

**SECOND AMENDMENT TO SUBRECIPIENT AGREEMENT BETWEEN CITY OF
MERIDIAN AND NEIGHBORHOOD HOUSING SERVICES, INC., DBA
NEIGHBORWORKS BOISE FOR CARES ACT COMMUNITY DEVELOPMENT BLOCK
GRANT FUNDS**

This Second Amendment to Subrecipient Agreement between City of Meridian and Neighborhood Housing Services, Inc., DBA NeighborWorks Boise for CARES Act Community Development Block Grant Funds ("Second Amendment") is entered into this ____ day of _____, 2021 by and between the City of Meridian, a municipal corporation organized under the laws of the state of Idaho ("City") and Neighborhood Housing Services, Inc., DBA NeighborWorks Boise ("Subrecipient").

WHEREAS, on July 7, 2020, City and Subrecipient entered into Program Year 2019 Subrecipient Agreement ("PY19 SRA"), a cooperative agreement for the investment of Community Development Block Grant ("CDBG") funds; and

WHEREAS, Subrecipient requires additional time to complete the activities in the PY19 SRA, and changed circumstances require changes in activities and level of service for which the CDBG funds are provided;

NOW, THEREFORE, in consideration of the mutual covenants of the parties, the Parties agree as follows:

I. PROVISION MODIFIED – STATEMENT OF WORK. Section I.A. of the PY19 SRA shall be amended as follows:

- A. Activities.** Subrecipient shall use City's CDBG-CV funds in an amount not to exceed ~~one hundred sixty three thousand three hundred thirty three dollars (\$163,333)~~ two hundred thirteen thousand three hundred thirty three dollars (\$213,333). Subrecipient will be responsible for administering a mortgage assistance program, in a manner satisfactory to the City and consistent with any standards required as a condition of providing the funds. This project is eligible under 05Q (Subsistence Payments). CDBG Funds will be used to reimburse for mortgage payments and staff time to administer the program. The primary administrative office is located at 3380 W. Americana Blvd., Suite 120, Boise. See Attachment 1 for a map of the service location.

II. PROVISION MODIFIED – LEVEL OF SERVICE. Section I.C. of the PY19 SRA shall be amended as follows:

- C. Level of Service.** Subrecipient's activities under this Agreement shall provide at least ~~66~~76 total Units of Service over the term of this Agreement. For the purposes of this Agreement, "Units of Service" shall be defined as "low- to moderate-income individuals." Subrecipient shall verify that the household income of clientele served by City's CDBG funds, as defined in 24 CFR § 5.609, does not exceed the maximum limits as determined by the U.S. Department of Housing and Urban Development. The current income guidelines are located in the Subrecipient Toolbox at <https://meridiancity.org/cdbg/>.

III. PROVISION MODIFIED – TIME OF PERFORMANCE. Section I.G of the PY19 SRA shall be amended as follows:

- G. Time of performance.** Services of Subrecipient shall start on or after April 1, 2020 and end on September 30, ~~2021~~2022. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

IV. PROVISION MODIFIED – REIMBURSEMENT REQUESTS. Section II.K.3 shall be amended as follows:

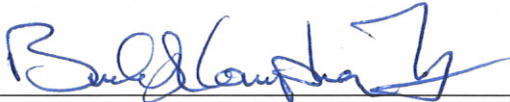
- 3. Reimbursement requests.** It is expressly agreed and understood that the total amount to be paid by City under this Agreement shall not to exceed ~~one hundred sixty three thousand three hundred thirty three dollars (\$163,333)~~two hundred thirteen thousand three hundred thirty three dollars (\$213,333). City will not accept or process reimbursement requests prior to City's reception of Congressional Release of Funds; the Community Development Program Coordinator shall notify Subrecipient of such release and the opportunity to submit reimbursement requests. Reimbursement requests for the payment of eligible expenses shall be made against the activity specified, in accordance with performance, and as expenses are incurred by Subrecipient. Reimbursement requests shall only be accepted via the City's online portal and must be completed in full to be processed. Instructions to submit reimbursement requests are located in the Subrecipient Toolbox at <https://meridiancity.org/cdbg/>. All reimbursement requests are to be submitted as needed in coordination with the Community Development Program Coordinator. Reimbursement requests shall include the following: transaction detail completed for the relevant draw request period and proof of payment by Subrecipient (such as copy of check and bank transaction information showing payment of check, copy of receipt of payment by contractor or subcontractor, and/or other relevant documentation of payment). Reimbursement requests must be submitted within fifteen (15) calendar days from the close of each month of the program year except for the final reimbursement request. Subrecipient's final reimbursement request under this Agreement must be submitted by Subrecipient no later than ~~April 30, 2021~~ September 30, 2022 and must include a Closeout Certification form which can be found in the Subrecipient Toolbox at <https://meridiancity.org/cdbg/>. Subrecipient shall forfeit reimbursement for any costs not requested within the timeframes set forth in this provision, unless otherwise authorized, in writing, by City.

V. ALL OTHER PROVISIONS IN EFFECT. All provisions of the PY19 SRA shall remain in full force and effect except as expressly modified by this First Amendment or other duly executed addenda. No other understanding, whether oral or written, shall be deemed to enlarge, limit or otherwise affect the operation of the PY19 SRA or this Second Amendment thereto.

IN WITNESS WHEREOF, the parties shall cause this Second Amendment to be executed by their duly authorized officers to be effective as of the day and year first above written.

SUBRECIPIENT:

NeighborWorks Boise


By: Bud Compher Jr., Chief Executive Officer 9/7/21
Date

CITY:

City of Meridian

Attest:

By: Robert E. Simison, Mayor

Chris Johnson, City Clerk