

**Subrecipient Contract No. 32000393****Amendment No. 1**

This subrecipient contract ("Contract") between the City of Portland, acting by and through its Portland Housing Bureau ("PHB"), Office of Management and Finance ("OMF"), and the Portland Development Commission ("PDC" and "Subrecipient") is hereby amended as follows:

- I. Section III. Compensation and Method of Payment on page 4 is deleted in its entirety and replaced to read:

**III. COMPENSATION AND METHOD OF PAYMENT**

PHB and OMF shall provide the following funding to PDC for performance of the work described in the Scope of Work above:

- A. PHB will provide PDC with a total of \$3,218,159 in CDBG:
  - 1. FY 2010-2011 Entitlement: \$2,845,310
  - 2. FY 2009-2010 Carryover in Spring BMP: \$350,000
  - 3. FY 2009-2010 Carryover in Fall BMP: \$22,849
- B. PHB will provide PDC with a total of \$507,212 in CDBG-ARRA:
  - 1. FY 2009-2010 Carryover in Spring BMP: \$450,000
  - 2. FY 2009-2010 Carryover in Fall BMP: \$57,212
- C. PHB will provide PDC with a total of \$5,000 in Eli Lilly Grant, FY 2009-10 Carryover in Winter BMP.
- D. OMF will provide PDC with a total of \$1,399,644 in FY 2010-2011 On-Going City General Fund.
- E. The total compensation shall not exceed FIVE MILLION, ONE HUNDRED THIRTY THOUSAND, and FIFTEEN DOLLARS (\$5,130,015)
- F. Final invoice is due on July 11, 2011.
- G. PHB and OMF shall pay all compensation to PDC under this Agreement on an expense reimbursement basis, for CBDG, CDBG-ARRA, Eli Lilly Grant, and General Fund expenses identified in the Budget, attached hereto as Exhibit B, and reasonably incurred by PDC in performing the work described in the Scope of Work. Requests for expense reimbursement shall be submitted and processed as described in Section H and I below.
- H. PDC shall submit requests for expense reimbursement from the CDBG, CDBG-ARRA, and Eli Lilly Grant sources in the form of Exhibit C attached hereto, to PHB monthly for expenses accrued in the prior calendar month. PHB will review, modify if necessary, approve, and then forward them to the OMF Contract Manager in the Financial Planning Division in OMF for payment. Periodic reimbursement requests between monthly billings may be

- I. PDC shall submit requests for expense reimbursement from the General Fund sources in the form of Exhibit D attached hereto, to OMF monthly for expenses accrued in the prior calendar month. OMF will review, modify if necessary, approve, and then make payment. Periodic reimbursement requests between monthly billings may be submitted on an interim basis as approved by both PDC and OMF. OMF shall make payment to PDC within 30 business days of receiving a billing. If for some reason payment cannot be made due to errors or omissions then OMF will request from PDC a corrected billing within the 30 day period. The request for corrected billing shall detail all deficiencies in the billing which have caused payment to be withheld.
- II. Exhibit B, Budget 2010-2011, and Exhibit C, Sample Invoice are deleted in their entirety, replaced, and attached as Exhibit B and C to this Amendment.
- III. All other terms and conditions of the Contract remain the same.

## CITY OF PORTLAND

Margaret Van Vliet	Date _____
Director	
Portland Housing Bureau	

**APPROVED AS TO FORM:**

Linda Meng  
City Attorney

Date

LaVonne Griffin-Valade      Date  
City Auditor

**SAMPLE – DO NOT EXECUTE**

## EXHIBIT B

## BUDGET 2010-11

	GENERAL FUND	CDBG	CDBG- ARRA	ELI LILLY GRANT	TOTAL
<b>Total Resources</b>	<b>1,399,644</b>	<b>3,218,159</b>	<b>507,212</b>	<b>5,000</b>	<b>5,130,015</b>
FY 2010-11 On Going/Entitlement	1,399,644	2,845,310			4,244,954
FY 2009-10 Carryover Spring BMP		350,000	450,000		800,000
FY 2009-10 Carryover Fall BMP		22,849	57,212		80,061
FY 2009-10 Carryover Winter BMP				5,000	5,000
<b>Total Estimated Expenditures</b>	<b>1,399,644</b>	<b>3,218,159</b>	<b>507,212</b>	<b>5,000</b>	<b>5,130,015</b>
Economic Opportunity Initiative Programs	<b>1,135,091</b>	<b>2,593,970</b>	<b>507,212</b>	<b>5,000</b>	<b>4,241,273</b>
Microenterprise Development	0	772,236	0	5,000	777,236
Adult Workforce Development	349,147	1,190,415	132,457		1,672,019
Youth Workforce Development	676,944	598,462	198,322		1,473,728
Other/System Wide	109,000	32,857	176,433		318,290
Neighborhood Team Staff	<b>140,669</b>	<b>140,669</b>			<b>281,338</b>
Indirect Transfers	<b>123,884</b>	<b>133,519</b>			<b>257,403</b>
Unallocated Balance		<b>350,001</b>			<b>350,001</b>

**EXHIBIT C**  
**Sample Invoice**  
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Contract #: 32000393

Invoice Period: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Portland Development Commission 222 NW Fifth Avenue Portland, OR 97204 Contact Name/Title: George Cornett	Funding Award Amount: \$5,130,015 CDBG: \$3,218,159 CDBG ARRA: \$507,212 ELI LILLY: \$5,000 GENERAL FUND: \$1,399,644
Phone/Fax: 503-865-3817	Funding Period: July 1, 2010 – June 30, 2011

<b>CDBG Activity</b>	<b>Budget</b>	<b>Expense This Period</b>	<b>Expenses YTD Including This Invoice</b>	<b>Balance From Budget</b>
EOI Microenterprise Growth: List expenses for each contract				
EOI Workforce Development: List expenses for each contract				
EOI Program Delivery List expenses such as staffing and indirect				
<b>Total CDBG</b>	<b>\$3,218,159</b>			

<b>CDBG ARRA Activity</b>	<b>Budget</b>	<b>Expense This Period</b>	<b>Expenses YTD Including This Invoice</b>	<b>Balance From Budget</b>
Small Business Law Center (Lewis & Clark College)				
Homeless Youth Employment Access (Outside In)				
ESL CNA Training (Mt. Hood Community College)				
Corporate Connections (Open Meadow)				
Health Occupations (Open Meadow)				
<b>Total CDBG - ARRA</b>	<b>\$507,212</b>			

**EXHIBIT C**  
**Sample Invoice**  
**Page 2 of 2**

<b>ELI LILLY GRANT Activity</b>	<b>Budget</b>	<b>Expense This Period</b>	<b>Expenses YTD Including This Invoice</b>	<b>Balance From Budget</b>
Microenterprise Development	\$5,000			
<b>Total Eli Lilly Grant</b>	<b>\$5,000</b>			

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

Certification: I certify to the best of my knowledge and belief that the invoice is correct and complete and that all the expenses are for the purpose set forth in the award document, and I understand that a portion or this entire request will be funded with federal money and that these expenses are subject to future audit.

Prepared by: \_\_\_\_\_

Phone and email address: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_