

Grantor (Prime Sponsor)

Contractor

Contract No.

City of Portland

Committee of Spanish Speaking People  
of Oregon, Inc. (COSSPO)

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Committee of Spanish Speaking People of Oregon, Inc. (COSSPO), 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.

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

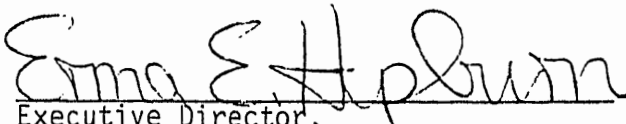
The functions of this contract shall commence when approved by City Council and signed by all parties. The period of performance shall not exceed 2.5 months or extend beyond September 30, 1980, whichever occurs first, unless extended by City Council Action.

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 \$117,847 to be paid from Federal funds received.

Dated this \_\_\_ day of \_\_\_\_\_, 19\_\_.

Approved:

CONTRACTOR:

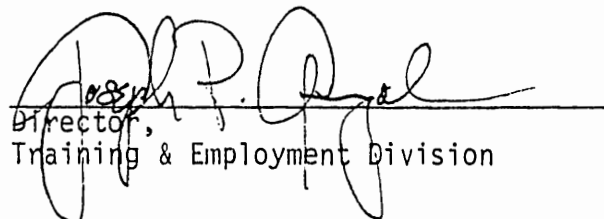
  
Executive Director,  
Human Resources Bureau

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.

COMMITTEE OF SPANISH SPEAKING PEOPLE OF OREGON, INC. (COSSPO),  
(CONTRACTOR), 1006 SE Grand Avenue, Portland, Oregon 97214

RECITALS:

- A. Upon consideration of a request for proposal, Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) 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 Committee of Spanish Speaking People of Oregon, Inc. (COSSPO), 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 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.

12. Contractor shall be considered as the employer of record of all participants. Participants shall be deemed to be employees of the Contractor and Contractor shall provide Workers' Compensation Coverage for participants. Contractor shall hold harmless and indemnify the City of Portland by providing to the City of Portland an insurance certificate exhibiting the limits of such Workers' Compensation Coverage.

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-3(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 \$117,847.
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.



## PROPOSAL FROM COSSPO

## SUMMER ASH REMOVAL/JOBS SKILLS WORK PROJECT

The Committee of Spanish Speaking People of Oregon, COSSPO, a non-profit organization which addresses the particular employment, housing, and general welfare needs of the Hispanic and other minority communities of Oregon, proposes a project to reduce the inconvenience and public health hazards caused by the volcanic ash.

Objectives:

1. To reduce ash impact on a minimum of 500 low-income houses in Portland by removing ash from house sidings, gutters, porches and sidewalks.
2. To provide work experience and increase job search skills for 42 CETA-eligible participants.

Project Description:

The project has the dual purpose of providing low-cost ash removal services to Portland residents of low and fixed incomes and, at the same time, providing job skills/search activities and employment experience to CETA participants. The project will employ 43 people, including 36 crew members, six bilingual crew supervisors and one project coordinator. As there is a need in Portland to provide employment opportunities to mono-lingual Spanish speaking participants, there will be an emphasis on recruiting those persons for participation in the project. Approximately half the crew members will be unemployed youth.

The recipients of the ash removal service will be Portland residents who have low and/or fixed income. Information on the availability of this service will be given to Portland Senior Service Centers and advertised in the Journal, Oregonian, Observer and other local newspapers. Special attention will be given those persons for whom the task of ash removal would be difficult or impossible, especially older citizens and the handicapped.

Participants in the project will be divided into six crews. Each crew will consist of a supervisor and six crew members. Crew members, for the most part will be mono-lingual in Spanish. This will require the supervisor be bi-lingual, having the capacity to speak both Spanish and English. Crew chiefs are directly responsible to the project coordinator.

COSSPO will hire a full time project coordinator who will be responsible for publicizing the project, lining up houses and coordinating daily assignments and routes. This person will also be responsible for maintaining project statistics and preparing reports as needed by COSSPO and TED.

Each crew will clean the ash from a minimum of two houses per day, using high pressure pumps, brooms and similar equipment. Ash collected in this process will be placed in plastic trash bags or buckets and removed to sites recommended by the City of Portland.

EXHIBIT A

PROPOSAL FROM COSSPO

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Participant Recruitment and Selection:

TED will refer eligible applicants to COSSPO for selection. TED will recruit participants with a high priority placed on Spanish speaking mono-linguals for crew members and bi-linguals for crew chiefs. TED will refer a minimum of 55 participants for the 42 positions.

Training:

TED will provide all participants with 10 days of training prior to the start of the project. This training will cover ash removal techniques, using the equipment, safety, team work, etc.. Training time will also be devoted to job search skills in order to assist participants in procuring employment following the program. Two days of follow up training in job search skills will be provided at the close of the program. This will be a paid activity.

Reporting:

Each month COSSPO will furnish TED with copies of project announcements and other publicity during that month. Additionally, each crew will keep a log of daily activities (listing address of houses and time spent there) for each crew. This will be submitted to TED Program Development Unit by the fifth working day of each month. Additionally, at the close of the contract period, COSSPO will submit an activity summary and project evaluation and final accounting. This is due by October 15, 1980.

JOB DESCRIPTION

Project Coordinator (Non-CETA position)

Responsible to COSSPO Director.

Responsibilities

- Provide overall supervision and coordination of project.
- Assign daily work programs to crew supervisors.
- Supervise crew chiefs, checking on jobs to be done and jobs completed.
- Monitor performance of crew's work.
- Check on completion of paperwork.
- Pick up time sheets and deliver to bookkeeper.
- Pick up and distribute payroll checks to crew supervisors.
- Complete and turn in project reports as required.
- Purchase and maintain project equipment as needed.
- Receive referrals and service needs requests from individuals/organizations.
- Publicize and schedule services.
- Act as liaison with TED as needed.
- Design notices, write press releases, public service announcements for project.
- Contact and maintain liaison with other public service/CBO's for service requests and job skills/search field trips.

Qualifications

- Bilingual, English and Spanish.
- Minimum one year supervisory experience.
- Familiarity with city's geographic layout
- Some knowledge of simple machinery
- Excellent communications and public relations skills, both written and oral.
- Experience in working with youth preferred

Salary: \$1,100 per month

JOB DESCRIPTION

Crew Chief - (Six CETA positions)  
Responsible to Project Coordinator

Responsibilities

- Implementation of daily projects.
- Assessing of individual jobs.
- Designating assignments to crew members.
- Monitoring satisfactory completion of jobs.
- Turning in time sheets and distributing checks.

Qualifications

- Ability to speak English/Spanish
- Some supervisory experience in coordinating youth and crews
- Some experience and/or knowledge of paperwork completion, i.e., forms and time sheets.
- Valid driver's license.

Salary: \$875 per month/\$5.05/hr.

## JOB DESCRIPTION

Crew Members - (36 CETA positions)

Responsible to Assigned Crew Chief

Responsibilities

- Clean and hose gutters, sidewalks, and drains of residences.
- Maintain equipment.
- Perform tasks as assigned by Crew Chief.
- Participate in job skills/search activities.

Qualifications

- Willing to perform tasks of exterior cleaning
- Willing to follow directions
- Able to perform in a team setting
- Willing to participate in job/skills search program.

Salary: \$4.15/hr or \$720/mo.

ASSURANCE OF COMPLIANCE WITH  
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Committee of Spanish Speaking People  
of Oregon, Inc. (COSSPO) (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 \_\_\_\_\_



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 ↓ _____
BUC ↓ _____
F/B RATE _____
ACTUAL TO CONTRACTUAL RATE _____
CONTRACTUALLY OBLIGATED AMOUNT _____
CONTROL ↓ _____

PARTICIPANT NAME	BASE PAY	For Office Use Only	FICA	SAIF	HOSP.	LIFE INS.	RETIREMENT	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

10

150075

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 \_\_\_\_\_

150075



**APPROPRIATION UNIT  
LINE ITEM WORKSHEET**

Code	Object Title	PARTICIPANT WAGES & SERVICES	ADMINISTRATIVE COST	TOTAL		
110	Full-Time Employees		2,750	2,750		
120	Part-Time Employees		961	961		
130	Federal Program Enrollees	77,925		77,925		
140	Overtime					
150	Premium Pay					
170	Benefits	14,572	668	15,240		
190	Less-Labor Turnover					
100	<b>Total Personal Services</b>	92,497	4,379	96,876		
210	Professional Services					
220	Utilities					
230	Equipment Rental	10,440	163	10,603		
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		63	63		
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools	960		960		
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		300	300		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance		600	600		
570	Telephone Services		75	75		
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	<b>Total Materials &amp; Services</b>	11,400	1,201	12,601		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment	8,370		8,370		
600	<b>Total Capital Outlay</b>	8,370	-0-	8,370		
700	Other					
	<b>TOTAL</b>	112,267	5,580	117,847		

BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE 7/7/80

PROJECT NO. \_\_\_\_\_

PROJECT TITLE COSSPO ASH CLEANUP (ADMIN COSTS)

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
230	<u>Equipment Rental</u> Typewriter @ \$65/mo	\$ <u>163</u>	\$ 163
310	<u>Office Supplies</u> @\$25/mo. x 2.5 mo.	<u>63</u>	63
520	<u>Printing Services</u>	<u>300</u>	300
560	<u>Insurance</u> (increased liability)	<u>600</u>	600
570	<u>Telephone</u> @ \$30/mo x 2.5 mos.	<u>75</u>	75

BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE 7/7/80

PROJECT NO. \_\_\_\_\_

PROJECT TITLE COSSPO Ash Clean-Up (Participant Services)

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
230	<u>Equipment Rental</u> Vehicle Rental - 6 vans @ \$800/mo (including mileage & insurance) x 2 mo. Ladder Rental - 6 @ \$50/mo + \$40 deposit ea.	\$9,600 <u>840</u>	\$10,440
340	<u>Equipment &amp; Tools</u> 6 hoses @ \$20 each 12 shovels @ \$25 each 12 push brooms @ \$20 each Misc. (face masks, cloths, trowels, buckets, trash bags, etc.)	120 300 240 <u>300</u>	960

## BUDGET JUSTIFICATION

## CAPITAL OUTLAY

DATE 7/7/80

PROJECT NO. \_\_\_\_\_

PROJECT TITLE COSSPO Ash Clean-Up Participant Services)

To extent possible, use format indicated below

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
640	Furniture & Equipment six pumps @ \$1,395 each		8,370



BUDGET JUSTIFICATION

150075

PERSONNEL

DATE 7/7/80

PROJECT NO. \_\_\_\_\_

PROJECT TITLE COSSPO ASH CLEANUP (ADMIN. COSTS)

(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 (AxCx Dx E)
1	Project Coord.	1,100	100	2.5	2,750
1	COSSPO Director	1,800	10	2.5	450
1	Bookkeeper	1,090	10	2.5	273
1	Clerical Asst.	950	10	2.5	238
SUBTOTAL, PERSONNEL					3,711
18 * % FRINGE BENEFITS					668
TOTAL, PERSONNEL					4,379

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

BUDGET JUSTIFICATION

PERSONNEL

DATE 7/7/80

PROJECT NO. \_\_\_\_\_

PROJECT TITLE COSSPO ASH CLEANUP (PARTICIPANT COSTS)

(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 (AxCx Dx E)
6	Crew Chiefs	875	100	2.5	13,125
36	Crew Members	720	100	2.5	64,800
SUBTOTAL, PERSONNEL					77,925
18.7 * % FRINGE BENEFITS					14,572
TOTAL, PERSONNEL					92,497

\*Indicate fringe benefits as a percentage of \$6.00

LEE CHUM

( Reviewing Accountant )

COSSPO ASH CLEAN UP CONTRACT

150075

Reference	Comment	Disposition
Budget Impact Statement of the Ordinance	<p>one word left out.  s/b " The Finance Officer is <u>authorized</u>"  No other comments.</p>	<p><i>[Handwritten initials]</i></p>
Contract :	<p>- Fringe benefit for the participants is higher than which of the staff by .7%. Usually it should have been less. If COSSPO thinks about having this .7% for participant mileage, this would be in conflict with the Van rental in Materials &amp; Services category.</p>	<p><i>[Handwritten note: Discontinue participant mileage]</i></p>
Materials & Services Budget Justification Page :	<p>- Line item 340 - The purchase of 6 pumps at \$1,395/each is an acquisition of a non expensable item. It should be budgeted under capital outlay.</p> <p>- Ladder Rental : \$840 for 6 ladders over 2.5 month is just rental fee. The deposit is not included. Just in case there is a deposit reimbursement request, this amount should be turned over to CETA when refunded.</p>	
	<p>Thank you  Lee  7/10/80</p>	

NOTE TO THE INITIATING DIVISIONS: Do not make any additional changes to this ordinance without documenting in the space above the exact nature of the change.

## ATTACHMENT "A"

<u>Agency</u>	<u>No. of Pos.</u>	<u>Wages</u>	<u>Fringe</u>	<u>Mat./Ser.</u>	<u>Total</u>
Committee of Spanish Speaking People of Oregon, Inc. (COSSPO)	42	77,925	14,572	19,770	\$112,267
Administrative Costs:	1 FTE	2,750	495	-0-	3,245
	.3 FTE	<u>961</u>	<u>173</u>	<u>1,201</u>	<u>2,335</u>
		\$81,636	\$15,240	\$20,971	<u>\$117,847</u>

## ORDINANCE No. 150075

An Ordinance authorizing one (1) contract with the Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) in the amount of \$117,847, to provide Emergency Clean-up services program for elderly and low income individuals, under the Human Resources Bureau, Training and Employment Division, during the period July 16, 1980 through September 30, 1980; 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. Pursuant to a Notice of Fund Availability (NFA) received from the Department of Labor, Region X office, the City has funds to employ City residents in clean-up efforts relating to volcanic ash fallout.
3. The Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) has approached the Training and Employment Division with a proposal to employ CETA participants in the removal of ash, considered a public health hazard, from the residences of low-income and elderly residing within the City of Portland.
4. The Training and Employment Division recognizes and approves of this proposal as a viable opportunity to meet a public health need and as an opportunity to increase work options for City residents.
5. The total cost of this contract will be derived from the United States Department of Labor CETA funds, Title II-D, and is budgeted in the CETA fund through FY 80-81.
6. The contract agency, costs and positions are set forth in Attachment "A".
7. It is therefore appropriate that the Commissioner of Public Utilities and the City Auditor execute, on behalf of the City, a contract with the Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) as set forth in Exhibit "A".

# ORDINANCE No.

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and the City Auditor are hereby authorized to execute, on behalf of the City, a contract with the Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) as set forth in Exhibit "A".
- b. The Finance Officer is hereby authorized to charge contract costs to RU 682, in the Training and Employment Division FY 80-81 budget.

Section 2. The Council declares that an emergency exists because delay in the enactment of the 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.

ORDINANCE No. 120000

Ordinance No. 50001

1119

Emergency.  
 Ordinance No. 120000, passed by the Council on September 30, 1980, and declaring an emergency, during the period July 19, 1980 through August 15, 1980, to provide for the training and employment of individuals under the Human Resources Training and Employment Program of 211,043, to provide emergency services to the Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) in the amount of \$100,000.00, and to provide for the purchase of services and materials for the same.

APPROVED SPECIALLY BY THE CITY AND  
 GEORGE YERKOVICH

JUL 18 1980

Passed by the Council,

JUL 23 1980

Commissioner Francis J. Ivancie  
 JPG:JB:j  
 7/9/80

Attest:

*George Yerovich*  
 Auditor of the City of Portland

Calendar No. 2659

ORDINANCE No. 150075

Title

An Ordinance authorizing one (1) contract with the Committee of Spanish Speaking People of Oregon, Inc. (COSSPO) in the amount of \$117,847, to provide Emergency Clean-up services program for elderly and low income individuals, under the Human Resources Bureau Training and Employment Division, during the period July 16, 1980 through September 30, 1980; and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie	1	
Jordan	1	
Lindberg	1	
Schwab	1	
McCready	1	

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Filed JUL 18 1980

GEORGE YERKOVICH  
Auditor of the CITY OF PORTLAND

By Gordon Croell  
Deputy

INTRODUCED BY
COMMISSIONER IVANCIE

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

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <u>Joseph P. Gonzalez</u> Date: <u>7/9/80</u>
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