

**AMENDMENT NO. 1**  
Subrecipient Contract No. 32000138

The above referenced Subrecipient Contract between the City of Portland (City) acting by and through its Portland Housing Bureau (PHB) and the Housing Authority of Portland (HAP), hereafter called Subrecipient, is hereby amended as follows:

**1. Effective Date and Duration**

This contract shall become effective on July 1, 2009. This contract shall terminate on June 30, 2011.

**4. Compensation**

The total amount of compensation is amended and shall not exceed \$4,293,668 (\$3,973,668 in Homelessness Prevention and Rapid Rehousing Program (HPRP) funds and \$320,000 in HOME funds). The compensation requirements are contained in Section IV.

**5. Reporting**

The Reporting requirements are contained in Section V. Final invoice and report are due **July 9, 2011**.

**Section I: Scope of Services**

The first paragraph of **Section I** is amended to:

This contract incorporates services delivered through two initiatives, funded from two sources, each with separate effective time periods:

<b>Initiative</b>	<b>Fund Source</b>	<b>Fund Amount</b>	<b>Effective time period</b>
STRA	HOME	\$320,000	July 1, 2009 – June 30, 2010
STRA	Homelessness Prevention and Rapid Rehousing Program (HPRP) funds available through the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 (ARRA or the Recovery Act)	\$2,973,668	July 30, 2009 – June 30, 2011
Schools and Housing Stabilization Fund	HPRP/ARRA	\$1,000,000	July 30, 2009 – June 30, 2011

Elements of the scope of services are divided generally by initiative, and further by funding source.

**Section I.B.4.c** is amended to:

At contract period midpoint (June 2010) and end (June 2011), a staff committee will evaluate the program and make policy decisions to refine/change.

**Section I.B.6** is amended to:

For the period of July 1, 2009, through June 30, 2010, enter into a Memorandum of Understanding with the City and Multnomah County DCHS to ensure the responsibilities of the partnership are carried out (SEE EXHIBIT A). Prior to expiration of that Memorandum of Understanding, extend, amend, or replace the initial Memorandum of Understanding with a similar Memorandum of Understanding for the additional period of July 1, 2010, through June 30, 2011, to ensure the responsibilities of the partnership are carried out for the remaining effective period of this Subrecipient Contract.

**Section II: Performance Measures****Section II.A** and its subsections are amended to:

A. Outputs: The successful completion of the project shall be measured against the following quantitative measures of performance:

1. Provide Financial Assistance services, including rent assistance, to 1535 eligible households:
  - a) 65 households via HOME STRA funds
  - b) 1295 households via HPRP/ARRA STRA funds
  - c) 175 households via HPRP/ARRA Schools and Housing Stabilization Fund
  - d) # of household/individuals who receive less than 12 months of HOME rent assistance
  - e) # of households/individuals who are homeless at start of service
  - f) # of households/individuals who are chronically homeless at start of service
  - g) # of households/individuals who receive eviction prevention services at start of service

**Section II.B.1.a** is amended to:

B. Outcomes

1. For all initiatives
  - a) 1535 households will have access to Financial Assistance, including rent assistance (and necessary supportive services) and will show an ability to sustain their housing as follows:
    - (1) 90% of households will remain housed 3 months after TBRA ends.
    - (2) 80% of households will retain housing 6 months after TBRA ends.
    - (3) 70% of all households will retain housing 12 months after TBRA ends.

**Section III: Compensation and Method of Payment****Section III.A** and its subsections are amended to:

- A. It is agreed that total compensation under this Contract shall not exceed FOUR MILLION, TWO HUNDRED NINETY-THREE THOUSAND, SIX HUNDRED AND SIXTY-EIGHT DOLLARS (\$4,293,668). This includes:
  1. \$3,973,668 in Homelessness Prevention and Rapid Rehousing Program (HPRP/ARRA) funds, which may be expended for eligible activities between July 30, 2009, and June 30, 2011.
  2. \$320,000 in HOME funds, which may be expended for eligible activities between July 1, 2009, and June 30, 2010.

**Section III.J** is amended to:

Monthly invoices on this contract must be received by the twentieth of the following month, with the following exceptions:

1. The invoice for June 2010 must be received by the City Project Manager by **July 9, 2010**, unless otherwise authorized in writing. The June 2010 invoice is due prior to the final contract report for HOME activities, which is due July 16, 2010.
2. Final invoices on this contract must be received by the City Project Manager by **July 9, 2011**, unless otherwise authorized in writing.

**Section IV: Reporting****Section IV.A.1** is amended to:

Report Forms (Exhibits B-1, B-2, B-3, B-4, B-5, and B-6)

**Section IV.C** and its subsections are amended to:

## A. Required timelines

1. All STRA activities: Subrecipient will submit program quarterly reports as described in IV.A for all STRA activities within 30 days of the reporting period on or before the following dates: October 31, 2009, January 31, 2010, April 30, 2010, October 31, 2010, January 31, 2011, and April 30, 2011. Subrecipient will submit a year-end report summarizing all STRA results and including separate cumulative data for the HOME-funded activities, as well as information on agency achievements during the fiscal year (Includes agency wide demographic and outcome data- served, placed, and retention) on or before **July 16, 2010**. Subrecipient will submit a final report summarizing all STRA results, as well as information on agency achievements during the fiscal year (Includes agency wide demographic and outcome data- served, placed, and retention) on or before **July 16, 2011**.
2. HPRP/ARRA-funded activities: Subrecipient will submit program quarterly reports as described in IV.A for HPRP/ARRA-funded activities within 6 days of the reporting period on or before the following dates: October 6, 2009, January 6, 2010, April 6, 2010, October 6, 2010, January 6, 2011, and April 6, 2011. Subrecipient will submit a year-end report summarizing results and including cumulative data for the HPRP/ARRA-funded activities, as well as information on agency achievements during the fiscal year (Includes agency wide demographic and outcome data- served, placed, and retention) on or before **July 6, 2010**. Subrecipient will submit a final report summarizing results and including cumulative data for the HPRP/ARRA-funded activities, as well as information on agency achievements during the fiscal year and the full contract period (Includes agency wide demographic and outcome data- served, placed, and retention) on or before **July 6, 2011**.
3. School Mobility and Success data for Schools and Housing Stabilization Fund: Data related to some School Mobility and School Success outcomes measures for

the Schools and Housing Stabilization Fund may not be available from school districts until after the close of the contract and associated reporting periods. In such cases, the Subrecipient may exclude this data in the quarterly and final reports and report the data through amendment of the final report within 30 days of receipt of the data from all school districts.

4. HPRP/ARRA-funded employment: Subrecipient shall cooperate with the City with respect to the reporting requirements under Section 1512 of the Recovery Act. Cooperation shall include providing information requested by the City or by other authorized federal or State authorities related to such reporting requirements. Subrecipient agrees to submit reports to the City on financial and programmatic progress by the last day of the reporting quarter as described further in this subsection. Information from these reports will be made available to the public. Subrecipient must report the following programmatic information:
  - status of the project or activity - what has been accomplished during reporting period
  - an estimate of the number and types of jobs created or retained by the project or activity.

If Subrecipient uses vendors in the Pilot, include direct jobs created or retained by vendor and the impact, if any, on its workforce.

Subrecipient shall report performance results consisting of the number of jobs created and jobs retained as a result of the expenditure of ARRA funds. Subrecipient further agrees to provide the City with additional financial and programmatic information as may be required by the Federal Government due to amendments or clarifications by law or regulation. Reports shall be submitted on a monthly basis as part of the monthly invoice form (Exhibit C), on or before the twentieth calendar day of the following month. Failure to submit any monthly report by the twentieth calendar day of the following month shall be deemed noncompliance. If Subrecipient has previously been contacted regarding noncompliance and is found to have another monthly period of noncompliance, Subrecipient shall be notified in writing that contract goals are not being met and that Subrecipient has established a pattern of non-achievement of goals. Subrecipient shall have to meet all goals inclusive to the next one-month period. At the end of each calendar quarter, as identified below, the due dates for the quarterly report shall be as follows:

Programmatic and Financial Reporting Periods	Due Dates
July – September	September 30
October – December	December 31
January – March	March 31
April – June	June 30

The City understands that the due dates for the quarterly report are such that the Subrecipient may only be able to produce incomplete or lagging data for the

quarterly reporting periods. As such, the quarterly report may consist of written statement to the City Contract Manager that the previous monthly reports sent to the City are accurate and complete and that subsequent monthly reports are forthcoming. Effectively, this means that the City will receive Subrecipient quarterly data as follows:

ARRA reporting period	Actual ARRA expenditure and jobs data reported
July 1, 2009 – September 31, 2009	[No data to report]
October 1, 2009 – December 31, 2009	October 1, 2009 – November 31, 2009
January 1, 2010 – March 31, 2010	December 1, 2009 – February 28, 2010
April 1, 2010 – June 30, 2010	March 1, 2010 – May 31, 2010
July 1, 2010 – September 31, 2010	June 1, 2010 – August 31, 2010
October 1, 2010 – December 31, 2010	September 1, 2010 – November 31, 2010
January 1, 2011 – March 31, 2011	December 1, 2010 – February 28, 2011
April 1, 2011 – June 30, 2011	March 1, 2011 – May 31, 2011
July 1, 2011 – September 31, 2011	June 1, 2011 – June 30, 2011

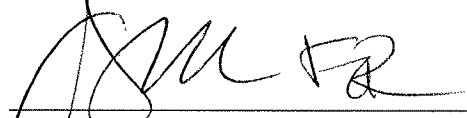
### **Exhibits**

The following Exhibits have been amended or added and attached as follows:

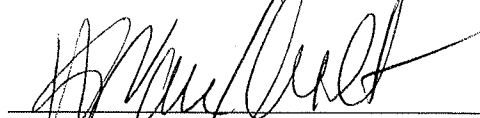
Exhibit Number	Content	Amended or Added
B-1	Quarterly and Year-End Report 2009-2010: STRA All Funds	Amended
B-2	Quarterly and Year-End Report 2009-2010: STRA HPRP/ARRA Only	Amended
B-3	Quarterly and Year-End Report 2009-2010: Schools and Housing Stabilization Fund	Amended
B-4	Quarterly and Year-End Report 2010-2011: STRA All Funds	Added
B-5	Quarterly and Year-End Report 2010-2011: STRA HPRP/ARRA Only	Added
B-6	Quarterly and Year-End Report 2010-2011: Schools and Housing Stabilization Fund	Added
C	HAP – Short Term Rent Assistance 09-11: REQUEST FOR PAYMENT	Amended

All other terms and conditions of Contract No. 32000138 between the City of Portland and the Housing Authority of Portland. shall remain the same.

**HOUSING AUTHORITY OF PORTLAND**


  
\_\_\_\_\_  
Steve Rudman, Date  
Executive Director

**CITY OF PORTLAND**

  
\_\_\_\_\_  
Margaret Van Vliet, Director Date  
Portland Housing Bureau

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Linda Meng, City Attorney Date  
CITY ATTORNEY 2/26/10

\_\_\_\_\_  
LaVonne Griffin-Valade, City Auditor Date

**Exhibit B-1 (Amended)**  
**2009 – 2010 Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	HAP
<b>Contract Number:</b>	32000138
<b>Program Title:</b>	STRA (All funds)
<b>Reporting Period: (check one)</b>	<input type="checkbox"/> 1 <sup>st</sup> Quarter: July 1 to September 30, 2009 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: October 1 to December 31, 2009 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: January 1 to March 30, 2010 <input type="checkbox"/> 4 <sup>th</sup> Quarter: April 1 to June 30, 2010 <input type="checkbox"/> Year-End: July 1, 2009 to June 30, 2010

**I. Progress towards outputs and outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total (Unduplicated Grant to Date)	Grant Goal
<b>OUTPUTS</b>						
# of unduplicated households who received rental assistance						2450
# of unduplicated households served (placed or retention support)						*
<b>OUTCOMES</b>						
# of unduplicated homeless households rapidly rehoused						No goal
# of unduplicated chronically homeless (adult, youth and family) households rehoused (subset)						No goal
# of housed households for whom homelessness was prevented						No goal
Retention 3 months after placement						90%
Retention 6 months after placement						80%
Retention 12 months after placement						70%

\* No goal associated with this funding source – Goal is 700 households for all funding sources and initiatives.

**II. Describe the highlights or successes of the program over the reporting period. (Please limit your response to 1 page)**

**III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? (Please limit your response to 1 page)**

**IV. Attach following program reports: Entry/Exit, Shared Housing Assessment Report (SHAR), and All Client Demographic Count (ACDC)**

Reports are due 30 days after the end of the quarter. Final report due July 16, 2010.  
 Return to Ryan Deibert via email: [ryan.deibert@ci.portland.or.us](mailto:ryan.deibert@ci.portland.or.us)

**Exhibit B-2 (Amended)**  
**2009 – 2010 Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	HAP
<b>Contract Number:</b>	32000138
<b>Program Title:</b>	STRA (HPRP/ARRA only)
<b>Reporting Period: (check one)</b>	<input type="checkbox"/> 1 <sup>st</sup> Quarter: July 1 to September 30, 2009 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: October 1 to December 31, 2009 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: January 1 to March 30, 2010 <input type="checkbox"/> 4 <sup>th</sup> Quarter: April 1 to June 30, 2010 <input type="checkbox"/> Year-End: July 1, 2009 to June 30, 2010

**I. Progress towards outputs and outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total (Unduplicated Grant to Date)	Grant Goal
<b>OUTPUTS</b>						
# of unduplicated households who received Financial Assistance						1295
# of unduplicated households who received Housing Relocation and Stabilization Services						*
<b>OUTCOMES</b>						
# of unduplicated homeless households rapidly rehoused						No goal
# of unduplicated chronically homeless (adult, youth and family) households rehoused (subset)						No goal
# of housed households for whom homelessness was prevented						No goal
Retention 3 months after end of assistance						90%
Retention 6 months after end of assistance						80%
Retention 12 months after end of assistance						70%

\* No goal associated with this funding source – Goal is 700 households for all funding sources and initiatives.

**II. Describe the highlights or successes of the program over the reporting period. (Please limit your response to 1 page)**

**III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? (Please limit your response to 1 page)**

**IV. Attach following program reports: Entry/Exit, Shared Housing Assessment Report (SHAR), and All Client Demographic Count (ACDC)**

Reports are due 30 days after the end of the quarter. Return to Ryan Deibert via email:  
[ryan.deibert@ci.portland.or.us](mailto:ryan.deibert@ci.portland.or.us)



**Exhibit B-3 (Amended - page 1 of 2)**  
**2009 – 2010 Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	HAP
<b>Contract Number:</b>	32000138
<b>Program Title:</b>	Schools and Housing Stabilization Fund
<b>Reporting Period: (check one)</b>	<input type="checkbox"/> 1 <sup>st</sup> Quarter: July 1 to September 30, 2009 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: October 1 to December 31, 2009 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: January 1 to March 30, 2010 <input type="checkbox"/> 4 <sup>th</sup> Quarter: April 1 to June 30, 2010 <input type="checkbox"/> Year-End: July 1, 2009 to June 30, 2010

**I. Progress towards outputs and outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total (Unduplicated Grant to Date)	Grant Goal
<b>OUTPUTS</b>						
# of unduplicated households who received Financial Assistance						175
# of unduplicated households who received Housing Relocation and Stabilization Services						*
<b>HOUSING OUTCOMES</b>						
# of unduplicated homeless households rapidly rehoused						No goal
# of unduplicated chronically homeless (adult, youth and family) households rehoused (subset)						No goal
# of housed households for whom homelessness was prevented						No goal
Retention 3 months after end of assistance						90%
Retention 6 months after end of assistance						80%
Retention 12 months after end of assistance						70%

\* No goal associated with this funding source – Goal is 700 households for all funding sources and initiatives.

## Exhibit B-3 (Amended - page 2 of 2)

SCHOOL OUTCOMES						
Same-school enrollment retention at 3 month follow-up						90%
Same-school enrollment retention at 6 month follow-up						80%
Same-school enrollment retention at 12 month follow-up						70%
Same-school enrollment retention throughout school year						85%
Students increasing state benchmark scores in Reading						75%
Students increasing state benchmark scores in Math						75%
Average daily attendance						90%

**II. Describe the highlights or successes of the program over the reporting period. (Please limit your response to 1 page)**

**III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? (Please limit your response to 1 page)**

**IV. Attach following program reports: Entry/Exit, Shared Housing Assessment Report (SHAR), and All Client Demographic Count (ACDC)**

Reports are due 30 days after the end of the quarter. Return to Ryan Deibert via email:  
[ryan.deibert@ci.portland.or.us](mailto:ryan.deibert@ci.portland.or.us)

**Exhibit B-4**  
**2010 – 2011 Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	HAP
<b>Contract Number:</b>	32000138
<b>Program Title:</b>	STRA (All funds)
<b>Reporting Period: (check one)</b>	<input type="checkbox"/> 1 <sup>st</sup> Quarter: July 1 to September 30, 2010 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: October 1 to December 31, 2010 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: January 1 to March 30, 2011 <input type="checkbox"/> 4 <sup>th</sup> Quarter: April 1 to June 30, 2011 <input type="checkbox"/> Year-End: July 1, 2010 to June 30, 2011

**I. Progress towards outputs and outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total (Unduplicated Grant to Date)	Grant Goal
<b>OUTPUTS</b>						
# of unduplicated households who received rental assistance						2450
# of unduplicated households served (placed or retention support)						*
<b>OUTCOMES</b>						
# of unduplicated homeless households rapidly rehoused						No goal
# of unduplicated chronically homeless (adult, youth and family) households rehoused (subset)						No goal
# of housed households for whom homelessness was prevented						No goal
Retention 3 months after placement						90%
Retention 6 months after placement						80%
Retention 12 months after placement						70%

\* No goal associated with this funding source – Goal is 700 households for all funding sources and initiatives.

**II. Describe the highlights or successes of the program over the reporting period. (Please limit your response to 1 page)**

**III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? (Please limit your response to 1 page)**

**IV. Attach following program reports: Entry/Exit, Shared Housing Assessment Report (SHAR), and All Client Demographic Count (ACDC)**

Reports are due 30 days after the end of the quarter. Final report due July 16, 2010.

Return to Ryan Deibert via email: [ryan.deibert@ci.portland.or.us](mailto:ryan.deibert@ci.portland.or.us)

**Exhibit B-5**  
**2010 – 2011 Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	HAP
<b>Contract Number:</b>	32000138
<b>Program Title:</b>	STRA (HPRP/ARRA only)
<b>Reporting Period:</b> (check one)	<input type="checkbox"/> 1 <sup>st</sup> Quarter: July 1 to September 30, 2010 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: October 1 to December 31, 2010 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: January 1 to March 30, 2011 <input type="checkbox"/> 4 <sup>th</sup> Quarter: April 1 to June 30, 2011 <input type="checkbox"/> Year-End: July 1, 2010 to June 30, 2011

**I. Progress towards outputs and outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total (Unduplicated Grant to Date)	Grant Goal
<b>OUTPUTS</b>						
# of unduplicated households who received Financial Assistance						1295
# of unduplicated households who received Housing Relocation and Stabilization Services						*
<b>OUTCOMES</b>						
# of unduplicated homeless households rapidly rehoused						No goal
# of unduplicated chronically homeless (adult, youth and family) households rehoused (subset)						No goal
# of housed households for whom homelessness was prevented						No goal
Retention 3 months after end of assistance						90%
Retention 6 months after end of assistance						80%
Retention 12 months after end of assistance						70%

\* No goal associated with this funding source – Goal is 700 households for all funding sources and initiatives.

**II. Describe the highlights or successes of the program over the reporting period. (Please limit your response to 1 page)**

**III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? (Please limit your response to 1 page)**

**IV. Attach following program reports: Entry/Exit, Shared Housing Assessment Report (SHAR), and All Client Demographic Count (ACDC)**

Reports are due 30 days after the end of the quarter. Return to Ryan Deibert via email:  
[ryan.deibert@ci.portland.or.us](mailto:ryan.deibert@ci.portland.or.us)

**Exhibit B-6**  
**2010 – 2011 Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	HAP
<b>Contract Number:</b>	32000138
<b>Program Title:</b>	Schools and Housing Stabilization Fund
<b>Reporting Period:</b> (check one)	<input type="checkbox"/> 1 <sup>st</sup> Quarter: July 1 to September 30, 2010 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: October 1 to December 31, 2010 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: January 1 to March 30, 2011 <input type="checkbox"/> 4 <sup>th</sup> Quarter: April 1 to June 30, 2011 <input type="checkbox"/> Year-End: July 1, 2010 to June 30, 2011

**I. Progress towards outputs and outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total (Unduplicated Grant to Date)	Grant Goal
<b>OUTPUTS</b>						
# of unduplicated households who received Financial Assistance						175
# of unduplicated households who received Housing Relocation and Stabilization Services						*
<b>HOUSING OUTCOMES</b>						
# of unduplicated homeless households rapidly rehoused						No goal
# of unduplicated chronically homeless (adult, youth and family) households rehoused (subset)						No goal
# of housed households for whom homelessness was prevented						No goal
Retention 3 months after end of assistance						90%
Retention 6 months after end of assistance						80%
Retention 12 months after end of assistance						70%

\* No goal associated with this funding source – Goal is 700 households for all funding sources and initiatives.

## Exhibit B-6 (page 2 of 2)

SCHOOL OUTCOMES						
Same-school enrollment retention at 3 month follow-up						90%
Same-school enrollment retention at 6 month follow-up						80%
Same-school enrollment retention at 12 month follow-up						70%
Same-school enrollment retention throughout school year						85%
Students increasing state benchmark scores in Reading						75%
Students increasing state benchmark scores in Math						75%
Average daily attendance						90%

**II. Describe the highlights or successes of the program over the reporting period. (Please limit your response to 1 page)**

**III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? (Please limit your response to 1 page)**

**IV. Attach following program reports: Entry/Exit, Shared Housing Assessment Report (SHAR), and All Client Demographic Count (ACDC)**

Reports are due 30 days after the end of the quarter. Return to Ryan Deibert via email:  
[ryan.deibert@ci.portland.or.us](mailto:ryan.deibert@ci.portland.or.us)

**Exhibit C (Amended)**  
**HAP- Short Term Rent Assistance 2009 - 2011**  
**REQUEST FOR PAYMENT**

TO: City of Portland/PHB  
 Attn: Ruth Benson/Ryan Deibert  
 421 SW 6<sup>th</sup> Avenue, Suite 500  
 Portland, Oregon 97204

Request For Payment #: \_\_\_\_\_ Contract #: 32000138  
 Billing Period: \_\_\_\_\_

**HPRP/ARRA**

Budget Category	Contracted Budget	Amended Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$48,231	\$95,800			
Rent Assistance	\$1,911,554	\$3,796,889			
Other Client Services	\$0	\$0			
Operating Expenses	\$5,413	\$10,752			
Indirect Costs	\$35,356	\$70,227			
<b>TOTAL</b>	<b>\$2,000,554</b>	<b>\$3,973,668</b>			

Employer	Total HPRP/ARRA-funded Employment Hours This Bill	Total HPRP/ARRA-funded Employment Hours to Date
HAP		
Subcontracted agencies (combined)		
<b>TOTAL</b>		

**HOME**

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$32,060			
Rent Assistance	\$252,839			
Other Client Services	\$1,743			
Operating Expenses	\$3,979			
Indirect Costs	\$29,379			
<b>TOTAL</b>	<b>\$320,000</b>			

*Please attach detailed information as specified in the contract, or as requested by Project Manager.*

Total Amount Requested: \_\_\_\_\_ Total Balance: \_\_\_\_\_

HAP/Prepared By: \_\_\_\_\_ Phone No.: \_\_\_\_\_

HAP/Approved By: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Email: \_\_\_\_\_

NOTE: Please reproduce this form on agency letterhead or submit cover letter to this invoice that includes total requested and authorizing signature.