

EXHIBIT A

AMENDMENT NO. 4
Subrecipient Contract No. 32001169

The above referenced Subrecipient Contract between the City of Portland (City) acting by and through its Portland Housing Bureau (PHB), and Transition Projects, Inc. (TPI) (Subrecipient) is hereby amended as follows:

Part A: Contract Agreement

The contract is amended to increase contract total by \$450,000 for a six-month temporary emergency shelter for men experiencing homelessness. Part A: CONTRACT AGREEMENT, item 2 and 5 is amended as follows:

2. **COMPENSATION:** City shall pay Subrecipient monthly for provision of services, upon receipt of invoice documenting expenditures. Total compensation under this Contract shall not exceed FIVE MILLION THREE HUNDRED SEVENTY NINE THOUSAND AND SEVEN HUNDRED AND TWENTY DOLLARS (\$5,379,720).

TABLE A: CONTRACTED SERVICE PROGRAMS

Program Title	Budgeted Amount	Fund Source	Part
Bud Clark Commons – Day Center	\$1,092,000	General Fund	D
Bud Clark Commons – Rent Assistance	\$613,000	General Fund	D
Bud Clark Commons – Rent and Common Area Maintenance (CAM)	\$173,243	General Fund	D
Clark Center	\$92,000	ESG	E
Total: \$421,463	\$329,463	General Fund	
Doreen's Place	\$63,591	ESG	F
Total: \$541,591	\$478,000	General Fund	
Emergency Services	\$746,644	General Fund	G
Jean's Place	\$302,200	General Fund	H
OTIS	\$116,310	McKinney	I
Housing for Veterans	\$318,550	General Fund	J
Jerome Sears Emergency Shelter	\$604,719	General Fund	K
Peace Temporary Emergency Shelter	\$450,000	General Fund	L
Contract Total	\$5,379,720		

3. **TERM:** The terms of this Amendment shall be effective as of January 7, 2015 and shall remain in effect during any period the Subrecipient has control over City and Federal Funds, including program income. The Contract shall terminate as of June 30, 2016.

**PART L:
PEACE TEMPORARY EMERGENCY SHELTER**

I. AUTHORITY

Funding for emergency programs for men experiencing homelessness meets the goals of the City of Portland.

II. SCOPE OF SERVICES

The Subrecipient will operate a six-month emergency low-barrier shelter for men experiencing homelessness, at Washington Center located at 433 SW Fourth Ave. from January 18, 2016 through June 30, 2016. Priority will be given to men over the age of 55, Veterans and individuals with disabilities.

Provide shelter for up to 80-125 men each night. The Subrecipient will operate the program as a low-barrier and high-tolerance shelter with basic services.

The Subrecipient will provide the following services:

- A. Staffing and management oversight to nightly set up, operate and tear down procedures for the shelter. The site will open at 7:00 PM and close at 7:00 AM, seven days per week. The shelter may open earlier or close later, if the Subrecipient chooses. Any changes to capacity shall be subject to Subrecipient staff availability and authorization from a Fire Inspector or other representative of Portland Fire and Rescue authorized to temporarily amend occupancy limits set forth in the Stipulated Agreement authorizing operation of the facility.
- B. Receive referrals from shared lists and community programs serving men in need of shelter in Multnomah County, with priority for men age 55 and over, Veterans and those living with a disability. Outreach and referral linkages will include using the Veterans name registry and partnerships with agencies serving homeless men age 55 or over, Veterans and those with disabilities. Subrecipient will work with PHB contract manager to determine extent of coordinated access screenings possible at the site.
- C. Develop and utilize nightly flexible check-in procedures and on-site monitoring to maximize guest safety and access to the shelter and minimize queuing outside of the site prior to its opening. This may include, but not be limited to, on-site and/or off-site check-in procedures, phone check-in, and/or expedited check-in protocols for returning guests.
- D. Develop, implement and enforce daily closing procedures that include:
 - 1. On-site monitoring to ensure guests exit the building and disperse quickly to ensure their safety and to discourage loitering outside of the shelter site.
 - 2. Basic clean-up of interior of the shelter site as agreed to by Subrecipient and building management.
 - 3. Visual assessment of building exterior to determine need for cleaning interventions and completion of cleaning interventions.

- E. Exclusions from the shelter will be limited to serious behavioral incidents that threaten the health and well-being of other guests or shelter staff. Exclusions will follow applicable policy developed by Subrecipient. A grievance policy will be available to all guests.
- F. 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 a "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.

III. PERFORMANCE MEASURES

- A. Subrecipient will track and report on achievement of the following accomplishments (outputs) during the period of this agreement:
 - 1. Up to 13,500 bed nights of low-barrier emergency shelter will be provided by June 30, 2016.
 - 2. Up to 500 unduplicated persons will access shelter

IV. REPORTING REQUIREMENTS

- A. Subrecipient will submit the following program reports:
 - 1. Year-End Report Form (Exhibit L-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 quarterly program reports due **April 30, 2016** and a Year-End report (due **July 20, 2016**).

- B. Late program reports submitted to the City may result in delayed payment to the Subrecipient for services rendered.
- C. Any partner/subcontracted agencies will enter data on housing placements and retention on all clients served through the program into ServicePoint, 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.
- B. The Subrecipient will maintain documentation of all expenses and make such records available for inspection by the City upon request.
- C. Payments for the final month in any given quarter will be held unless and until the quarterly reports have been accepted for the prior quarter.
- 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 FOUR HUNDRED FIFTY THOUSAND DOLLARS (\$450,000).
- I. Program invoices (Exhibit L-2) will be submitted on a monthly or quarterly basis. A final invoice for the program is due **July 7, 2016**.

EXHIBIT L-1
Quarterly and Year-End Report

Subrecipient Name:	Transition Projects
Contract Number:	32001169
Program Title:	Peace Temporary Emergency Shelter
Reporting Period: (check one)	<input type="checkbox"/> 1 st Quarter: January 18 to March 31, 2016 <input type="checkbox"/> 2 nd Quarter: April 1 to June 30, 2016 <input type="checkbox"/> Year-End: January 18 to June 30, 2016

Progress towards outputs/outcomes

	1 st Quarter	2 nd Quarter	Total (Year to Date)	Annual Goal
OUTCOMES				
# bed nights				13,500
#unduplicated individuals access shelter				500

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.

EXHIBIT L-2
Transition Projects: Peace Temporary Emergency Shelter
REQUEST FOR PAYMENT

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

Request for Payment #: _____ Contract #: 32001169
 Billing Period: _____

General Funds

Budget Category	Contracted Budget	Amount This Bill	Amount Billed to Date	Balance
Personnel*	\$268,059			
Operating Expenses	\$143,652			
Administration	\$38,289			
TOTAL	\$450,000			

* Line item breakout of staff positions funded is attached as Exhibit L-3.

Total Amount Requested: _____ Total Balance \$ _____

Prepared by: _____ Phone No.: _____

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 L-3

Program Title: Peace Temporary Emergency Shelter

City-Funded Personnel

Position	FTE	Amount	Description
Program Supervisor	1.0	\$31,044	Oversees program operation and reporting, supervises staff.
IS Specialist	0.1	\$5,029	Assists with ServicePoint
Resource Coordinator	0.2	\$3,262	Coordinates supplies and resources for the shelter.
Lead Residential Host	1.0	\$21,246	Supports guests; ensures safe operation of the site.
Residential Assistants	11.5	\$207,478	Supports guests; ensures safe operation of the site.
TOTAL STAFF BUDGET	13.8 FTE	\$268,059	