

**AMENDMENT NO. 1**  
Subrecipient Contract No. 32001124

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

**Amend Items 1, 3, 4, 5 and 6**

The contract is amended to increase contract total by \$492,273. Items 1, 2, 4, 5 and 6 are amended as follows:

1. Effective Date and Duration

This contract shall become effective on July 1, 2014, and shall terminate on June 30, 2016. All Scope of Services except for those within the Home Start for Vulnerable Adults program (Exhibit E) will be completed by June 30, 2015. The Scope of Services for the Home Start for Vulnerable Adults program (Exhibit E) will be completed by June 30, 2016.

3. Scope of Services

The statement of work is contained in Section I and Exhibit D.

4. Compensation

The amount of compensation shall not exceed \$1,777,273 in City general funds. The compensation requirements are contained in Section V.

5. Reporting

The Reporting requirements are contained in Section IV. Year-end invoices and reports for all expenses incurred through June 30, 2015, are due **July 7, 2015**. For Exhibit D only, a final invoice for expenses incurred through June 30, 2016, is due on **July 7, 2016**.

6. List of Exhibits

The following Exhibits are attached hereto and incorporated by reference into this contract:

<u>Document</u>	<u>Description</u>	<u>No. of Pages</u>
Exhibit A	Request for Payment	1
Exhibit B	Omnibus Dashboard Report	2
Exhibit C	Participant Demographics Report	3
Exhibit D	Home Start for Vulnerable Adults Program	6

**Add TABLE A: Contracted Service Programs**

The contract is amended to add the following Table A: Contracted Service Programs after Item 6. List of Exhibits.

All other terms and conditions of Contract No. 32001124 between the City of Portland and JOIN shall remain the same.

**JOIN**

DRAFT – DO NOT SIGN

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**CITY OF PORTLAND**

DRAFT – DO NOT SIGN

\_\_\_\_\_  
Traci Manning, Director  
Portland Housing Bureau

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

DRAFT – DO NOT SIGN

\_\_\_\_\_  
Tracy Reeve  
City Attorney

\_\_\_\_\_  
Date



**TABLE A: CONTRACTED SERVICE PROGRAMS**

<b>Program Title</b>	<b>Budgeted Amount</b>	<b>Fund Source</b>	<b>Part</b>
Street Outreach, Housing and Retention	\$1,492,273	General Fund	Section I
Home Start for Vulnerable Adults	\$285,000	General Fund	Exhibit E
<b>Contract Total</b>	<b>\$1,777,273</b>		

**Amend Exhibit A**

Exhibit A is deleted in its entirety and replaced with the attached.

**Add Exhibit E: Home Start for Vulnerable Adults**

**Exhibit E and associated parts** are amended and attached, to reflect addition of \$285,000 in General Funds and contractual requirements.

**Exhibit A (Amendment 1)  
JOIN – FY 2014-15  
REQUEST FOR PAYMENT**

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

Request for Payment #: \_\_\_\_\_

Contract #: 32001124

Billing Period: \_\_\_\_\_

**GF**

Budget Category	Contracted Budget	Amended Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$ 634,921	\$743,321			
Operating Expenses	\$119,264	\$119,264			
Client Services	\$386,230	\$485,103			
Administrative Costs	\$144,585	\$144,585			
<b>TOTAL</b>	<b>\$1,285,000</b>	<b>\$1,492,273</b>			

**GF – Home Start for Vulnerable Adults**

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$9,000			
Client Assistance	\$195,000			
<b>TOTAL</b>	<b>\$285,000</b>			

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

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

JOIN/Prepared By: \_\_\_\_\_

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

Signature Date

JOIN/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.

**EXHIBIT E:**  
**HOME START FOR VULNERABLE ADULTS**

**I. Scope of Services**

The name of the funded program is “Home Start for Vulnerable Adults”, inspired by the vision that “No one should be homeless – everyone needs a safe, stable place to call home.” (*A Home for Everyone: A United Community Plan to End Homelessness for Portland/ Multnomah County*).

The Subrecipient serves as the lead entity in the collaborative program with Cascadia Behavioral Healthcare.

The collaborative will provide housing placement, housing retention and supportive services to adults who have no immediate housing options and are very low income. The majority of individuals served will highly vulnerable, including those who are: struggling with a range of disabilities, victims of sexual assault and/or domestic violence, possess severe mental illnesses and/or in frequent contact with the Portland Police Bureau and other public safety entities. Emphasis will be placed on outreaching to and serving people of color through strengthened partnerships with culturally-specific programs and service agencies.

The Subrecipient will provide the following:

- A. Flexible rent assistance, including short-term (generally 1-2 months) and medium-term (generally 3-12 months) rent assistance and flexible client assistance to support successful transition into permanent housing. Rent assistance terms and amounts will vary by household, and shall be based on household need as assessed by Subrecipient. If Subrecipient assesses need for longer-term rent assistance, they will attempt to link individuals to subsidies that can extend beyond the scope of this funding period.
- B. Specialized housing case management, placement, eviction prevention and outreach activities to support housing placement and retention for vulnerable individuals.
- C. Leveraged services including but not limited to:
  - 1. Housing advocacy support
  - 2. Long-term disability benefits and employment assistance
  - 3. Culturally-specific services
  - 4. Medical care
  - 5. Services and supports for individuals fleeing from domestic violence
  - 6. Linkage to mental health, addictions, employment, legal and other support services
- D. Continue and strengthen referrals and linkages to other community agencies and services to identify individuals in need and support housing placement and retention. This includes, but is not limited to: public safety (Portland Police Bureau and other

public safety entities), culturally-specific services and agencies, businesses, faith groups and nonprofit housing and homeless service providers.

- E. Execute an "AGENCY PARTICIPATION AGREEMENT for NW Social Service Connections HMIS" and,
1. Confirm that each administrative staff or end user with access to HMIS (ServicePoint) will execute 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.
  3. Utilize HMIS (ServicePoint) to record client level information as required by current Policies and Procedures, HUD Universal Data Elements, and Program Specific Data Elements.
  4. Utilize HMIS (ServicePoint) for subsequent contract reporting. The following reports will be used for quarterly and Year-End reports: 1) HUD APR, 2) Shared Housing Assessment Report (SHAR), and 3) PHB- Participant Demographics Report. Other reports may be requested as necessary.

## **I.      II.      Commitment to Equity Agenda**

PHB is incorporating equity goals into all Subrecipient contracts in alignment with The Portland Plan which establishes that in order to ensure everyone has access to the opportunities necessary to satisfy their essential needs, the City will enforce Title VI, track the information needed to understand disparities, evaluate equity impacts, improve evaluation methods and mitigate for disparities.

<http://www.portlandonline.com/portlandplan/index.cfm?c=58776&a=420370>

Our equity goals are also in alignment with the Strategic Plan of the Portland Housing Bureau which directs PHB to work to ensure equitable access to housing by setting, clear, measurable equity goals for all PHB programs, incorporating equity goals into all funding applications and contracts, monitoring and reporting on whether we reach our goals, and using proven strategies to increase the use of city-supported housing services by communities of color.

<http://www.portlandoregon.gov/phb/article/427251>

PHB will utilize indicators posted on PHB's website, linked below, to evaluate progress towards our goal of reducing and removing disparities in access and outcomes for communities of color.

<http://www.portlandoregon.gov/phb/60596>

### **Access**

PHB works to ensure equity for communities of color in city-supported housing programs. To evaluate progress PHB will utilize indicators based on the disparity

between the rates of poverty for whites and respective communities of color, as measured by ACS data for each community.

In FY 2014-15, PHB desires to reduce disparities in communities' rates of poverty by working with all contractors to increase Access to services by communities of color which experience disproportionate poverty rates. Contractors will be accountable for their efforts to reduce disparities by seeking to provide services to communities of color that contribute to achievement of the overall PHB goals. As described above, PHB will report on and publish our collective progress made in serving communities of color, by program, at least annually.

### **Outcomes**

PHB desires to reduce and remove the documented disparities experienced by communities of color in service and housing outcomes by working with partners to measure outcomes and implement strategies for service delivery that contribute to the achievement of program specific and bureau wide goals for communities of color.

In FY 2014-15 all Subrecipient contractors will report outcome measures by race/ethnicity.

In FY 2014-15 all Subrecipient contractors will evaluate outcomes by race/ethnicity and if evaluation shows statistically significant disparities in the achievement of outcomes based on race, contractor will work with PHB to determine why such disparate impacts are occurring, and to recommend and implement a remedy to eliminate them.

### **Equity Assessments**

In FY 2014-15 all Subrecipient contractors will submit an organizational equity assessment by March 31, 2015 using a standardized equity assessment tool. Some exceptions will be made on a case by case basis for organizations that have already completed an organization equity assessment within the last two years using widely accepted tools.

### **Equity Plans**

In FY 2014-15 all Subrecipient contractors will submit an organizational equity plan by June 30, 2015 using a standardized equity plan template. Some exceptions will be made on a case by case basis for organizations that have already completed an organization and program equity plan within the last two years using widely accepted tools.

## **III. Performance Measures**

A. Subrecipient will track and report on achievement of the following minimum accomplishments (outcomes) by program and in the aggregate during the period of this Contract:

1. At least 38 individuals will be placed in permanent housing. It is anticipated that:



- a. 38 will have disabilities and be identified in collaboration with public safety partners
  - a. Subrecipient will work with law enforcement partners to track adverse law enforcement encounters with assisted individuals prior to and following housing placement
- 2. 70% will remain housed 12 months after assistance ends.

#### IV. Reporting Requirements

- A. Subrecipient will submit the following program reports:
  - 1. Quarterly and Year-End Report Form (Exhibit E-1)
  - 2. ServicePoint: HUD APR Report
  - 3. ServicePoint: Shared Housing Assessment Report (SHAR)
  - 4. ServicePoint: PHB - Participant Demographics Report

Other reports may be requested as necessary by the City Contract Manager. Subrecipient will submit six quarterly reports (due **April 30, 2015, July 31, 2015, October 31, 2015, January 30, 2016, and April 30, 2016**) and a final report (due **July 31, 2016**).

- B. Financial reports may be submitted monthly or quarterly (within 30 days of the end of the reporting period). Subrecipient will use the attached invoice form (Exhibit A). An invoice for expenses incurred through June 30, 2015 is due on **July 7, 2015**. The final invoice is due by **July 7, 2016**.
- C. Late program and financial reports submitted to the City may result in delayed payment to the Subrecipient for services rendered.
- D. Any partner/subcontracted agencies will enter data on housing placements and retention on all clients served through the program into Service Point, as required.

#### V. Compensation, Method of Payment and Audit Requirement

- A. The City will reimburse the Subrecipient for actual expenses in accordance with the Budget (Exhibit A). Funds will be disbursed to the Subrecipient for:
  - 1. Actual expenditures, upon submission of copies of receipts or other acceptable documentation.
- B. The Subrecipient will maintain documentation of all expenses and make such records available for inspection by the City upon request.
- C. All funds received by the Subrecipient, whether for actual or anticipated expenditures, must be disbursed within three (3) working days of receipt.
- D. Any changes to the budget must be approved in writing by the City Contract Manager before any expenditure of funds in new line items or amounts.

- E. 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 Contract Manager.
- F. 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.
- G. 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.
- H. Total compensation under this program shall not exceed TWO-HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000).
- I. Program invoices (Exhibit A) will be submitted on a monthly or quarterly basis. A final invoice for the program is due **July 7, 2016**.

**EXHIBIT E-1**  
**Quarterly and Year-End Report**

<b>Subrecipient Name:</b>	JOIN
<b>Contract Number:</b>	32000967
<b>Program Title:</b>	Home Start for Vulnerable Adults
<b>Reporting Period:</b> (check one)	<input type="checkbox"/> 1 <sup>st</sup> Quarter: January 1 to March 30, 2015 <input type="checkbox"/> 2 <sup>nd</sup> Quarter: April 1 to June 30, 2015 <input type="checkbox"/> 3 <sup>rd</sup> Quarter: July 1 to September 30, 2015 <input type="checkbox"/> 4 <sup>th</sup> Quarter: October 1 to December 31, 2015 <input type="checkbox"/> 5 <sup>th</sup> Quarter: January 1 to March 30, 2016 <input type="checkbox"/> Year-End: April 1 to June 30, 2016

**I. Progress towards outputs/outcomes**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	Total (Year to Date)	Annual Goal
<b>OUTCOMES</b>					
# total permanently housed					38
# with disabilities from public safety referrals					38
% housed – 12 months <i>after</i> assistance ends				X	70%

II. Describe the highlights or successes of the program over the reporting period. *(Please limit your response to 1 page)*

III. Describe the challenges or problems encountered by your program over the reporting period. How will your agency address the challenges/problems? *(Please limit your response to 1 page)*

Reports are due 30 days after the end of the month. Return to Dawn Martin via email:  
[Dawn.Martin@portlandoregon.gov](mailto:Dawn.Martin@portlandoregon.gov).