



Portland Housing Bureau

Memorandum

To: Keelan McClymont, Council Clerk
From: Anna Shook, Contract Administrator
CC Leslie Goodlow, Business Operations Manager
Michael Buonocore, Interim Director
Date: October 5, 2023
Subject: **Correction to Ordinance 191353 – Master Ordinance FY23-24**

This memorandum is being submitted to acknowledge and correct a clerical error in Exhibit A – Subrecipient Contracts FY23-24 Of or Exceeding \$100,000.

The exhibit as included in Ordinance 191353 shows a total of \$7,734,373 to be authorized in individual contracts. Two of the individual contract amounts, however, contain typos, making this total incorrect.

The table item “Impact NW” was listed as \$216,415 and should have been \$216,450, a difference of - 35.

The table item “Housing Development Center” was listed as \$344,400 and should have been \$334,400, a difference of +10,000.

Fixing those typos will bring the individual contract amounts into line with the total approved amount of \$7,734,373.

Attached to this memo is a corrected Exhibit A, correctly showing the changes in the line items to be added to the record.