

AMENDMENT NO. 3
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 Item 4

The contract is amended to increase contract total by \$65,450 in additional funding to create a landlord response program. Item 4 is amended as follows:

4. Compensation

The amount of compensation shall not exceed \$1,846,191 in City general funds. The compensation requirements are contained in Section V.

Amend TABLE A: Contracted Service Programs

Table A: Contracted Service Programs is amended as follows.

TABLE A: CONTRACTED SERVICE PROGRAMS

Program Title	Budgeted Amount	Fund Source	Part
Street Outreach, Housing and Retention	\$1,495,741	General Fund	Section I
Landlord Response Program	\$65,450	General Fund	Section I
Home Start for Vulnerable Adults	\$285,000	General Fund	Exhibit E
Contract Total	\$1,846,191		

Add Section I.L

Section I. Scope of Services is amended to add Section I.L as follows:

- L. Establish and operate a landlord response program (LRP) to create new housing opportunities with landlords and property managers for veterans transitioning out of homelessness. Subrecipient will:
 - 1) Dedicate 3.0 FTE (1.0 FTE LRP lead and 2.0 FTE LRP specialists) to:
 - a) In coordination with A Home for Everyone, engage in assertive recruitment to identify landlords to prioritize rental units for veterans transitioning out of homelessness;
 - b) develop and maintain relationships with participating landlords, referring housing placement and retention agencies, and assisted veterans to provide advocacy for housing retention, enforcement of landlord/tenant law and tenant relocation ;

- c) staff a 24/7 live crisis line for landlords, sufficient to provide direct communication with landlords, situational triage/assessment, and timely communication and coordination of eviction prevention and crisis intervention services among assisted tenants, the tenants' primary case manager(s) at partnering housing placement and retention agencies, and landlords, up to and including immediate dispatch of LRP staff to provide non-violent crisis intervention, if mutually determined to be necessary by landlord and LRP specialist; and
 - d) provide training and technical assistance to other veterans' housing placement agencies regarding best practices in housing retention.
- 2) Establish and administer a flexible landlord guarantee fund, initially capitalized with a minimum of \$50,000, to provide market-based incentives including, but not limited to, reimbursement for unexpected costs in LRP units such as repair for tenant-caused damages, unit turnover and eviction expenses. Subrecipient will prepare, and City must approve policies and procedures regarding documentation of initial guarantees to landlords and landlord incursion of expenses against the guarantees, timely reimbursement payments to landlords, and maximum ratio of guarantee liability to funded reserve.
 - 3) Design, produce and distribute marketing materials to support landlord recruitment within the program.
 - 4) Subrecipient is not responsible for primary retention services for veterans placed through the program.

Amend Section V. Compensation, Method of Payment and Audit Requirement

Section V, item G is amended as follows:

- G. Total compensation under this Contract shall not exceed ONE MILLION, EIGHT HUNDRED FORTY-SIX THOUSAND, ONE HUNDRED NINETY-ONE DOLLARS (\$1,846,191).

Amend Exhibit A

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

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

JOIN

CITY OF PORTLAND

Shannon Singleton Date
Executive Director

Javier Mena, Assistant Director Date
Portland Housing Bureau

APPROVED AS TO FORM:

Tracy Reeve Date
City Attorney

EXHIBIT A

**Amended Exhibit A
JOIN – FY 2014-15
REQUEST FOR PAYMENT**

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

Request for Payment #: _____
Billing Period: _____

Contract #: 32001124

GF

Budget Category	Contracted Budget	Amended Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$ 634,921	\$745,876			
Operating Expenses	\$119,264	\$120,177			
Client Services	\$386,230	\$485,103			
Administrative Costs	\$144,585	\$144,585			
TOTAL	\$1,285,000	\$1,495,741			

GF – Home Start for Vulnerable Adults

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$90,000			
Client Assistance	\$195,000			
TOTAL	\$285,000			

GF – Landlord Response Program

Budget Category	Contracted Budget	Amount of This Bill	Amount Billed to Date	Balance
Personnel	\$6,000			
Operating Expenses	\$3,500			
Client Assistance	\$50,000			
Administrative Costs	\$5,950			
TOTAL	\$65,450			

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.