), by and through their duly authorized representatives. This Amendment may refer to Contractor and City individually as a "Party" or collectively as the "Parties."

This Amendment is authorized by Portland City Code 5.33.135 and [Ordinance number to be added after passage].

The Effective Date of this Amendment is 5/3/2023. The purpose of this Amendment is to **add funding to increase eviction legal defense intakes.**

The Contract was previously amended as follows:

Amendment 1, dated 10/6/2022, which increased the original not-to-exceed amount of the Contract from \$3,00,000 by \$76,958 to a new total not-to-exceed amount of \$3,076,958. This amendment also made updates to the outreach guidelines, financial assistance guidelines, and contract manager.

Amendment 2, dated 3/24/2023, which increased the prior not-to-exceed amount of the Contract from \$3,076,958 by \$139,959.26 to a new total not-to-exceed amount of \$3,216,917.26, and which extended the Term from 6/30/2023 To 12/31/2023. This amendment also made changes to the contract manager and financial assistance guidelines.

The Parties agree to Amend the Contract as follows:

1. The Contract not-to-exceed amount of \$3,216,917.26 is increased by \$164,800 to a new total not-to-exceed amount of \$3,381,717.26. These new funds must be expended by June 30, 2023.

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2. The following language in Exhibit A is added to the Contract. New language is in **BOLD**.

Exhibit A: Scope of Work. (10.06.2022) The goal of the Eviction Legal Defense (ELD) program is to provide free legal representation to tenants facing eviction in order to address the negative economic impacts of the COVID-19 pandemic by increasing housing stability for tenants. As part of the ELD program, financial assistance is available to resolve eviction and termination cases of program participants. Given that BIPOC households are more at risk of eviction and are disproportionately impacted by the negative impacts of the pandemic, a targeted outreach focus must be made to inform BIPOC households of this resource, specifically because systemic barriers often deter many communities of color from accessing resources that may help prevent evictions. The Subrecipient will provide the following services in conjunction with the ELD program.

D. East Portland Focused Eviction Legal Defense Program

- a) **United Way of the Columbia Willamette has received \$164,800 in General Fund dollars to engage in an East Portland specific Eviction Legal Defense program. Exhibit M specifies allowable service areas.**
- b) **United Way of the Columbia Willamette will partner with Community Based Organizations to engage with communities of color with a focus on BIPOC renters living in East Portland.**
- c) **Community Based Organizations will be able to refer a minimum of 5 households per week to the Eviction Legal Defense Program at PCC.**

3. Exhibit K, as amended, attached hereto and incorporated for reference.

4. Exhibit M, existing as a new addition to this Contract, attached hereto and incorporated for reference.

5. Exhibit N, existing as a new addition to this Contract, attached hereto and incorporated for reference.

All other terms and conditions of the Contract remain unchanged by this Amendment and in full force and effect.

This Amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same instrument. The Parties agree that they may execute this Amendment by electronic means, including the use of electronic signatures.

IN WITNESS WHEREOF, the Parties hereby cause this Amendment to be executed.

EXHIBIT A

Choose an item.

(DO NOT EXECUTE)

Authorized Signature Date

Printed Name and Title

Address: _____

Phone: _____

Prepared by Anna Shook, Contract Administrator, Portland Housing Bureau

Sent to Linda King via email at
lindak@unitedway-pdx.org

EXHIBIT A

Contract Number: 32002672

Amendment Number: 3

Contract Title: Eviction Legal Defense Program

CITY OF PORTLAND SIGNATURES

By: _____(DO NOT EXECUTE)_____ Date: _____
Bureau Director

By: _____NA_____ Date: _____
Elected Official

Approved:

By: _____NA_____ Date: _____
Office of City Auditor

Approved as to Form:

By: _____(DO NOT EXECUTE)_____ Date: _____
Office of City Attorney

EXHIBIT A

Attachment 1: Amended Reporting Guidance

Amended Exhibit K City of Portland Rescue Plan Local Fiscal Recovery Funds Reporting Guidance

To uphold the City's core values of anti-racism and equity, the City of Portland must understand where and to whom relief is provided. Geographic and demographic data disaggregation is also required by US Treasury for most City of Portland Local Fiscal Recovery projects. To meet this federal requirement, and align with local values, the City of Portland is requiring consistent spatial and demographic disaggregation for each project. This approach will allow us to provide community members as well as policy- and decision-makers a complete, transparent picture of the project impacts.

The following sets of lists identify all data requirements depending on the type of recipients, partners, or services provided by the relief. There are both quarterly and annual reporting. In addition to the data requirements by the Department of Treasury, there are specific reporting requirements for PHB and the Eviction Legal Defense Program.

Quarterly Reporting Requirements

Subrecipient will provide quarterly reports containing the following information in the format provided below by January 15, 2022; April 15, 2022; July 15, 2022; October 10, 2022; January 10, 2023; April 10, 2023; July 10, 2023; October 10, 2023; January 10, 2024; April 10, 2024; July 10, 2024; October 10, 2024 and January 10, 2025.

Required Data, Depending on Project US Treasury Expenditure Category (EC)

1. EC 2.1 - 2.5 Household Assistance
 - a. Number of individuals served (by program if recipient established multiple separate household assistance programs)

Projects with individual recipients

1. The following information is required for each individual: (If the individual recipient is a household, demographics can be collected for the primary recipient.)
 - a. Amount/type of service received
 - b. Zip code (Zip code fields will be used to add up counts of total people, businesses, or other organizations served, so this field must be completed)
 - c. Race & ethnicity
 - d. Gender
 - e. Annual household income
 - f. Age
 - g. Presence of disability

Annual Reporting Requirements

Subrecipient will provide reports for the following applicable items by July 15 of each calendar year for the term of this Agreement.

Potentially Required Information, Depending on Project EC

1. The following metrics should be disaggregated by race and ethnicity, gender, income, and other

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relevant factors if possible

- a. Household Assistance (E 2.2 and 2.5) and Housing Support (EC 3.10 - 3.12)
 - i. Number of people or households receiving eviction prevention services (including legal representation), disaggregated by race, ethnicity, gender, income
 - ii. Number of affordable housing units preserved or developed

For further details on Treasury requirements, contact:

Ruthie Collins
Strategic Projects Manager – Rescue Plan Implementation
City of Portland Bureau of Revenue and Financial Services
anna.collins@portlandoregon.gov
Quarterly and Annual Reporting Template

**2020-21 Quarterly and Final Project Report
and
2020-21 Quarterly and Final Racial Equity Report**

PROGRAM OUTCOMES AND REPORTING DATA: OLC QUARTERLY/FINAL REPORT

- 1. CASE OUTCOME(S) for Extended Representation Case Closed This Quarter Only (one case may be counted in multiple categories)**

	Q1	Q2	Q3	Q4
YTD				
Number of referrals that received financial assistance				
Average amount of ELD financial assistance paid out per referral				
Average amount of ELD financial assistance paid out per referral for clients served by the East Portland Eviction Legal Defense Program.				
Total amount of ELD financial assistance paid out for all referrals				
Total amount of ELD financial assistance paid out for rent arrears				
Total amount of ELD financial assistance paid out for rent areas for clients served by the East Portland Eviction Legal Defense Program				
Total amount of ELD financial assistance paid out for current month's rent				
Total amount of ELD financial assistant paid out for current month's rent for clients served by the East Portland Eviction Legal Defense Program				

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Total amount of ELD financial assistance paid out for future rent					
Total amount of ELD financial assistance paid out for future rent for clients served by the East Portland Eviction Legal Defense Program					
Total amount of ELD financial assistance paid out for property damage					
Total amount of ELD financial assistance paid out for property damage for clients served by the East Portland Eviction Legal Defense Program					
Total amount of ELD financial assistance paid out for fees (including late fees and noncompliance fees)					
Total amount to of ELD financial assistance paid out for fees (including late fees and noncompliance fees) for clients served by the East Portland Eviction Legal Defense Program					
Total amount of ELD financial assistance paid out for utilities					
Total amount of ELD financial assistance paid out for utilities for clients served by the East Portland Eviction Legal Defense Program					
Total amount of ELD financial assistance paid out for court costs and/or attorney's fees					
Total amount of ELD financial assistance paid out for court costs and/or attorney's fees for clients served by the East Portland Eviction Legal Defense Program					
Total amount of ELD financial assistance paid out for temporary housing assistance					
Total amount of ELD financial assistance paid out for temporary housing assistance for clients served by the East Portland Eviction Legal Defense Program					
Total amount of ELD financial assistance paid out for other types of payment made not outlined above					
Total amount of ELD financial assistance paid out for other types of payment made not outlined above for clients served by the East Portland Eviction Legal Defense Program					
Total number of clients receiving temporary housing assistance					
Total number of clients receiving temporary housing assistance who are served by the East Portland Eviction Legal Defense Program					
Percent of households served identifying as BIPOC					

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Percent of households served identifying as BIPOC for clients served by the East Portland Eviction Legal Defense Program					
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List OTHER types of payments:

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Attachment 2: East Portland Service Area

Exhibit M Map of East Portland Eviction Legal Defense Program Service Area

Households residing in the below service area will be eligible for the East Portland specific Eviction Legal Defense Program and will have access to the additional General Funds that have been allocated for this purpose.

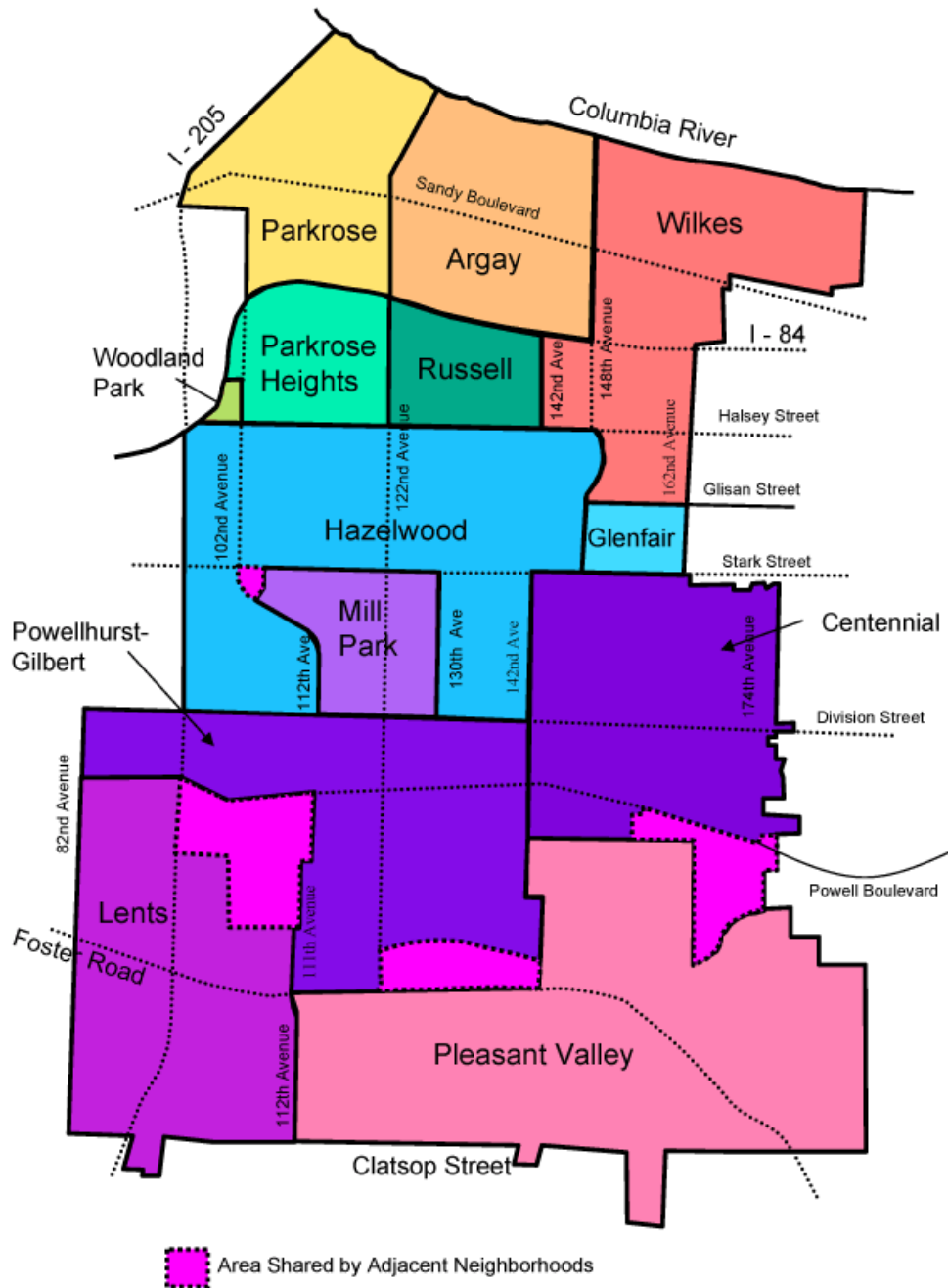


EXHIBIT A**Attachment 3: East Portland Eviction Legal Defense Program Request for Reimbursement****Exhibit N: RFR**

REQUEST FOR REIMBURSEMENT (RFR)				
Subrecipient	United Way of the Columbia Willamette		Grant Number:	
Address:	619 SW 11th Avenue		Project Title	East Portland Eviction Legal Defense
	Portland, OR 97205		Period Covering	
Contact Person:	Linda King			
Phone Number:	(541) 630-1613			
E-mail:	lindak@unitedway-pdx.org			
Bill To: City of Portland, 1900 SW 4th Ave, # 7007, Portland, OR 97201				
Budget Category	Budget (including Match)	Expenses Paid This Period (including Match)	Cumulative Expenses to Date (including Match)	Balance
Personnel	\$	\$ -	\$ -	\$ -
Operating Expenses	\$	\$ -	\$ -	\$ -
Indirect Admin Costs	\$ 16,480	\$ -	\$ -	\$ -
Client Assistance	\$ 148,320	\$ -	\$ -	\$ -
Promotion	\$			
Other (Translation, travel, event supplies, training)	\$			
Total Expenditures	\$ 164,800	\$ -	\$ -	\$ -
Less Match	\$ 0	\$ -	\$ -	\$ -
Grant Funds Requested	\$164,800	\$ -	\$ -	\$ -
CERTIFICATION				
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).				
Prepared by:				
Authorized Signer:				
Date:				

EXHIBIT A

Bureau Review.					
Project Manager Name:					
Signature:				Date:	

Pursuant to City of Portland Fiscal Year End, Subrecipient's Request for Reimbursement for services through June 30 of each year of the grant period shall be submitted to City of Portland no later than July 15.

Payment shall be made by City of Portland on a net (thirty) 30-day basis upon approval of Subrecipient's RFR.

Subrecipient's RFR shall be sent electronically to:

Justin Barrieault
Portland Housing Bureau, Rental Services Office
Justin.barrieault@portlandoregon.gov

EXHIBIT A

**United Way of the Columbia Willamette
East Portland ELD Financial Assistance Funds
Advance Request**

Quarter 4: April-June 2023

Contract # 32002672

To: City of Portland / PHB
Attn: Justin Barrieault
1900 SW 4th Ave, # 7007
Portland, OR 97201
503-865-6663

Linda King Date: xx/xx/20xx
(541) 630-1613
United Way of the Columbia Willamette
619 SW 11th Avenue
Portland, OR 97205

Budget Category	Budget	Request for Advance - Q1	Total Funds Requested
Personnel	\$ 0.00	0.00	0.00
Operating Expenses	\$ 0.00	0.00	0.00
Indirect Admin Costs	\$ 16,480	0.00	0.00
Client Assistance	\$ 148,320	0.00	0.00
Other (Translation, etc)	\$0.00	0.00	0.00
Promotion	\$0.00	0.00	0.00
Total Expenditures	\$ 164,800	0.00	0.00

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: _____

Authorized Signer: _____

Date: _____

Approved by: _____

Authorized Signer: _____

Date: _____

Bureau Review.

Project Manager Name: _____

Signature: _____

Date: _____

EXHIBIT A

East Portland ELD Financial Assistance

Funds Reconciliation Invoice

Quarter 4: April-June 2023

Contract # 32002672

To: City of Portland / PHB

Attn: Justin Barrieault

1900 SW 4th Ave, # 7007

Portland, OR 97201

503-865-6663

Linda King

(541) 630-1613

United Way of the Columbia Willamette

619 SW 11th Avenue

Portland, OR 97205

Date: xx/xx/20xx

Budget Category	Budget	Advanced Funds - Q1	Expenditures Reported for Current Period	Total Expenditures Reported YTD	Remaining Balance
Personnel	\$ 0.00	0.00	0.00	0.00	0.00
Operating Expenses	\$ 0.00	0.00	0.00	0.00	0.00
Indirect Admin Costs	\$ 16,480	0.00	0.00	0.00	0.00
Client Assistance	\$ 148,320	0.00	0.00	0.00	0.00
Total Expenditures	\$ 164,800	0.00	0.00	0.00	0.00

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: _____

Authorized Signer: _____

Date: _____

Approved by: _____

Authorized Signer: _____

Date: _____

Bureau Review.

Project Manager Name: _____

Signature: _____

Date: _____