

AMENDMENT NO. 4Subrecipient Contract No. 32000138

The above referenced Subrecipient Contract (as previously amended) 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 is amended to:

This contract shall become effective on July 1, 2009. This contract shall terminate on June 30, 2012.

4. Compensation is amended to:

The total amount of compensation is increased by \$93,853 in Homelessness Prevention and Rapid Rehousing Program (HPRP) funds and shall not exceed \$4,989,518 (\$4,090,121 in HPRP funds, \$649,397 in HOME funds, and \$250,000 in City general funds). The compensation requirements are contained in Section IV.

5. Reporting

The Reporting requirements are contained in Section V. All expenses up to June 30, 2011 (the City's 10-11 fiscal year end) must be invoiced by July 11, 2011. Final invoice and report are due **July 9, 2012**.

Section I: Scope of Services

The first paragraph of Section I is amended to:

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

Initiative	Fund Source	Fund Amount	Effective time period
STRA	HOME	\$649,397	July 1, 2009 – June 30, 2011
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)	\$3,090,121	July 30, 2009 – June 30, 2012
Culturally-specific STRA	City general fund	\$250,000	July 1, 2010 – 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 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 1810 eligible households:
 - a. 130 households via HOME STRA funds
 - b. 1335 households via HPRP/ARRA STRA funds
 - c. 175 households via HPRP/ARRA Schools and Housing Stabilization Fund
 - d. 170 households via culturally-specific STRA funds
 - e. # of household/individuals who receive less than 12 months of HOME rent assistance
 - f. # of households/individuals who are homeless at start of service
 - g. # of households/individuals who are chronically homeless at start of service
 - h. # 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. 1810 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, NINE HUNDRED EIGHTY-NINE THOUSAND, FIVE-HUNDRED AND EIGHTEEN DOLLARS (\$4,989,518). This includes:
1. \$4,090,121 in Homelessness Prevention and Rapid Rehousing Program (HPRP/ARRA) funds, which may be expended for eligible activities between July 30, 2009, and June 30, 2012.
 2. \$649,397 in HOME funds, which may be expended for eligible activities between July 1, 2009, and June 30, 2011.
 3. \$250,000 in City general funds, which may be expended for eligible activities between July 1, 2010, and June 30, 2011.

Section III.J is amended to:

- J. 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. The invoice for June 2011 must be received by the City Project Manager by **July 11, 2011**, unless otherwise authorized in writing. The June 2011 invoice is due prior to the final contract report for HOME activities, which is due July 16, 2011.
 3. Final invoices on this contract must be received by the City Project Manager by **July 9, 2012**, unless otherwise authorized in writing.

Section IV: Reporting

Section IV.C.2 is amended to:

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, April 6, 2011, October 6, 2011, January 6, 2012, and April 6, 2012. Subrecipient will submit year-end reports 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**, and **July 6, 2011**. 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, 2012**.

Section IV.C.4 is amended to:

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 – August 31, 2011
October 1, 2011 – December 31, 2011	September 1, 2011 – November 31, 2011
January 1, 2012 – March 31, 2012	December 1, 2011 – February 28, 2012
April 1, 2012 – June 30, 2012	March 1, 2012 – May 31, 2012
July 1, 2012 – September 31, 2012	June 1, 2012 – June 30, 2012

Exhibits

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

Exhibit Number	Content	Amended or Added
B-8	Quarterly and Year-End Report 2011-2012: STRA HPRP/ARRA Only	Added
C	HAP – Short Term Rent Assistance 09-12: REQUEST FOR PAYMENT	Amended

All other terms and conditions of Contract No. 32000138 (as previously amended) between the City of Portland and the Housing Authority of Portland shall remain the same.

HOUSING AUTHORITY OF PORTLAND**CITY OF PORTLAND**

Steve Rudman
Executive Director

Date

Margaret Van Vliet, Director
Director
Portland Housing Bureau

Date

APPROVED AS TO FORM:

Draft

Linda Meng
City Attorney

Date

LaVonne Griffin-Valade
City Auditor

Date

Exhibit B-8
2011 – 2012 Quarterly and Year-End Report

Subrecipient Name:	HAP
Contract Number:	32000138
Program Title:	STRA (HPRP/ARRA only)
Reporting Period: (check one)	<input type="checkbox"/> 1 st Quarter: July 1 to September 30, 2011 <input type="checkbox"/> 2 nd Quarter: October 1 to December 31, 2011 <input type="checkbox"/> 3 rd Quarter: January 1 to March 30, 2012 <input type="checkbox"/> 4 th Quarter: April 1 to June 30, 2012 <input type="checkbox"/> Year-End: July 1, 2011 to June 30, 2012

I. Progress towards outputs and outcomes

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total (Unduplicated Grant to Date)	Grant Goal
OUTPUTS						
# of unduplicated households who received Financial Assistance						1335
# of unduplicated households who received Housing Relocation and Stabilization Services						*
OUTCOMES						
# 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

Exhibit C (Amended 07/01/2011)
HAP- Short Term Rent Assistance 2009 - 2012
REQUEST FOR PAYMENT
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TO: City of Portland/PHB
 Attn: Ruth Benson/Ryan Deibert
 421 SW 6th Avenue, Suite 500
 Portland, Oregon 97204

Request For Payment #: _____
 Billing Period: _____

Contract #: 32000138

HPRP/ARRA

Budget Category	Contracted Budget	Amended Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$48,231	\$111,808.00			
Rent Assistance – Homelessness Prevention	\$1,911,554	\$3,175,638.00			
Rent Assistance – Rapid Re-housing		\$715,104.00			
Other Client Services	\$0	\$0			
Operating Expenses	\$5,413	\$5,413.02			
Administrative Expenses	\$35,356	\$82,157.98			
TOTAL	\$2,000,554	\$4,090,121.00			

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

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

HOME (Portland Allocation)

Budget Category	Contracted Budget	Amended Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$32,060	\$84,346.00			
Rent Assistance	\$252,839	\$505,678.00			
Other Client Services	\$1,743	\$1,743.00			
Operating Expenses	\$3,979	\$10,057.00			
Administrative Expenses	\$29,379	\$38,176.00			
TOTAL	\$320,000	\$640,000.00			

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

HOME (Gresham Allocation)

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

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

Email: _____

32000138 HAP STRA AMND 4.docx
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