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2. The Contractor shall prepare revised project application pages as follows:

a. BUDGET CHANGES

(1) Budget Worksheet

The budget worksheet must include the following columns for each funding source to be modified:

current  
+ or -  
revised

If the contract includes a funding source which is not to be modified, a column must be included for this current breakdown.

If the contract includes more than one funding source, the budget worksheet must also include columns for the following:

current total  
total + or - (omit if only 1 funding  
revised total source changes)

The budget worksheet must include the name of the contract agency and the contract number in the upper left hand corner.

The budget worksheet must include the date of the revision in the lower right hand corner (this date should correspond with the date of the letter requesting the modification).

(SEE SAMPLE)

(2) Budget Justification Sheets

A full set of original budget justification sheets must be submitted, showing the total justification as revised. It is not necessary to show + or - on the justification sheets.

The budget justification forms should be consistent with the budget worksheet columns for the revised funding for each source and for the revised total.

Even if a budget justification sheet does not change, a new original must be prepared (e.g. pink sheet, typed original) to meet the contract requirements of the City Auditor's office.

Each budget justification sheet must be completed in full:

DATE - date of revision request (put this new date even if no changes were made on a particular page.

PROJECT NUMBER - contract number assigned by the City.

PROJECT TITLE - name of agency and service (if there are multiple contracts with the Human Resources Bureau e.g. PACT Senior Service Center).

(3) Miscellaneous Comments on Budget Changes

All changes shown on the budget worksheet or the budget justification pages should be addressed in the letter requesting the modification.

A modification is not required for any line item changes in materials and services in which that line will not be over-expended by 5% of the line item or \$1,000, whichever is less. Formal modification is not required for lines which will be underexpended.

e.g., if line 420 in the contract is \$1,000 and if there is an expected overspending of \$48, a contract modification is not required because \$48 is less than 5% of \$1,000.

If this \$48 will come from line 310 office supplies, no change is required because you will simply underspend line 310 by \$48.

Any changes in staff positions (increase in salary, change in % of time or number of months on project) requires a modification. A modification is not necessary if an individual is being paid at a lower rate of pay for a given position.

If an authorized position is to be filled by a different person, please notify the City accountant to assist in speedy processing of your invoices. A contract modification is not required.

b. SERVICE CHANGES

- (1) OBJECTIVES - (Project Narratives, Section 3)  
A revised objective section should be submitted showing the revised number or type of services to be provided or the revised period in which services will be provided.

(The need for these changes and the impact should be discussed in the letter requesting the modification).

- (2) ACTIVITIES - (Project Narrative, Section 4)

Revised activities pages must be submitted only if changes are made. These activity pages will be used as a basis for monitoring the provision of services, so they should reflect current practices and procedures.

c. OTHER PROGRAM OR MANAGEMENT CHANGES

Other program or management changes will be handled on a case by case basis. Consult the City Staff responsible for contract development for specific requirements.

3. Contractor shall submit letter and revised pages as described above to Human Resources Bureau Unit Director.
4. Social Service Unit staff shall review the request for completeness and impact and shall make a determination about which modification procedure shall be utilized.
  - a. If Unit Staff supports the requested change and if an Ordinance is required, City Staff shall prepare the contract amendment prepare the ordinance and complete the regular Human Resources Bureau ordinance review process. If authorized by City Council, the Contractor shall sign 3 official copies and return to the City for City signatures and processing. A signed copy will be returned to the Contractor.
  - b. If unit staff supports the request and if a change order is to be used, City staff shall prepare the change order.
 

The contract change order along with the letter of request and modified pages shall be submitted for review and approval to our Accountant, Manager of Social Services, Human Resources Bureau Executive Director and the Commissioner-in-Charge.

If approved, the original change order shall be filed in the City Auditor's Office. Copies shall be provided to the Contractor, the Fiscal Unit and the responsible Program Unit.

The Contract change order becomes effective when all City signatures have been obtained.
  - c. If Unit Staff does not support the request, the Contractor shall be notified. The request may be denied or additional information or documentation may be requested.

SCHEDULE OF MODIFICATIONS

Contract modifications will be accepted within 30 days of receipt of completed quarterly progress reports or at other times as directed or approved by the responsible Program Unit.

Contract Agency \_\_\_\_\_

Social Services Division

Accounting Unit

Address \_\_\_\_\_

522 SW Fifth Ave., 8th Fl. Yeon Bldg.

Portland, Oregon 97204

City \_\_\_\_\_ State \_\_\_\_\_

Phone: 248-4752

Contract # \_\_\_\_\_ Contract Period: From \_\_\_\_\_ To \_\_\_\_\_

Funding Source \_\_\_\_\_ Service Category \_\_\_\_\_

Advance Received \_\_\_\_\_ Reimbursement Request for \_\_\_\_\_ month & year

CODE	OBJECT TITLE	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET	BALANCE
110	Full-Time Employees				
120	Part-Time Employees				
170	Benefits				
100	Total Personnel Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair and Maintenance				
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				
330	Repair and Maint. Supplies				
340	Minor Equipment and Tools				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
490	Miscellaneous				
520	Printing Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
590	Other Services-Internal				
	Others, Specify Below				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600					
	TOTAL				

ATTACH TO THIS INVOICE:  
 1. Supporting documentation for all costs or expenditures grouped by expenditure object category. (Attach adding machine tape to each group of supporting documents.)  
 INVOICE & SUPPORTING DOCUMENTS ARE TO BE SUBMITTED TO THE CITY NO LATER THAN THE FIFTEENTH WORKING DAY FOLLOWING MONTH END.

I certify that the information pertaining to this request is true and complete to the best of my knowledge

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

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CITY OF PORTLAND/HUMAN RESOURCES BUREAU  
SOCIAL SERVICES DIVISION  
CONTRACT REIMBURSEMENT PROCEDURES

1. Reports are due monthly on the fifteenth (15th) working day following the end of the month. Reimbursement request shall be mailed directly to the Accounting Unit:

Human Resources Bureau  
 Social Services Division  
 Accounting Unit  
 522 S.W. Fifth Ave., 8th Floor  
 Yeon Building  
 Portland, Oregon 97204

2. Reports not received by the deadline shall not be processed until the next month. This will result in a delay in payment.
3. City forms must be used. If additional forms are needed, please contact the Accounting Unit (248-4752).
4. Materials to be submitted each month are as follows:
- a) A separate Reimbursement Request Form for each funding source and each service category requiring City reimbursement as included in the approved contract budget.
    - e.g. -- I & R -- III-B
    - Admin. -- OPI
    - Admin. -- General Fund
    - Meals -- III-C-1
    - General Fund
    - Other
  - b) A Reimbursement Request Form for Required Match, as included in the approved budget.
  - c) A Reimbursement Form showing Project Income/Contributions collected.
  - d) A Reimbursement Form showing total City reimbursement.
  - e) Supporting documentation showing proof of payment (attached to respective Reimbursement Request Forms). This may include:
    - copies of checks
    - copies of bills
    - payroll register
    - etc.
5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

For each request form, documentation is to be grouped by line item. (Attach adding machine tape to each group of supporting documents.)

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Please Note: For purposes of fiscal reporting, Match included in the contract requires the same documentation as City Support requested.

6. If a piece of documentation is applicable to more than one funding source (or match), write on the supporting documentation how much is to be applied to each funding source/service category.
7. The "indirect cost" line item may be used to cover any costs incurred in support of the services included in the contract. Documentation/proof of payment must be submitted for each reimbursement requested.
8. Grant or Agency policy requires that expenditures be reported in dollars and cents. **DO NOT ROUND TO THE NEAREST DOLLAR!**
9. Reimbursement requests must be typed or written in ink.
10. Reimbursement Request Forms must be signed in ink by an authorized person designated by the Agency. Each agency must submit to the City the names of all persons authorized to sign these reports. The Agency is responsible for notifying the City in writing of any changes in authorized signatures.
11. The reimbursement request must be made against the current authorized contract. Each agency is responsible for notifying appropriate personnel of budget changes.
12. Incomplete or incorrect Reimbursement Request Forms will be returned to the Contractor for completion or correction.
13. Match expenditures will be analyzed quarterly as part of the monitoring procedures. Corrective action plans will be developed if necessary to assure contract compliance.

Corrective action may include: withholding of funds, suspension, or termination of the contract.

If match is not produced in accordance with the approved contract by the third (3rd) quarter of the budget year, the City will reduce its contribution to maintain the established ratio of shared costs. (For AAA District Centers, this ratio is a minimum of 90/10 City/Agency share for Discretionary Services. For other contracts, the level of required match has been negotiated.)

14. Upon receipt of completed reimbursement forms, the Accounting Unit staff reviews the request for accuracy and compliance with the approved budget, prepares payment authorization, and submits the reimbursement package to the Program staff.
15. Program Staff reviews the package and signs off, if request complies with regard to appropriate service delivery. Reimbursement request will be held until Program reports are received.
16. Principal Accountant reviews the package, approves payment, and forwards the package to Accounts Payable at City Hall.

17. Accounts Payable reviews the package, approves payment, and processes the package for the computer to fill out the warrant (check). Computer runs are made every Tuesday and Thursday evenings.
18. Checks are returned to Accounts Payable for verification of computer run.
19. The computer run is forwarded to the Auditor's Office for auditing and release (mailing) of the warrant.
20. Total estimated turnaround time is two weeks from the time a completed package leaves the Human Resources Bureau. HRB staff can usually complete its work within two days, if the requests are complete and correct, and program reports have been received.
21. In the event of an emergency or other unusual circumstances, as approved by the Principal Accountant, a manual warrant may be issued within 72 hours. A manual warrant process will not be utilized on a regular basis.

We hope that these procedures will clarify what is expected of Agency staff in the filling out and processing of these documents. If you have any questions or need further information, please feel free to call the Accounting Unit or Social Services Contract Management staff at 248-4752.

## ORDINANCE No. 149829

An Ordinance authorizing an agreement with METROPOLITAN FAMILY SERVICE, INC., at a cost not to exceed \$406,065 to provide in-home support services, including homemaker, housekeeper, and case management services to the frail elderly in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance # 149809 the City approved the Fiscal Year 1980-81 Annual Plan of Action for Aging Services which includes the provision of in-home support services including homemaker, housekeeper, and case management services to the frail elderly in Portland/Multnomah County.
2. Pursuant to Ordinance #148358, the City entered into Contract #18157 with METROPOLITAN FAMILY SERVICE, INC., to provide in-home support services to the elderly residents in Portland/Multnomah County.
3. Funds have been budgeted and are available in Fiscal Year 1980-81 City budget to continue in-home support services, including homemaker, housekeeper, and case management services for the period July 1, 1980, through June 30, 1981, subject to its adoption by City Council.
4. A match provided by METROPOLITAN FAMILY SERVICES, INC., is included in the amount of \$21,371 for the period July 1, 1980, through June 30, 1981.
5. METROPOLITAN FAMILY SERVICE, INC., is a duly constituted and legal non-profit corporation and is certified by the Bureau of Financial Affairs Contract Compliance Division as an EEO Affirmative Action Employer.
6. It is appropriate, therefore, that the Commissioner-in-Charge and the Auditor execute, on behalf of the City, an agreement with METROPOLITAN FAMILY SERVICES, INC., at a cost not to exceed \$406,065, to provide in-home support services including homemaker, housekeeper, and case management services to the frail elderly residents in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, similar in form to Exhibit A.

NOW, THEREFORE, the Council directs:

- a. The Commissioner-in-Charge and the Auditor are hereby authorized to execute on behalf of the City, an agreement with METROPOLITAN FAMILY SERVICE, INC., at a cost not to exceed \$406,065, to provide in-home support services including homemaker, housekeeper, and case management services to the frail elderly residents in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, similar in form to Exhibit A.



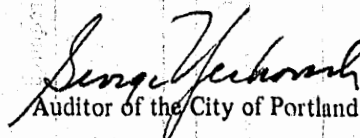
# ORDINANCE No.

Section 2. The Council declares that an emergency exists because delay in the enactment of this Ordinance may result in disruption of in-home support services to the elderly, therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

ORDINANCE NO. 149829

JUN 18 1980

Passed by the Council, **JUN 25 1980**  
Commissioner Ivancie  
Barbara Patrick:src  
June 16, 1980

  
Auditor of the City of Portland

Calendar No. 2277

**ORDINANCE No. 149829**

**Title**

An Ordinance authorizing an agreement with Metropolitan Family Service, Inc. at a cost not to exceed \$406,065 to provide in-home support services, including homemaker, housekeeper, and case management services to the frail elderly in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie	/	
Jordan	/	
Lindberg	/	
Schwab	/	
McCready	/	

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
Commissioner Ivancie

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <b>FJIMK</b>
Works

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <b>[Signature]</b> Date: Barbara Patrick June 16, 1980
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <b>[Signature]</b> Erma Hepburn

NOTED BY
City Attorney
City Auditor <b>[Signature]</b>
City Engineer

Filed         **JUN 19 1980**        

**GEORGE YERKOVICH**  
Auditor of the CITY OF PORTLAND

By **[Signature]**  
Deputy