

AMENDMENT NO. 1
Subrecipient Contract No. 32001217

The above referenced Subrecipient Contract between the City of Portland (City), acting by and through its Portland Housing Bureau (PHB), and Portland Community Reinvestment Initiatives, Inc. (PCRI) (Subrecipient), is hereby amended to add \$100,000 in General Funds as follows:

Amend Item 4:

4. Compensation

The amount of compensation shall not exceed \$381,600 (\$248,000 in CDBG of which \$48,000 is to be used in the Cully Neighborhood), \$33,600 in Interstate Tax Increment Funding – TIF, and \$100,000 in General Funds. The compensation requirements are contained in Section V. The **final invoice is due Thursday, July 7, 2016.**

Scope of Work

Section I. Scope of Work, Part D, Home Repair to include additional item number 12:

12. An administrative fee up to 5% of Home Repair costs per household may be billed for each home assisted with General Funds. The total cost per home assisted cannot exceed \$10,000.

Performance Measures

Section III. Performance Measures, Part B, Home Retention and Home Repair to include letter f. in Outputs as follows:

- f. Provide Home Repair services for a minimum of 10 units in the N/NE Study Area outside of the URA

Compensation and Method of Payment

Total compensation under this Contract shall not exceed THREE HUNDRED EIGHTY ONE THOUSAND SIX HUNDRED DOLLARS (\$381,600).

Exhibits

Exhibit A and B are deleted in their entirety, and replaced with Amended Exhibits A and B attached.

All other terms and conditions of Contract No. 32001217 between the City of Portland and Portland Community Reinvestment Initiatives, Inc. shall remain the same.

CITY OF PORTLAND

DO NOT EXECUTE

Date _____

Date _____

APPROVED AS TO FORM:

Date _____

EXHIBIT A

AMENDED EXHIBIT A
Home Repair
Table 1: 2015-16 Budget

Category	CDBG	TIF Interstate	GF	Total PHB Request	Total Program Budget
Personnel (Direct Program)					
Salaries	\$15,000			\$15,000	\$15,000
Benefits & Payroll Taxes					
Total Personnel	\$15,000			\$15,000	\$15,000
Operating Expenses					
Client Assistance	\$93,000	\$33,600	\$95,000	\$173,600	\$173,600
Total Operating Expenses	\$93,000	\$33,600	\$95,000	\$221,600	\$221,600
Administrative Expenses					
Salaries (Direct)	\$7,986		\$5,000	\$12,986	\$7,986
Benefits & Payroll Taxes (Direct)	2,850			2,850	2,850
Admin Costs (Indirect)	4,164			4,164	4,164
Total Administrative Expenses	\$15,000		\$5,000	\$20,000	\$20,000
TOTAL BUDGET	\$123,000	\$33,600	\$5,000	\$256,600	\$256,600

Table 2: Position Title & Description

Position Title	PHB Requested FTE	PHB Requested Dollar Amount
Home Retention Specialist: This person coordinates home repairs.	0.4	\$15,000
TOTAL PHB-FUNDED STAFF BUDGET	0.4	\$15,000

Table 3: Other Funding Sources

Fund Source	Status of Funding (Received, Committed, or Pending)	Amount
N/A		

AMENDED EXHIBIT B
Home Repair
Invoice

To: City of Portland/PHB
Attn: Dana Ingram
421 SW 6th Avenue, Suite 500, Portland, Oregon 97204

Request for Payment #: _____ Contract #: 32001217
Billing Period: _____ Contract Period: 07/01/15 – 06/30/16

CDBG

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Personnel	\$15,000			
Operating	93,000			
Admin (Direct)	10,836			
Admin (Indirect)	4,164			
Sub Total	\$123,000			

TIF - Interstate

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Operating	\$33,600			
Sub Total	\$33,600			

GF

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Operating	95,000			
Admin	5,000			
Sub Total	\$100,000			
TOTAL	\$256,600		BALANCE	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Preparer's Name & Title: _____ Date: _____

Signature

Email: _____ Phone: _____

Authorizing Signature: _____ Date: _____

NOTE: This form must be recreated on the agency's letterhead that includes contact information or the invoice will not be valid.

EXHIBIT B

AMENDMENT NO. 1
Subrecipient Contract No. 32001222

The above referenced Subrecipient Contract between the City of Portland (City), acting by and through its Portland Housing Bureau (PHB), and REACH Community Development Corporation (Subrecipient), is hereby amended to add \$110,000 in General Funds as follows:

Amend Item 4:

4. Compensation

The amount of compensation shall not exceed \$520,000 in the City FY 2015-16 budget (\$170,000 in CDBG, \$75,000 in Tax Increment Funding (TIF) – Interstate URA, and \$165,000 in TIF – Lents URA and \$110,000 in General Funds. The compensation requirements are contained in Section V. The **final invoice is due Thursday, July 7, 2016.**

Scope of Work

Section I. Scope of Work, to include additional item O:

- O. An administrative fee up to 5% of Home Repair costs per household may be billed for each home assisted with General Funds. The total cost per home assisted cannot exceed \$10,000.

Performance Measures

Section III. Performance Measures, Part A, Output to include additional item number 4:

4. 11 homes in the N/NE Study Area outside of the URA

Compensation and Method of Payment

Part G, to read:

Total compensation under this contract shall not exceed FIVE HUNDRED TWENTY THOUSAND DOLLARS (\$520,000).

Exhibits

Exhibit A and B are deleted in their entirety, and replaced with Amended Exhibits A and B attached.

All other terms and conditions of Contract No. 32001217 between the City of Portland and Portland Community Reinvestment Initiatives, Inc. shall remain the same.

EXHIBIT B

**REACH COMMUNITY
DEVELOPMENT CORPORATION**

DO NOT EXECUTE

Dan Valliere	Date
Chief Executive Officer	

CITY OF PORTLAND

DO NOT EXECUTE

Kurt Creager, Director	Date
Portland Housing Bureau	

APPROVED AS TO FORM:

Tracy Reeve	Date
City Attorney	

EXHIBIT B

AMENDED EXHIBIT A
REACH: 2015-16 Community Builders Program
Table 1: Program Budget

Category	TIF		CDBG	GF	Total PHB Budget	Total Program Budget
	Interstate	Lents				
Personnel						
Salaries	\$31,000	\$83,973	\$81,960		\$196,933	\$1989,759
Benefits & Payroll Taxes	10,850	29,391	28,686		68,927	69,909
Total Personnel	\$41,850	\$113,364	\$110,646		\$265,860	\$268,668
Operating Expenses						
Program Supplies & Materials	\$4,102	\$6,756	\$7,502		\$18,360	\$33,360
Subcontracts	11,623	\$9,000	\$15,000	104,500	\$140,123	\$160,123
Hauling & Dumping	300	300	300		900	1,400
Vehicle Fuel & Maintenance	200	250	250		700	1,700
Mileage & Parking	500	1,000	1,000		2,500	3,000
Outreach & Marketing	800	800	800		2,400	3,400
Translation & Interpretation Services	300	500	500		1,300	1,800
Office Supplies (Program)	200	300	300		800	1,075
Computer Technology	500	500	500		1,500	1,700
Utilities (billed directly)	1,125	2,530	2,600		6,255	8,255
Total Operating Expenses	\$19,650	\$21,936	\$28,752	104,500	\$174,838	\$215,813
Administrative Expenses (Specify direct or indirect)						
Salaries (Direct)	\$2,052	\$4,499	\$4,853	5,500	\$16,904	\$40,988
Benefits & Payroll Taxes (Direct)	668	1,471	1,577		3,716	16,684
Travel & Training (Direct)	750	450	2,721		3,921	8,421
Audit Services (Direct)	300	125	300		725	2,000
Insurance (Direct)	300	120	430		850	2,400
Indirect Rate Billing (\$) *	9,430	23,035	20,721		52,723	57,186
Total Administrative Expenses	\$13,500	\$29,700	\$30,602	5,500	\$79,302	\$127,679
TOTAL BUDGET	\$75,000	\$165,000	\$170,000	\$110,000	\$520,000	\$612,160

*Utilities, cleaning, desk phones, cell phones, internet

EXHIBIT B

AMENDED EXHIBIT B
Home Repair
Invoice

To: City of Portland/PHB
 Attn: Dana Ingram
 421 SW 6th Avenue, Suite 500, Portland, Oregon 97204

Request for Payment #: _____

Contract #: 32001222

Billing Period: _____

Contract Period: 07/01/15 – 06/30/16**TIF - Interstate**

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Personnel	\$41,850			
Operating	19,650			
Admin	13,500			
Sub Total	\$75,000			

TIF - Lents

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Personnel	\$113,364			
Operating	21,936			
Admin	29,700			
Sub Total	\$165,000			

CDBG

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Personnel	\$110,646			
Operating	28,752			
Admin (Direct)	9,881			
Admin (Indirect)	20,721			
Sub Total	\$170,000			

GF

CATEGORY	BUDGET	AMOUNT THIS INVOICE	BILLED YTD	BALANCE
Operating	104,500			
Admin	5,500			
Sub Total	\$110,000			
TOTAL	\$520,000		BALANCE	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any

EXHIBIT B

material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Preparer's Name & Title: _____ Date: _____

Signature

Email: _____ Phone: _____

Authorizing Signature: _____ Date: _____

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