

CONTRACT FOR SERVICES

149874

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("CITY"), City Hall, 1220 S.W. Fifth Avenue, Portland, Oregon 97204, and

URBAN INDIAN COUNCIL ("CONTRACTOR"), 1634 S.W. Alder, Portland, Oregon 97208.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide meals and support services to older native Americans and other eligible persons and further agrees that the total costs shall not exceed the sum of \$50,000.

SECTION III: PERIOD OF PERFORMANCE

Performance under this contract shall commence July 1, 1980, and continue through June 30, 1981, unless extended by City Council action.

SECTION IV: AGREED CONTRACTOR: PROJECT OPERATION

- A. Contractor shall by June 30, 1981, meet all goals and objectives stated in the "Project Narrative" (Exhibit A, hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a minimum 5% match (\$2631) as approved in the budget (refer to Exhibit B). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of services.
- E. The use or disclosure by any party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration or program evaluation of the City, is prohibited except on written consent of the recipient or the recipient's attorney.

SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit C, hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed through negotiation.

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- B. Required program reports shall be submitted by the fifth (5th) working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports which are not received by the time specified shall result in delayed reimbursement.
- C. A final "Director's Narrative Report" shall be submitted within forty-five (45) days of the conclusion of the Project covered by this contract. The report should identify problems, corrective action taken, requests for technical assistance, any plans for seeking/securing other resources, and any concerns relative to the City's performance.
- D. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- E. Contractor shall submit to the City copies of all requests for federal, state or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- F. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- G. Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
- H. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract except where one is already on file, its current:
- Personnel Policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;
 - List of names and signatures of persons authorized to act as the Contractor's agents;
 - Articles of Incorporation and By-Laws;
 - List of Board of Directors and Advisory Council members.

Contractor further agrees to submit any changes in these documents to the City within thirty (30) days of their effective dates.

SECTION VI: AGREED CITY

- A. City shall provide technical assistance upon written request of the Contractor.
- B. City shall provide all required reporting forms to the Contractor.

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- C. City shall monitor the project based on all of the provisions as set forth in this contract.
- D. City shall give Contractor written notification of problem areas related to the performance of this contract, including requirements for corrective action.
- E. City may conduct at least one contractor meeting per month.
- F. City shall conduct training sessions as necessary to ensure quality delivered services and effective program management.
- G. City shall conduct on-site contract and facility reviews on a quarterly basis. On-site monitoring shall be pre-arranged with each Contractor.
- H. City shall process monthly reimbursement requests and contract amendments in a timely manner.

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$50,000.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$8,333 upon receipt of a written request from the Contractor.
- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit (C)), the original with appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15th) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if the required program reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed after reimbursement has occurred, the Contractor shall promptly repay the City.
- G. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit B). Funds not used shall be returned promptly to the City at the end of the budget period. Any costs incurred by the Contractor over and above the agreed sums, as set out in the budget, shall be at the sole risk and expense of the Contractor.

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- H. The operating budget may be amended, provided the full cost does not exceed the amount stated in the contract. Budget amendments shall not become effective until the Commissioner-in-Charge has given written approval and filed the approved document with the City Auditor. Budget overruns of five percent (5%) or \$1,000, whichever is less, are allowable without a budget amendment on all line items within the Materials and Services category, excluding Out-of-Town Travel. These line item overruns shall be compensated for within the same category.
- I. Budget amendments shall not be accepted during the last quarter of the budget period (April 1 through June 30).
- J. All items with a purchase price of one hundred dollars (\$100) or more hereunder shall be purchased in the name of the City. Such purchases shall be for cash and not include any credit terms, and shall be reported to the City with ten (10) days (refer to Exhibit C), tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain an acceptable and current log of this property and property acquired under previous contracts with the City. All non-expendable items shall be returned to the City within ten (10) days after the contract has terminated.
- K. Contractor shall also maintain a current and acceptable log of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of \$25 per item and a maximum value of \$99.99 per item purchased under this contract. All such items shall also be returned to the City within ten (10) days after the contract has terminated.

SECTION VIII: GENERAL CONDITIONS

- A. Contractor shall abide by all federal, state and local regulations/policies governing project operations, management, and service delivery. The funds shall be used for the purpose for which they are provided.
- B. Prior to commencement of this contract, Contractor shall deliver to the City Auditor evidence:
 - (1) that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$10,000 or 100% of the estimated sixty (60) day cash flow, whichever is less;
 - (2) of a Standard Liability Insurance Policy in the single limit amount of \$300,000 and provide the City Auditor with an endorsement thereto, naming the City as an additional insured and protecting the City, its agents, and employees from claims for damages arising in whole or in part out of the performance of this contract;
 - (3) that all property and equipment purchased or received by the Contractor pursuant to this contract is insured against fire, theft, and destruction; and
 - (4) that the above policies of insurance are in force and shall not be cancelled without thirty (30) days prior notice to the City.

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If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part of the performance of this contract.

If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of the contract.

- C. The term "approval by the City" means written approval by the Executive Director and/or the Commissioner-in-Charge of the Human Resources Bureau. Unless otherwise specified, documents submitted to the City shall be regarded as received when delivered to the Human Resources Bureau.
- D. Compensatory time accrued by any employee performing services under this contract shall be taken within the budget period to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor. This condition only applies if compensatory time is indicated in the Contractor's approved Personnel Policies and Procedures.
- E. Upon termination (cash out) of any employee performing services under this contract, a maximum of two weeks accrued vacation time shall be an allowable reimbursement cost. Time in excess of the two weeks maximum shall be the sole responsibility of the Contractor.
- F. It is expressly understood and agreed by both parties hereto that the City is contracting with the Contractor as an Independent Contractor and that the Contractor, as such, agrees to hold the City harmless and to indemnify it from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by a third party arising out of, or in connection with, the services to be performed by the Contractor under this contract.

SECTION IX: SPECIAL CONDITIONS

- A. In purchasing food, and preparing and delivering meals, Contractor must follow appropriate procedures to preserve nutritional value and food safety.
- B. The Contractor must comply with all state and local health laws and ordinances concerning preparation, handling, and serving food.
- C. The Contractor must provide special menus, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals. In determining feasibility and appropriateness, the Contractor must use the following criteria:
 - (1) Whether there are sufficient numbers of persons who need the special menus to make their provision practical; and

- (2) Whether the food and skills necessary to prepare the special menus are available in the planning and service area.
- D. The Contractor must have available for use upon request, appropriate food containers and utensils for blind and handicapped participants.
 - E. Each meal served by the Contractor must contain at least one-third of the current Recommended Dietary Allowances as established by the Food and Nutrition Board of the National Academy of Sciences -- National Research Council.
 - F. If the Contractor receives cash, instead of food, the provider must spend the cash only for buying United States agriculture commodities and other food.
 - G. Food Stamp Program. The Contractor must assist participants in taking advantage of benefits available to them under the food stamp program. The Contractor must coordinate its activities with agencies responsible for administering the food stamp program to facilitate participation of older persons in the program.
 - H. The Contractor shall, within ten (10) days of the execution of this contract, notify the City, in writing, of the staff person who shall be responsible for the performance of contractor staff under this contract and the staff person to whom official correspondence regarding performance under this contract shall be sent.
 - I. The staff supervisor, given reasonable notice, shall attend training sessions and meetings and participate in other activities as required by the City to a maximum of three (3) sessions, or twenty-four (24) hours per month.
 - J. Other staff hired under this contract shall participate in such training sessions, meetings, and other activities as required by the City to a maximum of two (2) sessions, or sixteen (16) hours per month.
 - K. The Contractor shall assure that older persons shall not be discriminated against and that older persons shall be employed on a part-time and full-time basis in carrying out programs, to the degree feasible and subject to the provisions of approved personnel policies.
 - L. The Contractor agrees to submit documentation as required by the City to support waivers of contract policies and requirements required by the City.
 - M. The Contractor shall use the service definitions as set forth by the City and standardized reporting forms as developed and provided by the City.
 - N. The Contractor shall employ City descriptions, policies, and procedures for the delivery, utilization, and coordination of information, referral, case management, escort, transportation, homemaker, housekeeper, legal, nutrition and other contracted services provided as part of the Portland/Multnomah County Area Agency on Aging Service System.

- O. The Contractor shall complete the client tracking system forms for all clients accepted for nutrition services, which includes the client information form, the needs assessment form and the client service form, to be submitted to the City by the fifth (5th) working day of each month.
- P. The Contractor shall enter into or continue written agreements with other service providers with the Portland/Multnomah County Area Agency on Aging Service System as directed by the City to specify and clarify procedures of coordination.
- Q. The Contractor shall assure that older persons with the greatest economic and social need receive preference in the delivery of each service provided through the contract in accordance with definitions provided by the City.
- R. The Contractor shall not use City resources to provide a service that would duplicate a service under another City Area Agency on Aging contract unless specifically approved by the City.
- S. The Contractor shall, in the event resources are not available to provide a service, document the situation, inform the person of the problem and place the person on a waiting list, prioritizing client relative to those in greatest need of said service.
- T. The Contractor shall assure that a means test shall not be used to determine the eligibility of an older person for any service funded under Title III of the Older Americans Act of 1965, as amended.
- U. Each Contractor must:
- (1) provide each older person with a free and voluntary opportunity to contribute to the cost of the service;
 - (2) protect the privacy of each older person with respect to his/her contribution;
 - (3) establish appropriate procedures to safeguard and account for all contributions; and
 - (4) use all contributions to expand the services of the Contractor under this section.

Contractor must use all contributions to increase the number of meals served. The Contractor further:

- (5) may develop a suggested contribution schedule for services provided under this section. In developing a contribution schedule, the Contractor must consider the income ranges of older persons in the community, and the Contractor's other sources of income;
- (6) must assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and

- (7) must assure that contributions made by older persons are considered program income.
- V. The Contractor shall agree to continue or to initiate efforts to obtain support from private sources and other public organizations for services funded through this contract.
- W. The Contractor agrees that a request for modification which results in a reduction in the number or type of services may result in a reduction of funds available from the City under this contract.

SECTION X: CONTRACT MODIFICATION

Contractor may request changes in the contract by submitting a written request in accordance with City procedures (refer to Exhibit C). Minor changes shall not become effective until the Commissioner-in-Charge has given written approval, and the approved document is filed with the City Auditor. Major changes shall not become effective until approved by City Council, signed by the appropriate parties, and the approved document filed with the City Auditor.

SECTION XI: CONTRACT ASSIGNMENT

- A. The Contractor has been selected by the City for this work because of its particular experience in this program area. This contract is personal between the parties, and the Contractor shall not assign or subcontract in whole or in part hereof without prior approval of the City.
- B. In the event the City decides to assign its interest in this contract, in whole or in part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.
- B. The contract may also be terminated at any time by the City by giving written notice if its federal, state, or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.
- C. Nothing in this contract shall be construed to limit the City's legal contract remedies including, but not limited to, the right to sue for damages or specific performance should the Contractor materially violate any of the terms of this contract.

SECTION XIII: SIGNATURES

The parties witness their consent to be bound by all the terms of this contract, SECTIONS I through XII, by signing below.

APPROVED AS TO THE CONTENT

CONTRACTOR

By _____
Executive Director

_____ Date

By _____

APPROVED AS TO FORM

CITY OF PORTLAND

By _____
City Attorney

_____ Date

By _____

By _____

PROJECT APPLICATION SHEET

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) Native American Services			
2. Type of Application (Check One) New Project <input checked="" type="checkbox"/> Continuing Project <input type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>			
3. Responsible HRB Division Social Services		4. Contract Period From 7-1-80 to 6-30-81	
5. Budget Period From 7-1-80 to 6-30-81		6. City Support Requested \$ 50,000	
7. Applicant Agency (Name, address & telephone) Urban Indian Council, Inc. P.O. Box 3198 248-4562 Portland OR 97208 STREET: 1634 SW Alder; 97205		8. Project Director (Name, address & telephone) Pearle Haymond, ONA Coordinator Urban Indian Council, Inc. P.O. Box 3198 Portland OR 97208 248-4562	
9. Financial Officer (Name, address & telephone) Mary Parrish, Comptroller Urban Indian Council, Inc. P.O. Box 3198 Portland OR 97208 248-4562		10. Official Authorized to Bind Agency (Name, address & telephone) Steve G. Holloway, Council Chairman Urban Indian Council, Inc. P.O. Box 3198 Portland OR 97208 248-4562	
11. Project Summary: Summarize, in approximately 200 words, the project plan presented in application, briefly covering project goals, objectives, strategy, target population and administration.			

The Urban Indian Council, Inc. Elders Program, a component of the Community Services Department will provide access to supportive services for independent living to adults age sixty (60) and over in Portland/Multnomah County. The objectives for reaching this goal include: transportation services, maintenance and operation of a senior center with education and recreation activities.

The Project Director will be responsible for administration, supervision, and operation on a day to day basis. This includes supervision of all ONA Staff; field counselor, nutrition assistant, Older Workers & Training employee, Title VI recreation assistant, summer youth program employees, volunteers, and may include practicum and work/study students.

Nutritious meals will be served at the UIC meal site, five (5) days per week. Activities will include movies, speakers, trips, classes and health screening. The activities will benefit meal participants and other seniors and spouses coming to the congregate meal site.

PROJECT NARRATIVE EXHIBIT A

1. Statement of Problem/Documentation of Need: (Provide a concise description of the conditions and problems to be addressed by the project. Quantifiable, measurable terms should be used. Verify that the problem exists with documentation.)

Elderly Indians often experience a wide array of problems related to the physical and financial decline associated with old age in this society. Many such persons who remain in their own homes suffer from neglect because they do not utilize available community resources to meet their needs. Others who are institutionalized could be provided essential services in their own homes at a lower cost to the community.

Data about the extent of specific needs in Portland/Multnomah County is not available. On the basis of studies and national priorities, some demographic characteristics have been established as indicators of need. The comprehensive aging plan cites local and national studies which show that elderly individuals who are older, poorer, and more socially isolated tend to be a higher risk of institutionalization than the general aging population. A comprehensive array of services including information, social contact, and supportive services is needed to delay or prevent institutionalization for these individuals.

Federal guidelines direct that priority shall be given to services which meet the needs of low-income and minority elderly persons. Urban Indian Council data indicates that in Portland/Multnomah County there are 2,000 American Indians age 50 and over, it is estimated that at least 1,700 have incomes below the poverty level.

- 2. Statement of Project Goals: (The project goal is a brief statement of the intent of the project to change, reduce or eliminate the problem identified above. The goal should relate to overall goal statement of HRB's Divisional Unit and to the general purpose of the project.)

Project Goal:

To ensure reasonably convenient access to information and referral services for Older Native Americans in Portland/Multnomah County and to provide a special setting for congregate meals and senior activities. Information and referral services will particularly address access to supportive services to assist mentally and/or physically impaired elders to maintain independent living situations.

Overall Area Agency on Aging Goal:

To provide the leadership role in order to strengthen the existing system of community services for older persons in the Portland/Multnomah County through the processes of evaluating the systems' effectiveness in meeting the basic needs of the elderly and promoting independent and dignified living for elders; and of entering into cooperative arrangements that build on the strengths of the current system.

3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebounded statements the desired results of program operations. For each objective listed, state the productivity indicator, or unit of measurement, by which the objective can be evaluated.)

Objectives:	Productivity Indicators:
<p>1. To maintain effective management of services provided for older Native Americans in Portland/Multnomah County through accomplishment of activities listed in sec. 4 during the period 7/1/80 through 6/30/81.</p>	<p>a. # and dates of activities listed in section 4 accomplished.</p>
<p>2. To increase awareness of services available for Older Native American residents by developing an agreement with the Department of the Urban Indian Council which provides information and referral to provide these services to nutrition participants for the period 7/1/80-6/30/81.</p>	<p>a. Signing of agreement b. submission of agreement to City</p>
<p>3. To maintain access to the nutrition site by providing 1300 transportation services to Older Native Americans who require the service to ensure participation at the nutrition site for the period 7/1/80-6/30/81.</p>	<p>a. # of transportation services</p>
<p>4. To increase sound nutrition habits among the Older Native Americans by providing 4,650 meals to 50 different eligible participants for the period 7/1/80-6/30/81.</p>	<p>a. # of congregate meals served. b. # of unduplicated eligible participants.</p>
<p>5. To maintain a senior center as a setting for daily activities as developed by the Sr. Advisory Committee to complement the meal program and as a city-wide focus for Older Native Americans; activities to include 2400 recreation services and 200 education services during the period 7/1/80-6/30/81.</p>	<p>a. Maintain setting for activities b. activity plan c. activity report. d. # of recreation services e. # of education services</p>

Objective # 1 : (Restate Objective Here) To maintain effective management of services provided for Older Native Americans in Portland/Multnomah County through accomplishment of activities listed in section 4 during the period July 1, 1980 through June 30, 1981

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-1	Provide personnel direction/supervision and training through individual and/or group staff meetings. Personnel Required: Project Coord.	Ongoing	attendance at mandatory group staff meetings on weekly basis.	Coordinator
1-2	Maintain and update individual job descriptions for all assigned personnel (paid and volunteer)	15%, Community Services Director 5% 7-30-81	job description's updated and re-reviewed.	Coordinator/ CS Director
1-3	Attend such Area Agency on Aging Contractor meetings and training sessions as may be required	Ongoing	attendance recorded by AAA	Coordinator
1-4	Process all Agency accounts paid out and accounts receive able and maintain records of all budgetary transactions in accordance with General Condition VII, No. 1 through 9.	Ongoing	Agency accounts processed	Comptroller
1-5	Maintain property records on all City inventory in accordance with General Condition V,1.c.,7.8.	Ongoing	Records maintained	Comptroller
1-6	Submit required program reports and invoices in the proper manner in accordance with all related special and general conditions as required.	Ongoing	reports and invoices submitted CTS monthly reports.	Comptroller, Coordinator
1-7	Maintain staff support to an advisory committee	Ongoing	Monthly minutes and staff support provided.	Coordinator, CS Director

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

NOTE: CTS = Client Tracking System
CS = Community Services

Objective # 2 : (Restate Objective Here) To increase awareness of services available for Older Native American residents by developing an agreement with the Department of the Urban Indian Council which provides information and referral to provide these services to nutrition participants for the period 7/1/80-6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
2-1	Maintain personnel to provide an Information service. Personnel Required: Proj. Coord. 10%.	Ongoing		Community Services
2-2	Provide staff direction/supervision develop information & referral and training programs, evaluate staff as prescribed in Objective #1.		Weekly staff meetings, held programs updated, training plan updated, evaluations given staff.	Coordinator Community Serv. Dir
2-3	Maintain, in conjunction with the Tri-County Community Council resource file, an up-to-date file of services and resources available to Older Native Americans.	Quarterly & as needed	files updated	Community Serv. Dir Staff, other UIC staff as appropriate.
2-4	Provide written materials to community agencies and individuals informing them of services and resources available to Older Native Americans.	Ongoing	Community agencies and individuals knowledgeable of services.	Coordinator
2-5	Respond to inquiries from individuals and agencies requiring assistance for Older Native Americans.	Ongoing	Information provided, service recorded.	Community Services Staff, other departmental staff as appropriate.
2-6	Accept referrals from agencies, individuals & other agency staff for Older Native Americans in need of referral services.	Ongoing	referrals accepted and recorded	(same as above)
2-7	Implement the referral service by making appropriate referral to service providing agencies including advocacy & follow-up ensure service delivery.	Ongoing	referrals made and recorded	(same as above)

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 3: (Restate Objective Here) To maintain access to the nutrition site by providing 1300 transportation services to Older Native Americans who require the service to ensure participation at the nutrition site for the period 7/1/80-6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3-1	Maintain personnel to provide transportation services. Personnel Required: Project Coord. 5% Field Counselor 25%	Ongoing	Client Tracking System, client log	Field Couns. Coord.
3-2	Provide supervision of staff	Ongoing	job descriptions, training, performance, objective and evaluation completed.	Coordinator
3-3	Provide reports and maintain records on transportation services for AAA.	Ongoing	Client tracking system	Coordinator
3-4	Monitor transportation service to ensure contract compliance and quality of service.	Ongoing	Supervisory meetings held, case plans reviewed, client staffings held. Client tracking system.	Coordinator

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 4 : (Restate Objective Here) To increase sound nutrition habits among Older Native Americans by providing 4,650 meals to 50 different eligible participants for the period 7/1/80-6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-1	Maintain personnel to provide meal service on site, transportation service and nutrition education. Personnel Required: Proj. Coord. 50%, Field Couns. 35%, Nutrition Asst. 75%, Custodian 50% for 9 mos.	Ongoing	Client Tracking System	Coordinator nutrition assistant
4-2	Provide staff direction/supervision develop job descriptions and work programs and evaluate staff as prescribed in objective #1 for assigned personnel.	Ongoing	Weekly staff meetings held, job descriptions completed-updated, work programs updated, evaluations updated.	Coordinator
4-3	Accept referrals from other agencies and meal sites for eligible participants.	Ongoing	Client Tracking System, meals served to eligible participants.	Coordinator, nutrition assistant, recreation assistant, field counselor
4-4	Develop a schedule of those needing transportation services, including date, time and destination.	Daily	Client Tracking System, schedule completed.	Field Counselor
4-5	Provide appropriate procedures to be utilized to preserve nutritional value and food safety.	Ongoing	Food handlers cards, L & F training posted procedures.	Nutrition Assistant volunteers
4-6	Provide special diets to meet particular needs arising from health, religious or ethnic backgrounds of participants.	Ongoing	Menus posted with special diet substitutes, ethnic meals served to participants.	Nutrition assistant
4-7	Provide containers and utensils which can be utilized by blind or handicapped participants.	August 30 1980	have containers and utensils provided for blind/handicapped participants.	Nutrition assistant
4-8	Provide at least 1/3 current (RDA) Recommended Dietary Allowances as by Food and Nutrition Board of National Research Council.	Ongoing	Menus planned to provided the 1/3 requirement and posted.	Nutrition assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 4 : (Restate Objective Here) To increase sound nutrition habits among Older Native Americans by providing 4,650 meals to 50 different eligible participants for the period 7/1/80-6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-9	To provide a hot or cold meal in a congregate setting once a day, five days a week.	Ongoing	Client Tracking System.	Coordinator
4-10	Develop and implement plans to comply with other specifications relating to meal service for nutrition services under Title III.	Ongoing	Plans submitted and implements to AAA.	Coordinator
4-11	Participate in the USDA cash reimbursement program.	Ongoing	USDA report submitted and reimbursement received.	Coordinator
4-12	Provide meal site accessible to handicapped persons in accordance with Section 504 of the Rehabilitation Act.	Ongoing	Handicapped access through side entrance.	
4-13	Provide a minimum of 50 person seating capacity.	Ongoing	Dining area designed to serve and seat 50+ persons.	
4-14	Provide meal services for target population any person 60 or older and any Native American and spouse age 50 and over, with the greatest social or economic need.	Ongoing	Client Tracking System	Coordinator
4-15	Coordinate activities conducted under contract with related activities performed by contractor.	Ongoing	Special activities published and attended.	Coordinator
4-16	Provide training and support for specific responsibilities to volunteers providing services for nutrition project.	Ongoing	volunteers trained and orientated volunteers hours and job descriptions recorded and updated.	Coordinator

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 4: (Restate Objective Here) To increase sound nutrition habits among Older Native Americans by providing 4,650 meals to 50 different eligible participants for the period 7/1/80-6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-17	Provide each participant information on the full cost of meal, an opportunity to contribute toward part or all of the cost, the amount they determine freely to contribute and how much.	Ongoing	Information posted and meal donations collected.	Voucher clerk, coordinator.
4-18	Provide meals without sectarian or religious worship.	Ongoing		
4-19	Develop and maintain fiscal and program records and documentation, including registration form for eligible participants.	Ongoing	Client Tracking System	Comptroller, Coordinator
4-20	Maintain and submit program records by the 10th working day of following month, submit quarterly program records by the 10th working day of month following end of the quarter	Ongoing	Client Tracking System, program records submitted and reimbursement received.	Comptroller, Coordinator
4-21	Maintain fiscal records in accordance with standard accounting procedures and submit requests to HRB.	Ongoing	Records submitted and maintained	Comptroller
4-22	Provide number of meals on daily basis, frequency of participation, special diets and number by meal type to be available upon request.	Ongoing	Client Tracking System, daily sign in sheet, special diets recorded.	Voucher clerk, nutrition assistant.
4-23	Maintain documentation of safeguards and procedures for contributions, assures contributions are used to increase meals. USDA funds are expended for US Agricultural commodities and other food.	Ongoing	Contributions collected and recorded	Comptroller

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 5 : (Restate Objective Here) To maintain a senior center as a setting for daily activities as developed by the Senior Advisory Committee to complement the meal program and as a city-wide focus for Older Native Americans; activities to include 2400 recreation services and 200 education services during the period 7/1/80-6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
5-1	Maintain personnel to provide an area at the nutrition site to be used as a drop-in center, waiting room, library. Personnel Required: Proj. Coord. 5% Field Couns. 25%	Ongoing	Community agencies and individuals knowledgeable of services.	Coordinator Field Counselor
5-2	Provide staff direction/supervision develop a schedule of activities, which will include 12 special activities, 3 per quarter.	Ongoing	Completion of yearly calendar, scheduling of activities.	Coordinator Field Counselor Recreation Asst.
5-3	Provide written materials to community agencies and individuals informing them of special activities available to Older Native Americans.	Ongoing	Quarterly schedule of activities, Client Tracking System.	Coordinator Field Counselor Recreation Asst.
5-4	Provide reports and maintain records on special activities to project administration.	Monthly	Reports filed with project administrator, Client tracking system.	Coordinator
5-5	Monitor activities to ensure contract compliance and quality of service.	Monthly	Reports reviewed and submitted	Coordinator

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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5. Strategy/Method: (Briefly describe the general approach to meeting the stated goals and objectives. Discuss the rationale of this approach and how it relates to the overall strategy of the responsible HRB Divisional Unit.)

The Urban Indian Council program for Older Native Americans will function as the primary point of enhancement for Older Native Americans for services and social opportunities (especially through monthly special event meal programs).

The location of services within a multi-service agency with legal, educational, health, employment and emergency social services, resources, with all staff sensitive to the varieties of Indian customs and special legal status, easily located and identifiable by the Indian community will continue to reach the Older Native American community effectively.

As the target population is highly transient and generally without phones, we feel that strategy is critical. Information and referral will be available, as well as identifying new individuals in need of services, transportation, and meal transportation services to people in their homes. Involvement in Urban Indian Council activities will be encouraged as well as involvement in neighborhood and county-wide services.

6. Service Area, Target Population and Eligibility Criteria for Services:
(Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.)

Target Population: Older Native American persons over the age of 60 are the general target population for the services provided by this project. The following services defined as open access are provided to elderly residents without eligibility limitations except age: information, referral, transportation, identifying new individuals in need of services and nutrition services.

The target populations for these services will be identified primarily from direct inquiry of elderly persons and from referrals by interested individuals and other agencies. A limited outreach program will locate some individuals in need of services.

Eligibility Criteria: Services are provided to residents of Multnomah County who are age 60 and older, without other eligibility limitations, and to Older Native Americans residents over age 60, and their spouses. Preference in the provision of meals shall be to persons with high social and economic need (economic need= The poverty level as published in the new poverty guidelines effective April 21, 1980 is: \$3,790 annually for 1 person or \$316.00 monthly and \$5,010 annually for 2 persons or \$417.00 monthly).

7. Organization: (Briefly describe the staffing pattern, selection procedures and administrative procedures.)

Staffing Pattern: The project coordinator/supervisor will be the administrator of the Older Native Program and will be responsible for the terms of the contract and the service reports. The comptroller will be responsible for all fiscal reports: services will be provided by Older Native American Community services worker, the day custodian, the nutrition assistant and the coordinator as required.

Staff Selection: When vacancies occur, the Community Services director will do necessary advertising and preselections. The advisory committee to the Older Native Americans Program will have at least 1 member involved in the final interviews. Selection will be made by the Community Services Director in concurrence with its hiring policies as outlined in the statement of personnel policies, practices and procedures.

Training: Staff training includes: training provided by the AAA, Loaves and Fishes, UIC Community Services Department and other sessions through community resources. The Coordinator and Community Services Director are responsible for developing and implementing the training plan.

Work Day: 8:30 AM - 5:30 PM, Monday through Friday. Time rescheduling available for special needs and/or activities.

Holidays: New Years Day, Martin L. Kings's Birthday, President's Day, Memorial Day, June 15th-The Battle of the Little Big Horn, Independence Day, United Indian Day - the 4th Friday in September.

- 9
8. Applicant Agency Administration: (Describe the qualifications of the incorporated agency, including experience, support services to be provided for this project and other related projects operated by the agency. Describe the functions of the Board of Directors as they relate to this project.)

The Urban Indian Council, Inc., was established in 1969 as a multi-service agency serving the Urban Indian community. Under the guidance of its Council (Board of Directors) representing Indian and Alaska Native organizations throughout the Portland area, the agency has grown from a one room crisis intervention center, to a staff of more than 50, with a Health Program, Legal/Corrections, Day Labor, Employment & Training and Community Services (Youth, ONA Program) which in addition to providing crisis intervention and referral to the general Indian population has been involved in special outreach for Older Native American Indians since April 1976. This includes 2 years of experience contracting with the city of Portland.

The Council has responsibility for all the programs of the agency. With input from the Advisory Committee for the Older Native Americans Program, the Board approves all contracts and regularly monitors fiscal and program performance.

The Urban Indian Council, Inc. gives administrative support through its comptroller, attorney, bookkeeper, accountant, planner, as well as providing space, phone and consumable supplies.

- 10
9. Community Participation: (Describe the citizen involvement in planning this project, the methods and expectations for community involvement in the project's operation. Describe the functions of the Advisory Council as they relate to this project. Describe staff, Advisory Council and Corporate Board relationship.)

Citizen Participation: Indian citizens of the community formed United Indian Council in 1969 which became Urban Indian Council, in 1972. Our governing board, or "Council" is made up of representatives of various Indian and Alaskan Native Organizations, as well as at-large members from the community. Each program has its own advisory committee, made up of community members.

The Community Services Department presently has an advisory council, consisting of one Council member, one ONA staff member, the Community Services Director, one Senior citizen representative, one community organizational representative, three community representatives and open to any person interested in working with the Community Services Department. This group presently meets on a monthly basis on program policy, review, new grants, contracts and proposals, staff training and client policies, energy concerns, food stamps and other areas in the community services department.

Volunteers: Volunteers have been involved since May 1976 in serving, clean-up and set up of the meal program. In addition to volunteers for congregate meals, we have student placements, through Portland State University, Portland Community College, Mt. Hood Community and some high school placement including summer work experience training thru CETA.

These volunteer placements work directly with the project coordinator and the Community Services Director. Training, goals and objectives are also part of this placement including work and performance evaluation.

10. Coordination: (Describe the intentions to coordinate this project with other community organizations and statutory agencies in the service area. Briefly discuss program and service exchanges that may occur. Identify staff positions responsible for these activities.)

Loaves and Fishes will be contracted to cater meals at Urban Indian Council, Inc.

A supplemental diet voucher program administered by the Community Services Department and the UIC Health Clinic is currently serving Indian elders. This program encourages persons with health problems which can be improved by diet to participate by providing them with a supplemental food voucher on a weekly basis. Currently 76% of the participants are over age 50.

Working relationships have been developed by members of the staff to work with Federal, State and local agencies: including adult and family services, social security, Bureau of Indian Affairs, Indian Health Services, Tribal governments, other social service agencies. We currently issue Honored Citizen discount bus passes.

Establishment of working relationship with other organizations have let us help serve Indian people and elders by using the most appropriate resources available.

The project coordinator/supervisor is responsible for all these activities.

EXHIBIT B
BUDGETS AND ATTACHMENTS

1. Budget Summary

a. Funding Recap: (List all sources of funding by amount and source.)

<u>City Support Requested</u>	<u>Amount</u>
Meals - Title III-C-1	34,837
Access Services - Title III-B	10,163
Administration	5,000
Subtotal	50,000
Required Cash Match	3,790
USDA	2,000
Program Income	1,040
Subtotal	56,830
<u>Other Project Support</u>	
TOTAL	56,830

b. Funding Statement: (Briefly describe the duration of funding from each source listed above.)

The duration of funding from sources listed above will be from July 1, 1980 through June 30, 1981. The USDA will be on a monthly reimbursement upon receipt of USDA report.

2. Statement of Certification

The information provided herein is, to the best of my knowledge, certifiable and correct.

Authorized Signature _____ Date _____

13. ATTACHMENTS

Attachments: (Required information is listed below. Forms, if necessary, are included in this section.)

1. Budget Justification Forms
 - Budget Worksheet
 - Personnel Justification (full-time staff)
 - Personnel Justification (part-time staff)
 - Materials and Services
 - Capital Outlay
2. Project Organization Chart
3. Job Descriptions/Qualifications
4. List of Current Board of Directors
5. List of Current Advisory Council Members
6. Applicant Resume
7. Assurance of Compliance with Section 504, Rehabilitation Act of 1973
8. Map of Service Area

Code	Object Title	Title III-C-1 Meals	Title III-B Access Serv- ices	Title III-C-1 Administra- tion	Total City Support	Required Cash Match
110	Full Time Employees					
120	Part-Time Employees	17,482	7,003	3,063	27,548	3,212
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	2,656	1,260	551	4,467	578
190	Less-Labor Turnover					
100	Total Personal Services	20,138	8,263	3,614	32,015	3,790
210	Professional Services					
220	Utilities	2,349	600		2,949	
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		400		400	
320	Operating Supplies	277			277	
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External	8,140			8,140	
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental	2,400	600		3,000	
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services	300	300		600	
580	Intra-Fund Services					
590	Other Services--Internal			1,386	1,386	
200- 500	Total Materials & Services	13,466	1,900	1,386	16,752	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment	1,233			1,233	
600	Total Capital Outlay	1,233			1,233	
700	Other					
	TOTAL	34,837	10,163	5,000	50,000	3,790

Code	Object Title	USDA	PROGRAM INCOME	TOTAL CITY CONTRACT AMOUNT		
110	Full Time Employees					
120	Part Time Employees			30,760		
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits			5,045		
190	Less-Labor Turnover					
100	Total Personal Services			35,805		
210	Professional Services					
220	Utilities			2,949		
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies			400		
320	Operating Supplies			277		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External	2,000	1,040	11,180		
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental			3,000		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services			600		
580	Intra-Fund Services					
590	Other Services-Internal			1,386		
200-500	Total Materials & Services	2,000	1,040	19,792		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment			1,233		
600	Total Capital Outlay			1,233		
700	Other					
	TOTAL	2,000	1,040	56,830		

CONTRACT JUSTIFICATION BUDGET

PERSONNEL

CONTRACT NO. _____

DATE June 12, 1980

CONTRACT TITLE Native American Services

AGENCY Urban Indian Council

FUNDING SOURCE Title III-C-1

Meals

(A) No. of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-Time)	(D)% of Time on Contract	(E) Maximum Monthly Charge to Contract	(F) No. of Months on Contract	(G) Cost (AxCxDxF)
1	Project Coord.	1,021	50	510.50	12	6,126
1	Field Counselor	963	35	337.05	12	4,045
1	Nutrition Asst.	764	50	382.00	12	4,584
1	Day Custodian	606	50	303.00	9*	2,727
	*Day custodian presently funded through OWTE contract. We anticipate extension through September 30, 1980, when the worker will be transitioned to this contract.					
SUB-TOTAL, PERSONNEL					17,482	
15 * % FRINGE BENEFITS					2,656	
TOTAL, PERSONNEL					20,138	

*Indicates fringe benefits as a percentage of "Sub-total, Personnel"

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council

Meals

To extent possible, use format indicated below. Title III-C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities	2,349	2,349
320	Operating Supplies, napkins, cups, etc.	277	277
380	Other Commodities - External 4,650 meals @ \$1.75/meal	8,140	8,140
440	Space Rental @\$200/month	2,400	2,400
570	Telephone @50%	300	300

BUDGET JUSTIFICATION
 MATERIALS AND SERVICES

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council
Access Services

To extent possible, use format indicated below.

Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities	600	600
310	Office Supplies	400	400
440	No single item to exceed \$99.99. Space Rental @ \$50/month x 12 months	600	600
570	Telephone @ 50%	300	300

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council
Administration

To extent possible, use format indicated below.

Title III-C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
590	Other Services - Internal Indirect Cost	1,386	1,386

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council
Total City Support

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities	2,949	2,949
310	Office Supplies No single item to exceed \$99.99	400	400
320	Operating Supplies	277	277
380	Other Commodities - External 4,650 meals @ \$1.75/meal	8,140	8,140
440	Space Rental	3,000	3,000
570	Telephone Service	600	600
590	Indirect Cost	1,386	1,386

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council

USDA

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
380	Other Commodities - External 4,650 meals x .43	2,000	2,000

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council
Program Income

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
380	Other Commodities - External Meal Donations	1,040	1,040

149874

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 9, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian CouncilTotal Contract Amount

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities	2,949	2,949
310	Office Supplies No single item to exceed \$99.99	400	400
320	Operating Supplies	277	277
380	Other Commodities - External 4,650 meals @ \$1.75 4,650 meals @ \$.43 meal donations	8,140 2,000 1,040	11,180
440	Space Rental	3,000	3,000
570	Telephone Service	600	600
590	Other Services - Internal Indirect cost	1,386	1,386

BUDGET JUSTIFICATION

CAPITAL OUTLAY

DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council
Meals

To extent possible, use format indicated below Title III-C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
640	Furniture & Equipment Refrigeration & storage (cabinet counter)	1,233	1,233

BUDGET JUSTIFICATION

CAPITAL OUTLAY

19874

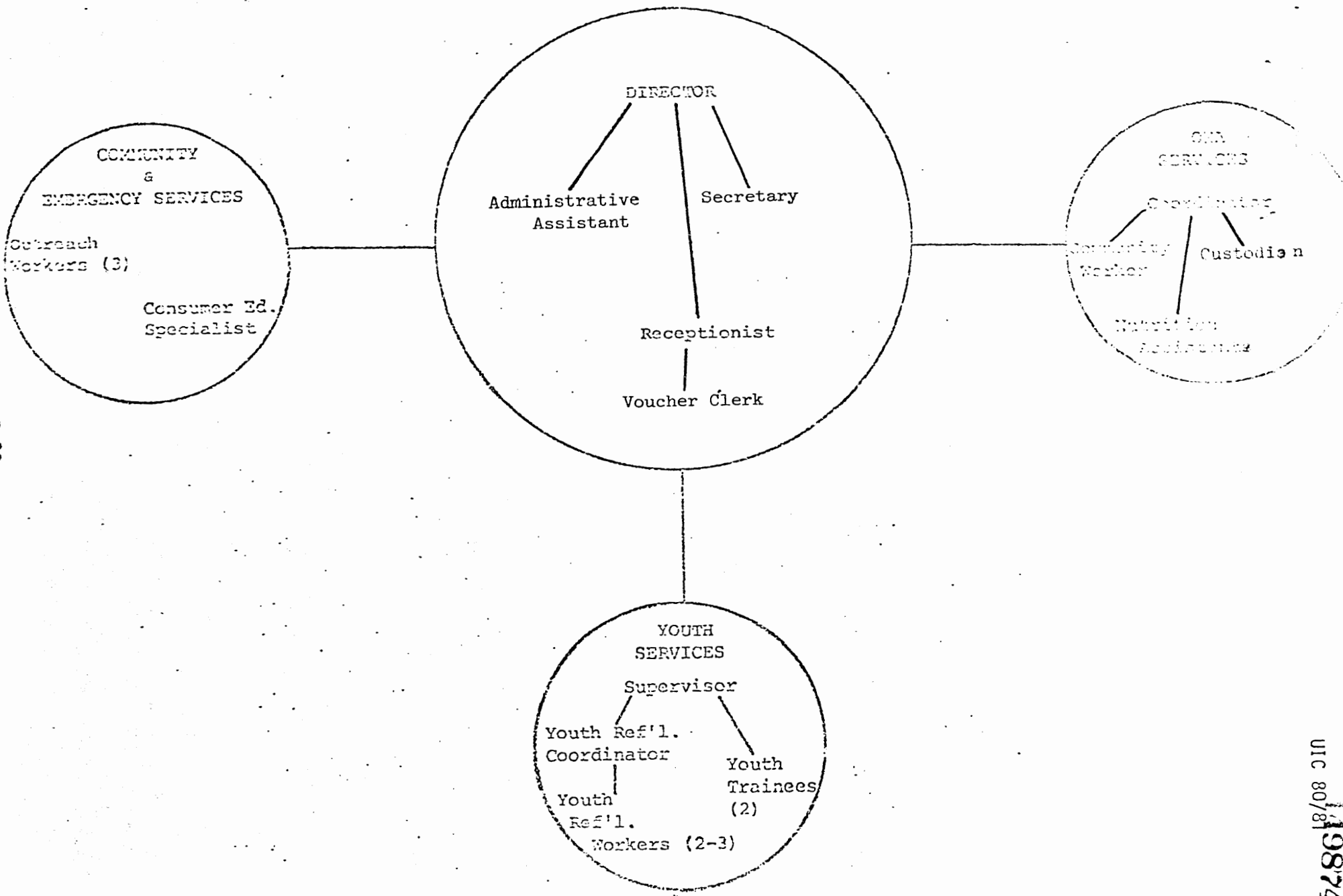
DATE June 12, 1980

PROJECT NO. _____

PROJECT TITLE Native American Services - Urban Indian Council
Total City Support/Contract Amount

To extent possible, use format indicated below Title III-C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
640	Furniture & Equipment Refrigeration & storage (cabinet counter)	1,233	1,233



B-20

JOB DESCRIPTION

URBAN INDIAN COUNCIL

OLDER NATIVE AMERICAN - COORDINATOR

The Coordinator of the Urban Indian Council's Older Native American Program is responsible for all aspects of the program's day to day operation. S/he is directly responsible to the Community Services Department Director. The duties are administrative, supervisory and operational.

SPECIFIC RESPONSIBILITIES

S/he is responsible for administration, supervision and coordination of the ONA program, plus other related supervisory duties as assigned. This includes coordinating activities with the other componets of UIC, planning, development and implementation of community awareness projects and compling statistical data related to the ONA program, including meal attendance, USDA reports, Client Tracking System, and monthly reports on program operation. S/he is familiar with all AAA regulations, guidelines and reporting requirements.

S/he oversees development and continual operation of the ONA program to assure visibility and participation in the Indian Community and in the community at large, establishes and maintain a working relationship with other senior program providers and maintains a resource file of all available information and referral services.

S/he will attend monthly contractors meetings, investigate additional sources of funding for the senior program and yearly contracting process with the city of Portland.

JOB DESCRIPTION

URBAN INDIAN COUNCIL

OLDER NATIVE AMERICAN NUTRITION ASSISTANT

The nutrition assistant will oversee the weekly luncheons which provide a setting for Indian elders to share a nutritious meal and to socialize with other in the Indian community.

The nutrition assistant will be responsible for performing supportive activities on the meal day, which include:

- a. opening the center kitchen
- b. receiving the meal from Loaves & Fishes
- c. setting up the community area for the meal
- d. having condiments and hot beverages ready
- e. serving meal
- f. clearing the tables & clean up
- g. returning the kitchen and community area to good order.

Other duties include taking inventory and stocking the kitchen with necessary meal condiments and supplies. The assistant may also act as coordinator of volunteers who assist in carrying out the activities (listed above) on meal days.

The assistant will work with ONA staff and will be responsible to the Community Services Director and ONA Coordinator.

QUALIFICATIONS:

Desire to work with Indian elders, familiar with the use and care of kitchen: Ability to keep basic records of food items, appliances, supplies. Willingness to work independently and supervise volunteer.

ONA Field Counselor

Basic Responsibilities:

- I. Acquire thorough background and working knowledge of services/resources available to Older Native Americans
 - A. Gather information
 - B. Participate in related groups, meetings, committees, workshops, seminars.
- II. Provide information acquired to those who request it
 - A. Distribute written materials to community agencies/individuals, informing them of special activities.
 - B. Provide information, referral, follow-up on services/resources available to Older Native Americans.
- III. Accept referrals to meal sites
- IV. Provide area at nutrition site to be used as a drop-in center, waiting room, library
- V. Develop schedule of those needing transportation services (date, time, destination)
- VI. Provide transportation services
- VII. Participate in ONA group planning for yearly calendar, 12 special activities.
- VIII. Complete related records.
- IX. Become familiar with UIC Personnel Policies and Procedures

Supervision:

Work under the direction of the ONA Coordinator

5/29/80c1

Day Custodian

To be provided.

PROJECT TITLE: Native American Services /Urban Indian Council, Inc.

List of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
*Steve Holloway - Chairman NARA P.O. Box 3621, 97208	Office: 234-3361 ext. 4856 Home: 644-7836	
Glenna Page, Vice Chairman Win-Ya 1140 N.E. 42nd Portland, Or. 97213	232-4922	
Del Brewer, Treasurer Willamette Valley Indian Rodeo Commission c/o P.O. Box 3198 Portland Oregon, 97208	231-2260	
Faith Mayhew United Indian Women, Inc. Apprenticeship & Training 1400 S.W. 5th., Portland, Oregon 97201	Office: 229-5125 Home: 281-9427	
Eleanor Smith ANAO c/o P.O. Box 3198 Portland, Oregon 97208	244-7371	
Terry Fast Horse Portland Inter-Tribal 13005 S. Pacific Highway W. Monmouth, Oregon 97361	Office: 838-4475 Home: 838-2426	
Lyndon Bohanan ANPO c/o P.O. Box 3198 Portland, Oregon 97208	229-4021	
Barbara Aehle AIM c/o P.O. Box 3198 Portland, Oregon 97208	235-4643	

PROJECT TITLE: Native American Services /Urban Indian Council, Inc.

List of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Bernie Cliff UISHE c/o P.O. Box 3198 Portland, Oregon 97208	229-4505	
Mike Adams Member at large c/o P.O. Box 3198 Portland Oregon 97208	Office: 231-6756	
Sidney Stone, NARA Alternate		
Morris Brewer, WVIRC Alternate		
Delores Kimball, Win-Ya Alternate		
Joe Rivas, Portland Inter-Tribal Alternate		
Ada Modig, UISHE Alternate		

APPLICANT AGENCY RESUME

UIC 80/81

Applicant Agency Legal Name: URBAN INDIAN COUNCIL, Inc.	Date of Incorporation: 11/15/73
--	------------------------------------

Type of Organization:

Public	_____
Private Non-Profit	<u>XXXX</u>
Private-Profit	_____
Other (_____)	_____

Short Statement of Agency Purpose: To promote the educational, economic and cultural Welfare of Indians in the Portland area and elsewhere.

Major Agency Bank Account
(give name of bank, address and contact person):

1st National Bank
14th and Morrison
Portland, Oregon 97205

Al Vernon

Fiscal Accounting Arrangement
(give name of staff responsible or, if by contract, name of agency, address and contact person):

Mary Parrish, Comptroller
Urban Indian Council, Inc.

Does Applicant Agency have federal tax exempt status? Yes XXXX No ___

Does Applicant Agency have liability, fire and theft insurance? (List the kind of insurance, the amount, expiration date and name of Insuring Agent.)

\$300,000.00

1/10/81

Insurance Planning Service

Are key staff bonded? Yes XXX No ___
(List individuals, by name and position, who are bonded, amount and name of Insuring Agent.)

All staff are bonded in the amount of \$25,000.00

Insurance Planning Planners

Description of Lease Arrangement: (Describe terms of lease agreement, e.g., dates, excluded activities and other conditions or other arrangements for space availability.)

New lease effective July 1, 1979 for five (5) years. Lease subject to continued receipt by lessee of Federal or other grant-in-aid.

ATTACHMENT #6

149874

Assurance of Compliance with
"Nondiscrimination on Basis of Handicap"
Section 504 of the Rehabilitation Act of 1973

Urban Indian Council, Inc. (hereinafter called the "Contractor"), HEREBY

AGREES THAT it will comply with "Nondiscrimination on Basis of Handicap" Section 504, of the Rehabilitation Act of 1973, dated June 3, 1977, (hereinafter referred to as Section 504) and procedures established by City of Portland, Human Resources Bureau, Aging Services Division (hereinafter referred to as the Area Agency on Aging - AAA). The regulation defines and forbids acts of discrimination against qualified handicapped persons in employment and in the operation of programs/activities receiving assistance from the Department of Health Education and Welfare. The Contractor hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

As an employer, the Contractor agrees to make reasonable accommodation to the handicaps of applicants and employees unless the accommodation would cause the employer undue hardship, as defined in Section 504. This extends to all phases of employment including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment.

The Contractor shall submit to the AAA, for analysis and recommendations, copies of their affirmative action plan and personnel policies which include provisions that assure the following:

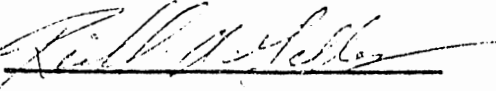
1. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment by the Contractor.
2. The Contractor shall make all decisions concerning employment in a manner which ensures that discrimination on the basis of handicap does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.
3. The Contractor shall not participate in a contractual or other relationship that has the effect of subjecting qualified handicapped applicants or employees to discrimination.
4. The Contractor shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee.

- 5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or usable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity. The Contractor's programs and activities, when viewed in its entirety, will be readily accessible to handicapped persons.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with Section 504 is given in consideration of and for the purpose of obtaining any and all AAA contracts or other financial assistance extended after the date hereof to the Contractor by the AAA, including installment payments after such date on account of applications for AAA financial assistance which were approved before such date. The Contractor recognizes and agrees that such AAA financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the AAA shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated this 7 day of June 1978.

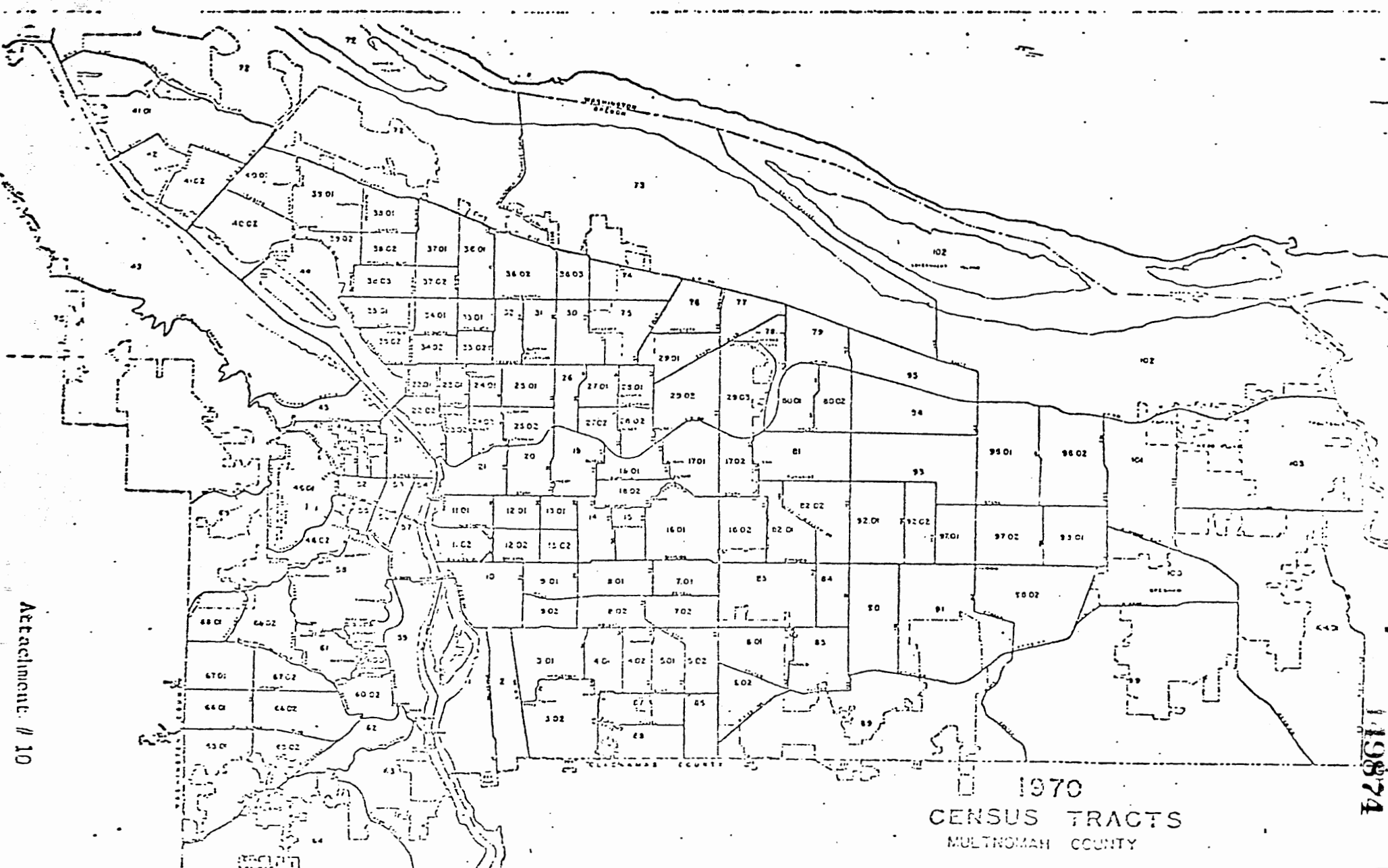
By 

Title Ex. Director

P.O. Box 3198 ; Portland, Or. 97208

Contractor's mailing address

Job Service Area (Draw the boundaries of the service area of this project in heavy black lines on the map provided below.) Urban-Indian Council, Inc.



Attachment # 10

1970
CENSUS TRACTS
MULTNOMAH COUNTY

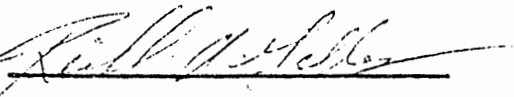
19874

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The Contractor hereby recognizes and agrees that an Assurance of Compliance with Section 504 is given in consideration of and for the purpose of obtaining any and all AAA contracts or other financial assistance extended after the date hereof to the Contractor by the AAA, including installment payments after such date on account of applications for AAA financial assistance which were approved before such date. The Contractor recognizes and agrees that such AAA financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the AAA shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

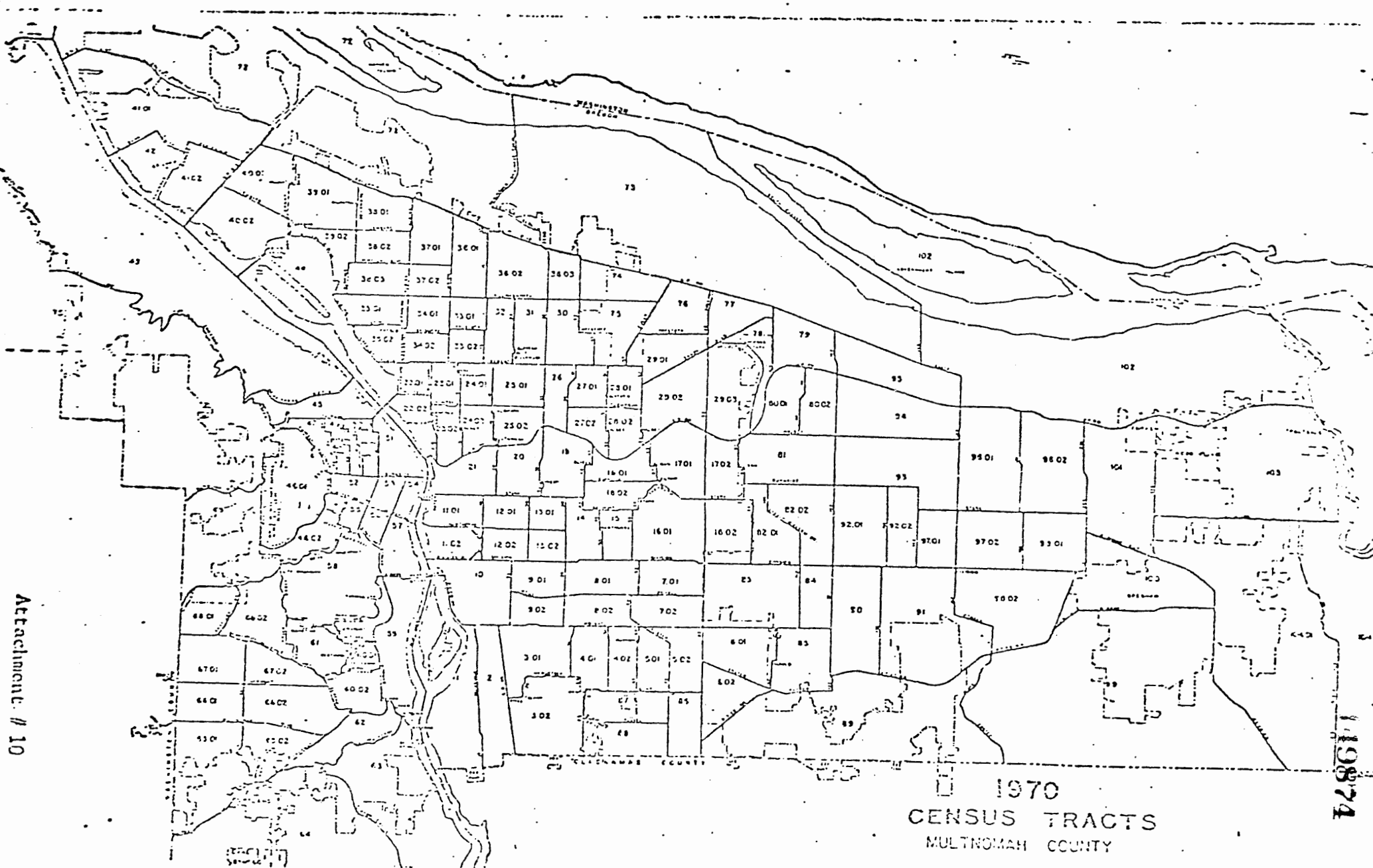
Dated this 7 day of June 19780.

By 

Title Ex. Director

P.O. Box 3198 ; Portland, Or. 97208
Contractor's mailing address

Project Title: _____
Urban Indian Council, Inc.
Zone of Service Area (Draw the boundaries of the service area of this project in heavy black lines on the map provided below.)



Attachment # 10

1970
CENSUS TRACTS
MULTNOMAH COUNTY

19874

URBAN INDIAN COUNCIL Inc.

2326 N. W. Westover Rd. • Portland, Oregon 97210 • 503-248-4562
 (At 23rd & West Burnside St.)

July 25, 1978

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of the Urban Indian Council, Inc. to prohibit discrimination and to provide equal employment opportunity to all persons.

All Urban Indian Council, Inc. recruitment, hiring, training, promoting, transferring, compensation, employee benefits, layoff and recall practices, internal audit and reporting systems, record keeping, and dissemination of policy will be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex, marital status, affectional or sexual preferences or political or union affiliation except where federal guidelines otherwise provide. Full consideration will be given to the employment of disabled or handicapped persons on work they are qualified to do.

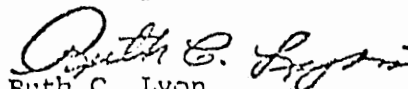
Urban Indian Council, Inc. recognizes its moral and legal responsibility to provide equal employment opportunity, to take affirmative and direct action by the Council, Management, and Staff, regarding job classifications, salaries, training, fringe benefits, and other personnel policies.

To affirm this policy an organization-wide Affirmative Action Plan will be initiated. This plan will establish responsibility for and conduct of the Urban Indian Council's Affirmative Action Plan, outlines its objectives and prescribes procedures for their attainment.

Overall responsibility for the direction of the Affirmative Action Plan, programs and practices has been assigned to the Executive Director who will appoint an Affirmative Action Coordinator. The Coordinator will establish monitoring procedures to insure the affirmative implementation of this policy.

The Affirmative Action Policy Statement shall be distributed to Council members and Directors and made available to employees, community agencies, and other interested groups or persons upon request.

Sincerely,


 Ruth C. Lyon
 Council Chairman

RCL: dl

GAL SERVICE
)TREACH PROGRAM

HEALTH PROGRAM
 EMPLOYMENT & TRAINING PROGRAM

CONSUMER EDUCATIO
 EDUCATION PROGRAM

INTRODUCTION

During the last fifteen years, special attention has been given by the Congress and the Federal Government to the area of Equal Employment Opportunity. As a result, new laws and regulations have been promulgated to prohibit discrimination and to correct or eliminate all vestiges of past discriminatory practices that have deprived minorities, women, the aged, and the disabled of the full and equal participation in the workforce. Federal funding agencies began to require their grantees to affirm their commitment to equal employment opportunity through affirmative action programs.

Effective affirmative action programs basically contains these two ingredients a) development or reaffirmation of the institution's policy of equal employment opportunity in all personnel actions and b) establishment of responsibilities for implementation. The policy reflects the position of the governing board and its implementation entails a detailed analysis by job classification of the present utilization of personnel on articulation of deficiencies as regards to protected classes, and a plan for corrective actions.

POLICY

It is the policy of the Urban Indian Council, Inc. to provide equal employment opportunity to all persons and to administer its personnel action practices without regard to race, color, sex, religion, national origin, age, handicap, marital status, or Vietnam veteran status. This affirmation applies to all phases and aspects of employment including, but not limited to recruitment, hiring, promotion, transfer, termination, compensation, training, working conditions, and other terms, conditions and privileges of employment.

However, it should be noted here that, due to the nature of its activities, the Urban Indian Council will give Indian preference only whenever required to do so by its federal funding agencies.

COMMUNICATION OF POLICY

The Affirmative Action Plan is developed with the full cooperation from the members of UIC Management Team. The Plan is thoroughly reviewed, discussed by these members and presented to the Council for final approval. Copies of the plan is distributed to all supervisory personnel.

UIC policy on equal employment opportunity is contained in the Personnel Policies which are distributed to staff members during their orientation.

The position of Affirmative Action Officer/Personnel Officer will be instituted in the near future, whenever funding permits. This person will be responsible for keeping UIC staff informed about current issues and developments in the area of EEO. In

In addition, the Personnel Officer will contact through correspondence and telephone, minority and feminist organizations in the area to inform them about UIC EEO policy and encourage them to urge their members to apply for job openings.

MANAGERIAL RESPONSIBILITIES

1. Department Directors. It is the responsibility of each department director to conduct day-to-day personnel activities in a manner consistent with the principles of Federal and State laws, and UIC Affirmative Action policy, unless otherwise required by federal funding agencies. Such a requirement comes strictly under the form of giving preference to Indian applicants for certain positions. In addition, the department director is responsible for setting objectives for providing counseling and giving special help to women and minority employees regarding promotional opportunities.
2. Affirmative Action Officer/Personnel Officer. This officer is responsible for the following EEO functions:
 - a) disseminate current information about EEO, AA to all management and supervisory personnel.
 - b) maintain appropriate records and prepare the various reports that are required by government agencies.
 - c) keep abreast of the latest legal developments in the area of EEO and AA compliance.
 - d) coordinate and review EEO and AA program activities within the organization.
 - e) prepare job descriptions, job announcements, applications and other personnel forms.
3. Staff Representative. The Staff Representative is elected by non-management personnel at a regularly scheduled staff meeting for a three month term to serve as an advocate in personnel matters, assist and counsel staff members and advise them on their employment rights and grievance process.

SURVEY OF PRESENT WORKFORCE

CLASSIFICATIONS

Federal job classifications are: 1) Officials and Administrators, 2) Professionals, 3) Technicians, 4) Para-Professionals, 5) Protective Service, 6) Office/Clerical, 7) Skilled Crafts, and 8) Service Maintenance.

UIC current positions are grouped in to the above classifications as follows:

- 1) Officials and Administrators: Executive Director, Department Director, Associate Director and Assistant Director.
- 2) Professionals: Senior Planner, Comptroller, Senior Accountant, Mental Health Supervisor, Consumer Educator.
- 3) Technicians: None.
- 4) Para-Professionals: Associate Accountant, Counselor, MIS, Public Information.

Officer, Administrative Assistant, Counselor, Nurse, Accounting Assistant, Medical Assistant, Legal Assistant, Youth Coordinator, Highway Coordinator.

- 5) Protective Service: None.
- 6) Office/Clerical: Secretary, Clerk, Receptionist.
- 7) Skilled Crafts: None.
- 8) Service/Maintenance: Custodian, Nutrition Assistant.

ANALYSIS

Attached is a table detailing the present utilization of UIC workforce broken down by Federal job classifications, sex and race.

On January 31, 1979, employees at UIC number 58 of which 3 are classified as part-time. The highlight of the analysis include:

- a) 63.8% of the workforce are women.
- b) 86.2% are minorities, of which 82.8% are Native Americans.
- c) 15.5% are known to have a "handicap."

The percentage for Native Americans is high due to the requirement of our federal funding agencies to give Indian preference.

URBAN INDIAN COUNCIL, INC. WORKFORCE

JANUARY 31, 1979

FEDERAL JOB CLASSIFICATION	SEX	WHITE	BLACK	HISPANIC	ASIAN/PAC ISALNDERS	INDIAN/ ESKIMO	OVERALL
1. Officials/Administrators	Male	0	0	0	0	6	6
	Female	0	0	0	0	2	2
	Total	0	0	0	0	8	8
2. Professionals	Male	1	0	0	2	0	3
	Female	1	0	0	0	1	2
	Total	2	0	0	2	1	5
3. Technicians	N/A						
4. Para Professionals	Male	2	0	0	0	9	11
	Female	3	0	0	0	13	16
	Total	5	0	0	0	22	27
5. Protective Service	N/A						
6. Office/Clerical	Male	0	0	0	0	1	1
	Female	1	0	0	0	12	13
	Total	1	0	0	0	13	14
7. Skilled Crafts	N/A						
8. Service Maintenance	Male	0	0	0	0	0	0
	Female	0	0	0	0	4	4
	Total	0	0	0	0	4	4
All Classifications	Male	3	0	0	2	16	21
	%	5.2	0	0	3.4	27.6	36.2
	Female	5	0	0	0	32	37
	%	8.6	0	0	0	55.2	63.8
	Total	8	0	0	2	48	58
	% Workforce	13.8	0	0	3.4	82.8	100.0

15.5% of the workforce is known to have a "handicap."

119874

EXHIBIT C
REQUIRED REPORTING FORMS
AND
PROCEDURES

Class: Client ServicesHousing

- 11 - Housing location
- 12 - Moving assistance
- 13 - Subsidized housing
- 14 - Interior home repair
- 15 - Minor home repair (construction)
- 16 - Minor home repair (maintenance)
- 17 - Yard work
- 18 - Discrimination
- 19 - Home security

Social Contact

- 21 - Friendly visiting
- 22 - Telephone reassurance
- 23 - Volunteer opportunities
- 24 - Education
- 25 - Recreation
- 26 - Escorted Group Activity

Information/Service Utilization

- 31 - Information
- 32 - Outreach
- 33 -
- 34 - Pre-retirement counseling
- 35 - Discretionary Service Units
- 36 - Escort
- 37 - Advocacy
- 38 - Scheduling
- 39 - Personal business

Income

- 41 - Emergency assistance
- 42 - Assistance in applying for government financial programs
- 43 - Adjustment of government benefits
- 44 - Financial assistance (other)
- 45 - Employment
- 46 - Subsidized employment
- 47 - Discounts/ rebates

Transportation

- 51 - Transpo for housing
- 52 - Transpo for social contact
- 53 - Transpo for information/ service utilization
- 54 - Transpo for income
- 55 - Transpo for congregate dining
- 56 - Transpo for shopping
- 57 - Transpo for protective/legal
- 58 - Transpo for work/school
- 59 - Transpo for health

Income - Assistance

- 61 - Hourly worker
- 62 - Hourly worker (NFS Only)
- 63 - Homemaker
- 64 - Homemaker Level I (NFS only)
- 65 - Homemaker Level II (NFS only)
- 66 - Home health care
- 67 - Personal care assistance

Protective/Legal

- 71 - Legal assistance
- 72 - Legal education
- 73 - Arrangement of guardianship/ conservatorship
- 74 - Arrangement for protective living
- 75 - Money management
- 76 - Supportive counseling
- 77 - Nursing home placement
- 78 - Crisis Counseling
- 79 - Hours (PS only)

Nutrition

- 81 - Home delivered meals
- 82 - Congregate meals
- 83 - Nutrition counseling/education
- 84 - Food buying
- 85 - Shopping assistance (food)
- 86 - Food growing
- 87 - Meal preparation

Health

- 91 - Health screening
- 92 - Health education (diabetic clinic, etc.)
- 93 - Medical equipment
- 94 - Physical/occupational therapy
- 95 - Mental health services
- 96 - Detoxification
- 97 - Dental care
- 98 - Physician/out-patient care
- 99 - In-patient care, (hospital, etc.)
- 01 - Podiatry care
- 02 - Eye care
- 03 - Adult day care
- 04 - Hearing and speech

TO: OFFICE OF ELDERLY AFFAIRS
772 Commercial Street, S.E.
Salem, Oregon 97310

(B)

DATE: _____

(C)

MONTH ENDING: _____

(A)

FROM: _____

MEAL COUNT

(D) SITE	(E) NO. OF MEALS SERVED	(F) REIMBURSEMENT
(G) TOTALS	MEALS	\$
(J) STATE AGENCY USE ONLY	(H) THIS INCLUDES _____ MEALS SERVED TO INDIVIDUALS UNDER 60.	(I) I CERTIFY THIS REPORT IS CORRECT SIGNED _____ / _____ Date SIGNED _____ / _____ Date

Contract Agency _____
Address _____
City _____ State _____

Social Services Division
Accounting Unit
522 SW Fifth Ave., 8th Fl. Yeon Bldg.
Portland, Oregon 97204
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 _____

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

149874

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.)

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

149874

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.

PORTLAND HUMAN RESOURCES BUREAU
SOCIAL SERVICES DIVISION

PROCEDURES FOR CONTRACT MODIFICIATIONS

WHY?

Contract modifications are required in the following situations:

- change in total contract amount (increase or decrease)
- changes in staff salaries
- changes in staff positions to be supported through the contract
- changes in line item budget
- changes in number or type of services to be provided
- other substantial changes

HOW?

Contracts may be modified in 3 ways:

- ordinance-authorized by City Council
- contract change order-approval by Social Services Manager , Human Resources Bureau Executive Director, and Commissioner-in-Charge
- initial-by both parties

<u>Type of Change</u>	<u>Modification Procedure</u>
Total funds increase/decrease	Ordinance
Total same line item changes	Change Order
Staff salary	Change Order
Staff position	Change Order
Service Objectives	Change Order
General/special conditions	Ordinance/change order
Other substantial changes	Ordinance/change order
Clerical errors	Initial by both parties

PROCEDURE:

A. Initiated by City:

1. The City shall inform the Contractor in writing what and why changes are required, what information (if any) is needed from the Contractor to make such changes and what modification procedures will be utilized.

2. City staff shall be responsible for obtaining necessary materials from the Contractor or shall prepare revised materials (to include revised contract or project applications pages) and amendment form, as necessary.

3. Contractor shall review material and indicate approval formally or informally.

4. If an Ordinance is required:

- City staff shall prepare and file Ordinance
- City shall notify Contractor of action on Ordinance
- If authorized by City Council, Contractor shall sign three (3) copies of amendment (if not already signed) and return to designated City office
- City staff shall obtain necessary City signatures
- Amendment goes into effect when both parties have signed and the changes are documented in the City Auditor's Office
- Fully signed copy shall be returned to the Contractor

5. If change order procedure is utilized:

- City staff shall prepare change order
- Program Staff, Accountant, Division Manager, HRB Executive Director, and Commissioner-in-Charge shall review and indicate approval
- Contractor shall sign Amendment and return to City
- Amendment goes into effect when City and Contractor signatures are obtained

B. Initiated by Contractor:

1. Contractor shall submit a letter to the Unit Director requesting modification. This letter should contain the following information:
 - a. Specific changes desired (e.g. increase printing by \$500, decrease local travel by \$200 and decrease office supplies by \$300).
 - b. Reason or need for changes (e.g. the newsletter mailing list has doubled so more copies are printed; counselors are carpooling in an effort to save gasoline).
 - c. Statement regarding how these changes will affect the provision of services (e.g. line item changes are more consistent with actual spending patterns and services will continue to be delivered as specified in the contract).

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.

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 source changes)
- revised total

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 FOR SERVICES

149874

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("CITY"), City Hall, 1220 S.W. Fifth Avenue, Portland, Oregon 97204, and

JAPANESE ANCESTRAL SOCIETY, INC., ("CONTRACTOR"), 327 N.W. Couch, Portland, Oregon 97209.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide meals and access services to older Japanese Americans and other eligible persons and further agrees that the total cost shall not exceed the sum of \$50,000.

SECTION III: PERIOD OF PERFORMANCE

Performance under this contract shall commence July 1, 1980, and continue through June 30, 1981, unless extended by City Council action.

SECTION IV: AGREED CONTRACTOR: PROJECT OPERATION

- A. Contractor shall by June 30, 1981, meet all goals and objectives stated in the "Project Narrative" (Exhibit A, hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a minimum 5% match (\$2631) as approved in the budget (refer to Exhibit B). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of services.
- E. The use or disclosure by any party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration or program evaluation of the City, is prohibited except on written consent of the recipient or the recipient's attorney.

SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit C, hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed through negotiation.

- B. Required program reports shall be submitted by the fifth (5th) working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports which are not received by the time specified shall result in delayed reimbursement.
- C. A final "Director's Narrative Report" shall be submitted within forty-five (45) days of the conclusion of the Project covered by this contract. The report should identify problems, corrective action taken, requests for technical assistance, any plans for seeking/securing other resources, and any concerns relative to the City's performance.
- D. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- E. Contractor shall submit to the City copies of all requests for federal, state or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- F. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- G. Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
- H. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract except where one is already on file, its current:
 - personnel policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;
 - list of names and signatures of persons authorized to act as the Contractor's agents;
 - articles of incorporation and by-laws;
 - list of board of directors and advisory council members.

Contract further agrees to submit any changes in these documents to the City within thirty (30) days of their effective dates.

SECTION VI: AGREED

- A. City shall provide technical assistance upon written request of the Contractor.
- B. City shall provide all required reporting forms to the Contractor.

- C. City shall monitor the project based on all of the provisions as set forth in this contract.
- D. City shall give Contractor written notification of problem areas related to the performance of this contract, including requirements for corrective action.
- E. City may conduct at least one contractor meeting per month.
- F. City shall conduct training sessions as necessary to ensure quality delivered services and effective program management.
- G. City shall conduct on-site contract and facility reviews on a quarterly basis. On-site monitoring shall be pre-arranged with each Contractor.
- H. City shall process monthly reimbursement requests and contract amendments in a timely manner.

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$50,000.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$8,333 upon receipt of a written request from the Contractor.
- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit (C), the original with appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15th) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if the required program reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed after reimbursement has occurred, the Contractor shall promptly repay the City.
- G. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit B). Funds not used shall be returned promptly to the City at the end of the budget period. Any costs incurred by the Contractor over and above the agreed sums, as set out in the budget, shall be at the sole risk and expense of the Contractor.

If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part of the performance of this contract.

If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of the contract.

- C. The term "approval by the City" means written approval by the Executive Director and/or the Commissioner-in-Charge of the Human Resources Bureau. Unless otherwise specified, documents submitted to the City shall be regarded as received when delivered to the Human Resources Bureau.
- D. Compensatory time accrued by any employee performing services under this contract shall be taken within the budget period to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor. This condition only applies if compensatory time is indicated in the Contractor's approved Personnel Policies and Procedures.
- E. Upon termination (cash out) of any employee performing services under this contract, a maximum of two weeks accrued vacation time shall be an allowable reimbursement cost. Time in excess of the two weeks maximum shall be the sole responsibility of the Contractor.
- F. It is expressly understood and agreed by both parties hereto that the City is contracting with the Contractor as an Independent Contractor and that the Contractor, as such, agrees to hold the City harmless and to indemnify it from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by a third party arising out of, or in connection with, the services to be performed by the Contractor under this contract.

SECTION IX: SPECIAL CONDITIONS

- A. In purchasing food, and preparing and delivering meals, Contractor must follow appropriate procedures to preserve nutritional value and food safety.
- B. The Contractor must comply with all state and local health laws and ordinances concerning preparation, handling, and serving food.
- C. The Contractor must provide special menus, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals. In determining feasibility and appropriateness, the Contractor must use the following criteria:
 - (1) Whether there are sufficient numbers of persons who need the special menus to make their provision practical; and

- (2) Whether the food and skills necessary to prepare the special menus are available in the planning and service area.
- D. The Contractor must have available for use upon request, appropriate food containers and utensils for blind and handicapped participants.
- E. Each meal served by the Contractor must contain at least one-third of the current Recommended Dietary Allowances as established by the Food and Nutrition Board of the National Academy of Sciences -- National Research Council.
- F. If the Contractor receives cash, instead of food, the provider must spend the cash only for buying United States agriculture commodities and other food.
- G. Food Stamp Program. The Contractor must assist participants in taking advantage of benefits available to them under the food stamp program. The Contractor must coordinate its activities with agencies responsible for administering the food stamp program to facilitate participation of older persons in the program.
- H. The Contractor shall, within ten (10) days of the execution of this contract, notify the City, in writing, of the staff person who shall be responsible for the performance of contractor staff under this contract and the staff person to whom official correspondence regarding performance under this contract shall be sent.
- I. The staff supervisor, given reasonable notice, shall attend training sessions and meetings and participate in other activities as required by the City to a maximum of three (3) sessions, or twenty-four (24) hours per month.
- J. Other staff hired under this contract shall participate in such training sessions, meetings, and other activities as required by the City to a maximum of two (2) sessions, or sixteen (16) hours per month.
- K. The Contractor shall assure that older persons shall not be discriminated against and that older persons shall be employed on a part-time and full-time basis in carrying out programs, to the degree feasible and subject to the provisions of approved personnel policies.
- L. The Contractor agrees to submit documentation as required by the City to support waivers of contract policies and requirements required by the City.
- M. The Contractor shall use the service definitions as set forth by the City and standardized reporting forms as developed and provided by the City.
- N. The Contractor shall employ City descriptions, policies, and procedures for the delivery, utilization, and coordination of information, referral, case management, escort, transportation, homemaker, housekeeper, legal, nutrition and other contracted services provided as part of the Portland/Multnomah County Area Agency on Aging Service System.

- O. The Contractor shall complete the client tracking system forms for all clients accepted for nutrition services, which includes the client information form, the needs assessment form and the client service form, to be submitted to the City by the fifth (5th) working day of each month.
- P. The Contractor shall enter into or continue written agreements with other service providers with the Portland/Multnomah County Area Agency on Aging Service System as directed by the City to specify and clarify procedures of coordination.
- Q. The Contractor shall assure that older persons with the greatest economic and social need receive preference in the delivery of each service provided through the contract in accordance with definitions provided by the City.
- R. The Contractor shall not use City resources to provide a service that would duplicate a service under another City Area Agency on Aging contract unless specifically approved by the City.
- S. The Contractor shall, in the event resources are not available to provide a service, document the situation, inform the person of the problem and place the person on a waiting list, prioritizing client relative to those in greatest need of said service.
- T. The Contractor shall assure that a means test shall not be used to determine the eligibility of an older person for any service funded under Title III of the Older Americans Act of 1965, as amended.
- U. Each Contractor must:
- (1) provide each older person with a free and voluntary opportunity to contribute to the cost of the service;
 - (2) protect the privacy of each older person with respect to his/her contribution;
 - (3) establish appropriate procedures to safeguard and account for all contributions; and
 - (4) use all contributions to expand the services of the Contractor under this section.
- Contractor must use all contributions to increase the number of meals served. The Contractor further:
- (5) may develop a suggested contribution schedule for services provided under this section. In developing a contribution schedule, the Contractor must consider the income ranges of older persons in the community, and the Contractor's other sources of income;
 - (6) must assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and

- (7) must assure that contributions made by older persons are considered program income.
- V. The Contractor shall agree to continue or to initiate efforts to obtain support from private sources and other public organizations for services funded through this contract.
- W. The Contractor agrees that a request for modification which results in a reduction in the number or type of services may result in a reduction of funds available from the City under this contract.

SECTION X: CONTRACT MODIFICATION

Contractor may request changes in the contract by submitting a written request in accordance with City procedures (refer to Exhibit C). Minor changes shall not become effective until the Commissioner-in-Charge has given written approval, and the approved document is filed with the City Auditor. Major changes shall not become effective until approved by City Council, signed by the appropriate parties, and the approved document filed with the City Auditor.

SECTION XI: CONTRACT ASSIGNMENT

- A. The Contractor has been selected by the City for this work because of its particular experience in this program area. This contract is personal between the parties, and the Contractor shall not assign or subcontract in whole or in part hereof without prior approval of the City.
- B. In the event the City decides to assign its interest in this contract, in whole or in part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.
- B. The contract may also be terminated at any time by the City by giving written notice if its federal, state, or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.
- C. Nothing in this contract shall be construed to limit the City's legal contract remedies including, but not limited to, the right to sue for damages or specific performance should the Contractor materially violate any of the terms of this contract.

SECTION XIII: SIGNATURES

The parties witness their consent to be bound by all the terms of this contract, SECTIONS I through XII, by signing below.

APPROVED AS TO THE CONTENT

CONTRACTOR

By _____
Executive Director Date

By _____

APPROVED AS TO FORM

CITY OF PORTLAND

By _____
City Attorney Date

By _____

By _____

PROJECT APPLICATION SHEET

19874

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) <u>Ikoi-No-Kai Nutrition Project</u>			
2. Type of Application (Check One) New Project <input checked="" type="checkbox"/> Continuing Project <input type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>			
3. Responsible HRB Division Social Services Division		4. Contract Period From <u>July 1, 1980</u> to <u>June 30, 1981</u>	
5. Budget Period From <u>July 1, 1980</u> to <u>June 30, 1981</u>		6. City Support Requested \$ <u>50,000</u>	
7. Applicant Agency (Name, address & telephone) Japanese Ancestral Society 327 NW Couch Portland, Or. 97209 (503) 223-2454		8. Project Director (Name, address & telephone) Lury Sato 5515 N. Omaha Portland, Or. 97217 (503) 285-6128	
9. Financial Officer (Name, address & telephone) Yuji Hiromura 4442 SE 50th Portland, Or. 97206 (503) 774-3953		10. Official Authorized to Bind Agency (Name, address & telephone) George Azumano 2802 SE Moreland Portland, Or. 97206 (503) 774-0609	

11. Project Summary: Summarize, in approximately 200 words, the project plan presented in application, briefly covering project goals, objectives, strategy, target population and administration.

The goal of this Nutrition Project is to promote better health and sustain independent living among elderly Japanese Americans who reside in Portland/Multnomah County. The program will provide low-cost nutritious and sound meals as well as access services for those who are unable to maintain an adequate diet. The program will be tailored to meet the needs of elders of Japanese descent but will not exclude participation by any elders or their spouses.

Hot, nutritious meals will be served five days a week at 12:00 noon. Loaves and Fishes, Inc. will provide the meals served three days a week and traditional Japanese meals will be prepared on site and served the other two days a week. To facilitate participation, transportation, outreach, nutrition education, and recreation will be offered as access services.

With the support of the two co-sponsors of the community, the Japanese Ancestral Society and the Japanese-American Citizens League, this project will plan to reach more of the target population and expand the program.

- 1. Statement of Problem/Documentation of Need: (Provide a concise description of the conditions and problems to be addressed by the project. Quantifiable, measurable terms should be used. Verify that the problem exists with documentation.)

Poor nutrition habits among the elderly, in conjunction with other physical, social, and economic changes associated with increasing age may result in a pattern of living which causes malnutrition and loss of normal independent functioning. Many elderly persons do not eat adequately because: (1) they cannot afford to do so; (or) (2) they lack the knowledge and/or skills to select and prepare nourishing and well-balanced meals; (or) (3) they have limited mobility which may impair their capacity to shop and cook for themselves; (or) (4) they have feelings of rejection and loneliness which obliterate the incentive necessary to prepare and eat a meal alone.

National priorities have established that low income, minority and isolated persons are in greatest need. A sample of Japanese American surveyed in Portland/Multnomah County reveal 162 persons living below the poverty level reflecting a clear need for low-cost nutritious meals. Further evidence of need is reflected in the survey in the number of elderly Japanese Americans who do not currently eat three meals a day, who live alone and have mobility problems.

- 3.
2. Statement of Project Goals: (The project goal is a brief statement of the intent of the project to change, reduce or eliminate the problem identified above. The goal should relate to overall goal statement of HRB's Divisional Unit and to the general purpose of the project.)

PROJECT GOAL:

To promote better health and sustain independent living through improved nutrition and social contact with supportive services to facilitate and ensure participation.

OVERALL AREA AGENCY ON AGING GOAL:

To provide the leadership role in order to increase the level of community services for older people in Portland/Multnomah County to meet the basic needs of the elderly and promote independent and dignified living for elders through the processes of evaluating the service systems' capacity to meet those needs and by advocating for such increases as necessary.

3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebounded statements the desired results of program operations. For each objective listed, state the productivity indicator, or unit of measurement, by which the objective can be evaluated.)

Objectives:	Productivity Indicators:
<p>1-Maintain effective management of services provided for elderly Japanese Americans in Portland/Multnomah County through the accomplishment of the activities listed in Section 4 during the period July 1, 1980, through June 30, 1981.</p>	<p>1-a Number and dates of activities listed in Section 4 accomplished</p>
<p>2-To maintain access to needed services for elderly residents by providing 2,080 rides to 33 different Japanese American individuals who require accompaniment to ensure-completed journeys to nutrition sites during the period 7-1-80 to 6-30-81.</p>	<p>2-a Number of unduplicated elderly individuals receiving escort services 2-b Number of escort services</p>
<p>3-To reduce isolation among elderly Japanese American residents by identifying 20 new low-income and/or minority individuals during the period 7-1-80 to 6-30-81.</p>	<p>3-a Number of new unduplicated elderly individuals identified as low-income and/or of minority heritage.</p>
<p>4-Reduce isolation among nutrition project participants by providing the following support services during the period 7-1-80 to 6-30-81.</p> <p>a. 1,200 education services to 75 different individuals</p> <p>b. 960 recreation services to 75 different individuals.</p>	<p>4-a Number of education services provided 4-b Number of recreation services provided</p>
<p>5-To increase sound nutrition habits among elderly Japanese American residents by providing 8,320 meals to 75 participants 5 days a week during the period 7-1-80 through 6-30-81.</p>	<p>5-a Number of congregate meals served 5-b Number of unduplicated eligible participants</p>

Objective # 1 : (Restate Objective Here)
 To maintain effective management of services provided for elderly Japanese-Americans in Portland/Multnomah County through the accomplishment of the activities listed in Section 4 during July 1, 1980, through June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-1	Provide personnel direction/supervision and training through individual and or group staff meetings. The personnel will be: site manager asst.; site manager cater person; asst. cater person; van driver; custodian; accountant; and volunteers. Personnel required: Site Manager	Ongoing	Staff hired 10% Bookkeeper 20%	Site Manager
1-2	Develop and maintain individual job descriptions and work programs for all assigned personnel (volunteer)	Ongoing	Job descriptions developed	Site Manager
1-3	Develop and implement upon approval by Aging Services a training plan to be provided by your agency for assigned personnel (paid and volunteer).		Training plan submitted	Site Manager
1-4	Attend such Area Agency on Aging Contractor meetings and training sessions required.	Ongoing	Attendance recorded by AAA	Site Manager
1-5	Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII, Nos. 1 through 9.	Ongoing	Agency accounts processed	Bookkeeper Site Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 1 : (Restate Objective Here)

To maintain effective management of services provided for elderly Japanese-Americans in Portland/Multnomah County through the accomplishment of the activities listed in Section 4 during July 1, 1980, through June 30, 198

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-6	Maintain property records on all City inventory in accordance with General Condition V, l.c, 71, 8.	Ongoing	Records maintained	Site Manager
1-7	Submit required program reports and invoices in the proper manner in accordance with all related special and general conditions as required.	Ongoing	Reports and invoices submitted.	Site Manager Bookkeeper

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Japanese
5/80

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Objective # 2: (Restate Objective Here) To maintain access to needed services for elderly residents by providing 2,080 rides to 33 different individuals who require accompaniment to ensure complete journeys to nutrition sites during the period July 1, 1980, through June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
2-1	Maintain personnel to provide services. The personnel will be: site manager, assistant site manager, cater manager, cater person, custodian, van driver, accountant Personnel required: Site Mgr. 5%,	Ongoing	Personnel hired	Site Manager
2-2	Provide supervision of staff	Asst. Site Mgr. 5%, Ongoing	Job descriptions, training performance, objective, and evaluation completed	Site Manager
2-3	Develop a list of clients needing escort services	Ongoing	Initial list made.	Asst. Site Mgr.
2-4	Provide reports and maintain records on escort services to project administration	Monthly	Reports made	Asst. Site Mgr.
2-5	Monitor escort services to ensure contract compliance and quality of service	Ongoing	Supervisory meetings held, case plans reviewed, client staffing held.	Van Driver

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Japanese
5/80

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Objective # 3 : (Restate Objective Here)

To reduce isolation among elderly Japanese American residents by identifying 20 new low-income and or minority individuals during the period July 1, 1980, through June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3-1	Maintain personnel to identify 20 new individuals. The personnel will be assistant site manager. Personnel required: Site Mgr. 5%,	Ongoing	Personnel assigned duties	Asst. Site Mgr.
3-2	Provide staff direction/supervision, develop job descriptions and work programs, develop a training program and evaluate staff as prescribed in Objective #1 for personnel.	Ongoing	Bi-weekly staff meetings held, job descriptions and work programs updated, evaluation updated.	Site Manager
3-3	Develop ongoing communication with community agencies and individuals to inform them of services whereby referrals may be generated.	Ongoing	Community agencies and individuals knowledgeable of services.	Site Manager
3-4	Provide reports and maintain records on number of people identified to project administrator.	Monthly		Asst. Site Mgr.
3-5	Monitor the identification of new individual to ensure contract compliance and quality of service.	Monthly	Reports reviewed and submitted to HRB	Site Manager

4. Statement of Activities/ Timelines/ Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 4: (Restate Objective Here) Reduce isolation among nutrition project participants by the following support services during the period 7-1-80 to 6-30-81.

- a. 1,200 education services to 75 different individuals
- b. 960 recreation services to 75 different individuals

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-1	Maintain personnel to provide education and recreation services. The personnel will be site manager and assistant site manager. Personnel required: Site Mgr 5%,	Ongoing	Personnel assigned duties	Site Manager
4-2	Provide personnel direction, supervision, and work programs for all assigned personnel.	Ongoing	Staff meetings held for all assigned personnel work programs developed, reviewed, and updated.	Site Manager
4-3	Develop ongoing communication with community agencies and individuals to inform them of educational and recreational services.	Ongoing	Community agencies and individuals knowledgeable of services.	Site Manager
4-4	Record education and recreation services to ensure contract compliance and quality of service.	Monthly	Reports reviewed and submitted to HRB	Assistant Site Mgr

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 5: (Restate Objective Here) To increase sound nutrition habits among elderly Japanese American residents by providing 8,320 meals to 75 participants, 5 days a week during the period July 1, 1980, through June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
5-1	Maintain personnel to provide meal service on site, and nutrition education. The personnel will be the staff and volunteers.	Ongoing	Number of meals served, participants escorted to meals	Cater Manager Site Manager Staff
5-2	Provide staff direction/supervision, develop job descriptions and work programs and evaluate staff as prescribed in objective #1 for assigned personnel.	Ongoing	Bi-weekly staff meetings held, job descriptions completed, work programs updated, evaluations updated	Site Manager
5-3	Accept referrals from other agencies and meal sites for eligible participants.	Ongoing	Meals served to eligible participants	Assistant Site Mgr
5-4	Plan, schedule, and implement nutrition education program in response to needs of participants.	Ongoing	Number of participants receiving nutrition education	Site Mgr.
<p>Personnel required: Site Mgr. 35%, Asst. Site Mgr. 30%, Cater Manager 50% Traditional Cook 30%, Asst. Caterpersons 50%, Custodian 10%.</p>				

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

- 5. Strategy/Method: (Briefly describe the general approach to meeting the stated goals and objectives. Discuss the rationale of this approach and how it relates to the overall strategy of the responsible HRB Divisional Unit.)

In accordance with the Aging Services Division's comprehensive plan, nutrition services and other supportive services are being provided a number of minority groups in Portland/Multnomah County. The Japanese Ancestral Society in cooperation with the Japanese American Citizen's League Provides an appropriate point of identification for Japanese Americans.

An awareness of the cultural background of the Japanese-Americans provides the opportunity to establish a nutrition program responsive to the nutritional needs of Japanese Americans. Supportive services, out-reach escort and nutrition education will facilitate participation of this minority who are dispersed throughout the service area. A centrally located meal site will also facilitate participation and reduce costs. Striving for cooperation from churches and other Japanese organizations, conducting class in English as a second language, as well as Japanese Language class, reaching people by telephone should facilitate outreach.

- 7
6. Service Area, Target Population and Eligibility Criteria for Services:
(Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.)

Service Area: Portland/Multnomah County

Target Population: The target population for nutrition services is defined by federal regulations as those persons who are 60 and over and who: (1) cannot afford to eat adequately, (or) (2) lack the skills and/or knowledge to select and prepare nourishing and well-balanced meals, (or) (3) have limited mobility which may impair their capacity to shop and cook for themselves, or (4) have feelings of rejection and loneliness which obliterate the incentive necessary to prepare and eat a meal alone. The spouses of such individuals are also considered eligible individuals. To ensure that services are directed to those in greatest need, minority and low-income individuals are a primary target population. While this nutrition program focuses on Japanese Americans, other elderly persons will also be served.

Eligibility Criteria:

All residents of Multnomah County age 60 and older who are within the target population for nutrition services are eligible for nutrition services.