**AMENDMENT NO. 1**

**Appendix C2 – Sample Amendment**

Subrecipient Contract No. 32000613

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

**Part A: Contract Agreement**

1. **Compensation** is amended to read: City shall pay Subrecipient monthly for provision of services, upon receipt of invoice(s) documenting expenditures. Total compensation under this Contract shall not exceed ONE MILLION, EIGHT HUNDRED NINETY-SIX THOUSAND, NINE HUNDRED AND SEVENTY-ONE DOLLARS ($1,896,971). This includes $1,420,000 in City General Funds, $40,000 in City Housing Investment Funds, and $436,971 in U.S. Department of Housing and Urban Development HOME funds.

**Table A: Contracted Services Programs** is amended to read:

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Title** | **Budgeted Amount** | **Fund Source** | **Part** |
| Short-Term Rent Assistance (STRA): General | $202,750 | City General Fund | C |
| STRA: Schools and Housing Stabilization Fund | $500,000 | City General Fund | C |
| STRA: Culturally-Specific | $250,000 | City General Fund | C |
| STRA: HOME Tenant-Based Rental Assistance | $436,971 | HOME | C |
| Supportive Housing Services for the Apartments at Bud Clark Commons | $339,250 | City General Fund | D |
| Rent Well Tenant Education and Landlord Guarantee Program | $82,000 | City General Fund | E |
| Rent Well Tenant Education and Landlord Guarantee Program | $40,000 | City Housing Investment Fund | E |
| Key Not a Card Program | $46,000 | City General Fund | F |
| **TOTAL** | **$1,896,971** |  |  |

**Part C: Short-term Rent Assistance Program**

1. **Scope of Services** is amended to read:

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

|  |  |  |
| --- | --- | --- |
| **Initiative** | **Budgeted Amount** | **Fund Source** |
| Short-Term Rent Assistance (STRA): General | $202,750 | City General Fund |
| STRA: HOME Tenant-Based Rental Assistance | $436,971 | HOME |
| STRA: Culturally-Specific | $250,000 | City General Fund |
| 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.

**III.A Compensation and Method of Payment** is amended to read:

1. It is agreed that total compensation under this Project shall not exceed ONE MILLION, THREE HUNDRED EIGHTY-NINE THOUSAND, SEVEN HUNDRED AND TWENTY-ONE DOLLARS ($1,389,721). This includes $952,750 in City General Funds and $436,971 in HOME funds.

**Exhibit C-2** is amended as attached.

All other terms and conditions of Contract No. 32000613 between the City of Portland and Home Forward shall remain the same.

**HOME FORWARD** **CITY OF PORTLAND**

Steve Rudman Date Traci Manning, Director Date

Executive Director Portland Housing Bureau

**APPROVED AS TO FORM:**

Linda Meng Date

City Attorney

LaVonne Griffin-Valade Date

City Auditor

**EXHIBIT C-2 (Amendment 1)**

**Home Forward - Short Term Rent Assistance FY 2011-12**

**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 #: 32000613

Billing Period:

**GF**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Category | **Contracted Budget** | **Amount of This Bill** | **Amount Billed to Date** | **Balance** |
| Personnel | $55,885 |  |  |  |
| Rent Assistance | $760,549 |  |  |  |
| Other Client Services | $109,123 |  |  |  |
| Operating Expenses | $2,750 |  |  |  |
| Administrative Expenses | $24,443 |  |  |  |
| **TOTAL** | **$952,750** |  |  |  |

**HOME (Portland)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Category | **Contracted Budget** | **Amount of This Bill** | **Amount Billed to Date** | **Balance** |
| Personnel | $43,892 |  |  |  |
| Rent Assistance | $365,571 |  |  |  |
| Operating Expenses | $4,600 |  |  |  |
| Administrative Expenses | $13,508 |  |  |  |
| **TOTAL** | **$427,571** |  |  |  |

**HOME (Gresham)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Category | **Contracted Budget** | **Amount of This Bill** | **Amount Billed to Date** | **Balance** |
| Administrative Expenses | $9,400 |  |  |  |
| **TOTAL** | **$9,400** |  |  |  |

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.