

Grantor (Prime Sponsor)

Contractor

Contract No.

City of Portland

Portland Community College

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Portland Community College, 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 two 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 \$161,813 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.

Portland Community College
2000 SW 49th Avenue, Portland OR 97219

RECITALS:

- A. Upon consideration of a request for proposal, Portland Community College, 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 Portland Community College, 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-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 \$ 161,813.
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"

APPROPRIATION UNIT 150122
LINE ITEM WORKSHEET

Code	Object Title	Participant Wages & Services	Administrative Cost	Total		
110	Full-Time Employees		\$6,140	\$6,140		
120	Part-Time Employees		1,498	1,498		
130	Federal Program Enrollees	\$118,930		118,930		
140	Overtime					
150	Premium Pay					
170	Benefits	26,165	1,146	27,311		
190	Less-Labor Turnover					
100	Total Personal Services	145,095	8,784	153,879		
210	Professional Services					
220	Utilities					
230	Equipment Rental	3,458		3,458		
240	Repair & Maintenance					
260	Miscellaneous Services	600		600		
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools	3,000		3,000		
360	Clothing & Uniforms	676		676		
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					
560	Data Processing Services					
660	Insurance		200			
670	Telephone Services					
680	Intra-Fund Services					
690	Other Services--Internal					
200-500	Total Materials & Services	7,734	200	7,934		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	\$152,829	\$8,984	\$161,813		

BUDGET JUSTIFICATION

PERSONNEL

DATE JULY 17, 1980

PROJECT NO. _____

PROJECT TITLE 1980 SUMMER MAINTENANCE WORKERS TRAINING PROJECT - ADMINISTRATION COST

(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 (AxCxExE)
2	SUPERVISORS	\$1,050.00/mon. 6.00/hr.	100%	2	\$4,200.00
1	CLERK	\$970.00/mon.	100%	2	\$1,940.00
7	SUPERVISORS	\$1,070.00/mon.	10%	2	\$1,498.00
SUBTOTAL, PERSONNEL					\$7,638.00
15% * % FRINGE BENEFITS					\$1,146.00
TOTAL, PERSONNEL					\$8,784.00

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

BUDGET JUSTIFICATION

150122

PERSONNEL

DATE JULY 17, 1980

PROJECT NO. _____

PROJECT TITLE 1980 SUMMER MAINTENANCE WORKERS TRAINING PROJECT - PARTICIPANT COST

(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)
65	MAINTENANCE WORKERS	787.50/mon. 4.50/hour	100%	2	\$102,375.00
10	MAINTENANCE WORKERS	827.75/mon. 4.73/hour	100%	2	\$ 16,555.00
SUBTOTAL, PERSONNEL					\$118,930.00
22% * % FRINGE BENEFITS					26,165.00
TOTAL, PERSONNEL					\$145,095.00

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

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE 1980 SUMMER MAINTENANCE WORKERS TRAINING PROJECT -PARTICIPANT COST

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
230	<u>Equipment Rental:</u> 12 passenger vans - 2 vans - 2 months Drop boxes - 5 boxes per month	2,178.00 <u>1,280.00</u>	3,458.00
260	<u>Miscellaneous Services:</u> Gasoline	<u>600.00</u>	600.00
340	<u>Minor Equipment & Tools:</u> Rakes, shovels, clippers, push brooms, hoes, nozzles, garbage cans & liners, etc.	<u>3,000.00</u>	3,000.00
350	<u>Clothing & Uniforms:</u> Gloves - 75 pairs - 7.50 per pair Masks - 75 ea. - 1.50 per mask	563.00 <u>113.00</u>	676.00

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE 1980 Summer Maintenance Workers
Training Project - Administrative Cost

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
560	<u>Insurance</u> Insurance Coverage	200.00	200.00

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Portland Community College (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 Fed-
eral 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 parti-
cipation in, be denied the benefits of, or be otherwise subjected to discrimina-
tion under any program or activity for which the Contractor receives City of Port-
land 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 meas-
ures 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, de-
motions, layoffs and terminations, testing and training, daily working conditions,
awards and benefits, and all other terms and conditions of employment. The Affir-
mative 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	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 _____

01

11/22/76

150122

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 _____

150122

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

ONLY FOR THOSE CONTRACTS
 INCLUDING TRAVEL AS A FRINGE BENEFIT

 APPROPRIATE UNIT NO.

 RESPONSIBILITY UNIT NO.

 EMPLOYEE NAME (PRINT) SOCIAL SECURITY NO.

PLEASE DO NOT FILL IN THIS SPACE

BASIC PAYMENT _____ PLUS
 _____ MILES _____ PER MILE \$ _____
 PARKING COSTS \$ _____
 TOTAL PAYMENT \$ _____

 HOME ADDRESS

ACCOUNTING PERIOD BEGINNING _____ ENDING _____ COMPENSATION CATEGORY _____

DATE	ODOMETER READING		DAY'S MILEAGE	DAY'S PARKING	DATE	ODOMETER READING		DAY'S MILEAGE	DAY'S PARKING
	START	LAST CALL				START	LAST CALL		

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

TOTAL MILES _____
 TOTAL PARKING _____

 EMPLOYEE'S SIGNATURE

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.

EXHIBIT D

PORTLAND COMMUNITY COLLEGE
1980 SUMMER MAINTENANCE WORKERS TRAINING PROJECT

I. INTRODUCTION

This document is an application for special project funding by Portland Community College from the City of Portland CETA Administration under CETA Title II-D.

City of Portland CETA officials are already quite familiar with PCC's history of successful management of CETA-funded training projects. Accordingly, no effort is made here to document this record.

II. NEED JUSTIFICATION

Recent volcanic ashfalls from Mt. St. Helens have created serious maintenance problems for PCC facilities throughout the metropolitan area. The limitations on funding available for maintenance at the college mean that grounds and facilities clean-up work caused by the ash would normally be deferred for a lengthy period.

This training project will substantially increase the maintenance staff at PCC for a short period (6-7 weeks) to address ash-related maintenance work. The CETA participants will receive supervised maintenance work opportunities in order to introduce them to this growing occupational field.

III. TRAINING PLAN

- A. Participants; Locations; Duration of Training; Transportation; Transition of Enrollees.

Portland CETA officials will determine the eligibility of individuals for participation in the project. During the week immediately prior to the beginning of the project, college staff members will perform screening interviews of persons referred to the project by CETA.

It is estimated that 75 individuals will be accepted to begin training on approximately August 4, 1980, and training will continue through September 30, 1980. Participants will generally be between 18 and 24 years of age and otherwise will satisfy CETA participation requirements.

The maintenance training will take place at several PCC centers including the Sylvania Campus, 12000 SW 49th Ave., Portland; Ross Island Center, 049 SW Porter St., Portland; Southeast Center, 2850 SE 82nd Ave., Portland; Rock Creek Center, 17705 NW Springville Rd., Portland; and Cascade Center, 705 N. Killingsworth, Portland.

Participants will be assigned to only one of these PCC locations for the duration of their training. Each center is large and diverse enough to offer adequate training and work opportunities for student crews assigned to each location.

Program participants will be expected to arrange their own transportation to and from work at all college locations except the Rock Creek Center. Although public transportation is easily available for all PCC locations, including Rock Creek, PCC will provide special transportation assistance to those assigned to work at Rock Creek. Funds are requested herein to provide a van and driver for daily roundtrips to and from Rock Creek as required for participant's work schedules.

B. Training Activities; Methods and Types of Work; Organization and Supervision; Scheduling; Equipment.

Regular full-time maintenance workers at PCC will act as crew leaders for CETA trainees assigned to work at each center. These supervisors will receive an addition to their monthly salaries for August and September, 1980, in order to compensate for their additional supervisor responsibilities. It is expected that the college will hire two additional

individuals to act as crew leaders for the CETA trainees at locations where PCC personnel is not available to perform this function.

The worker/supervisor ratio will be maintained at between 8:1 and 10:1 to insure adequate communications with each group of trainees. Crew leaders will work under the direct supervision of Mr. Ray Smith, Dean of College Services, who will be responsible for supervising the entire CETA program.

The CETA trainees will be given the opportunity to work on each of 3 major ash-related maintenance problems that have developed at the college:

- 1) clean-up of ash collected on college parking lots, roads, sidewalks, and building roofs;
- 2) removal of ash from interior walls, floors, and furniture in classrooms and offices;
- 3) replanting and other care for grass and landscaping suffering from ash damage.

Thus, both outdoor and indoor activities will be scheduled for all participants during their training period.

Normal work responsibilities will include sweeping, shoveling and scraping, use of hoses, use of mops, rags, buckets, and cleaning solutions; plus the use of rakes and other grounds-keeping supplies. The budget includes funds to provide gloves and dust masks for each trainee, plus an allowance to purchase maintenance or groundskeeping implements for the large influx of new workers.

Participants will work 40 hour work weeks on all week days normally expected of PCC maintenance employees. Due to the fact that many college facilities are in use and cannot be worked on during most of the normal working day, many maintenance workers are scheduled for hours other than 8:00 am to 5:00 pm (eg. 9 am to 6 pm, 11 am to 8 pm).

Trainees with these schedules will receive an additional 2½ - 5% compensation, in line with the wage schedule estab-

lished for all classified employees at PCC.

It is estimated that 10 of the 75 trainees will receive special pay differentials because of altered working hour schedules.

IV. BUDGET

The CETA trainees will perform work as Maintenance Worker I employees, with a base pay of \$4.50 per hour. As mentioned, additional pay will be provided for those working different shifts.

Fringe benefits will be provided each trainee as follows:

- + Medical Insurance Coverage
- + Dental Insurance Coverage
- + Long Term Disability Insurance
- + State Industrial Accident Insurance
(High Risk Level)

Overall expenses are detailed on the attached budget pages, and have been discussed elsewhere in this application.

PORTLAND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE: Maintenance Worker I (Ash Project)

DUTIES & RESPONSIBILITIES:

1. The Maintenance Worker I will exhibit the proper techniques for using common maintenance equipment and supplies (eg. brooms, shovels, water-pressurized hoses, mops, buckets and storage bins, cleaning solutions, cleaning cloths, rakes and similar garden tools, etc.). The Maintenance Worker will also be aware of how these materials are stored and cared for.
2. The Maintenance Worker will perform assigned cleaning and washing of College building exteriors and approaches, walkways and parking areas, and building interiors including floors, walls, windows, fixtures, and furniture, to achieve appropriate levels of cleanliness.
3. The Maintenance Worker will perform grounds maintenance duties as assigned, including watering, raking, clearing and disposing of foliage and refuse, and related functions.
4. The Maintenance Worker will be able to achieve assigned standards of maintenance in performing the above duties; will be able to follow a written maintenance schedule at work showing times, duties, and locations of jobs; and will be able to follow simple written or oral instructions concerning duties and give responses.
5. The Maintenance Worker will be able to arrive and depart from the assigned College Center at different assigned times according to a weekly or monthly schedule; and will be able to report hours worked per day as requested.
6. The Maintenance Worker will develop a familiarity with the buildings and grounds being worked on, such that he/she will know the location of maintenance offices, entrances, fire alarms, and storage of materials being used (or will be able to seek direction in finding these).
7. The Maintenance Worker will perform other duties as assigned by his/her supervisor.

Grantor (Prime Sponsor)ContractorContract No.City of PortlandPortland Opportunities Industrialization
Center (POIC)

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Portland Opportunities Industrialization Center (POIC), 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 two 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 \$211,443 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.

Portland Opportunities Industrialization Center (POIC)
5329 N.E. Union Avenue, Portland, Oregon 97211

RECITALS:

- A. Upon consideration of a request for proposal, Portland Opportunities Industrialization Center (POIC) 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 Portland Opportunities Industrialization Center, (POIC), 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-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 \$ 211,443.
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"

Portland Opportunities Industrialization
 Center (POIC)
 5329 N.E. Union Avenue
 Portland OR 97211

APPROPRIATION UNIT
 LINE ITEM WORKSHEET

150122

Code	Object Title	PARTICIPANT WAGES & SERVICES	ADMINISTRATIVE COST	TOTAL		
110	Full-Time Employees		5,600	5,600		
120	Part-Time Employees		1,218	1,218		
130	Federal Program Enrollees	147,100		147,100		
140	Overtime					
150	Premium Pay					
170	Benefits	23,536	1,500	25,036		
190	Less-Labor Turnover					
100	Total Personal Services	170,636	8,318	178,954		
210	Professional Services					
220	Utilities					
230	Equipment Rental	15,300	130	15,430		
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		100	100		
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools	1,557		1,557		
360	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel		80	80		
430	Out-of-Town Travel					
440	Space Rental		312	312		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services		300	300		
530	Distribution Services					
540	Electronic Services					
560	Data Processing Services					
560	Insurance		600	600		
570	Telephone Services		160	160		
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	16,857	1,682	18,539		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment	13,950		13,950		
600	Total Capital Outlay	13,950	-0-	13,950		
700	Other					
	TOTAL	201,443	10,000	211,443		

BUDGET JUSTIFICATION

150122

PERSONNEL

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE POIC ASH CLEANUP (Administrative 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 (AxCxDxE)
2	Project Supervisors	1,400	100	2	5,600
1	POIC Director	2,034	15	2	610
1	Accountant	1,520	20	2	608
SUBTOTAL, PERSONNEL					\$6,818
22 * % FRINGE BENEFITS					1,500
TOTAL, PERSONNEL					\$8,318

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

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE POIC 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 x 2 mo	130	130
210	<u>Office Supplies</u> \$50 mo x 2 mo	100	100
420	<u>Mileage</u> 200 miles/mo x .22/mi x 2 mo.	80	80
440	<u>Space Rental</u> 150 sq. ft. x 2 persons x .52/sq ft x 2 mo	312	312
520	<u>Printing Services</u>	300	300
560	<u>Insurance</u> (Increased liability)	600	600
570	<u>Telephone</u> 2 @ \$40/mo x 2 mo	160	160

BUDGET JUSTIFICATION

150122

PERSONNEL

PARTICIPANT COSTS

DATE July 21, 1980

PROJECT NO. _____

PROJECT TITLE POIC ASH CLEANUP

(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 (Ax CxDxE)
10	Crew Foremen	875	100	2	17,500
90	Crew Members	720	100	2	129,600
SUBTOTAL, PERSONNEL					147,100
16 * % FRINGE BENEFITS					23,536
TOTAL, PERSONNEL					170,636

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

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE POIC ASH CLEANUP (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 - 9 vans @ \$800/mo (including mileage & insurance) x 2 mo	14,400	
	Ladder Rental - 10 @ \$50/mo + \$40 deposit ea	900	15,300
340	<u>Equipment & Tools</u> 10 hoses @ \$20 each 20 shovels @ \$25 each 20 push brooms @ \$20 each Misc.. (face masks, cloths, trowels, buckets, trash bags, etc.)	200 500 400 450	1,550

BUDGET JUSTIFICATION

CAPITAL OUTLAY

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE POIC ASH CLEANUP (Participant Services)

To extent possible, use format indicated below

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
640	Furniture & Equipment 10 pumps @ \$1,395 each		13,950

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Center (POIC)

Portland Opportunities Industrialization / (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: _____

ZIP CODE _____

TELEPHONE NUMBER _____

PREPARED BY _____

PERIOD COVERED

FROM: _____

TO: _____

CONTRACT NUMBER: _____

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 _____

10

11/22/76

150122

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 _____

CITY OF PORTLAND, OREGON

AUTOMOBILE MILEAGE REPORT

FOR COMPENSATION FOR USE OF PRIVATE AUTO

ONLY FOR THOSE CONTRACTS

INCLUDING TRAVEL AS A FRINGE BENEFIT

APPROPRIATION UNIT NO.

RESPONSIBILITY UNIT NO.

PLEASE DO NOT FILL IN THIS SPACE

EMPLOYEE NAME (PRINT)

SOCIAL SECURITY NO.

BASIC PAYMENT _____ PLUS
 _____ MILES _____ PER MILE \$ _____
 PARKING COSTS \$ _____
 TOTAL PAYMENT \$ _____

HOME ADDRESS

ACCOUNTING PERIOD
 BEGINNING _____ ENDING _____

COMPENSATION CATEGORY _____

DATE	ODOMETER READING		DAY'S MILEAGE	DAY'S PARKING	DATE	ODOMETER READING		DAY'S MILEAGE	DAY'S PARKING
	START	LAST CALL				START	LAST CALL		

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

TOTAL MILES _____
 TOTAL PARKING _____

EMPLOYEE'S SIGNATURE _____

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.

150122

EXHIBIT "D"

PROPOSAL FROM POIC

SUMMER ASH REMOVAL/JOBS SKILLS WORK PROJECT

Portland OIC
5329 N.E. Union Avenue
Portland, Oregon 97211
(503) 287-1271

PROPOSAL FROM POIC

SUMMER ASH REMOVAL/JOB SKILLS WORK PROJECT

Portland Opportunities Industrialization Center, POIC, a non-profit organization which provides comprehensive training and employment services to the disadvantaged/underemployed/unemployed residents of the Portland Metropolitan area, 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 800 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 100 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 102 people, including 90 crew members, 10 crew foremen and two project supervisors. As there is a need in Portland to provide employment opportunities to disadvantaged minority 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 10 crews. Each crew will consist of a crew foreman and nine crew members. Crew members, for the most part, will be disadvantaged minorities. This will require the foremen to have some demonstrated experience supervising and relating effectively with individuals from different cultural and ethnic backgrounds. Crew foremen are directly responsible to the project supervisors.

POIC will hire two full time project supervisors who will be responsible for publicizing the project, lining up houses and coordinating daily assignments and routes. These persons will also be responsible for maintaining project statistics and preparing reports as needed by POIC 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.

Participant Recruitment and Selection:

TED will refer eligible applicants to POIC for selection. TED will recruit participants with a high priority placed on disadvantaged minorities for crew members and minorities for crew chiefs. TED will refer a minimum of 130 participants for the 100 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 POIC 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 addresses 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, POIC will submit an activity summary and project evaluation and final accounting. This is due by October 15, 1980.

JOB DESCRIPTION

Project Supervisor (two non-CETA positions)

Responsible to POIC Director.

Responsibilities

- Provide overall supervision and coordination of project.
- Assign daily work programs to crew foremen.
- Supervise crew foremen 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 accountant.
- Pick up and distribute payroll checks to crew foremen.
- 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

- Demonstrated ability to work and relate effectively with all cultural, ethnic and economic groups.
- 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: \$1,400 per month

JOB DESCRIPTION

Crew Members (90 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 \$713/mo

JOB DESCRIPTION

Crew Foreman (Ten CETA positions)

Responsible to Project Supervisors

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

- Demonstrated ability to work effectively with all cultural, ethnic, and economic groups.
- 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: \$868 per month/\$5.05/hr.

Grantor (Prime Sponsor)

Contractor

Contract No.

City of Portland

Urban League of Portland, Inc.

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Urban League of Portland, Inc., 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 two 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 \$ 27,404 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.

Urban League of Portland, Inc.

3630 N. Vancouver, Portland, Oregon 97227

RECITALS:

- A. Upon consideration of a request for proposal, Urban League of Portland, 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 Urban League of Portland, 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 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 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 \$27,404 .
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"

Urban League of Portland, Inc.

**APPROPRIATION UNIT
LINE ITEM WORKSHEET**

Code	Object Title	Participant Wages & Services	Administrative Cost	Total		
110	Full-Time Employees					
120	Part-Time Employees		1,050	1,050		
130	Federal Program Enrollees	16,168		16,168		
140	Overtime					
150	Premium Pay					
170	Benefits	2,586	168	2,754		
190	Less-Labor Turnover					
100	Total Personal Services	18,754	1,218	19,972		
210	Professional Services		825	825		
220	Utilities					
230	Equipment Rental	2,580		2,580		
240	Repair & Maintenance	500		500		
260	Miscellaneous Services					
310	Office Supplies		75	75		
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel	162		162		
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous		500	500		
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	3,242	1,400	4,642		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment	2,790		2,790		
600	Total Capital Outlay	2,790		2,790		
700	Other					
	TOTAL	24,786	2,618	27,404		

BUDGET JUSTIFICATION

PERSONNEL

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE Urban League Elderly Residence Volcanic Ash Cleanup-Participant Cost

(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	Proj. Coordinator	908	50	2	908
2	Crew Chiefs	867	100	2	3,468
8	Crew Members	737	100	2	11,792
SUBTOTAL, PERSONNEL					16,168
16 * % FRINGE BENEFITS					2,586
TOTAL, PERSONNEL					18,754

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

BUDGET JUSTIFICATION

PERSONNEL

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE Urban League Elderly Residence Volcanic Ash Cleanup - Administrative 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 (AxCxDe)
1	Dir/Econ.Dev.	1,750	30%	2	1,050
SUBTOTAL, PERSONNEL					\$1,050
16 * % FRINGE BENEFITS					168
TOTAL, PERSONNEL					\$1,218

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

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE Urban League Elderly Residence Volcanic Ash Cleanup -Administrative Costs

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services -- Bookkeeping and consultation \$412.50/mo x 2	825	825
310	Office Supplies	75	75
490	Misc. (Audit)	500	500

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE URBAN LEAGUE ELDERLY RESIDENCE VOLCANIC ASH CLEANUP -Participant Cost

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
230	Equipment Rental 2 vehicles @ \$30/day x 43 days	2,580	2,580
240	Repair & Maintenance \$25/crew member x 10 crew member 250 x 2 mo	500	500
420	Local Travel-Project Coordinator 25 mi./day x 43 days - 1,075 mi. x \$.17 per mi	162	162

BUDGET JUSTIFICATION

CAPITAL OUTLAY

DATE July 17, 1980

PROJECT NO. _____

PROJECT TITLE Urban League Elderly Residence Volcanic Ash Cleanup -Participant Cost

To extent possible, use format indicated below

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
640	Furniture & Equipment 2 pumps @ \$1,395 ea	\$2,790	\$2,790

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Urban League of Portland, 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 # _____
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	DENIAL	OTHER (SPECIFY)	TOTAL F/B	TOTAL PAY
1)											
2)											
3)											
4)											
5)											
6)											
7)											
PAGE TOTALS											

CONTRACT SIGNATOR OR DESIGNEE _____ TITLE _____ DATE _____

01

..11/22/76

150122

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 _____

150122

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 CATEGORY

BASIC PAYMENT _____ PLUS

_____ MILES _____ PER MILE \$ _____

PARKING COSTS \$ _____

TOTAL PAYMENT \$ _____

DATE	ODOMETER READING		DAY'S MILEAGE	DAY'S PARKING	DATE	ODOMETER READING		DAY'S MILEAGE	DAY'S PARKING
	START	LAST CALL				START	LAST CALL		

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.

Authority for 8-06-850 City Code

150122

EXHIBIT "D"

URBAN LEAGUE PROPOSAL
FOR
ELDERLY RESIDENCE VOLCANIC ASH CLEANUP

The Urban League of Portland in its continuing efforts to improve the conditions of all people proposes a project which will reduce the public health hazard caused by the volcanic ash. The project will employ ten full time and one part time people for sixty days in removing ash from the exterior of residences owned and/or occupied by elderly residents. The project will be coordinated by the Urban League and implemented through the near N.E. Senior Centers. The Senior Center will provide this service to the elderly residents in this area.

Each of the two teams will be composed of a crew chief and four cleaners. The crew chief will be directly responsible to a part time Project Coordinator who will coordinate the project.

Objectives

1. To reduce the health hazards caused by volcanic ash by diminishing the amount of volcanic ash in the environment.
2. To wash down houses, porches, sidewalks, lawns, gutters and any other areas affected by volcanic ash, for citizens who would otherwise have difficulty in doing so.
3. To provide work experience for CETA eligible persons, particularly older workers and youth.

Goal

To wash down exteriors of 320 buildings, owned and/or occupied by elderly residents, throughout the near N.E. Portland area.

(2)

Recruitment

Recruitment will be handled by the Urban League Employment Office and the Training and Education Division Intake Unit.

Interested persons will be interviewed by the TED office to determine CETA eligibility.

Eligible applicants will be referred to the Urban League Employment Office for final selection.

Training

(24 hours	Pre- Employment Training-----CETA
(16 hours	Seminar on Use of Equipment-----Program Coordinator
(8 hours	Seminar on Seniors-----Senior Center Director
(8 hours	Seminar on Project Responsibilities-Seniors/Program Coordinator
	a. Crew chiefs
	b. Crew members

URBAN LEAGUE ELDERLY RESIDENCE VOLCANIC ASH CLEANUP

Job Descriptions

Project Coordinator

Responsible to Urban League Deputy Director

Responsibilities:

Provide overall supervision and coordination of project supervise crew chiefs - checking on jobs to be done and jobs completed.

Check on completion of paperwork.

Monitor, approve and pick up time sheets and deliver to bookkeeper.

Pick up and distribute payroll checks.

Complete and turn in project reports as required.

Purchasing and maintenance of equipment.

Provide technical assistance to senior center in publicizing and scheduling services.

Act as liaison with TED as needed.

Qualification:

Must hold valid Oregon drivers license and provide own transportation.

At least one year of supervisory experience.

Some Knowledge of basic machinery.

Familiarity with Northeast Portland geographic layout.

Excellent communication skills, both written and verbal.

Some knowledge of senior living problems.

Experience in working with seniors preferred.

Salary \$ 908 per month

This is a temporary position - sixty days, funded through the Comprehensive Employment Act.

Job Descriptions (continued)

Position- Crew Chief

Responsible to Project Coordinator

Responsibilities:

Responsible for overall implementation of daily projects.

Responsible for initial assessment of individual jobs.

Responsible for designating assignments to crew members.

Responsible for satisfactory completion of jobs.

Responsible for turning in of time sheets and distributing of checks.

Qualifications:

Some supervisory experience in coordination crews and jobs.

Some experience and/or knowledge if paper work completion, i.e., forms and time sheets.

Valid driver's license.

Salary \$ 867 per month.

This is a temporary position (sixty (60) days), funded through the Comprehensive Employment and Training ACT. CETA eligibility is a prerequisite for applying for this position.

Job Descriptions (concluded)

Position- Crew Member

Responsible to Crew Chief

Responsibilities:

Wash, hose or otherwise clean exterior of residences.

Maintain equipment.

Perform tasks as assigned by Crew Chief.

Qualifications:

Willing to perform tasks of exterior cleaning.

Willing to follow directions.

Able to perform in a team setting.

Salary: \$ 737 per month.

This is a temporary position (sixty (60) days) , funded through the Comprehensive Employment and Training Act. CETA eligibility is a prerequisite for applying for this position.

EXHIBIT "D"

ORDINANCE No. **150122**

An Ordinance authorizing three (3) contracts under CETA Title II-D in the amount of \$400,660 to provide Emergency Clean-up services programs for elderly and low income individuals, under the Human Resources Bureau, Training and Employment Division, during the period July 28, 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 funds received under Title II-D of CETA from the Department of Labor, Region X office, the City has unobligated funds to employ City residents in clean-up efforts relating to volcanic ash fallout.
3. Portland Community College, Portland Opportunities Industrialization Center (POIC) and Urban League of Portland, Inc. have approached the Training and Employment Division with proposals 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 these proposals 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 agencies' 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, three (3) contracts as set forth in Exhibit "A".

ATTACHMENT "A"

<u>Agency</u>	<u>No. of Pos.</u>	<u>Wages</u>	<u>Fringe</u>	<u>Mat./Ser.</u>	<u>Capital Outlay</u>	<u>Total</u>
1. Portland Community College (PCC)	75	\$118,930	\$26,165	\$7,734	-0-	\$152,829
Administrative Costs	3 FTE	6,140	921	200	-0-	7,261
	.7 FTE	<u>1,498</u>	<u>225</u>	<u>-0-</u>		<u>1,723</u>
		\$126,568	\$27,311	\$7,934		<u>\$161,813</u>
2. Urban League of Portland, Inc.	10.5	16,168	2,586	3,242	2,790	24,786
Administrative Costs	.15 FTE	<u>1,050</u>	<u>168</u>	<u>1,400</u>	<u>-0-</u>	<u>2,618</u>
		\$17,218	\$2,754	\$4,642	\$2,790	<u>\$27,404</u>
3. Portland Opportunities Industrialization Center (POIC)	100	147,100	23,536	16,857	13,950	201,443
Administrative Costs	2 FTE	5,600	1,232	1,682	-0-	8,514
	.35 FTE	<u>1,218</u>	<u>268</u>	<u>-0-</u>	<u>-0-</u>	<u>1,486</u>
		<u>\$153,918</u>	<u>\$25,036</u>	<u>\$18,539</u>	<u>\$13,950</u>	<u>\$211,443</u>

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, three (3) contracts 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. 20085

THIS

Ordinance No. 20085

APPROVED BY THE CITY OF PORTLAND
GEORGE AFROKOVICH

JUL 3 2 1980

Passed by the Council, **JUL 30 1980**

Commissioner Ivancie
JPG:DP:j
7/22/80

Attest:

George Afrovich
Auditor of the City of Portland

Calendar No. 2741

ORDINANCE No. 150122

Title

An Ordinance authorizing three (3) contracts under CETA Title II-D in the amount of \$400,660 to provide Emergency Clean-up services programs for elderly and low income individuals, under the Human Resources Bureau, Training and Employment Division, during the period July 28, 1980 through September 30, 1980; and declaring an emergency.

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

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
COMMISSIONER IVANCIE

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities FJIMK
Works

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: DP Date: 7/22/80 Joseph P. Gonzales
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: Erma E. Hepburn

NOTED BY
City Attorney
City Auditor
City Engineer

Filed JUL 25 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By *Gordon*
Deputy

121155