

PORTLAND DEVELOPMENT COMMISSION

Portland, Oregon

RESOLUTION NO. 7029

**AUTHORIZING A CONTRACT AMENDMENT WITH THE CITY OF
PORTLAND FOR THE PURPOSE OF OPERATING AND ADMINISTERING
THE ECONOMIC OPPORTUNITY INITIATIVE PROGRAM DURING FISCAL
YEAR 2013-14**

WHEREAS, Portland Development Commission (“PDC”) is charged by the City of Portland (“City”) Charter with implementing the vision and goals of the City as adopted by City Council relating to economic development;

WHEREAS, in carrying out this charge, the City Charter directs PDC to advance social equity and involve the City’s constituencies to create, maintain, and promote a diverse, sustainable community in which economic prosperity and employment opportunities are made available to all residents;

WHEREAS, beginning in fiscal year (“FY”) 2009-10, PDC has received annual federal Community Development Block Grant (“CDBG”) funding from the City to operate the Economic Opportunity Initiative (“EOI”) program;

WHEREAS, the EOI program is an economic development program operated by PDC that is designed to assist low-income, multi-barriered individuals to increase their incomes by providing workforce development and microenterprise development services combined with wrap-around supports;

WHEREAS, the EOI program supports achievement of the PDC 2010-14 Revised Strategic Plan and the Neighborhood Economic Development Strategy adopted by City Council in May 2011;

WHEREAS, beginning in FY 2009-10, PDC has received annual federal CDBG funding from the City to operate the EOI program;

WHEREAS, on June 12, 2013, the PDC Board of Commissioners, through resolution no. 7006, authorized the Executive Director to enter into the Subrecipient Contract with the City, acting by and through the Portland Housing Bureau (“PHB”), providing up to \$2,400,000 in CDBG funding to PDC; and

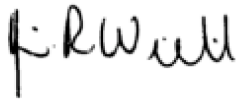
WHEREAS, PDC desires to receive additional CDBG funding from the City to assist in implementing the EOI program during the 2013-14 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to enter into the Subrecipient Contract Amendment with the City, acting by and through PHB, substantially in the form attached hereto as Exhibit A, providing approximately \$2,690,000 in CDGB funding to PDC for the purpose of implementing and managing the EOI program;

BE IT FURTHER RESOLVED, that the Executive Director may approve changes to the Subrecipient Contract Amendment prior to and subsequent to execution, so long as such changes do not materially increase PDC's risks or obligations, as determined by the Executive Director in consultation with the General Counsel; and

BE IT FURTHER RESOLVED, that this resolution shall become effective 30 days after its adoption.

Adopted by Portland Development Commission on November 13, 2013



Gina Wiedrick, Recording Secretary

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YEAR 2013-14**

Exhibit A includes this cover page and contains 6 pages:

- Draft Amendment No. 1 Subrecipient Contract No. 30003462
 - Exhibit A: Budget FY 2013-14 (Revised 11/13/13)
 - Exhibit F: Sample Invoice Form (Revised 11/13/13)

DRAFT
AMENDMENT NO. 1
Subrecipient Contract No. 30003462

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

Funding

Increase funding by a total of \$447,300 in Community Development Block Grant (CDBG) Funds for the Economic Opportunity Initiative. Part A: CONTRACT AGREEMENT, item 2 and Table A are 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 TWO MILLION SIX HUNDRED AND EIGHTY EIGHT THOUSAND, EIGHT HUNDRED AND NINETY DOLLARS (\$2,688,690).

TABLE A: CONTRACTED SERVICE PROGRAMS

Program Title	Budgeted Amount	Fund Source	Part
Economic Opportunity Initiative:		CDBG	C
PDC Indirect Costs	\$108,325		
PDC Administrative Costs: Personnel	\$91,675		
Microenterprise Development	\$620,794		
Adult Workforce Development	\$988,100		
Youth Workforce Development	\$879,996		
TOTAL	\$2,688,890		

Exhibits

The following Exhibits will be updated:

- Exhibit A: Budget FY2013-14 (Revised 11/13/13)
- Exhibit F: Sample Invoice Form (Revised 11/13/13)

EXHIBIT A

**BUDGET FY 2013-14
(REVISED 11/13/13)**

	<i>Budgeted Amount</i>
Economic Opportunity Initiative Program	
PDC Indirect Costs	\$108,325
PDC Administrative Costs: Personnel	\$91,675
Microenterprise Development	\$620,794
Adult Workforce Development	\$988,100
Youth Workforce Development	\$879,996
Total	\$2,688,890

EXHIBIT F
SAMPLE INVOICE FORM
(REVISED 11/13/13)

Date: _____
 To: City of Portland/PHB
 Attn: Jennifer Chang
 421 SW 6th Avenue, Suite 500
 Portland, OR 97204

PDC Invoice No: _____
 Remit to: Portland Development Commission
 222 NW 5th Ave
 Portland OR 97209

Contract #: 30003462

Billing Period: _____

Community Development Block Grant

Budget Category	Contracted Budget	Amount this Bill	Amount Billed to Date	Balance
PDC: Indirect Costs	\$108,325.00			
PDC: Administrative Costs (Personnel)	\$91,675.00			
Microenterprise: Program Delivery	\$620,794.00			
Hacienda	\$72,081.50			
IRCO	\$80,502.00			
MESO	\$163,100.00			
NAYA	\$83,556.00			
Neighborhood House	\$78,783.50			
PSU	\$142,771.00			
Adult Workforce: Program Delivery	\$988,100.00			
Oregon Tradeswomen (CH)	\$106,467.00			
IRCO – VCM	\$70,978.00			
SE Works-PREP	\$170,610.00			
CCC	\$312,994.00			
IRCO - ISVT	\$52,026.00			
SE Works-PICP	\$61,460.00			
Human Solutions (SEI) (WSI)	\$113,565.00			
Human Solutions (SEI) (PDC)	\$100,000.00			
Youth Workforce: Program Delivery	\$879,996.00			
NAYA	\$100,000.00			
Open Meadow	\$186,639.00			
IRCO	\$116,579.00			
New Avenues	\$140,000.00			
POIC	\$187,139.00			
Youth Build	\$149,639.00			

Total CDBG	\$2,688,890.00			
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Prepared by: _____
Print Name and Sign *Date*

Phone Number: 503.823.3233 Email: whaleym@pdc.us

Approved by: _____
Print Name and Sign *Date*

NOTE: Please reproduce this form on agency letterhead or submit cover letter to this invoice that includes total requested and authorizing signature.

RESOLUTION NO. 7029

RESOLUTION TITLE:

AUTHORIZING A CONTRACT AMENDMENT WITH THE CITY OF PORTLAND FOR THE PURPOSE OF OPERATING AND ADMINISTERING THE ECONOMIC OPPORTUNITY INITIATIVE PROGRAM DURING FISCAL YEAR 2013-14


Adopted by the Portland Development Commission on November 13, 2013

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Scott Andrews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Aneshka Dickson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner John Mohlis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Steven Straus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Charles Wilhoite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Regular Agenda				

CERTIFICATION

The undersigned hereby certifies that:

The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Portland Development Commission and as duly recorded in the official minutes of the meeting.

	<p>Date:</p> <p>November 18, 2013</p>
<p>Gina Wiedrick, Recording Secretary</p>	