

**AMENDMENT NO. 3**  
Subrecipient Contract No. 32000361

The above referenced Subrecipient Contract between the City of Portland (City) acting by and through its Portland Housing Bureau (PHB) and Transition Projects Inc. (Subrecipient) is hereby amended as follows:

**PART I: Increase total budget by \$120,000 to cover one-time costs for the opening of the Bud Clark Commons.**

**Funding**

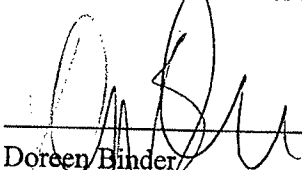
Increase funding by \$120,000 in General Funds for one-time costs to open the Bud Clark Commons. Costs will be up to but not exceed \$120,000. An invoice form is attached as Exhibit K-2.

**Scope of Services**

A description of services covered under the Bud Clark Commons is provided in Exhibit K.

All other terms and conditions of Contract No. 32000361 between the City of Portland and Transition Projects Inc. shall remain the same.

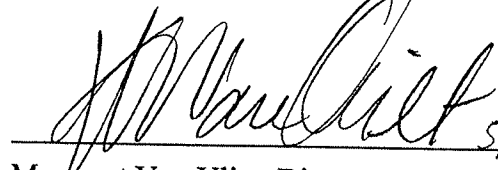
**TRANSITION PROJECTS INC.**

  
\_\_\_\_\_  
Doreen Binder  
Executive Director

5/12/11


Date

**CITY OF PORTLAND**

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

5/11/11  
Date

**APPROVED AS TO FORM:**  
**APPROVED AS TO FORM**

  
\_\_\_\_\_  
CITY ATTORNEY  
Linda Meng, City Attorney

Date

5/16/11

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

**EXHIBIT K:  
BUD CLARK COMMONS**

**I. AUTHORITY**

One-time funding is available to support the opening of the Bud Clark Commons, a center that will provide housing placement, housing assistance, basic and support services to men, women and families experiencing homelessness in the City of Portland. The Bud Clark Commons meets the ending homelessness goals of the City of Portland. General Funds are available to support the opening of the Bud Clark Commons.

**II. SCOPE OF SERVICES**

The name of the funded program is "Bud Clark Commons." Subrecipient will open and operate the Bud Clark Commons (BCC) starting on June 10, 2011, with one-time funding from the Portland Housing Bureau. Once fully opened and operational, the BCC will consist of three components: a) an Access Center, b) a 90-bed emergency shelter for men and c) 130 units of permanent supportive housing.

Funding will support the follow activities associated with the opening of the Bud Clark Commons and move of Transition Projects from their current location (475 NW Glisan Street, Portland OR) to the Bud Clark Commons (610 NW Broadway, between NW Hoyt and Irving):

1. Staff salaries for planning and training positions to the Bud Clark Commons (see Exhibit K-3)
2. Moving costs
3. Equipment expenses, including lease and/or purchase of office and other equipment for program operations
4. Rent and utility costs on Transition Projects' former 475 NW Glisan location, for the closing month of July 2011

The Access Center at the BCC will serve as a central gateway to services and housing for individuals and families experiencing homelessness in Portland. The Access Center will feature three programs to increase housing success and stability:

- **Connections Center:** Will provide basic needs and services, and improve connections to mainstream and targeted resources. Examples of services include, but are not limited to: SSD/SSDI application assistance, domestic violence counseling, re-entry services and bicycle maintenance and safety.

- **Wellness Center:** Will provide direct access to wellness and health information and resources. Examples of services include, but are not limited to: health information and referrals, foot checks and nail care, TB testing, and health education workshops.
- **Learning Center:** Will provide housing search and retention skills, opportunities for training and employment, and access to computers. Examples of services include, but are not limited to: GED support, adult literacy, housing search assistance, computer basics, employment forums and financial management workshops.

The Access Center will be open 7 days a week, 7:00 AM to 7:00 PM on Monday through Friday, and 8:00AM to 4:00PM on weekends. Services will be provided by Transition Projects in partnership with over a dozen on-site community partner agencies.

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

Contract #: 32000361

GF

Budget Category	Contracted Budget	Amount This Bill	Amount Billed to Date	Balance
Personnel*	\$60,116			
Operating Expenses	\$59,884			
<b>TOTAL</b>	<b>\$120,000</b>			

\* Line item breakout of staff positions funded is attached as Exhibit K-3.

Total Balance \$ \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Date \_\_\_\_\_

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

**EXHIBIT K-3**

Program Title: Transition Projects: Bud Clark Commons

## City-Funded Personnel

Position	FTE	Duration	Amount	Description
CSC Director	0.5 FTE	4 months	11,972	Program planning for day center and partnership planning
Program Director	0.17 FTE	4 months	3,478	Partnership building, program planning, shelter program planning
Temporary planner	0.5 FTE	4 months	12,916	Scheduling, writing BCC program documents
Information & referral staff	2.0 FTE	2 weeks	2,667	New day center staff positions – provide direct services to clients such as connections to programs, information and referral, hygiene items.
Engagement specialists	3.0 FTE	2 weeks	4,520	New day center staff positions – work in courtyard, provide direct services.
Hygiene coordinator	3.0 FTE	2 weeks	3,712	New day center staff positions – coordinate laundry, shower and clothing.
Mail and information	0.4 FTE	2 weeks	554	New day center position – provide mail services
Janitor	1.3 FTE	2 weeks	1,592	New day center position – clean facilities, learn LEED requirements, bartering program
On-call staffing for shelter and CSC to cover staff training	8.0 FTE	1 week	4,275	Positions will cover for current staff positions while they train at the Bud Clark Commons
On-call staffing for shelter and CSC to cover staff training	18.0 FTE	1 week	14,430	Positions will cover for current staff positions while they train at the Bud Clark Commons
<b>TOTAL:</b>	<b>36.87 FTE</b>		<b>\$60,116</b>	