

**To:** Department of Housing and Urban Development, Portland Field Office  
**From:** Portland Housing Bureau and the Joint Office of Homeless Services  
**Re:** Transfer of HMIS Grant OR0025L0E012215

The Portland Housing Bureau (PHB) and the Multnomah County Joint Office of Homeless Services (JOHS) are submitting this joint letter to request the HMIS Grant OR0025L0E012215 be transferred from the Portland Housing Bureau to the Joint Office of Homeless Services effective 09/18/2023.

Effective 09/18/2023, the Joint Office of Homeless Services will be utilizing the County's new implementation of HMIS software and will be the HMIS Lead Agency for OR-501 Continuum of Care accepting all roles and responsibilities, including the management of the HMIS Grant OR0025L0E012215 (4/1/23-3/31/24). Both parties are thus requesting an amendment to the current HMIS Grant OR0025L0E012215, that will transfer remaining funds and all responsibilities related to the HMIS Grant from the City of Portland, Portland Housing Bureau to the County of Multnomah, Joint Office of Homeless Services. Multnomah County will provide the required match and continue to administer the project as it was originally awarded. Multnomah County will apply for the HMIS grant funds going forward in the annual Continuum of Care collaborative application as the primary grantee.

The name and contact information of persons to be contacted regarding the HMIS Grant Application will change from Wendy Smith ([wendy.smith@portlandoregon.gov](mailto:wendy.smith@portlandoregon.gov)) to Angela Mullins ([angela.mullins@multco.us](mailto:angela.mullins@multco.us)).

If you have questions or concerns regarding the amendment request, please contact Alyssa Plessner, JOHS Continuum of Care Lead ([alyssa.plessner@multco.us](mailto:alyssa.plessner@multco.us)) or Wendy Smith, PHB ([wendy.smith@portlandoregon.gov](mailto:wendy.smith@portlandoregon.gov)).

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Molly Rogers, Interim Director, Portland Housing Bureau

Date

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Daniel Field, Director, Joint Office of Homeless Services

Date