

CFDA# 14.231
14.239

CONTRACT NO.: 32000XXX

**OMNIBUS CONTRACT BETWEEN
CITY OF PORTLAND, PORTLAND HOUSING BUREAU
AND HOME FORWARD
Ending Homelessness Initiative**

This contract for services (Contract) is between the City of Portland, Oregon acting through its Portland Housing Bureau (City) and Home Forward (Subrecipient).

This Contract consists of the following sections:

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<u>PHB</u>	<u>Subrecipient</u>
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PART A: CONTRACT AGREEMENT

- DESCRIPTION OF SERVICES:** Subrecipient shall provide the services included in Table A: Contracted Service Programs, and the related Parts.
- COMPENSATION:** City shall pay Subrecipient monthly for provision of services, upon receipt of invoice(s) documenting expenditures. Total compensation under this Contract shall not exceed TWO MILLION, TWO HUNDRED EIGHTY-NINE THOUSAND, EIGHT HUNDRED AND FORTY-FIVE DOLLARS (\$2,289,845). This includes \$1,343,273 in City General Funds, \$40,000 in City Housing Investment Funds, \$385,600 in U.S. Department of Housing and Urban Development (HUD) HOME funds, and \$520,972 in HUD Emergency Solutions Grant funds.
- REPORTING:** The reporting requirements are contained in Section V of Parts C, D, and E. All final reports and invoices are due on **July 9, 2013**.

- In witness whereof, the parties hereto have caused this Contract to be executed by their authorized officers.

CITY OF PORTLAND

Traci Manning	Date
Director, Portland Housing Bureau	

Christine Moody Date
Chief Procurement Officer

APPROVED AS TO FORM:

Linda Meng
City Attorney

Date

LaVonne Griffin-Valade Date
City Auditor

TABLE A: CONTRACTED SERVICE PROGRAMS

Program Title	Budgeted Amount	Fund Source	Part
Short-Term Rent Assistance (STRA): General	\$500,000	City General Fund	C
STRA: Schools and Housing Stabilization Fund	\$500,000	City General Fund	C
STRA: HOME Tenant-Based Rental Assistance	\$385,600	HOME	C
STRA: Emergency Solutions Grant	\$520,972	ESG	C
Supportive Housing Services for the Apartments at Bud Clark Commons	\$270,000	City General Fund	D
Rent Well Tenant Education and Landlord Guarantee Program	\$73,273	City General Fund	E
Rent Well Tenant Education and Landlord Guarantee Program	\$40,000	City Housing Investment Fund	E
TOTAL	\$2,289,845		

PART B: GENERAL TERMS AND CONDITIONS

- A. **TERMINATION FOR CAUSE.** In accordance with 24 CFR 85.43, if, through any cause, the Subrecipient shall fail to fulfill in timely and proper manner his/her obligations under this Contract, or if the Subrecipient shall violate any of the covenants, agreements, or stipulations of this Contract, the City may avail itself of such remedies as cited in 24 CFR 85.43 by giving written notice to the Subrecipient of such action and specifying the effective date thereof at least 30 days before the effective date of such action. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Subrecipient under this Contract shall, at the option of the City, become the property of the City and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Subrecipient shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Contract by the Subrecipient, and the City may withhold any payments to the Subrecipient for the purpose of setoff until such time as the exact amount of damages due the City from the Subrecipient is determined.

- B. **TERMINATION FOR CONVENIENCE.** In accordance with 24 CFR 85.44, the City and Subrecipient may terminate this contract at any time by mutual written agreement. If the Contract is terminated by the City as provided herein, the Subrecipient will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Subrecipient covered by this Contract less payments of compensation previously made.
- C. **ENFORCEMENT AND REMEDIES.** In the event of termination under section A hereof by the City due to a breach by the Subrecipient, then the City may complete the work either itself or by agreement with another subrecipient, or by a combination thereof. In the event the cost of completing the work exceeds the amount actually paid to the Subrecipient hereunder plus the remaining unpaid balance of the compensation provided herein, then the Subrecipient shall pay to the City the amount of excess. Allowable costs shall be determined in accordance with 24 CFR 85.43(c).

The remedies provided to the City under sections A and C hereof for a breach by the Subrecipient shall not be exclusive. The City also shall be entitled to any other equitable and legal remedies that are available.

In the event of breach of this contract by the City, then the Subrecipient's remedy shall be limited to termination of the contract and receipt of payment as provided in section B hereof.

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In the event of termination under Section A, the City shall provide the Subrecipient an opportunity for an administrative appeal to the Bureau Director.

- D. **CHANGES.** The City or Subrecipient may, from time to time, request changes in writing in the scope of services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of the Subrecipient's compensation, shall be incorporated in written amendments to this contract. Changes to the scope of work, budget line items, timing, reporting, or performance measures may be approved by the Project Manager.

Significant changes to the scope of work, performance measures, or compensation, unless the total contract after amendment is less than \$100,000, must be approved by ordinance of the City Council. Compensation changes in which the total contract is less than \$100,000 may be approved by the Bureau Director.

- E. **NON-DISCRIMINATION.** During the performance of this Contract, the Subrecipient agrees as follows:
- (a) The Subrecipient will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 (24 CFR 1), Fair Housing Act (24 CFR 100), and Executive Order 11063 (24 CFR 107).
 - (b) The Subrecipient will comply with prohibitions against discrimination on the basis of age under Section 109 of the Act as well as the Age Discrimination Act of 1975 (24 CFR 146), and the prohibitions against discrimination against otherwise qualified individuals with handicaps under Section 109 as well as section 504 of the Rehabilitation Act of 1973 (24 CFR 8).
 - (c) The Subrecipient will comply with the equal employment and affirmative action requirements of Executive Order 11246, as amended by Order 12086 (41 CFR 60).
 - (d) The Subrecipient will comply with the equal employment and non-discrimination requirements of Portland City Code Sections 3.100.005 (City Policies Relating to Equal Employment Opportunity, Affirmative Action and Civil Rights), 3.100.042 (Certification of Contractors), and Chapter 23 – Civil Rights.
 - (e) Subrecipient will comply with the Americans with Disabilities Act (42 USC 12131, 47 USC 155, 201, 218 and 225), which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodation, state and local government services and telecommunications. The Act also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. For CDBG and/or HOME funded projects, the Subrecipient will also comply with affirmative marketing policy and outreach to minorities and women and to entities owned by minorities

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and women per 24 CFR 92.351, if the funds will be used for housing containing 5 or more assisted units.

- F. SECTION 3: The Subrecipient will comply with the training and employment guidelines of Section 3 of the Housing and Urban Development Act of 1968, as amended (12U.S.C. 1701a), and regulations pursuant thereto (24 CFR Part 135).
- G. ACCESS TO RECORDS. The City, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, general organizational and administrative information, documents, papers, and records of the Subrecipient which are directly pertinent to this contract, for the purpose of making audit or monitoring, examination, excerpts, and transcriptions. All required records must be maintained by the Subrecipient for five years after the City makes final payments and all other pending matters are closed.
- H. MAINTENANCE OF RECORDS. The Subrecipient shall maintain fiscal records on a current basis to support its billings to the City. The Subrecipient shall retain fiscal as well as all records relating to program management and operation, program beneficiaries, demographics and eligibility for inspection, audit, and copying for five years from the date of completion or termination of this contract. The City or its authorized representative shall have the authority to inspect, audit, and copy on reasonable notice and from time to time any records of the Subrecipient regarding its billings or its work here under.
- I. AUDIT OF PAYMENTS. The City, either directly or through a designated representative, may audit the records of the Subrecipient at any time during the five year period established by Section H above.
- If an audit discloses that payments to the Subrecipient were in excess of the amount to which the Subrecipient was entitled, then the Subrecipient shall repay the amount of the excess to the City.
- J. INDEMNIFICATION. The Subrecipient shall hold harmless, defend, and indemnify the City and the City's officers, agents and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Subrecipient's work or any subcontractor's work under this contract.
- K. LIABILITY INSURANCE.
- (a) The Subrecipient shall maintain General Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall provide that City of Portland, and its agents, officers, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract. If Subrecipient will be

driving or using a vehicle on behalf of the City, then Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the state of Oregon during the term of the Contract. The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the City and its officers, agents, and employees. Notwithstanding the naming of additional insureds, the insurance shall protect each insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured. The coverage must apply as to claims between insureds on the policy. The insurance shall provide that it shall not terminate or be canceled without 30 days written notice first being given to the City Auditor. If the insurance is canceled or terminated prior to completion of the contract, the Subrecipient shall provide a new policy with the same terms. The Subrecipient agrees to maintain continuous, uninterrupted coverage for the duration of the contract. The insurance shall include coverage for any damages or injuries arising out of the use of automobiles or other motor vehicles by the Subrecipient.

(b) The Subrecipient shall maintain on file with the City Auditor a certificate of insurance certifying the coverage required under subsection (a). The adequacy of the insurance shall be subject to the approval of the City Attorney. Failure to maintain liability insurance shall be cause for immediate termination of this Contract by the City.

In lieu of filing the certificate of insurance required herein, the Subrecipient shall furnish a declaration that the Subrecipient is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.

L. WORKERS' COMPENSATION INSURANCE.

(a) The Subrecipient, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Worker's compensation law and shall comply with ORS 656.017, which requires them to provide worker's compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Contract and shall be incorporated herein and made a term and part of this Contract. The Subrecipient further agrees to maintain worker's compensation insurance coverage for the duration of this Contract.

(b) In the event the Subrecipient's worker's compensation insurance coverage is due to expire during the term of this Contract, the Subrecipient agrees to timely renewal of its insurance, either as a carrier-insured employer or a self-insured

employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and the Subrecipient agrees to provide the City of Portland such further certification of worker's compensation insurance as renewals of said insurance occur.

(c) If the Subrecipient believes itself to be exempt from the worker's compensation insurance coverage requirement of (a) of this subsection, the Subrecipient agrees to accurately complete the City of Portland's Questionnaire for Worker's Compensation Insurance and Qualifications as an Independent Subrecipient prior to commencing work under this Contract. In this case, the Questionnaire shall be attached to this Contract and shall be incorporated herein and made a term and part of this Contract. Any misrepresentation of information on the Questionnaire by the Subrecipient shall constitute a breach of this Contract. In the event of breach pursuant to this subsection, the City may terminate the Contract immediately and the notice requirement contained in Section (A) TERMINATION FOR CAUSE, hereof shall not apply.

- M. **SUBCONTRACTING AND ASSIGNMENT.** The Subrecipient shall not subcontract its work under this contract, in whole or in part, without the written approval of the City. The Subrecipient shall require any approved subcontractor to agree, as to the portion subcontracted, to fulfill all obligations of the Subrecipient as specified in this contract. Notwithstanding City approval of a subcontractor, the Subrecipient shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Subrecipient hereunder. The Subrecipient agrees that if sub-contractors are employed in the performance of this contract, the Subrecipient and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation. The Subrecipient shall not assign this contract in whole or in part or any right or obligation hereunder, without prior written approval of the City.

The subcontractor shall be responsible for adhering to all regulations cited within this contract.

If Subrecipient provides CDBG or HOME funds to for-profit owners or developers, non-profit owners or developers, subrecipients, homeowners, homebuyers, tenants receiving tenant-based rental assistance or contractors, the Subrecipient must have a written agreement that meets the requirements of 24 CFR 570.503(b) or 92.504(c), respectively.

- N. **INDEPENDENT SUBRECIPIENT STATUS.** The Subrecipient is engaged as an independent subrecipient and contractor and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

The Subrecipient and its subcontractors and employees are not employees of the City and are not eligible for any benefits through the City, including without

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limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

- O. **CONFLICTS OF INTEREST.** Per 24 CFR 92.356 and/or 24 CFR 570.611, no City officer or employee, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof. No board of directors member or employee of the Subrecipient, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof. No City officer or employee who participated in the award of this contract shall be employed by the Subrecipient during the period of this contract.

The Subrecipient shall also comply with the provisions of 24 CFR 84.42, 85.36(b)(3), and/or 576.500(p), which require that a written Code of Standards of Conduct be maintained by the agency, as it relates to the performance of employees engaged in the award and administration of contracts.

- P. **CONTRACT ADMINISTRATION.** The Subrecipient shall comply with the applicable provisions of OMB Circular Nos. A-122, A-21, A-133 and A-110.
- Q. **OREGON LAWS AND FORUM.** This contract shall be construed according to the laws of the State of Oregon.

Any litigation between the City and the Subrecipient arising under this contract or out of work performed under this contract shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

- R. **AVAILABILITY OF FUNDS.** It is understood by all parties to this contract that the funds used to pay for services provided herein are provided to the City through a grant from the U.S. Department of Housing and Urban Development. In the event that funding is reduced, recaptured, or otherwise made unavailable to the City as a result of federal action, the City reserves the right to terminate the contract as provided under Section B hereof, or change the scope of services as provided under Section D hereof.
- S. **COMPLIANCE WITH LAWS.** In connection with its activities under this contract, the Subrecipient shall comply with all applicable federal, state, and local laws and regulations. For Community Development Block Grant-funded projects, the Subrecipient shall carry out its activities in compliance with 24 CFR 570 Subpart K, excepting the responsibilities identified in 24 CFR 570.604 and 570.612. For HOME-funded projects, the Subrecipient shall carry out its activities in compliance with 24 CFR 92. For McKinney-Vento Supportive Housing Program funded projects, Subrecipient shall carry out its activities in compliance with 24 CFR 583. For Emergency Solutions Grant funded projects,

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Subrecipient shall functions as a procured contractor and shall carry out its activities in compliance with 24 CFR 576.

In the event that the Subrecipient provides goods or services to the City in the aggregate in excess of \$2,500 per fiscal year, the Subrecipient agrees it has certified with the City's Equal Employment Opportunity certification process.

- T. **PROGRAM AND FISCAL MONITORING.** The City through the Portland Housing Bureau shall monitor on a regular basis to assure contract compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the contract. The frequency and level of monitoring will be determined by the City Project Manager.
- U. **RELOCATION, ACQUISITION AND DISPLACEMENT.** The Subrecipient agrees to comply with 24 CFR 92.353 relating to the acquisition and disposition of all real property utilizing grant funds, and to the displacement of persons, businesses, non-profit organizations and farms occurring as a direct result of any acquisition of real property utilizing grant funds. The Subrecipient agrees to comply with applicable City of Portland ordinances, resolutions and policies concerning displacement of individuals from their residences.
- V. **PROGRAM ACCESS BY THE DISABLED.** The Subrecipient shall, to the maximum feasible extent, follow the Portland Housing Bureau's guidelines on ensuring interested persons can reasonably obtain information about, and access to, HUD-funded activities.
- W. **SEVERABILITY.** If any provision of this Contract is found to be illegal or unenforceable, this Contract nevertheless shall remain in full force and effect and the provision shall be stricken.
- X. **INTEGRATION.** This Contract contains the entire agreement between the City and the Subrecipient and supersedes all prior written or oral discussions or agreements.
- Y. **FLOOD DISASTER PROTECTION.** The Subrecipient agrees to comply with the requirements of the Flood Disaster Protection Act of 1973 (P.L.-2234) in regard to the sale, lease or other transfer of land acquired, cleared or improved under the terms of this contract, as it may apply to the provisions of this contract.
- Z. **LEAD-BASED PAINT.** The Subrecipient agrees that any construction or rehabilitation of residential structure with assistance provided under this contract shall be subject to HUD lead-Based Paint Regulations at 24 CFR 92.355, the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 451-4856, and 24 CFR Part 35, and in particular Sub-Parts A, B, J, K, M and R thereof. Such regulations pertain to all HUD-assisted housing and require that all owners,

prospective owners, and tenants or properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning.

- AA. **LABOR STANDARDS.** The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours, the Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C 276, 327-333) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City of Portland for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property designed for residential use for less than twelve (12) households, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair of any building or work financed in whole or in part with assistance provided under this contract, shall comply with federal requirements adopted by the City of Portland pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR, Parts 3, 15 and 7 governing the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph, for such contracts in excess of \$100,000.

- BB. **FUND-RAISING.** City-funded dollars may be used to cover expenses directly related to the contracted project. Costs associated with general agency fund-raising activities are not eligible.
- CC. **PUBLICITY.** Publicity regarding the project shall note participation of the City through the Portland Housing Bureau.
- DD. **LOBBYING.** No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other

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than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreement) and that all Subcontractors shall certify and disclose accordingly.

- EE. CHURCH-STATE. The Subrecipient agrees to comply with the applicable provisions of 24 CFR 92.257 regarding the use of federal funds by religious organizations.
- FF. LOCATION POLICY AND SITING. All housing developed under this Contract is required to comply with the City's Location Policy, which is designed to maximize housing choice for low-income households and discourage the concentration of low-or no-income households in any one area of the City. At the initiation of eligible housing projects, the Subrecipient agrees to contact the City's Siting Coordinator at the Portland Housing Bureau to determine Location Policy compliance requirements for each specific project.

The Subrecipient will consult with the Siting Coordinator regarding resources available to assist with the development of Good Neighbor Policies, facilitate dispute resolution, and other siting issues as appropriate.

- GG. INDEPENDENT FINANCIAL AUDITS/REVIEWS. Any subrecipient expending \$500,000 or more in federal funds, from all sources, in any program year is required to obtain an independent audit of the federally funded program(s), in compliance with federal OMB Circular A-133. Two copies of the audit will be submitted to the designated City Project Manager within 30 days of its completion.
- HH. DRUG-FREE WORKPLACE. The Subrecipient will maintain a drug-free workplace in conformance with 24 CFR part 24, subpart F.
- II. CONSULTANT SERVICES. No person providing consultant services in an employer-employee type relationship shall receive more than a reasonable rate of compensation for personal services paid with HOME funds. In no event, however, shall such compensation exceed the limits in effect under the provision of any applicable statute. Such services shall be evidenced by written agreements between parties which detail the responsibilities, standards and compensation. Consultant services provided under an independent contractor relationship are not

subject to the compensation limitation of Level IV of the Executive Schedule (24 CFR 92.358).

- JJ. **DISBURSEMENT OF FUNDS.** The Subrecipient may not request disbursement of HOME funds under this contract until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed. Program income must be disbursed before Subrecipient requests funds from the CITY.
- KK. **REVERSION OF ASSETS.** Upon expiration of the contract, the Subrecipient must transfer to the CITY any HOME funds on hand at the time of expiration and any accounts receivable attributable to the use of HOME funds [92.504(c)(2)(vii)].
- LL. **ENVIRONMENTAL REVIEW.** Subrecipient must comply with the requirements of the National Environmental Policy Act of 1959 [24 CFR Part 58]. No funds may be committed and no work may be carried out on any project until the environmental review is complete and a Release of Funds is issued by HUD, if applicable.
- MM. **CONTRACT ADMINISTRATION.** If Subrecipient is a public agency, must also comply with the provisions of OMB Circulars A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- NN. **DEBARRED, SUSPENDED OR INELIGIBLE CONTRACTORS.** Federal funds may not be used to directly or indirectly employ, award contracts to or otherwise engage the services of any contractor or subrecipient during any period of debarment, suspension or placement of ineligibility status [24 CFR Part 24]. Contractors and subrecipients are responsible for checking the Federal publications that list debarred, suspended and ineligible contractors to assure compliance.
- OO. **SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES AND LABOR SURPLUS AREA FIRMS.** Contractors and subrecipients must comply with the requirements of Executive Orders 11625, 12432 and 12138 and 24 CFR 85.36(e), which require that contractors and subrecipients take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Such affirmative steps would include: (i) placing qualified small and women's business enterprises on solicitation lists; (ii) assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources; (iii) dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (iv) establishing delivery schedules, where the

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requirement permits, which encourage participation by small and minority business, and women's business enterprises; (v) using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and (vi) requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

- PP. Periods of Affordability. The HOME-assisted housing (Homeownership Unit) must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after the transfer of the property to the HOME-assisted buyer. The homeowner must occupy the principal resident throughout the HOME period of affordability.

Homeownership HOME amount per-unit	Minimum Period of Affordability in years
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

Occupying. Occupying means the real property receiving HOME/ADDI/CDBG is the principle residence, the place the homeowner intends to return to whenever homeowner goes way. It is the address that appears on the homeowner's driver's license or voter registration card. Homeowner may have only one principal residence at a time.

- QQ. The Federal Funding Accountability and Transparency Act (FFATA) requires sub-recipients with federal award over \$25,000 to register and maintain Data Universal Numbering System, (DUNS) and Central Contract Registry, (CCR) numbers. To obtain a DUNS number, and to register with the Central Contractor Registration, (CCR) see links below.

DUNS number registration information can be obtained at:
<https://eupdate.dnb.com/requestoptions.asp>

Registration information for Central Contractor Registry can be found at:
<http://www.bpn.gov/ccr/default.aspx>

PART C:
SHORT-TERM RENT ASSISTANCE PROGRAM

I. Scope of Services

This program incorporates services delivered through multiple initiatives with funding from two sources:

Initiative	Budgeted Amount	Fund Source
Short-Term Rent Assistance (STRA): General	\$500,000	City General Fund
STRA: HOME Tenant-Based Rental Assistance	\$385,600	HOME
STRA: Emergency Solutions Grant	\$520,972	ESG
Schools and Housing Stabilization Fund	\$500,000	City General Fund

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

A. Short Term Rent Assistance Program (STRA)

The goal of the STRA program is to provide a flexible and effective tool to non-profit service providers (Contracted Providers). The STRA model shall incorporate a housing first philosophy and strategies to help people avoid homelessness, or if homeless at entry into services then rapidly re-house clients in permanent housing, avoiding shelter or transitional housing when possible and appropriate. STRA provides short- and medium-term rent assistance, generally intended for durations of one-to-twenty-four months. The STRA program also provides crisis emergency services in the form of emergency motel vouchers for households experiencing homelessness. System wide targets for spending in STRA are: 65% for homelessness prevention, 25% for permanent housing placement with a focus on rapid rehousing, and 10% for crisis emergency services.

1. STRA Program (all funds)

For all STRA program activities, regardless of funding source, Subrecipient will:

- a) Work with contracted partner agencies affiliated with the current STRA program. Contracted partners will commit to developing a pro-active case plan with each participant, provision of eviction prevention and/or ongoing retention support for a minimum of 12 months after onset of subsidy, and tracking of outcome measures for all households assisted with homelessness prevention or permanent housing placement services.
- b) Support efforts to ensure the STRA program is effectively serving the diversity of needs within the homeless and low-income population to minimize barriers due to race, ethnicity, language, mental health status, historic or current addictions, citizenship status, criminal history, rental history, or lack of income.
- c) Develop formal contracts with all STRA partner agencies which outline detailed funding allocations and placement type and service population targets. These targets will reflect the outcomes of the Home Forward-led RFP

and funding allocations for the STRA program. Contracts with contracted partners will include specific goals by agency for the number of households and people served, as well as retention outcomes. Retention outcome goals under these Home Forward subcontracts may differ by STRA agency and/or funding source.

- d) Coordinate with PHB staff to identify and implement any service changes, including any changes with contracted partners, as appropriate.
- e) Deliver the STRA Program to provide crisis emergency services and short-term and medium-term rental and financial assistance to adults, families, and other households who are homeless or at risk of homelessness/housing instability via contracted partners. Unless further restricted by regulatory guidance associated with specific funding sources (e.g. HOME or ESG regulations) or other conditions within this Contract, Subrecipient will administer the STRA Program to ensure that each of the partner agency's projects will deliver the following services in pursuit of the project goal of helping participants achieve an increased level of housing stability:
 - (1) Recruit and assess prospective participants from target populations identified in the proposal. All selected participants will meet adopted general eligibility criteria and additional eligibility criteria by funding source. The general client eligibility criteria are (at intake and initial provision of client assistance):
 - (a) Current residents of Multnomah County. Participants receiving assistance to prevent homelessness must remain housed in a unit within Multnomah County limits. Participants receiving assistance who are homeless must be living within Multnomah County at intake, but may receive assistance throughout the Portland-Metro Region as long as the contracted partner provides supportive home-based services throughout assistance and during retention follow-up period. If a homeless household is placed into housing within Multnomah County then home-based services are recommended but not required.
 - (b) Households must be screened by the non-profit partner provider to document and determine their income eligibility and service needs. Eligible participants are limited to individuals, couples, and families with a gross household income at or below 50% area median income at program intake.
 - (c) Participants who reside in permanent subsidized housing at program intake are limited to no more than 2 months of financial assistance. Subrecipient may review exceptions to this limit on a case-by-case basis and approve such exceptions when subrecipient determines there to be good cause for such an exception. If Subrecipient intends to review exceptions, Subrecipient will develop reasonable policies to define circumstances constituting good cause for exceptions and clear procedures for submission, review, acceptance and denial of requests for exceptions and for clear communication of review decisions.
 - (2) Participant Admission Criteria:
 - (a) Subrecipient and subcontracted providers shall adopt reasonable

- program admission criteria and procedures that assure for the fair and equitable distribution of assistance among potential qualified applicants.
- (b) Where practicable and appropriate, subcontracted providers will utilize a waiting list for assistance on a first-come, first-served basis. Priorities may be granted when appropriate. Priority protocol must be in writing and in coordination and in agreement with the Subrecipient project manager.
 - (c) Subcontracted providers may target marketing and outreach to reach a specific sub-population of eligible clients as outlined with each partner agency, provided that the marketing and outreach activities comply with applicable Fair Housing requirements.
 - (d) Subrecipient and subcontracted providers shall monitor assistance provided under this Contract and shall modify program criteria and guidelines as necessary to ensure that, to the extent practicable, Subrecipient and subcontracted providers shall implement the maximum amount of available funds to assist eligible participants during the contract period.
- (3) Maintain written guidelines for program operation, and provide monitoring of proper use. Guidelines must correspond to regulations and guidance associated with each funding source and must include reasonable eligibility and recipient selection criteria, notice procedures, and good cause standards for termination of assistance.
- (4) Generally limit eligible costs to the following as allowed by each funding source (exceptions may be requested by Subrecipient and approved by City on a case-by-case basis):
- (a) Financial Assistance:
 - (i) application and move-in fees, including utility, security deposits and/or last month's rent required for move-in
 - (ii) current rent payments
 - (iii) past-due rent or other rental housing-related debt, provided that the payment will eliminate a barrier to the participant household accessing or maintaining permanent housing
 - (iv) utility payments, provided they will eliminate a barrier to the household accessing or maintaining permanent housing.
 - (v) motel vouchers for households experiencing homelessness
 - (vi) current or past-due mortgage payments, provided that:
 - (a) STRA program staff assess that the planned mortgage assistance meets a defined financial need of known short-term duration, such that planned assistance will alleviate the need for additional or ongoing mortgage assistance (for example, a household experiences an unexpected loss of income such that they are unable to pay one month's mortgage, but have identified income sources to cover future months' payments), or
 - (b) mortgage payment assistance is made as part of a longer-

term foreclosure prevention plan developed in conjunction with a mortgage, credit, or other financial counselor or planner who has determined that such payment:

- (i) is necessary to prevent the household from becoming homeless
 - (ii) is likely to provide temporary financial stability that will allow the household to:
 - access alternate longer-term mortgage assistance, or
 - prevent foreclosure through negotiation with the lender or restructuring of the debt, or
 - resume full mortgage payments at the end of program assistance
 - (iii) will prevent or end any associated foreclosure proceedings
 - (iv) is not needed due to financial circumstances that were within the household's control (e.g. the household chose to forego payment of mortgage obligations despite the ability to do so with the presumption or expectation that a STRA provider would pay mortgage costs)
- (b) other forms of flexible client assistance may be provided to promote household's housing stability, but such assistance should generally be limited to 10% of each STRA agency's STRA funding unless otherwise requested by STRA agency and approved by Subrecipient
 - (c) STRA agency staffing costs related to direct provision of STRA assistance and as requested by the STRA agency and approved by Subrecipient
 - (d) STRA agency administrative or program expenses limited to the percentage requested by the STRA agency in original request for funding proposal
- f) Reduce unnecessary paperwork and standardized requirements where appropriate to support high system and agency outcomes and promote best practices in service delivery. For example, federal regulations which relate to HOME will not be mandated for non-HOME rental assistance services.
 - g) Provide and track financial assistance related to payment of eligible expenses pursuant to funding source program requirements.
 - h) Track and report client demographic and outcome information pursuant to reporting requirements developed cooperatively between the City, Home Forward and Subrecipients under the STRA Program.

2. STRA (HOME funds only)

For all STRA program activities funded with HOME resources, Subrecipient will:

- a) Carry out activities in accordance with all applicable regulations and guidance, including the HOME Program regulations contained in 24 CFR Part 92, Lead-based paint poisoning prevention regulations contained in Subpart M of 24 CFR Part 35, any subsequent pertinent HUD guidance (including but not

limited to HUD Notice CPD 96-07 and *Building HOME: A HOME Program Primer*), and the 2011 – 2016 Consolidated Plan for the Cities of Portland and Gresham and Multnomah County, Oregon and its associated Annual Action Plans.

- b) Assure through training, technical assistance, and periodic desk- and site-monitoring that all subcontractors carry out activities in accordance with applicable regulations and guidance specified in I.A.2.a. The Subrecipient shall monitor sub-contractors' compliance with rent guidelines, and income verification of tenants, as well as any other periodic monitoring requirement under the HOME regulations. The Subrecipient shall provide copies of training materials and reports of any monitoring findings to the City. Where monitoring findings require refund of payments subsequently determined to be ineligible, Subrecipient shall calculate required refund amounts and shall collect refunds from subcontracted providers within 45 days of finding. Such refunds must then be returned by Subrecipient to the City with clear documentation of affected households, dates and activities for which refunded costs were originally incurred by subcontractor(s), and invoice dates and numbers through which Subrecipient originally invoiced the City for the subsequently refunded costs. Subrecipient shall maintain appropriate documentation of client financial assistance and any related refunds.
- c) Regularly review and monitor a reasonable sampling of subcontractor rent calculation (including utility allowances) payments for compliance with HOME guidance. If errors are found, they shall be treated as findings as described in I.A.2.b.
- d) Provide tenant based rental assistance in the most flexible manner as HOME funding allows, meeting the goals intended by the Rent Assistance Redesign efforts as articulated in Home Forward-led RFP for the STRA program.
- e) Inspect all assisted units to determine that they meet minimum HOME habitability and applicable lead-based paint standards.
- f) Assure that all direct client financial assistance delivered by the Subrecipient or subcontractors meets the following eligibility and structure guidelines:
 - (1) Participant Assistance paid for out of HOME must abide by HOME guidelines.
 - (2) Financial Assistance may be applied to assist participants with rent and refundable security deposits.
 - (a) Participants will pay 30% of their adjusted gross monthly income (including utility allowance) for the monthly rent/housing as outlined in HUD regulations and will be eligible to receive a rental subsidy for up to 24 months. Extensions may be provided from time to time for individual households as allowable and in accordance with HUD regulations. Payments provided to cover housing deposit expenses will be considered a grant and not a loan.
 - (3) Providers must take all steps necessary to ensure that assistance provided is applied to meet the eligible costs for which it is intended. This may include vouchering participant assistance directly to the intended recipient (e.g. a landlord).

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- g) Assure that funds under this Contract are obligated, committed and expended in IDIS according to the timelines described in the HOME regulations.

3. STRA (Emergency Solutions Grant funds only)

Under 24 CFR 576.2, Subrecipient is not an eligible subrecipient of Emergency Solutions Grant (ESG) funds. To that end, the City has engaged Subrecipient through this procured Contract as described at 24 CFR 576.202(b).

Notwithstanding the use of the term “Subrecipient” throughout this Contract, Subrecipient shall carry out ESG-funded activities as a procured subcontractor of the City. For all STRA program activities funded with ESG resources, Subrecipient will:

- a) Carry out activities in accordance with all applicable regulations and guidance, including the ESG Interim Rule published as revision of 24 CFR Part 576 in Volume 76, Number 233 of the Federal Register, any subsequent pertinent HUD guidance, and the 2011 – 2016 Consolidated Plan for the Cities of Portland and Gresham and Multnomah County, Oregon and its associated Annual Action Plans.
- b) Develop written policies for program operation approved by the City. Policies must correspond to regulations and guidance described in I.A.3.a.
- c) Assure through training, technical assistance, and periodic desk- and site-monitoring that all subcontractors carry out activities in accordance with applicable regulations and guidance specified in I.A.3.a. The Subrecipient shall monitor subcontractors’ compliance with rent guidelines, income and housing status verification of tenants, as well as any other periodic monitoring requirement under the ESG regulations. The Subrecipient shall provide copies of training materials and reports of any monitoring findings to the City. Where monitoring findings require refund of payments subsequently determined to be ineligible under program policy and/or regulations and guidance described in I.A.3.a, Subrecipient shall calculate required refund amounts and shall collect refunds from subcontracted providers within 45 days of finding. Such refunds must then be returned by Subrecipient to the City with clear documentation of affected households, dates and activities for which refunded costs were originally incurred by subcontractor(s), and invoice dates and numbers through which Subrecipient originally invoiced the City for the subsequently refunded costs. Subrecipient shall maintain appropriate documentation of client financial assistance and any related refunds.
- d) Limit eligible costs to the following
 - (1) Rapid re-housing assistance as described at 24 CFR 576.104 and further restricted to:
 - (a) Housing relocation and stabilization services “financial assistance costs” as described at 24 CFR 576.105(a)(1-6)
 - (b) Housing stability case management as described at 24 CFR 576.105(b)(2)
 - (c) Short-term and medium-term tenant-based rental assistance as described at 24 CFR 576.106(a-h) and 24 CFR 576.106(j)
 - (2) Administrative activities as described at 24 CFR 576.108(a)(1-3) and

indirect costs as described at 24 CFR 576.109

- e) Provide tenant based rapid re-housing rental assistance and housing relocation and stabilization services in the most flexible manner as ESG funding allows, meeting the goals intended by the Rent Assistance Redesign efforts as articulated in Home Forward-led RFP for the STRA program.
- f) Assure that funds under this Contract are obligated, committed and expended in IDIS according to the timelines described in the ESG regulations.

B. Schools and Housing Stabilization Fund

The Schools and Housing Stabilization Fund will connect families enrolled in selected schools with services provided through Multnomah County's Department of County Human Services (DCHS) SUN Service System and housing stabilization funding provided by the City and administered through the Subrecipient. The Subrecipient will:

- 1. Subcontract with the following SUN Service Providers to deliver program services at the following sites:

School	School District	SUN Service Provider
Lynchview	Centennial School District	Human Solutions
Gilbert Heights	David Douglas School District	Human Solutions
Ron Russell	David Douglas School District	Human Solutions
Shaver	Parkrose School District	Human Solutions
Cesar Chavez	Portland Public Schools	Neighborhood House
Harrison Park	Portland Public Schools	Impact NW
King	Portland Public Schools	Self Enhancement Inc.
Lent	Portland Public Schools	Impact NW
Rigler	Portland Public Schools	Native American Youth & Family Center
Harvey Scott	Portland Public Schools	Native American Youth & Family Center
Alder	Reynolds School District	Human Solutions

- 2. Administer the Schools and Housing Stabilization Fund in accordance with program design by:
 - b) Managing funding subcontracted to school sites and utilization by the SUN Service System providers.
 - (1) Subrecipient will divide funding between sites.
 - (2) Subrecipient will assess funds quarterly and assure timely spend down.
 - (3) Subrecipient will notify subcontractors of under-spending and will work with subcontractors to remedy.
 - c) Providing oversight to ensure program usage throughout the contract period.
 - d) Providing oversight to subcontractors who are directly writing checks to landlords and other vendors.
 - e) Contacting subcontractors when data, spending or other issues of non-compliance arise. Subrecipient will suggest and implement resulting

accountability measures.

- f) Conducting file reviews related to rent assistance program eligibility and documentation.
3. Provide training and technical assistance to subcontractors regarding fund access procedures, including, but not limited to the following:
 - b) Coordination with DCHS staff to deliver ServicePoint data entry training
 - c) Delivery of training on program, housing and service delivery related issues
 - d) Development and distribution of written program policies and procedures
 - (1) Program policies for assistance at Alder school may be different than policies for other Schools and Housing Stabilization Fund sites. Assistance at Alder school may extend beyond 2 years.
 4. Ensure that the program is in compliance with program policies and guidelines. The City and DCHS will lead program design with input from Subrecipient, as follows:
 - b) Subrecipient will make all new program/practice decisions with approval by City and DCHS staff committee as needed during the contract period.
 - c) Subrecipient will provide a quarterly narrative report to City and DCHS regarding any emerging issues and resulting decisions or program changes.
 - d) At end of contract period, a staff committee will evaluate the program and make policy decisions to refine/change.

C. For all initiatives, regardless of funding source, the Subrecipient will:

1. Serve as the lead agency in the project and shall be the fiscal agency, responsible to the City for all billing, reporting and compliance.
2. Execute and assure that all subcontractors execute an “AGENCY PARTICIPATION AGREEMENT for NW Social Service Connections HMIS,” and:
 - a) Confirm that each administrative Subrecipient and subcontractor staff or end user providers, with access to HMIS (ServicePoint), will or have executed an “USER AGREEMENT For NW Social Service Connections HMIS “.
 - b) Assure that all “Policies and Procedures for NW Social Service Connections HMIS” are adhered to by Subrecipient and subcontractors.
 - c) Assure that Subrecipient and subcontractors are utilizing HMIS (ServicePoint) to record client level information as required by current Policies and Procedures, HUD Universal Data Elements, and Program Specific Data Elements.
 - d) Assure that Subrecipient and subcontractors are utilizing HMIS (ServicePoint) for subsequent contract reporting by producing the following reports for quarterly and Year-End reports:
 - (1) HUD APR
 - (2) Shared Housing Assessment Report (SHAR), and
 - (3) PHB-Participant Demographics Report (a Service Point-based version

of Attachment B)

(4) The City may require other reports as necessary.

3. Have the authority to change funding amounts based on performance of sub-contractors as long as the criteria for performance are clearly spelled out and documented in the Subrecipient's subcontract, but will coordinate with PHB staff to identify and implement any and all service changes, including any changes with non-profit service partners, as appropriate.
4. Not use this funding to carry out lobbying activities. The Scope of Work of this Contract expressly prohibits the use of this funding to carry out lobbying activities. Lobbying activity is defined as efforts to influence Congress, any Federal agency, the State Legislature, any State agency, the City Council, any City Bureau, or other public body or agency in connection with the award of a particular contract, grant, cooperative agreement or loan. This prohibition does not extend to activities that provide factual information regarding community conditions, needs or priorities to any of the referenced bodies or agencies.
5. Support efforts to ensure the programs are effectively serving the diversity of needs within the homeless and very low-income population to minimize barriers due to race, ethnicity, language, mental health status, historic or current addictions, citizenship status, criminal history, rental history, or lack of income.

D. Any major proposed changes to the project activities must be approved by written amendment of this Contract as required by HUD or City of Portland regulations or guidelines. Changes may necessitate amendment of the approved Program Description and/or HUD review and approval. The Subrecipient shall be responsible for preparing necessary documentation, justifications or materials to substantiate such changes and for providing it to the City which will file or transmit such documents to HUD as appropriate. If HUD approval is required, changes to this Contract will not take effect until such approval is received.

II. Commitment to Equity Agenda

The PHB is committed to ensuring that the City's resources, practices and partnerships promote equitable access to housing and opportunities for Portlanders, with a particular focus on communities of color. This commitment is articulated through the PHB's Guiding Principles of Equity and Social Justice (Attachment A). Broadly, the City expects its partners, including subrecipients, to work in coordination with the PHB and other City-funded agencies to support progress and achievement of equity goals across all of PHB's program areas.

To assist the City in enacting these principles through this Contract, Subrecipient shall:

- A. Submit quarterly client demographic reports including race and ethnicity of clients served (see Section V: Reporting).
- B. By 9/1/12, review the FY 11-12 Subrecipient service-level demographic and

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outcomes data by race and ethnicity with the City Contract Manager to identify and discuss access gaps.

- C. With the FY 12-13 Q1 report, submit to the City Contract Manager existing or planned program or organizational work that is being undertaken to support greater equity in program access and/or outcomes and/or inclusion of groups and individuals from communities of color.
- D. Develop and report to the City specific, measurable program-level equity access targets for FY 12-13.

III. Performance Measures

- A. Outputs: The successful completion of the project shall be measured against the following quantitative measures of performance. Sub-recipient's reporting on these measures will be contingent on the HMIS system's ability to report data by the criteria identified below:

- 1. Provide Financial Assistance services, including rent assistance, to 620 eligible households:
 - a) 60 households via HOME STRA funds
 - b) 35 households via ESG STRA funds
 - c) 400 households via General STRA funds
 - d) 140 households via Schools and Housing Stabilization Fund
 - 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

B. Outcomes

- 1. For all initiatives
 - a) 635 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.
- 2. For Schools and Housing Stabilization Fund only:
 - a) School-aged children in assisted households at the targeted schools will show increased ability to stay in the same school. School mobility will be measured in one of two ways:
 - (1) 90% of children will remain enrolled in the same school at 3 month follow-up

- (2) 80% of children will remain enrolled in the same school at 6 month follow-up
- (3) 70% of children will remain enrolled in the same school at 12 month follow-up

And/or

- (4) 85% of assisted children will remain in same school throughout the school year
- (5) 70% of assisted children will return to the same school (or appropriate next school for catchment area) in the fall of 2010.

b) School Success Measures:

- (1) 75% of students will increase state benchmark scores in Reading
- (2) 75% will increase state benchmark scores in Math
- (3) Average daily attendance for students served is 90%

- 3. Note that the above outcome goals are not intended to be the specific outcome goals for all STRA providers.
- 4. Subrecipient and contracting agencies will also track and submit data required for reporting for each funding source via HMIS. Reporting on this information will be contingent on the HMIS system's ability to report data by the criteria identified, including, but not limited to:
 - a) housing / homeless status
 - b) exit destination of all households who do not remain housed throughout STRA provision period, and
 - c) increase in income or income supports

IV. Compensation and Method of Payment

- A. It is agreed that total compensation under this Project shall not exceed ONE MILLION, NINE HUNDRED AND SIX THOUSAND, FIVE HUNDRED AND SEVENTY-TWO DOLLARS (\$1,906,572). This includes \$1,000,000 in City General Funds, \$385,600 in HOME funds, and \$520,972 in ESG funds.
- B. The City will pay the Subrecipient for actual or anticipated expenses upon submission of an itemized statement of expenditures in accordance with the approved Project budget and invoice form (Exhibit C-1). Net terms for invoice payment will be immediate payment.
- C. Changes to the approved budget must be approved in writing by both parties, prior to expenditure under new budget categories or amounts.
- D. The Subrecipient will generally be responsible for preparing necessary forms for the IDIS System for project set-up, project drawdown, project completion, and any other transactions in the IDIS System. The City will process these forms. If the City finds that the transaction cannot be processed, the City will return the

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documents to the Subrecipient for correction.

- E. All funds received by the Subrecipient must be disbursed within 15 days of receipt.
- F. No funds under this Contract may be used to purchase non-expendable personal property or equipment. Funds may be used to pay for lease or rental of equipment if approved in advance by the City Project Manager.
- G. Any program income received by the Subrecipient, through fees or other charges for services will be reported on the monthly billing, and the amount of program income received will be deducted from the amount of reimbursement required from the City.
- H. The payments made under this Contract shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment and incidentals necessary to perform the work and services.
- I. Final invoices on this contract must be received by the City Project Manager by **July 9, 2013**, unless otherwise authorized in writing. The final invoice (June) is due prior to the final contract report, which is due July 15, 2013.

V. Reporting

- A. The Subrecipient shall provide quarterly reports and other information as may be required by the City. These reports will be separated by initiative and funding source, though Subrecipient's reporting on these measures will be contingent on the HMIS system's ability to report data in such formats. Reports include:
 - 1. Report Form(s) (to be developed collaboratively between City and Subrecipient)
 - 2. ServicePoint: HUD APR
 - 3. ServicePoint: Shared Housing Assessment Report (SHAR)
 - 4. ServicePoint: PHB-Participant Demographics Report (a Service Point-based version of Attachment B)

All data shall be in the format and meet the timelines determined by the City. Reports or other information may be required as necessary for the City to track compliance with all federal regulations of the HOME Program, to provide required information to the U.S. Department of Housing and Urban Development, and to make such internal reports as may be required by the City.

- B. The Subrecipient and the City will utilize data collected by the HMIS database system to conduct program evaluation activities to monitor the success toward reaching goals outlined by the Rent Assistance Redesign group and initiate program improvements, as available to partner agencies.

SAMPLE CONTRACT – PLEASE DO NOT EXECUTE**C. Required timelines**

1. All STRA activities: Subrecipient will submit program quarterly reports as described in V.A for all STRA activities within 30 days of the reporting period on or before the following dates: October 31, 2012, January 31, 2013, April 30, 2013. Subrecipient will submit a final report summarizing all STRA results and including separate cumulative data for the HOME- and ESG-funded activities, as well as information on agency achievements during the contract year (Includes agency wide demographic and outcome data- served, placed, and retention) on or before **July 15, 2013**.
2. 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.

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EXHIBIT C-1**Home Forward - Short Term Rent Assistance FY 2012-13
REQUEST FOR PAYMENT**

TO: City of Portland/PHB

Attn: Ruth Benson/Ryan Deibert, 421 SW 6th Avenue, Suite 500, Portland, Oregon 97204

Request For Payment #: _____

Contract #: 32000XXX

Billing Period: _____

GF

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$61,145			
Rent Assistance	\$912,650			
Administrative Expenses	\$26,205			
TOTAL	\$1,000,000			

HOME

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$17,564			
Rent Assistance	\$323,600			
Operating Expenses	\$12,214			
Administrative Expenses	\$32,222			
TOTAL	\$385,600			

ESG

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Rent Assistance	\$328,212			
Other Client Assistance	\$65,000			
Operating Expenses	\$127,760			
TOTAL	\$520,972			

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

Total Amount Requested: _____ Total Balance: _____

Home Forward/Prepared By: _____ Phone No.: _____

Home Forward/Approved By: _____ Email: _____

Signature

Date

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

**PART D:
SUPPORTIVE HOUSING SERVICES FOR THE APARTMENTS AT BUD
CLARK COMMONS**

I. Scope of Services

Through a combination of direct staffing and subcontracted services, Subrecipient will provide housing placement, retention and supportive services to highly vulnerable and formerly chronically homeless people residing in the 130 units of the Subrecipient-owned-and-operated Apartments at Bud Clark Commons. Specifically, Subrecipient will:

- A. Dedicate 1.0 FTE Resident and Community Services Coordinator to conduct resident assessments and coordinate and deliver resident services to increase resident housing stability.
- B. Directly deliver and purchase supplies and/or professional services for resident services to increase resident housing stability, including:
 - 1. Ongoing use of Vulnerability Assessment Tool for prospective residents
 - 2. Educational workshops and classes focused on life skills, health, financial literacy, and other topics
 - 3. Building-wide community building, social events, and outings
 - 4. Direct resident assistance for health, hygiene, transportation, cleaning, and payee assistance
 - 5. Resident welcome kits
 - 6. Other resident services and direct resident assistance as proposed by Subrecipient and authorized in writing by the City
- C. Directly subcontract with Cascadia for onsite resident case management services, through a minimum of 2.0 FTE case management staff.
 - 1. Onsite case management services will focus on addressing client barriers to housing stability, including mental health, physical health, substance abuse, ability to navigate social service systems, organization of thought, and more.
 - 2. Whenever possible, Cascadia should seek to cover the cost of these services through fee-for-service billing to residents' public or private insurers. If that occurs, Subrecipient will work closely with the City to assure that Cascadia uses such reimbursement to:
 - a) first reimburse Cascadia's actual service delivery costs associated with, but not fully reimbursed by the Subrecipient subcontract, then
 - b) increase to full time if needed a leveraged 0.6 FTE life skills trainer associated with the Subrecipient subcontract, and then
 - c) use the resources to decrease the cost of subcontracted services to the Subrecipient and City.
- D. Directly subcontract with Outside In for approximately 0.5 FTE in benefits enrollment staffing to assist eligible residents to enroll in SSI, SSDI, or other similar benefits income resources.

- E. Execute and assure that all subcontractors execute an “AGENCY PARTICIPATION AGREEMENT for NW Social Service Connections HMIS,” and:
1. Confirm that each administrative Subrecipient and subcontractor staff or end user with access to HMIS (ServicePoint), will or has executed an “USER AGREEMENT For NW Social Service Connections HMIS ”.
 2. Assure that all “Policies and Procedures for NW Social Service Connections HMIS” are adhered to by Subrecipient and subcontractors.
 3. Assure that Subrecipient and subcontractors are utilizing HMIS (ServicePoint) to record client level information as required by current Policies and Procedures, HUD Universal Data Elements, and Program Specific Data Elements.
 4. Assure that Subrecipient and subcontractors are utilizing HMIS (ServicePoint) for subsequent contract reporting by producing the following reports for quarterly and Year-End reports:
 - a) HUD APR
 - b) Shared Housing Assessment Report (SHAR), and
 - c) PHB-Participant Demographics Report (a Service Point-based version of Attachment B)
 - d) The City may require other reports as necessary.

II. Commitment to Equity Agenda

The PHB is committed to ensuring that the City’s resources, practices and partnerships promote equitable access to housing and opportunities for Portlanders, with a particular focus on communities of color. This commitment is articulated through the PHB’s Guiding Principles of Equity and Social Justice (Attachment A). Broadly, the City expects its partners, including subrecipients, to work in coordination with the PHB and other City-funded agencies to support progress and achievement of equity goals across all of PHB’s program areas.

To assist the City in enacting these principles through this Contract, Subrecipient shall:

- A. Submit quarterly client demographic reports including race and ethnicity of clients served (see Section V: Reporting).
- B. By 9/1/12 review the FY 11-12 Subrecipient service-level demographic and outcomes data by race and ethnicity with the City Contract Manager to identify and discuss access gaps.
- C. With the FY 12-13 Q1 report submit to the City Contract Manager existing or planned program or organizational work that is being undertaken to support greater equity in program access and/or outcomes and/or inclusion of groups and individuals from communities of color.
- D. Develop and report to the City specific, measurable program-level equity access targets for FY 12-13.

III. Performance Measures

- A. Outputs: The successful completion of the project shall be measured against the following quantitative measures of performance:
1. Annually house 150 unduplicated vulnerable and formerly chronically homeless individuals at the Apartments at Bud Clark Commons, with 130 in residence at any given point in time.
 2. Provide direct and subcontracted resident services to all residents (150 unduplicated annually; 130 at any point in time)
 - a) 75% of all Bud Clark Commons apartment residents will participate in on-site activities
- B. Outcomes
1. 150 households will have access to resident services and will show an ability to sustain their housing as follows:
 - a) At six months following move-in, 85% of residents will have successful housing outcomes
 - b) At 12 months following move-in, 80 % of residents will have successful housing outcomes
 - c) Successful housing outcomes include:
 - (1) continued residence at the Apartments at Bud Clark Commons,
 - (2) placement to other permanent housing
 2. 85% of eligible participants (disabled, without stable income at entry) will receive assistance and submit applications or appeals for Social Security within 6 months of entry into program

IV. Compensation and Method of Payment

- A. It is agreed that total compensation under this Project shall not exceed TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000) in City General Funds.
- B. The City will pay the Subrecipient for actual or anticipated expenses upon submission of an itemized statement of expenditures in accordance with the approved Project budget and invoice form (Exhibit D-1).
- C. Changes to the approved budget must be approved in writing by both parties, prior to expenditure under new budget categories or amounts.
- D. All funds received by the Subrecipient must be disbursed within three (3) working days of receipt.
- E. The payments made under this Contract shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment and incidentals necessary to perform the work and services.
- F. Final invoices on this contract must be received by the City Project Manager by July 9, 2013, unless otherwise authorized in writing.

V. Reporting

A. The Subrecipient shall provide quarterly reports and other information as may be required by the City. These reports will include:

1. Report Form(s) (to be developed collaboratively between City and Subrecipient)
2. ServicePoint: HUD APR
3. ServicePoint: Shared Housing Assessment Report (SHAR)
4. ServicePoint: PHB-Participant Demographics Report (a Service Point-based version of Attachment B)

All data shall be in the format and meet the timelines determined by the City. Reports or other information may be required to make such internal reports as may be required by the City.

B. Subrecipient will submit program quarterly reports as described in V.A within 30 days of the reporting period on or before the following dates: October 31, 2012, January 31, 2013, April 30, 2013. Subrecipient will submit a final report summarizing all program activities, as well as information on program achievements during the contract year on or before **July 9, 2013**.

C. Subrecipient shall submit data needed for reporting on the 10-Year Plan to End Homelessness as requested by the City (typically quarterly, but on occasion, monthly).

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EXHIBIT D-1**Home Forward – Supportive Housing Services for the Apartments at Bud Clark Commons
FY 2012-13
REQUEST FOR PAYMENT**

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 #: 32000XXX

General Fund

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$67,000			
Operating Expenses	\$172,000			
Client Services	\$31,000			
Administrative Costs	\$0			
TOTAL	\$270,000			

Please attach detailed information as specified in the contract or requested by contract manager

Total Amount Requested: _____ Total Balance: _____

Home Forward/Prepared By: _____ Phone No.: _____

Home Forward/Approved By: _____ Email: _____

Signature

Date

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

**PART E:
RENT WELL TENANT EDUCATION AND LANDLORD GUARANTEE PROGRAM**

I. Scope of Services

Subrecipient shall provide the following services:

- A. Landlord Guarantee Fund (LGF) administration. Subrecipient shall:
 - 1. Enter into a grant agreement with Oregon Housing and Community Services (OHCS) to administer OHCS funding of the Landlord Guarantee Fund (LGF) and substantially comply with the provisions therein.
 - 2. Administer the LGF (including City and OHCS funds) in accordance with Policies and Procedures developed collaboratively between the Subrecipient and the City. Policies and Procedures shall address and be consistent with OHCS grant agreement conditions, though City landlord guarantee funds under this contract may be used to:
 - a. Expand the numbers of households served through OHCS LGF funding
 - b. Address situations that:
 - i. arise from established eligible guarantees under the program formerly known as Fresh Start
 - ii. meet LGF policy and procedure, but do not comply with OHCS grant agreement conditions
 - iii. meet LGF policy and procedure, but are unable to be paid as a result of the termination of the OHCS grant agreement or a reduction in available funds under the OHCS grant agreement; or
 - iv. are approved by the City on a case-by-case basis.
 - 3. Submit substantial changes to the LGF Policies and Procedures to the City for review and approval prior to enacting such changes.
- B. Rent Well Tenant Education Program Administration:
 - 1. Outcome Tracking and Reporting:
 - a. Work with REAL (Renters Education Alliance – the community-based oversight entity for the tenant education program in the four county Portland Metro region) to produce program outcome statistics to help market the tenant education program to landlords, agencies and funders. Outcomes should include how many people complete training, how often the landlord guarantee pays claims and the housing stability of tenant education program LGF participants.
 - b. Perform follow-ups to LGF landlords at 12 months or within 60 days of claim approval, whichever is sooner.
 - c. Work with identified City landlord outreach contractor(s) to develop “marketing points” to be used in addition to outcomes, and during initial period when outcome data not available, to help recruit landlords who will accept tenant education program graduates.
 - 2. Coordinate with Tenant Education Program Partners:

- a. Coordinate as appropriate to support the work of identified City landlord outreach contractor(s) who will do the majority of outreach to landlords and property managers regarding acceptance of tenant education program graduates.
 - b. Coordinate with REAL to deliver trainer certification for the tenant education program.
 - c. Coordinate as appropriate with 211info to support the work of the Housing Connections outreach staff that will do the majority of outreach to agencies and renters about the tenant education program. 211info staff will present information about the benefits of the tenant education program as they do outreach to agencies about Housing Connections and other programs. They will refer agencies who want to be trained to Home Forward. Home Forward should ensure 211info outreach staff has the appropriate, up-to-date information about the tenant education program to share with agencies. Home Forward's other outreach responsibilities are defined in "Outreach and Support to Agencies" below.
 - d. Coordinate with REAL to provide support to agencies, collect outcome data and administer the program.
3. Facilitate Access for Renters:
 - a. Create access to the tenant education program classes for the general low-income public (individuals who are not clients of an agency that offer the class) by encouraging agencies to create space within existing classes for general public. Also encourage agencies to offer classes in other languages as needed.
 - b. Monitor need to translate the tenant education program curriculum into languages other than English and inform City if there is a need identified.
4. Outreach and Support to Agencies:
 - a. Attend REAL general meetings and Steering Committee meetings, and serve as the lead representative for agencies with certified trainers in Multnomah County on the Steering Committee
 - b. Perform Lead Agency tasks as outlined by PHB in the Rent Well Tenant Education Program Lead Agency Contract.
 - c. Ensure accurate and timely program updates are communicated via the tenant education program or REAL list serve and other appropriate communication mechanisms. Ensure communications go to both agencies that have certified instructors and agencies without certified instructors who would provide housing placement assistance to low-income households. Updates would include information about upcoming trainings, REAL meetings, guarantee access, etc.
 - d. Encourage instructors to share ideas on best practices and information on classes.
 - e. As needed, supplement 211info's outreach work to recruit more agencies to teach the tenant education program to ensure renter access.

- f. Respond to specific requests for information about the tenant education program from agencies.
- 5. Curriculum Management and Quality Control:
 - a. Subrecipient will collect feedback from Certified Instructors and participants in Multnomah County about the Rent Well Tenant Education Curriculum and provide that feedback to REAL and the City to consider for curriculum revisions.
 - b. Subrecipient will assist, as time allows, the City with revisions to the Rent Well Tenant Education Curriculum to meet current participant needs, reflect changes in related laws and improve delivery of the Curriculum.
 - c. Subrecipient will work with REAL to coordinate and deliver, with the assistance of REAL, trainings to certify instructors to deliver the Rent Well Tenant Education Curriculum.
 - d. For quality control purposes, Subrecipient will monitor the delivery of randomly selected tenant education program trainings or trainings where there is concern regarding quality.
- C. Any changes to this scope of services shall be requested in writing by Home Forward and approved in writing by the Project Manager.

II. Commitment to Equity Agenda

The PHB is committed to ensuring that the City's resources, practices and partnerships promote equitable access to housing and opportunities for Portlanders, with a particular focus on communities of color. This commitment is articulated through the PHB's Guiding Principles of Equity and Social Justice (Attachment A). Broadly, the City expects its partners, including subrecipients, to work in coordination with the PHB and other City-funded agencies to support progress and achievement of equity goals across all of PHB's program areas.

To assist the City in enacting these principles through this Contract, Subrecipient shall:

- A. Submit quarterly client demographic reports including race and ethnicity of clients served (see Attachment B).
- B. By 9/1/12 review the FY 11-12 Subrecipient service-level demographic and outcomes data by race and ethnicity with the City Contract Manager to identify and discuss access gaps.
- C. With the FY 12-13 Q1 report submit to the City Contract Manager existing or planned program or organizational work that is being undertaken to support greater equity in program access and/or outcomes and/or inclusion of groups and individuals from communities of color.
- D. Develop and report to the City specific, measurable program-level equity access targets for FY 12-13.

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III. Performance Measures

For the following program components, the Subrecipient shall:

- A. Landlord Guarantee Fund Administration:
 - 1. Send confirmation of guarantee reservation to landlord within 5 business days of receiving all required forms and documentation.
 - 2. Review claims and approve or deny the request within 10 business days of receiving all required forms and documentation.
 - 3. Make payment to landlord on approved claims within 10 business days of approval.
 - 4. Keep the guarantee database up-to-date at all times with information about confirmed reservations, reservation expiration dates, claims and payouts.
- B. Tenant Education Program Administration:
 - 1. Develop outcome measures with assistance of REAL.
 - 2. Collect data for outcome measures from agencies.
 - 3. Attend 90% of REAL General meetings and Steering Committee meetings.
 - 4. Provide program statistics to community agencies and certified instructors at least one per year.

IV. Compensation and Method of Payment

- A. It is agreed that total compensation under this program shall not exceed ONE HUNDRED THIRTEEN THOUSAND, TWO-HUNDRED AND SEVENTY-THREE DOLLARS (\$113,273). This total compensation includes \$73,273 in City General Funds and a maximum guarantee fund of \$40,000 in City Housing Investment Funds against which Subrecipient may place reservations for landlord guarantees.
- B. The City will pay the Subrecipient for actual or anticipated expenses upon submission of an itemized statement of expenditures in accordance with the approved Project budget and invoice form (Exhibit E-1).
- C. Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to perform the work and services.

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- D. Subrecipient shall retain all time cards, receipts, invoices, bids, and estimates associated with the costs of this program and make them available to the City Project Manager, or other designated person, upon request.
- E. All funds received by the Subrecipient must be disbursed with three (3) working days of receipt.
- F. The City shall take full responsibility for all eligible outstanding landlord guarantees made against City funds in accordance with Part E of the Contract through the expiration date of the guarantees.
- G. Any changes to the approved budget must be approved in writing by the City Project Manager before any expenditure of funds in new amounts or line items.

V. Reporting

- A. The Subrecipient shall prepare and submit to the City a quarterly report regarding the status of the LGF, due on or before October 31, 2012, January 31, 2013, and April 30, 2013. Subrecipient will submit a final report regarding the status of the LGF summarizing all program activities, as well as information on program achievements during the contract year on or before **July 9, 2013**. Quarterly and final reports shall be in the format required by the OHCS grant agreement unless otherwise directed by the City.
- B. A semi-annual report in a format to be developed collaboratively between City and Subrecipient, due January 31, 2013, and July 9, 2013, including the following information:
 - 1. Summary demographics for tenant education program participants.
 - 2. Summary of 12 month follow-up data collected from LGF landlords.
 - 3. A narrative that discusses accomplishments and challenges faced in administering all of the programs in this contract
- C. From time to time, the City may ask Subrecipient to gather and submit accomplished outcomes for a specified performance measure. The City will not make any demands for information or set reporting deadlines which are unreasonable or unattainable in a normal working environment.

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185574

EXHIBIT E-1**Home Forward – Rent Well Tenant Education and Landlord Guarantee Program****FY 2012-13****REQUEST FOR PAYMENT**

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

Request For Payment #: _____

Contract #: 32000XXX _____

Billing Period: _____

General Fund

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$45,846			
Administrative Costs	\$27,427			
TOTAL	\$73,273			

Housing Investment Fund

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Client Services	\$40,000			
TOTAL	\$40,000			

Please attach detailed information as specified in the contract or requested by contract manager

Total Amount Requested: _____ Total Balance: _____

Home Forward/Prepared By: _____ Phone No.: _____

Home Forward/Approved By: _____ Email: _____
Signature Date

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

ATTACHMENT A

PHB Guiding Principles of Equity and Social Justice

Equity means: All residents from Portland's diverse and multicultural communities have access to the opportunities and resources they need to attain their full potential.

PHB will work towards eliminating housing barriers of all kinds, and we recognize Oregon's history of housing discrimination and social injustice and must address current-day disparities in access to the resources, programs and opportunities experienced by communities of color. In Portland, people of color experience racism and encounter barriers to stable housing and housing resources at much higher rates than their White counterparts. This leads to more people of color experiencing disparate living conditions and having less access to public goods, services and resources.

PHB will ensure equity by applying these **Guiding Principles of Equity and Social Justice** when developing policies and organizational priorities, and when making operational and financial investment decisions.

PHB will:

- Seek knowledge and learn from the guidance of others in pursuit of our equity goals
- Strengthen and develop community relationships and engagement for shared success
- Honor and encourage relationships of trust and respect among partners who serve communities of color, service providers, housing developers and contractors
- Develop and communicate equity commitments
- Make policy and operational decisions using an equity lens
- Leverage the work and programs of other organizations effectively addressing issues of equity
- Continually incorporate equity achievements and learning into decision making and implementation of social justice policies
- Provide leadership and support to stakeholders related to equity
- Define, measure, and report equity results

ATTACHMENT B

Participant Demographics Report

Complete a copy of this report for each of the different programs/projects funded under this contract.

Choose one of the following categories: individuals or households, and enter all info based on that category. The #'s below are based on:

☐ Individuals OR ☐ Heads of Households (*the Head of Household is the person in the household with the largest income*).

Please make sure that totals of each category below match.

Total Number of Individuals or Households: _____

1. Gender

Gender	Total This Quarter	Total Year-To-Date
Male		
Female		
Total		

2. Race or Origin

Purpose and Instructions: This section reports data on the race or origin of your clients. To ensure that accuracy exists, and to ensure that no one needs to enter the identity of "other" we ask that you define identity as specifically as you can. We do not include a "multiracial" category and instead ask that individuals of more than one race be included in each of the races specified. This will cause the race in combination categories to sum to more than the population count.

2a. Race and Origin (PHB)

Race (Required)	Total This Quarter	Total Year-To-Date
African refugee		
Asian		
Black/African American		
Latino/Hispanic		
Middle Eastern		
Native American/Alaskan Native		
Native Hawaiian		
Pacific Islander		
Slavic		
White		
Declined to answer		
Total		

2b. Race and Origin (HUD)

Purpose and Instructions: This section reports data on the race and ethnicity of your clients to the Department of Housing and Urban Development (HUD). The HUD database requires that clients be singly identified in the categories below.

Race (Required)	Non-Hispanic This Quarter	Non-Hispanic Year-To-Date	Hispanic This Quarter	Hispanic Year-To-Date	Total This Quarter	Total Year-To-Date
White						
Black/African American						
Asian						
American Indian/Alaskan Native						
Native Hawaiian/Other Pacific Islander						
American Indian/Alaskan Native & White						
Asian & White						
Black/African American & White						
American Indian/Alaskan Native, White & African American/Black						
Other						
Total*						

*Total should add up to the total people or households served

3. Income

Income (Required)	Total This Quarter	Total Year-To-Date
Over 80% of MFI		
(Moderate Income) 51-80% of MFI		
(Low) 31%-50% of MFI		
(Extremely Low) 0%-30% of MFI		
<i>Total Low/Moderate Income</i>		
Total*		

*Total should add up to the total people served

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4. Residence

Residence	Total This Quarter	Total Year-To-Date
NE Portland		
SE Portland		
NW Portland		
SW Portland		
N Portland		
Other		
Total		

5. Other

Other	Total This Quarter	Total Year-To-Date
Female Head of Household (Required)		
Elderly Head of Household (Over 65)		
Disabled/Special Needs		