

Grantor (Prime Sponsor)ContractorContract No.City of PortlandJob Therapy of Oregon, Inc.

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Job Therapy of Oregon, Inc.

, hereinafter referred to as the Contractor. The Contractor shall provide services under the City's Comprehensive Employment and Training Act (CETA) Program in accordance with the provisions of this contract and applicable Federal Regulations. This contract consists of this sheet, Agreement for Services, Narrative, budget and attachments, and required forms.

The Contractor shall perform the functions set forth under the terms and conditions established in this cost-reimbursement contract.

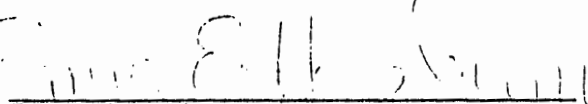
The functions of this contract shall commence when approved by City Council and signed by all parties. The period of performance shall not exceed 3.3 months or extend beyond September 30, 1980, whichever occurs first, unless extended by City Council Action.

In consideration of the foregoing, the City shall pay the Contractor allowable costs incurred in the performance of this contract, in an amount up to, but not to exceed \$3,457 to be paid from Federal funds received.

Dated this ____ day of _____, 19____.

Approved:

CONTRACTOR:



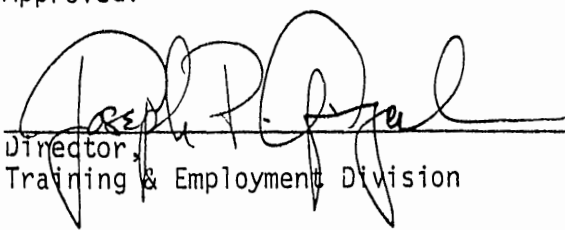
Executive Director,
Human Resources Bureau

By: _____

Title: _____

Approved:

CITY OF PORTLAND



Director,
Training & Employment Division

BY: _____

City Auditor

Approved as to Form

By: _____
Commissioner of Public Utilities

City Attorney

AGREEMENT FOR SERVICESPARTIES:

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

JOB THERAPY OF OREGON, INC. (Contractor), 1511 N.E. 17th Avenue,
Portland, Oregon 97232

RECITALS:

- A. Upon consideration of a request for proposal, Job Therapy of Oregon, Inc., the Contractor, is considered an appropriate agent to fulfill the terms of this contract.
- B. The City has funds to support this agreement derived from the U. S. Department of Labor (DOL) under Title II-D of CETA.
- C. It is therefore appropriate for the City to enter into a contract with Job Therapy of Oregon, Inc., the Contractor, to provide the services herein described.

AGREED/CONTRACTOR:

- 1. Contractor shall be responsible for providing adequate supervision of participants assigned to their particular work site(s).
- 2. Contractor shall provide a safe work environment for all participants assigned to their work site(s) and adhere to applicable safety standards.
- 3. Supervisors shall make every effort to deal immediately with participant absences and shall also make every effort to assist the participants in achieving regular attendance. It is intended that subsequent unnecessary absences can be influenced by speedy and early intervention on the part of the supervisor.
- 4. Contractor shall make necessary staff time available to meet with City personnel on participant matters.
- 5. Contractor shall make sufficient staff time available to fill out questionnaires and participate in interviews or other research and program monitoring activities.
- 6. Contractor shall be responsible for orienting every participant hired by the Contractor.
- 7. Contractor shall keep daily time and attendance records for participants and make such records available upon request.

8. Contractor shall be responsible for adhering to all fiscal requirements of DOL and the City.
9. Participant files and records shall be open to inspection by designated City staff.
10. All fiscal records related to this contract shall be open to inspection by designated staff.
11. Contractor shall notify appropriate City staff at least 24 hours prior to an anticipated termination of a participant.
12. Contractor shall comply with the goals and objectives stated in the agency proposal, herein attached as Project Narrative, Exhibit A.

AGREED/CITY:

1. City shall provide technical assistance in completing required reporting requirements.
2. City shall supply all required reporting forms to the Contractor.
3. City shall provide technical assistance in developing data gathering systems.
4. City shall monitor participant activities based on goals, objectives, productivity indicators and activities found in the project proposal.
5. City shall provide, on a limited basis, funds for approved participant job related training. Requests for such training must be received by the City at least thirty (30) days prior to the beginning of the training and reimbursement for approved training will be made directly to the provider.

GENERAL CONDITIONS:

1. Prior to commencement hereof, the Contractor shall deliver to the City Auditor evidence:
 - a. 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 forty-five (45) day cash flow, whichever is less. If the bonding is unavailable to Contractor, a third party trustee may be appointed;
 - b. of a Standard Liability Insurance Policy in the single limit 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 out of the performance of this contract;

- c. that the above policies of insurance are in force and will not be cancelled without thirty (30) days prior notice to the City.
2. Contractor shall submit to the City a written Affirmative Action Plan within thirty (30) days after first hire.
3. In performance hereof, the Contractor shall comply with the provisions of the Civil Rights Compliance Statement (refer to Exhibit B).
4. In performance hereof, the Contractor shall comply with the provisions of the Oregon Revised Statutes, Chapter 279, relating to public contracts generally.
5. In performance hereof, the Contractor shall comply with the provisions of the Oregon Safe Employment Act, Chapter 654, relating to places of employment, safety and health.
6. Contractor shall submit the required program reports (refer to Exhibit C) by the fifth working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports not received by the time specified may result in delayed reimbursements.
7. Contractor shall maintain all fiscal and program performance records pertaining to this subgrant for a minimum of three (3) years after the close of the contract. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
8. The City shall provide management support and shall monitor and evaluate the services provided hereunder to assure that the goals and objectives of the contract are being met. The Contractor shall make staff and records available for this purpose. Technical assistance shall be provided to the Contractor upon request. Program progress shall be reported to the City Council upon request but in no case less than once a year.
9. The Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
10. The term "approval by the City" means written approval by the Commissioner in Charge of the Human Resources Bureau. Unless otherwise specified, documents to be submitted to the City by the Contractor shall be regarded as received when delivered to the Human Resources Bureau.
11. Compensatory time accrued by any employee performing services under this contract shall be taken within thirty (30) days of accrual to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor.

ASSURANCES AND CERTIFICATIONS

General Assurances

1. The prime sponsor assures that it will fully comply with the requirements of the Comprehensive Employment and Training Act, all Federal regulations issued pursuant to the Act, and with its Comprehensive Employment and Training Plan, as approved by the Department of Labor.
2. The prime sponsor, in operating programs funded under the Act, assures that it will administer its programs under the Comprehensive Employment and Training Plan in full compliance with safeguards against fraud and abuse as set forth in CETA and the CETA regulations; that no portion of its CETA program will 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, or political affiliation or belief; that it will target employment and training services to those most in need of them.
3. The prime sponsor, in operating programs for youth funded under Title IV of the Act further assures that:
 - a. Applications will be coordinated to the maximum extent feasible with the plans submitted under Title II, but services to youth under that title shall not be reduced because of the availability of financial assistance under Title IV, per Sec. 436(a)(2).

Additional Assurances

4. In administering programs under CETA, the prime sponsor assures and certifies that:
 - a. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
 - b. It will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 - c. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.
 - d. For grants, subgrants, contracts, and subcontracts in excess of \$100,000, or where the grant officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: (1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; (2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that a facility to be utilized for the

grant is under consideration to be listed on the EPA List of Violating Facilities; and (3) it will include substantially this assurance, including this third part, in every nonexempt subgrant, contract, or subcontract.

COMPENSATION - METHOD OF PAYMENT:

1. Total compensation shall not exceed \$ 3,457.
2. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of N/A upon receipt of a written request from the Contractor. Any advance request due to contract extension must be approved by the Director of the Training and Employment Division and be supported by cash flow statement.
3. The additional amounts due after the initial advance shall be reimbursed based upon receipt of the required Accounting Report Forms: (Refer to Exhibit C), the original, with the appropriate documentation attached. All reimbursement documents must be received by the fifth working day of each month. Reimbursement documents not received by the time specified may result in payments being held and made the following month. Reimbursement documents not received by the 20th day of the month may result in termination of contract. Advances will be recovered against program expenses based upon schedule to be furnished by HRB Fiscal, depending on the rate of expenditure.
4. 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 to provide additional controls.
5. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit A). Funds not so used shall be promptly returned to the City at the end of the contract period. Any cost 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.
6. 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. Line item overruns of 5% or \$1,000, whichever is less, are allowable without a budget amendment. All program income (i.e., sale of books written by project; admissions charged by performers; etc.) must be used to purchase consumable program supplies, with City approval. It may not be used for non-consumable expenditures (items over \$100) or for any other purpose. Income not used for consumable program supplies must be refunded to the City.

TERMINATION:

1. This contract may be terminated by either party at any time by giving a thirty (30) day advance written notice by certified mail for willful failure or refusal of the other to perform faithfully the contract according to its terms.
2. 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 or terminated during the contract period. 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.

ASSIGNMENT:

1. 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 subgrant in whole or part hereof without prior written consent of the City.
2. In the event the City decides to assign their interest in this contract in whole or part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

EXHIBIT A

Code	Object Title					
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees	2,880				
140	Overtime					
150	Premium Pay					
170	Benefits	438				
190	Less-Labor Turnover					
100	Total Personal Services	3,318				
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	37				
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities—External					
410	Education					
420	Local Travel	66				
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services	17				
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services	19				
580	Intra-Fund Services					
590	Other Services—Internal					
200-500	Total Materials & Services	139				
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	3,457				

BUDGET JUSTIFICATION

PERSONNEL

DATE June 9, 1980

PROJECT NO. _____

PROJECT TITLE Job Therapy of Oregon, Inc.

[illegible]

*Indicate fringe benefits as a percentage of "Subtotal, Personnel"

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 9, 1980

PROJECT NO. _____

PROJECT TITLE Job Therapy of Oregon, Inc.

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies: Paper, pencils, pens, etc. @ \$11.00/mon. x 3.3 mon.	37	37
420	Local Travel: \$.20 mi. x 100 mi./mon. x 3.3	66	66
520	Printing Services: Printing and Renroduction	17	17
570	Telephone Services: Rental and installation @ \$5.50 mo. x 3.3 mon.	19	19

Called
May 15, 1980

Job Therapy of Oregon, Inc.

1511 NE 17th Avenue □ Portland, Oregon 97232 □ 503/288-5525

April 24, 1980

Jimmy Brown
Director
Program Development
Human Resources Bureau
310 S. W. 4th, Room 417
Portland, Oregon 97204

Dear Mr. Brown:

Per our recent conversation, this letter will request a P.S.E. position under Title VI, Special Projects. The position is titled "Job Developer Trainee".

Our agency is currently under contract with Multnomah County Corrections for placement of State and County corrections clients into jobs and O.J.T./V.T. positions in the Portland area. We receive an average of 90 referrals per month from State and County probation and parole officers, from M.C.C.F., Portland Women's Center, Claire Argow, etc. (About two thirds of these clients live within the city limits of Portland.) We presently have a full time C.E.T.A. funded job developer (Multnomah-Washington Consortium) stationed in our office to do Title III enrollments, T.J.T.C. vouchers, and general job development and counselling with clients residing outside the city limits. This position has proven itself useful in tying in more closely with the consortium's resources.

We believe a P.S.E. position placed in our office providing linkage with City C.E.T.A. would prove beneficial to our clients by providing a closer tie to City C.E.T.A. programs. One obvious benefit to clients would be the elimination of several steps in the intake process. The T.J.T.C. certification and/or Title III enrollment could be accomplished during our regular client intake process.

We would estimate the P.S.E. position would screen a minimum of 25 clients per month for T.J.T.C. and/or C.E.T.A. enrollment. We would also recommend that the new staff person would attend two regular C.E.T.A. staff meetings per month in order to coordinate liaison with C.E.T.A. staff.



Job Therapy is a community based, non-profit corporation which offers the following programs for ex-offenders:
job placement services (Jobstart) and Man-to-Man (M-2) and Woman-to-Woman (W-2) citizen sponsorship.

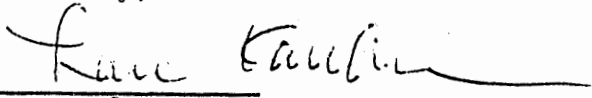


-2-

Enclosed is a job description of the position and a resume of a person (an ex-offender) we feel would be highly qualified for the position. Because of this person's excellent education and training we would recommend a minimum salary based on \$5.00 per hour. The Materials and Services Budget would equal \$42.00 per month.

Please let me know if you need more information.

Sincerely,


Lou Kaufer

LK/tc
Enclosures

MATERIALS AND SERVICES BUDGET

TRAVEL	\$20.00
TELEPHONE (EX)	6.00
OFFICE SUPPLIES	6.00
PRINTING & REPRODUCTION	5.00
POSTAGE	5.00
	<u>\$42.00</u> per month

Job Therapy of Oregon, Inc.

1511 NE 17th Avenue ☐ Portland, Oregon 97232 ☐ 503/288-5525

JOB DESCRIPTION

JOB DEVELOPER TRAINEE

Caseload activities encompass intake services for at least 25 clients per month, including assessment of potential, experience and needs. Make referrals to appropriate jobs and or agencies (i.e. C.E.T.A., etc.). Determine eligibility, issue Targeted Job Tax Credit Vouchers and enroll clients in the C.E.T.A. program which provides further employment potential. Develop specific positions for clients with specialized backgrounds.

Investigate openings, obtain interviews and job commitments from prospective employers by presenting and "selling" clients, and by suggesting creative alternatives where employer needs or desires do not match client qualifications or job readiness.

Employer development is to include contacting firms, institutions, labor unions and trade associations in the greater Portland Metropolitan/Marketing area with the purpose of marketing the Targeted Jobs Tax Credit, O.J.T., and to stimulate interest in the hiring of ex-offenders. Also will gain specific information on firms themselves (i.e. job categories, pay scales, benefits, experience needed, etc.) to add to employer files.

Attend two C.E.T.A. staff meetings per month, providing client advocacy between Job Therapy and C.E.T.A. to further facilitate job placements and employment skills.



Job Therapy is a community based, non-profit corporation which offers the following programs for ex-offenders: job placement services (Jobstart) and Man-to-Man (M-2) and Woman-to-Woman (W-2) citizen sponsorship.



SALARIES

SALARY	\$5.00/hr. X 173.33	\$866.00
Social Security	6.13	53.09
Employment Tax	3.6	31.18
Life Insurance		6.80
Health Insurance		34.10
Industrial Accident		<u>7.50</u>

\$998.67 per month

MATERIALS AND SERVICES BUDGET

Travel	\$20.00
Telephone (Ex.)	6.00
Office Supplies	6.00
Printing and Reproduction	5.00
Postage	<u>5.00</u>

42.00
\$1,040.67 per month

RECEIVED
TRAINING & EMPLOYMENT DIVISION

APR 25 1966

PROGRAM DEVELOPMENT

9350 S.W. Hall Blvd.,
Apt. #14
Tigard, Oregon 97223
(residence phone: 245-9103)

RESUME OF:

STEPHEN CHARLES CHASE

EDUCATION:

Graduate, Portland State University,
Bachelor of Science Degree, (1979);
Major emphasis in Social Science.

Graduate, Chemeketa Community College,
Salem, Oregon. Associate of Arts Degree;
(1978), (Liberal Arts.)

Post-Graduate classes in Counseling &
History & Systems of Psychology, Portland
State University, (1978).

Dale Carnegie Institute, Springfield,
Missouri; 15 week course in Dynamics of
Human Relations. (1971).

International Correspondence School,
Springfield, Missouri. Certificate obtained
in Leadership and Management. (1971).

PROFESSIONAL
EXPERIENCE:

While attending the University of Oregon,
Eugene, Oregon, (1974), I worked directly
with high school students in the Eugene
city school district, counseling them on
personal problems that naturally attach
themselves with growing up. e.g., identity
crisis, family problems and juvenile
problems with the law.

As a Volunteer Counselor with the former
Portland Military & Counseling Center, of
the Campus Christian Ministry, I worked
directly with veterans trying to obtain
up-graded military discharges. I also
assisted former inmates of Oregon's
penal institutions who also were former
veterans to obtain up-graded discharges
from the military and to try and assimilate
back into the mainstream of Society upon
release.

Page 2/
Resume of:
Stephen C. Chase

I have continued to work on a pro bono basis with the newly formed Project Prison of the Campus Christian Ministry, (formerly the Portland Military & Veterans Counseling Center); (1978-80).

LEGAL RESEARCH
ASSISTANT

As a Legal Research Assistant for the law firms of Baker, Larue & Paygr in Portland, and with the law firm of John Henry Hingson, III, of Oregon City, it was my direct responsibility to research, draft and prepare legal briefs and instruments on civil and criminal matters of specific clients' needs. (1978-80).

ACHIEVEMENTS:

As a full time student at Mt. Hood Community College, Gresham, Oregon, (1967-69), I received a stipend and award for Best Debator on the Speech Team in the year 1968.

Author of over 14 articles dealing with issues of major social concern, such as Capital Punishment; Recodification of Oregon's Juvenile Code; Up-grading Oregon's Mental Hospitals' Treatment Programs, among others.

In Winter of 1974, I testified before the President's Commission on Civil Rights, which was looking into the conditions and treatment of Oregon's prison system, and its inmates.

PERSONAL
DATA:

AGE.....30 years
HEIGHT.....6' 2"
WEIGHT.....230 lbs.,
HEALTH.....Excellent
Marital Status..Single, no dependents.

Possessor of valid Oregon Driver's License
Number 3362103. Can obtain chauffeur's license
if necessary.

Page 3/
Resume of
Stephen C. Chase

PERSONAL REFERENCES & RECOMMENDATIONS:

Rev. Roland G. Boyce, Pastor
Milwaukie Covenant Church
12105 S.E. Juniper Avenue
Milwaukie, Oregon 97222
(Bus: 654-0522)

William J. Knudsen, Jr.,
Professor of Law
Lewis & Clark Northwestern School of Law
Portland, Oregon 97219
(Bus: 244-1181)

Ray Baker, Esq.,
Attorney at Law
Baker, Larue & Paygr,
927 Boise Cascade Building
Portland, Oregon 97204
(Bus: 226-0844)

Robert L. Hardcastle,
Senior Counselor
Project Prison
Campus Christian Ministry
633 S.W. Montgomery
Portland, Oregon 97207
(Bus: 226-7807)

John Henry Hingson, III
Attorney at Law
Promenade Building
Oregon City, Oregon
(Bus: 656-0355)

* Further data or references available on request.

8

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Job Therapy of Oregon, Inc. (hereinafter called the "Contractor")
HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, 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 Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland 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 _____

By _____

(Contractor's Mailing Address) _____

Title _____

9

EXHIBIT C

**PUBLIC SERVICE EMPLOYMENT PROGRAM
MONTHLY INVOICE**

SPONSOR
CITY OF PORTLAND
HUMAN RESOURCES BUREAU
TRAINING & EMPLOYMENT DIVISION
522 S. W. 5th, Rm. 612
Portland, Oregon 97204
248-4710

CURRENT DATE: _____

AGENCY NAME AND MAILING ADDRESS: _____

PERIOD COVERED

FROM: _____

TO: _____

CONTRACT NUMBER: _____

ZIP CODE _____

TELEPHONE NUMBER _____

PREPARED BY _____

FOR OFFICE USE ONLY	
P/O #	_____
EUC #	_____
F/B RATE	_____
ACTUAL TO CONTRACTUAL RATE	_____
CONTRACTUALLY OBLIGATED AMOUNT	
CONTROL #	_____

PARTICIPANT NAME	BASE PAY	For Office Use Only	FICA	SAIF	HDSP.	LIFE INS.	RETIRE MENT	DENTAL	OTHER (SPECIFY)	TOTAL F/B	TOTAL PAY
1)											
2)											
3)											
4)											
5)											
6)											
7)											
PAGE TOTALS											

CONTRACT SIGNATOR OR DESIGNEE _____ TITLE _____ DATE _____

11/22/76

119878

7

PUBLIC SERVICE EMPLOYMENT TIME SHEET

Agency Name _____

Agency Address _____

Phone Number _____

Participant's Name _____

Participant's Social Security Number _____

For Month and Year: _____

Base Pay for the Month: _____

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours Worked																
Day of Month	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Hours Worked																

I CERTIFY TO THE ACCURACY OF THIS TIME SHEET:

Participant's Signature _____

Supervisor's Signature _____

12

FOR COMPENSATION FOR USE OF PRIVATE AUTO

TOTAL PAYMENT \$ _____

BEGINNING _____ ENDING _____ COMPENSATION CATEGORY _____

1-13878

Grantor (Prime Sponsor)ContractorContract No.City of PortlandIndoChinese Cultural and Service Center

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and IndoChinese Cultural and Service Center

, hereinafter referred as the Contractor. The Contractor shall provide services under the City's Comprehensive Employment and Training Act (CETA) Program in accordance with the provisions of this contract and applicable Federal Regulations. This contract consists of this sheet, Agreement for Services, Narrative, budget and attachments, and required forms.

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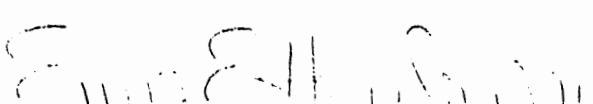
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In consideration of the foregoing, the City shall pay the Contractor allowable costs incurred in the performance of this contract, in an amount up to, but not to exceed \$ 2,560 to be paid from Federal funds received.

Dated this ____ day of _____, 19 ____.

Approved:

CONTRACTOR:

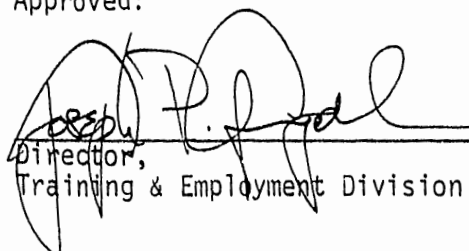

Executive Director,
Human Resources Bureau

By: _____

Title: _____

Approved:

CITY OF PORTLAND


Director,
Training & Employment Division

BY: _____

City Auditor

Approved as to Form

By: _____
Commissioner of Public Utilities_____
City Attorney

AGREEMENT FOR SERVICESPARTIES:

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

INDOCHINESE CULTURAL AND SERVICE CENTER (Contractor), 3030 S.W. Second
Avenue, Portland, Oregon 97201

RECITALS:

- A. Upon consideration of a request for proposal, IndoChinese Cultural and Service Center, the Contractor, is considered an appropriate agent to fulfill the terms of this contract.
- B. The City has funds to support this agreement derived from the U. S. Department of Labor (DOL) under Title II-D of CETA.
- C. It is therefore appropriate for the City to enter into a contract with IndoChinese Cultural and Service Center, the Contractor, to provide the services herein described.

AGREED/CONTRACTOR:

1. Contractor shall be responsible for providing adequate supervision of participants assigned to their particular work site(s).
2. Contractor shall provide a safe work environment for all participants assigned to their work site(s) and adhere to applicable safety standards.
3. Supervisors shall make every effort to deal immediately with participant absences and shall also make every effort to assist the participants in achieving regular attendance. It is intended that subsequent unnecessary absences can be influenced by speedy and early intervention on the part of the supervisor.
4. Contractor shall make necessary staff time available to meet with City personnel on participant matters.
5. Contractor shall make sufficient staff time available to fill out questionnaires and participate in interviews or other research and program monitoring activities.
6. Contractor shall be responsible for orienting every participant hired by the Contractor.
7. Contractor shall keep daily time and attendance records for participants and make such records available upon request.

8. Contractor shall be responsible for adhering to all fiscal requirements of DOL and the City.
9. Participant files and records shall be open to inspection by designated City staff.
10. All fiscal records related to this contract shall be open to inspection by designated staff.
11. Contractor shall notify appropriate City staff at least 24 hours prior to an anticipated termination of a participant.
12. Contractor shall comply with the goals and objectives stated in the agency proposal, herein attached as Project Narrative, Exhibit A.

AGREED/CITY:

1. City shall provide technical assistance in completing required reporting requirements.
2. City shall supply all required reporting forms to the Contractor.
3. City shall provide technical assistance in developing data gathering systems.
4. City shall monitor participant activities based on goals, objectives, productivity indicators and activities found in the project proposal.
5. City shall provide, on a limited basis, funds for approved participant job related training. Requests for such training must be received by the City at least thirty (30) days prior to the beginning of the training and reimbursement for approved training will be made directly to the provider.

GENERAL CONDITIONS:

1. Prior to commencement hereof, the Contractor shall deliver to the City Auditor evidence:
 - a. 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 forty-five (45) day cash flow, whichever is less. If the bonding is unavailable to Contractor, a third party trustee may be appointed;
 - b. of a Standard Liability Insurance Policy in the single limit 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 out of the performance of this contract;

- c. that the above policies of insurance are in force and will not be cancelled without thirty (30) days prior notice to the City.
2. Contractor shall submit to the City a written Affirmative Action Plan within thirty (30) days after first hire.
3. In performance hereof, the Contractor shall comply with the provisions of the Civil Rights Compliance Statement (refer to Exhibit B).
4. In performance hereof, the Contractor shall comply with the provisions of the Oregon Revised Statutes, Chapter 279, relating to public contracts generally.
5. In performance hereof, the Contractor shall comply with the provisions of the Oregon Safe Employment Act, Chapter 654, relating to places of employment, safety and health.
6. Contractor shall submit the required program reports (refer to Exhibit C) by the fifth working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports not received by the time specified may result in delayed reimbursements.
7. Contractor shall maintain all fiscal and program performance records pertaining to this subgrant for a minimum of three (3) years after the close of the contract. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
8. The City shall provide management support and shall monitor and evaluate the services provided hereunder to assure that the goals and objectives of the contract are being met. The Contractor shall make staff and records available for this purpose. Technical assistance shall be provided to the Contractor upon request. Program progress shall be reported to the City Council upon request but in no case less than once a year.
9. The Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
10. The term "approval by the City" means written approval by the Commissioner in Charge of the Human Resources Bureau. Unless otherwise specified, documents to be submitted to the City by the Contractor shall be regarded as received when delivered to the Human Resources Bureau.
11. Compensatory time accrued by any employee performing services under this contract shall be taken within thirty (30) days of accrual to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor.

ASSURANCES AND CERTIFICATIONSGeneral Assurances

1. The prime sponsor assures that it will fully comply with the requirements of the Comprehensive Employment and Training Act, all Federal regulations issued pursuant to the Act, and with its Comprehensive Employment and Training Plan, as approved by the Department of Labor.
2. The prime sponsor, in operating programs funded under the Act, assures that it will administer its programs under the Comprehensive Employment and Training Plan in full compliance with safeguards against fraud and abuse as set forth in CETA and the CETA regulations; that no portion of its CETA program will 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, or political affiliation or belief; that it will target employment and training services to those most in need of them.
3. The prime sponsor, in operating programs for youth funded under Title IV of the Act further assures that:
 - a. Applications will be coordinated to the maximum extent feasible with the plans submitted under Title II, but services to youth under that title shall not be reduced because of the availability of financial assistance under Title IV, per Sec. 436(a)(2).

Additional Assurances

4. In administering programs under CETA, the prime sponsor assures and certifies that:
 - a. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
 - b. It will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 - c. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.
 - d. For grants, subgrants, contracts, and subcontracts in excess of \$100,000, or where the grant officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: (1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; (2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that a facility to be utilized for the

grant is under consideration to be listed on the EPA List of Violating Facilities; and (3) it will include substantially this assurance, including this third part, in every nonexempt subgrant, contract, or subcontract.

COMPENSATION - METHOD OF PAYMENT:

1. Total compensation shall not exceed \$ 2,560 .
2. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of N/A upon receipt of a written request from the Contractor. Any advance request due to contract extension must be approved by the Director of the Training and Employment Division and be supported by cash flow statement.
3. The additional amounts due after the initial advance shall be reimbursed based upon receipt of the required Accounting Report Forms: (Refer to Exhibit C), the original, with the appropriate documentation attached. All reimbursement documents must be received by the fifth working day of each month. Reimbursement documents not received by the time specified may result in payments being held and made the following month. Reimbursement documents not received by the 20th day of the month may result in termination of contract. Advances will be recovered against program expenses based upon schedule to be furnished by HRB Fiscal, depending on the rate of expenditure.
4. 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 to provide additional controls.
5. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit A). Funds not so used shall be promptly returned to the City at the end of the contract period. Any cost 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.
6. 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. Line item overruns of 5% or \$1,000, whichever is less, are allowable without a budget amendment. All program income (i.e., sale of books written by project; admissions charged by performers; etc.) must be used to purchase consumable program supplies, with City approval. It may not be used for non-consumable expenditures (items over \$100) or for any other purpose. Income not used for consumable program supplies must be refunded to the City.

TERMINATION:

1. This contract may be terminated by either party at any time by giving a thirty (30) day advance written notice by certified mail for willful failure or refusal of the other to perform faithfully the contract according to its terms.
2. 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 or terminated during the contract period. 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.

ASSIGNMENT:

1. 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 subgrant in whole or part hereof without prior written consent of the City.
2. In the event the City decides to assign their interest in this contract in whole or part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

EXHIBIT A

Code	Object Title					
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees	2,292				
140	Overtime					
150	Premium Pay					
170	Benefits	268				
190	Less-Labor Turnover					
100	Total Personal Services	2,560				
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities—External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
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					
580	Intra-Fund Services					
590	Other Services—Internal					
200- 500	Total Materials & Services					
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	2,560				

BUDGET JUSTIFICATION

149878

PERSONNEL

DATE June 9, 1980

PROJECT NO. _____

PROJECT TITLE IndoChinese Cultural and Service Center

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time)	(D) Percent of time on Project	(E) No. of Months on Project	(F) Cost (AxCxDxE)
1	Child Development Aide	690/mo.	100	3.3	2,292
*Note: Salary cost computed @ \$3.98/hr. X 576 hrs.					
SUBTOTAL, PERSONNEL					2,292
11.7 * % FRINGE BENEFITS					268
TOTAL, PERSONNEL					2,560

*Indicate fringe benefits as a percentage of "Subtotal, Personnel"

149878

Called
5/22/80

1 p.m.

RECEIVED
TRAINING & EMPLOYMENT DIVISION

MAY 2 1980

May 1, 1980

CASE MANAGEMENT

Mr. J. Brown
Program Development
Public Service Employment
Portland CETA
310 S.W. 4th Ave.
4th Floor, Room 417
Portland, OR 97204

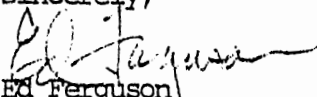
Dear Mr. Brown:

The enclosed proposal requests funding for a Public Service Employment position in our Indochinese Children's Program.

A significant increase in the number of children we are serving has not yet been offset by increased funding from the government. It is our intention to use this temporary position as a stop-gap until we can write the position into our contracts for the Fiscal year beginning October 1, 1980.

Thank you for your consideration of the proposal.

Sincerely,


Ed Ferguson
Executive Director

EF/pg

I. THE NEED

The recent influx of Indochinese refugees into Oregon has created some unique problems. The change from an Eastern culture to a Western, industrialized, technological society creates difficulties in every age and at every level of education and class background.

Although children are perhaps the most adaptable in this situation, it has become apparent that they are faced with some very serious difficulties in their own adjustment. The traumas of war and evacuation have left indelible scars on many of these children. The resulting disruption of home and family life often leaves the adults unable to offer the support and attention which these children so desperately need at this time. Time spent in refugee camps leaves many malnourished and afflicted with a variety of health problems. Language becomes an immediate barrier when these children begin school; this often leads to labeling and discrimination in the school system. Their low self-esteem and lack of self confidence cause many of them to do poorly in school; sometimes it seems that they are bound to fail simply because they do not understand the system. Faced with unfamiliar toys and other objects, many of the children exhibit inappropriate play behaviors. It is apparent that these children need special programs if they are to adjust successfully to American culture, schools and society. If they do not receive the special assistance they need there will be only a slim chance that they will be able to succeed in American society.

Through the Women's Program, many of these children come with their mothers to the Indochinese Center twice a week. This is an ideal opportunity for them to gain the support, socialization, language skills, and bi-cultural experience which will equip them for beginning school. Through the Children's Program they are given the opportunity to explore new behaviors without fear of punishment or ridicule, to work on important learning skills, and to interact with peers and teachers who can help them find a sense of self worth and self confidence. It is this interaction with both Americans and other Indochinese children which helps them find their own unique identity in this new country.

In recent months, the number of Indochinese refugees coming into Oregon has increased substantially. Currently there are about 8,000 refugees in the Portland metropolitan area. The program at the Indochinese Center, and particularly the Women's Program and Children's Program, have been significantly impacted by the increase. As many as 50 children come to the Center each day.

Beginning on June 1, 1980, our staffing for the program will be only one full-time child specialist. Clearly this is not adequate for meeting the needs of the children.

RECEIVED
TRAINING & EMPLOYMENT DIVISION

MAY 2 1980

CASE MANAGEMENT

II. SCOPE

The project requests funding for one full-time equivalent Child Development Aide for the period of May 1, 1980 to September 30, 1980. In October, we expect to receive Federal funding which would enable us to transition this employee into a non-subsidized position.

III. BUDGET

The following is the anticipated budget for salary and fringe benefits for the period of May 15, 1980 to September 30, 1980.

Child Development Aide:

Salary (1 FTE @ \$690/month for 3 1/2 months)	\$2,415.00
Fringe:	
-- State Accident Insurance Fund (\$11.73/mo.)	41.05
-- Portland Metro Health (52.64/mo.)	184.24
-- Long-term disability and Life Insurance (\$12.00/mo.)	<u>42.00</u>
TOTAL	\$2,682.29

RECEIVED
TRAINING & EMPLOYMENT DIVISION

MAY 2 1980

CASE MANAGEMENT

POSITION DESCRIPTION

POSITION TITLE: Child Development Aide

DUTIES:

- 1) To set up program area for class.
- 2) To assist in classroom activities for pre-school Indochinese children.
- 3) To work with Child Development Specialist in preparing for children's learning experiences.
- 4) To help in securing, constructing, or arranging equipment or materials for student use.
- 5) To make home visits.
- 6) To aid Child Development Specialist in all other areas as required.

MINIMUM QUALIFICATIONS:

- 1) Experience with or interest in working with pre-school children.
- 2) Ability to function in a team approach to child care.

SUPERVISOR: Child Development Specialist

SALARY: \$690/month

HOURS: 8:30 - 5:00 Monday through Friday

RECEIVED
TRAINING & EMPLOYMENT DIVISION

MAY 2 1980

CASE MANAGEMENT

GOAL: To provide a specially designed program which meets the special needs of Indochinese refugee children.

OBJECTIVES:

- 1) To provide a bi-cultural experience which will aid socialization and the development of self esteem and self confidence.
- 2) To evaluate the needs and potential strengths of each individual child by
 - A) An initial diagnostic evaluation with periodic re-evaluation of the child's progress;
 - B) Informal observation of the child's play behavior.
- 3) To structure individual and small group activities which will teach specific learning skills.
- 4) To aid development of motor, language, and cognitive skills through the activities of listening to stories, repetition of vocabulary, conversations, dramatic play, and motor activities.
- 5) To provide a stimulating play atmosphere in which children may learn the appropriate use of toys and other classroom materials.
- 6) To provide a structure within which the child may practice his or her social learning skills through the establishment of new relationships with teachers and peers, through interaction with classroom visitors/volunteers, and through the group process.
- 7) To provide enrichment activities such as field trips, which will stimulate the child's thinking, encourage curiosity, and increase awareness of a larger world beyond the home.
- 8) To attend to the health and safety needs of the child by providing a safe play environment, nutritional snacks, and referrals to medical resources.
- 9) To provide consultation to Indochinese parents who are experiencing problems with their children.
- 10) To help parents understand the school system and the importance of specific activities through modeling and discussion.

RECEIVED
TRAINING & EMPLOYMENT DIVISION

1980

CASE MANAGEMENT

Skills gained from the project will equip the employee to work as an aide in child care agencies, pre-school settings and refugee resettlement agencies. Specific transferable skills will include:

- 1) Experience in all areas of classroom functioning, lesson planning, evaluation skills, pre-school bi-cultural needs.
- 2) Ability to keep records and organize a classroom environment.
- 3) Knowledge of childhood development.
- 4) Knowledge of pre-school curriculum.
- 5) Knowledge of childhood health problems, especially as related to a lower socio-economic group.
- 6) Experience with interacting in the home environment of the children.
- 7) Acquaintance with the Indochinese population and culture.

RECEIVED
TRAINING & EMPLOYMENT DIVISION

APR 10 1980

CASE MANAGEMENT

8

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

IndoChinese Cultural and Service Center (hereinafter called the "Contractor") HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, 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 Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland 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 _____

By _____

(Contractor's Mailing Address) _____

Title _____

9

EXHIBIT C

1-19878

PUBLIC SERVICE EMPLOYMENT PROGRAM
MONTHLY INVOICE

SPONSOR
CITY OF PORTLAND
HUMAN RESOURCES BUREAU
TRAINING & EMPLOYMENT DIVISION
522 S. W. 5th, Rm. 612
Portland, Oregon 97204
248-4710

CURRENT DATE: _____

AGENCY NAME AND MAILING ADDRESS: _____

PERIOD COVERED

FROM: _____

TO: _____

CONTRACT NUMBER: _____

ZIP CODE _____

TELEPHONE NUMBER _____

PREPARED BY _____

FOR OFFICE USE ONLY
P/O # _____
HUC # _____
F/B RATE _____
ACTUAL TO CONTRACTUAL RATE _____
CONTRACTUALLY OBLIGATED AMOUNT _____
CONTROL # _____

	PARTICIPANT NAME	BASE PAY	For Office Use Only	FICA	SAIF	HDSP.	LIFE INS.	RETIRE MENT	DENTAL	OTHER (SPECIFY)	TOTAL F/B	TOTAL PAY
1)												
2)												
3)												
4)												
5)												
6)												
7)												
	PAGE TOTALS											

CONTRACT SIGNATOR OR DESIGNEE _____ TITLE _____ DATE _____

11/22/76

1-19878

PUBLIC SERVICE EMPLOYMENT TIME SHEET

Agency Name _____

Agency Address _____

Phone Number _____

Participant's Name _____

Participant's Social Security Number _____

For Month and Year: _____

Base Pay for the Month: _____

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours Worked																
Day of Month	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Hours Worked																

I CERTIFY TO THE ACCURACY OF THIS TIME SHEET:

Participant's Signature _____

Supervisor's Signature _____

APPROPRIATION UNIT NO.

RESPONSIBILITY UNIT NO.

CITY OF PORTLAND, OREGON
AUTOMOBILE MILEAGE REPORT
FOR COMPENSATION FOR USE OF PRIVATE AUTO

ONLY FOR THOSE CONTRACTS

INCLUDING TRAVEL AS A FRINGE BENEFIT

PLEASE DO NOT FILL IN THIS SPACE

EMPLOYEE NAME (PRINT)

SOCIAL SECURITY NO.

HOME ADDRESS

ACCOUNTING PERIOD

BEGINNING

ENDING

COMPENSATION CATAGORY

BASIC PAYMENT _____ PLUS

_____ MILES _____ PER MILE \$ _____

PARKING COSTS \$ _____

TOTAL PAYMENT \$ _____

[illegible]

I HEREBY AFFIRM THAT THE FOREGOING STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

TOTAL MILES. _____

EMPLOYEE'S SIGNATURE

TOTAL PARKING _____

NOTE: This report must be submitted to Finance Accounting Division by the fifth (5th) day following end of accounting period in order that payment can be made by the tenth (10th) day.

1. Agency Use Only - 5-05-050 City Code

149878

Grantor (Prime Sponsor)ContractorContract No.City of PortlandBurnside Community Council

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Burnside Community Council, hereinafter referred to as the Contractor. The Contractor shall provide services under the City's Comprehensive Employment and Training Act (CETA) Program in accordance with the provisions of this contract and applicable Federal Regulations. This contract consists of this sheet, Agreement for Services, Narrative, budget and attachments, and required forms.

The Contractor shall perform the functions set forth under the terms and conditions established in this cost-reimbursement contract.

The functions of this contract shall commence when approved by City Council and signed by all parties. The period of performance shall not exceed 3.3 months or extend beyond September 30, 1980, whichever occurs first, unless extended by City Council Action.

In consideration of the foregoing, the City shall pay the Contractor allowable costs incurred in the performance of this contract, in an amount up to, but not to exceed \$ 18,240 to be paid from Federal funds received.

Dated this ____ day of _____, 19__.

Approved:

CONTRACTOR:

Samuel H. [Signature]
Executive Director,
Human Resources Bureau

By: _____

Title: _____

Approved:

CITY OF PORTLAND

[Signature]
Director,
Training & Employment Division

By: _____

City Auditor

Approved as to Form

By: _____

Commissioner of Public Utilities

City Attorney

AGREEMENT FOR SERVICESPARTIES:

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

BURNSIDE COMMUNITY COUNCIL (Contractor), 321 N.W. Couch St. Portland,
Oregon 97209

RECITALS:

- A. Upon consideration of a request for proposal, Burnside Community Council, the Contractor, is considered an appropriate agent to fulfill the terms of this contract.
- B. The City has funds to support this agreement derived from the U. S. Department of Labor (DOL) under Title II-D of CETA.
- C. It is therefore appropriate for the City to enter into a contract with Burnside Community Council, the Contractor, to provide the services herein described.

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7. Contractor shall maintain all fiscal and program performance records pertaining to this subgrant for a minimum of three (3) years after the close of the contract. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
8. The City shall provide management support and shall monitor and evaluate the services provided hereunder to assure that the goals and objectives of the contract are being met. The Contractor shall make staff and records available for this purpose. Technical assistance shall be provided to the Contractor upon request. Program progress shall be reported to the City Council upon request but in no case less than once a year.
9. The Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
10. The term "approval by the City" means written approval by the Commissioner in Charge of the Human Resources Bureau. Unless otherwise specified, documents to be submitted to the City by the Contractor shall be regarded as received when delivered to the Human Resources Bureau.
11. Compensatory time accrued by any employee performing services under this contract shall be taken within thirty (30) days of accrual to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor.

ASSURANCES AND CERTIFICATIONS

General Assurances

1. The prime sponsor assures that it will fully comply with the requirements of the Comprehensive Employment and Training Act, all Federal regulations issued pursuant to the Act, and with its Comprehensive Employment and Training Plan, as approved by the Department of Labor.
2. The prime sponsor, in operating programs funded under the Act, assures that it will administer its programs under the Comprehensive Employment and Training Plan in full compliance with safeguards against fraud and abuse as set forth in CETA and the CETA regulations; that no portion of its CETA program will 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, or political affiliation or belief; that it will target employment and training services to those most in need of them.
3. The prime sponsor, in operating programs for youth funded under Title IV of the Act further assures that:
 - a. Applications will be coordinated to the maximum extent feasible with the plans submitted under Title II, but services to youth under that title shall not be reduced because of the availability of financial assistance under Title IV, per Sec. 436(a)(2).

Additional Assurances

4. In administering programs under CETA, the prime sponsor assures and certifies that:
 - a. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
 - b. It will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 - c. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.
 - d. For grants, subgrants, contracts, and subcontracts in excess of \$100,000, or where the grant officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: (1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; (2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that a facility to be utilized for the

grant is under consideration to be listed on the EPA List of Violating Facilities; and (3) it will include substantially this assurance, including this third part, in every nonexempt subgrant, contract, or subcontract.

COMPENSATION - METHOD OF PAYMENT:

1. Total compensation shall not exceed \$18,240 .
2. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of N/A upon receipt of a written request from the Contractor. Any advance request due to contract extension must be approved by the Director of the Training and Employment Division and be supported by cash flow statement.
3. The additional amounts due after the initial advance shall be reimbursed based upon receipt of the required Accounting Report Forms: (Refer to Exhibit C), the original, with the appropriate documentation attached. All reimbursement documents must be received by the fifth working day of each month. Reimbursement documents not received by the time specified may result in payments being held and made the following month. Reimbursement documents not received by the 20th day of the month may result in termination of contract. Advances will be recovered against program expenses based upon schedule to be furnished by HRB Fiscal, depending on the rate of expenditure.
4. 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 to provide additional controls.
5. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit A). Funds not so used shall be promptly returned to the City at the end of the contract period. Any cost 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.
6. 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. Line item overruns of 5% or \$1,000, whichever is less, are allowable without a budget amendment. All program income (i.e., sale of books written by project; admissions charged by performers; etc.) must be used to purchase consumable program supplies, with City approval. It may not be used for non-consumable expenditures (items over \$100) or for any other purpose. Income not used for consumable program supplies must be refunded to the City.

TERMINATION:

1. This contract may be terminated by either party at any time by giving a thirty (30) day advance written notice by certified mail for willful failure or refusal of the other to perform faithfully the contract according to its terms.
2. 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 or terminated during the contract period. 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.

ASSIGNMENT:

1. 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 subgrant in whole or part hereof without prior written consent of the City.
2. In the event the City decides to assign their interest in this contract in whole or part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

EXHIBIT A

Burnside Community Council

APPROPRIATION UNIT
LINE ITEM WORKSHEET

Code	Object Title					
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees	13,755				
140	Overtime					
150	Premium Pay					
170	Benefits	3,460				
190	Less-Labor Turnover					
100	Total Personal Services	17,215				
210	Professional Services	1,025				
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
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					
580	Intra-Fund Services					
590	Other Services--Internal					
200-500	Total Materials & Services	1,025				
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	18,240				

DATE June 9, 1980

PROJECT NO. _____

PROJECT TITLE Burnside Community Council

*Indicate fringe benefits as a percentage of "Subtotal, Personnel"

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 9, 1980

PROJECT NO. _____

PROJECT TITLE Burnside Community Council

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services: (1 Hotel Coord. @ \$310.60 mon. x 3.3 mon.)	1,025	1,025

Called
5/20/80

Burnside Community Council

RECEIVED
TRAINING & EMPLOYMENT DIVISION

APR 28 1980

PROGRAM DEVELOPMENT

321 N.W. Couch St., Portland, OR. 97209

226-0354

Jim Brown
Human Resources Bureau
522 SW 5th Avenue
Portland, Oregon

April 25, 1980

Dear Mr. Brown,

The following proposal outlines Burnside Community Council's request for eight CETA-funded hotel manager trainee positions. As this is an initial request, information may be sketchy. We will be glad to supply you with any additional information needed to procure the requested positions. BCC has immediate openings for hotel manager positions and would appreciate any assistance CETA can provide to fill those positions.

Thank you for your cooperation in this matter.

Sincerely,

Delilah Slawson

Delilah Slawson
BCC Board Chairperson

FGE/ge

Burnside is a community

The Burnside Community Council (BCC) is the official skid row neighborhood organization in Portland. BCC's projects and programs (e.g. Victim's Assistance, Baloney Joe's Community Center, Recycling, etc.) attempt to meet the needs of the Burnside community. In recent years, urban redevelopment has created a severe shortage of low-income housing for Burnside residents as hotels are turned into offices, boutiques, condominiums, etc. In an effort to maintain adequate low-income housing in the Burnside area, BCC operates two hotels (Villa rooms and the Hood Hotel) on a non-profit basis. On May 1st, BCC will open it's third hotel at 127 NW 6th. This hotel will be a womens shelter/hotel providing desperately needed housing for women living on skid row.

In recent months, inflation and skyrocketing utility expenses have jeopardized BCC's ability to keep the hotels open. Expenses exceed hotel income straining BCC's limited budget. Due to restricted funds, BCC hotel managers either work without pay in return for free lodging or work for a manager monthly stipend (approximately \$125-\$250 monthly). Subsequently, BCC is seldom able to procure the caliber of employees needed to efficiently manage a hotel. And when a good manager is hired, s/he cannot be paid the amount of monetary compensation deserved.

Thus, BCC is appealing to CETA for funding to hire hotel managers at a salary equitable to services performed. At this time, eight positions are needed to manage our three hotels. Two managers will be placed at the Hood Hotel and two would be placed at Villa Rooms. The remaining four managers will be needed at the West Hotel. Additional staffing is needed at the West Hotel because it will be a women's hotel and 24 hour staffing is imperative to insure the safety of the hotel residents. The managers at the West Hotel will also be responsible for round-the-clock referrals for emergency shelter. A minimum of four positions are needed to operate the hotel under it's proposed guidelines.

JOB DESCRIPTION

Job Title: Hotel Manager Trainee

Description of Duties:

This hotel manager trainee will be working and living in a low-income non-profit hotel. Responsibilities include: interviewing and screening potential renters, collecting rent payments and maintenance of a basic bookkeeping system. The trainee will also coordinate regular hotel meetings to foster a positive, cooperative living situation for the hotel residents. The trainee should also be responsive to the needs of hotel residents and offer assistance when appropriate (e.g. setting up medical appointments, assistance with social security, welfare, etc.) The hotel manager trainee will be supervised and trained by the BCC Hotel Coordinator.

Minimum Qualifications:

- 1). An empathy and understanding of low-income populations.
- 2). Good communication skills.
- 3). Basic math skills.
- 4). Bookkeeping skills helpful.
- 5). An ability to organize and coordinate special activities.
- 6). A willingness to work in a collective where decisions are made on a consensual basis.

Immediate Supervisor: Delilah Slawson

Monthly Salary: \$690

AN EQUAL OPPORTUNITY EMPLOYER

PROPOSED TRAINING PROGRAM

All hotel manager trainees will be required to participate in a training program set up by the BCC hotel coordinator. The first week of employment will be spent in orientation. The focus of this orientation will be to familiarize the trainees with Burnside projects and programs. Visits to skid row agencies, missions and hotels will be scheduled. The goal of orientation will be to integrate the manager trainees into the network of services involved in the Burnside community.

Following orientation, trainees will attend semi-monthly workshops set up by the Hotel Coordinator. Workshop topics planned at this time include, basic bookkeeping/accounting principles, landlord/tenant rights, management principles, and crisis intervention. Hotel manager trainees will also attend weekly hotel manager meetings in which job roles and responsibilities are discussed.

PROPOSED BUDGET

Hotel manager trainee salaries (⁶ / ₈ positions salaried at \$690 mo. for 6 months - May 1, 1980 to October 1, 1980)	\$27,600.00
FICA (6.13% of gross salary figure)	1,691.88
SAIF (quarterly premium assessed at 1.29% of gross salary figure)	356.04
SAIF (6¢/day - average of 20 days per month for 8 employees for 5 mo.)	48.00
Medical/Dental (34.10 monthly per employee with Cascade Health Care)	1,364.00
State Employers Tax - exempt	<u>-</u>
TOTAL SALARY & FRINGE BENEFIT EXPENSE:	\$31,059.92
 * ADMINISTRATIVE COSTS:	 <u>1,553.00</u>
TOTAL BUDGET REQUEST	<u><u>\$32,612.92</u></u>

*At this time, BCC would like to use the administrative cost figure to hire a hotel coordinator to supervise the hotel manager trainees. The aforementioned administrative cost will be supplemented with funds from BCC's general account to pay the hotel coordinator \$700 a month from May 1, 1980 until September 30, 1980.

8

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Burnside Community Council

(hereinafter called the "Contractor")

HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, 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 Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland 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 _____

By _____

(Contractor's Mailing Address)

Title _____

9

EXHIBIT C

**PUBLIC SERVICE EMPLOYMENT PROGRAM
MONTHLY INVOICE**

SPONSOR
CITY OF PORTLAND
HUMAN RESOURCES BUREAU
TRAINING & EMPLOYMENT DIVISION
522 S. W. 5th, Rm. 612
Portland, Oregon 97204
248-4710

CURRENT DATE: _____

AGENCY NAME AND MAILING ADDRESS: _____

PERIOD COVERED

FROM: _____

TO: _____

CONTRACT NUMBER: _____

ZIP CODE _____

TELEPHONE NUMBER _____

PREPARED BY _____

FOR OFFICE USE ONLY	
P/O #	_____
HUC #	_____
F/B RATE	_____
ACTUAL TO CONTRACTUAL RATE	_____
CONTRACTUALLY OBLIGATED AMOUNT	
CONTROL #	_____

	PARTICIPANT NAME	BASE PAY	For Office Use Only	FICA	SAIF	HOSP.	LIFE INS.	RETIRE MENT	DENTAL	OTHER (SPECIFY)	TOTAL F/B	TOTAL PAY
1)												
2)												
3)												
4)												
5)												
6)												
7)												
	PAGE TOTALS											

CONTRACT SIGNATOR OR DESIGNEE _____ TITLE _____ DATE _____

PUBLIC SERVICE EMPLOYMENT TIME SHEET

Agency Name _____

Agency Address _____

Phone Number _____

Participant's Name _____

Participant's Social Security Number _____

For Month and Year: _____

Base Pay for the Month: _____

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours Worked																
Day of Month	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Hours Worked																

I CERTIFY TO THE ACCURACY OF THIS TIME SHEET:

Participant's Signature _____

Supervisor's Signature _____

119878

INCLUDING TRAVEL AS A FRINGE BENEFIT

RESPONSIBILITY UNIT NO.

SOCIAL SECURITY NO.

BEGINNING

ENDING

COMPENSATION CATAGORY

TOTAL PAYMENT \$ _____

Authority for 6-05-350 City Code

19878

EXHIBIT "A"

<u>Agency</u>	<u>Position</u>	<u>Wage</u>	<u>Fringe</u>	<u>Mat./Services</u>	<u>Total</u>
Job Therapy of Ore. Inc.	1	\$2,880	438	139	\$3,457
Indo-Chinese Cultural and Service Center	1	2,292	268	-0-	2,560
Burnside Community Council	<u>6</u>	<u>13,755</u>	<u>3,460</u>	<u>1,025</u>	<u>18,240</u>
Totals	<u>8</u>	<u>\$18,927</u>	<u>\$4,166</u>	<u>\$1,164</u>	<u>\$24,257</u>

ORDINANCE No. **149878**

An Ordinance authorizing three (3) contracts under the Human Resources Bureau, Training and Employment Division, creating eight (8) Public Service Employment positions under CETA Title II-D for contract periods beginning June 23, 1980, not to exceed September 30, 1980; transferring appropriations in the amount of \$4,500, within the CETA Fund; and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. The City of Portland has been designated by the United States Department of Labor as Prime Sponsor for administering funds under the Comprehensive Employment and Training Act (CETA) to provide employment and training services for unemployed persons.
2. The Human Resources Bureau Training and Employment Division has received three (3) unsolicited requests for funding and determined these requests to be reasonable and appropriate for funding, creating eight (8) Public Service Employment positions under CETA Title II-D, at a total cost of \$24,257.
3. This Ordinance will transfer appropriations to support FY 79-80 costs, estimated at \$4,500, under the CETA Title II-D allocation from the Department of Labor.
4. The Training and Employment Division budget for FY 80-81 contains sufficient appropriation to support costs occurring after July 1, 1980.
5. The contracts in this Ordinance have been reviewed and approved through the Training and Employment Division's Program Development Unit, the Training and Employment Division Manager and the Executive Director of the Human Resources Bureau.
6. The contracting agencies, costs and positions are set out in Exhibit "A".
7. The Commissioner of Public Utilities and the City Auditor should therefore execute, on behalf of the City, three (3) contracts under CETA Title II-D, Human Resources Bureau, Training and Employment Division, as set out in the exhibits hereof.

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and City Auditor to execute on behalf of the City, three (3) contracts under CETA Title II-D, Human Resources Bureau, Training and Employment Division, beginning June 23, 1980, not to exceed September 30, 1980, as set out in the exhibits hereof.

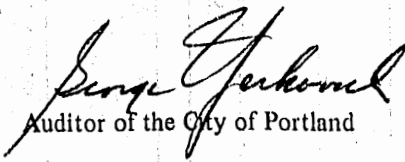
ORDINANCE No.

- b. The Finance Officer is hereby authorized to amend the 1979-80 City Budget transfer of appropriations as follows:

<u>CETA FUND</u>	<u>From</u>	<u>TRANSFER</u>	<u>To</u>
Title II-D Unobligated Holdings BUC No. 66900027	\$4,500		
Title II-D Contracts BUC No. 67000021.280			\$3,500
.281			800
.282			200
Total Requirements	<u>\$4,500</u>		<u>\$4,500</u>

Section 2. The Council declares that an emergency exists because delay in enactment of this Ordinance will result in unnecessary problems in the administration of the CETA program; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, **JUN 26 1980**
 Commissioner Ivancie
 JPG:JB:j
 6/12/80


 Auditor of the City of Portland

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

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Calendar No. 2274

ORDINANCE No. 149878

Title

An Ordinance authorizing three (3) contracts under the Human Resources Bureau, Training and Employment Division, creating eight (8) Public Service Employment positions under CETA Title II-D for contract periods beginning June 23, 1980, not to exceed September 30, 1980; transferring appropriations in the amount of \$4,500, within the CETA Fund; and declaring an emergency.

Filed JUN 19 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By Gordon Howell
Deputy

INTRODUCED BY
COMMISSIONER IVANCIE

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

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <u>JB</u> Date: <u>6/12/80</u>
Joseph P. Gonzales
Budget Impact Review:
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <u>Erma E. Hepburn</u>

NOTED BY
City Attorney
City Auditor
City Engineer