

CONTRACT FOR SERVICES

SECTION I: PARTIES TO THE CONTRACT

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

LOAVES AND FISHES CENTERS, INC., 6125 S.E. 52nd Avenue, Portland, Oregon 97206.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide meals to eligible persons, and further agrees that the total cost to the City shall not exceed the sum of \$754,800.

SECTION III: PERIOD OF PERFORMANCE

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

SECTION IV: AGREED CONTRACTOR: PROJECT OPERATION

- A. Contractor shall by June 30, 1981, meet all goals and objectives stated in the "Project Narrative" (Exhibit A, hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a 5% match (\$41,933) as approved in the budget (refer to Exhibit B). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of services.
- E. The use or disclosure by any party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration or program evaluation of the City, is prohibited except on written consent of the recipient or the recipient's attorney.

SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit C, hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed through negotiation.
- B. Required program reports shall be submitted by the 15th working day of

each month. USDA reports shall be submitted by the 8th day of the month or the latest work day prior to the 8th day. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports and USDA reports which are not received by the time specified shall result in delayed reimbursement.

- C. A final "Director's Narrative Report" shall be submitted within forty-five (45) days of the conclusion of the Project covered by this contract. The report should identify problems, corrective action taken, requests for technical assistance, any plans for seeking/securing other resources, and any concerns relative to the City's performance.
- D. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- E. Contractor shall submit to the City copies of all requests for federal, state, or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- F. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- G. Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
- H. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract except where one is already on file, its current:
 - Personnel Policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;
 - List of names and signatures of persons authorized to act as the Contractor's agents;
 - Articles of Incorporation and By-Laws;
 - List of Board of Directors and Advisory Council members.

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

SECTION VI: AGREED CITY

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

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$754,800.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, (Title III-C-1 advance \$56,611; Title III C-2 advance \$69,188) not to exceed the sum of \$125,799 upon receipt of a written request from the Contractor.
- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15th) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if the required program reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed after reimbursement has occurred, the Contractor shall promptly repay the City.

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

SECTION VIII: GENERAL CONDITIONS

- A. Contractor shall abide by all federal, state, and local regulations/policies governing project operations, management, and service delivery. The funds shall be used for the purpose for which they are provided.
- B. Prior to commencement of this contract, Contractor shall deliver to the City Auditor evidence:
- (1) that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$10,000 or 100% of the estimated sixty (60) day cash flow, whichever is less;
 - (2) of a Standard Liability Insurance Policy in the single limit amount of \$300,000 and provide the City Auditor with an endorsement thereto, naming the City as an additional insured and protecting the City, its agents, and employees from claims for damages arising in whole or in

part out of the performance of this contract;

- (3) that all property and equipment purchased or received by the Contractor pursuant to this contract is insured against fire, theft, and destruction; and
- (4) that the above policies of insurance are in force and shall not be cancelled without thirty (30) days prior notice to the City.

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

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

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

SECTION IX: SPECIAL CONDITIONS

- A. In purchasing food, and preparing and delivering meals, Contractor must follow appropriate procedures to preserve nutritional value and food safety.
- B. The Contractor must comply with all state and local health laws and ordinances concerning preparation, handling, and serving food.

- C. The Contract must provide special menus, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals. In determining feasibility and appropriateness, the Contractor must use the following criteria:
- (1) Whether there are sufficient numbers of persons who need the special menus to make their provision practical; and
 - (2) Whether the food and skills necessary to prepare the special menus are available in the planning and service area.
- D. The Contractor must have available for use upon request, appropriate food containers and utensils for blind and handicapped participants.
- E. Each meal served by the Contractor must contain at least one-third of the current Recommended Dietary Allowances as established by the Food and Nutrition Board of the National Academy of Sciences -- National Research Council.
- F. If the Contractor receives cash, instead of food, the provider must spend the cash only for buying United States agriculture commodities and other food.
- G. Food Stamp Program. The Contractor must assist participants in taking advantage of benefits available to them under the food stamp program. The Contractor must coordinate its activities with agencies responsible for administering the food stamp program to facilitate participation of older persons in the program.
- H. The Contractor shall, within ten (10) days of the execution of this contract, notify the City, in writing, of the staff person who shall be responsible for the performance of contractor staff under this contract and the staff person to whom official correspondence regarding performance under this contract shall be sent.
- I. The staff supervisor, given reasonable notice, shall attend training sessions and meetings and participate in other activities as required by the City to a maximum of three (3) sessions, or twenty-four (24) hours per month.
- J. Other staff hired under this contract shall participate in such training sessions, meetings, and other activities as required by the City to a maximum of two (2) sessions, or sixteen (16) hours per month.
- K. The Contractor shall assure that older persons shall not be discriminated against and that older persons shall be employed on a part-time and full-time basis in carrying out programs, to the degree feasible and subject to the provisions of approved personnel policies.
- L. The Contractor agrees to submit documentation as required by the City to support waivers of contract policies and requirements required by the City.

- M. The Contractor shall use the service definitions as set forth by the City and standardized reporting forms as developed and provided by the City.
- N. The Contractor shall employ City descriptions, policies, and procedures for the delivery, utilization, and coordination of information, referral, case management, escort, transportation, homemaker, housekeeper, legal, nutrition, and other contracted services provided as part of the Portland/Multnomah County Area Agency on Aging Service System.
- O. The Contractor shall complete data forms for all clients accepted for nutrition services which shall include a client information form. These forms shall be available to the City for inspection upon request. During the first quarter of the contract year, the City will initiate discussions concerning reprogramming the Contractor's data system in order to comply with City requirements.

Semiannually home-delivered meal participants will be asked to complete an income statement at the time of registration or reassessment. The format for the statement will be approved by the City and the information obtained will be reported to the City semi-annually along with new intake and reassessment figures.

Congregate participants will be asked to complete income surveys in September and March. These will remain anonymous.

- P. The Contractor shall enter into or continue written agreements with other service providers with the Portland/Multnomah County Area Agency on Aging Service System as directed by the City to specify and clarify procedures of coordination.
- Q. The Contractor shall assure that older persons with the greatest economic and social need receive preference in the delivery of each service provided through the contract in accordance with definitions provided by the City.
- R. The Contractor shall not use City resources to provide a service that would duplicate a service under another City Area Agency on Aging contract unless specifically approved by the City.
- S. The Contractor shall, in the event resources are not available to provide a service, document the situation, inform the person of the problem and place the person on a waiting list, prioritizing client relative to those in greatest need of said service.
- T. The Contractor shall assure that a means test shall not be used to determine the eligibility of an older person for any service funded under Title III of the Older Americans Act of 1965, as amended.
- U. Each Contractor must:
 - (1) provide each participant or recipient with a free and voluntary opportunity to contribute to the cost of the service;
 - (2) protect the privacy of each participant or recipient with respect to his/her contribution;

- (3) establish appropriate procedures to safeguard and account for all contributions; and
- (4) use all contributions to expand the services of the Contractor under this section.

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

- (5) may develop a suggested contribution schedule for services provided under this section. In developing a contribution schedule, the Contractor must consider the income ranges of older persons in the Community, and the Contractor's other sources of income;
 - (6) must assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and
 - (7) must assure that contributions made by participant or recipient are considered program income.
- V. The Contractor shall agree to continue or to initiate efforts to obtain support from private sources and other public organizations for services funded through this contract.

SECTION X: CONTRACT MODIFICATION

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

SECTION XI: CONTRACT ASSIGNMENT

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

SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.
- B. The contract may also be terminated at any time by the City by giving written notice if its federal, state, or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.
- C. Nothing in this contract shall be construed to limit the City's legal

contract remedies including, but not limited to, the right to sue for damages or specific performance should the Contractor materially violate any of the terms of this contract.

SECTION XIII: SIGNATURES

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

APPROVED AS TO CONTENT

CONTRACTOR

By Erma E. H. Plun 7-30-80 By _____
Executive Director Date

APPROVED AS TO FORM

CITY OF PORTLAND

By _____ Date _____ By _____
City Attorney

By _____

EXHIBIT A

PROJECT APPLICATION

PROJECT APPLICATION SHEET

150174

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) Portland/Multnomah County Area Wide Nutrition/Meal Component			
2. Type of Application (Check One) New Project <input type="checkbox"/> Continuing Project <input checked="" type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>			
3. Responsible HRB Division SOCIAL SERVICES - AGING		4. Contract Period From <u>7-1-80</u> to <u>6-30-81</u>	
5. Budget Period From <u>7-1-80</u> to <u>6-30-81</u>		6. City Support Requested \$ <u>754,800</u>	
7. Applicant Agency (Name, address & telephone) LOAVES & FISHES CENTERS, INC. 6125 SE 52nd Avenue Portland, OR 97206 777-2424		8. Project Director (Name, address & telephone) Jill Bills, Project Supervisor 6125 SE 52nd Avenue Portland, OR 97206 777-2424	
9. Financial Officer (Name, address & telephone) Deloris Y. Moss, Controller 6125 SE 52nd Avenue Portland, OR 97206 777-2424		10. Official Authorized to Bind Agency (Name, address & telephone) Randolph Riggs Richard C. Mastbrook Pres., Board of Dir. Executive Director 6125 SE 52nd Ave. 6125 SE 52nd Ave. Portland, OR 97206 Portland, OR 97206 777-2424	

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

The goal of this project is to promote better health and sustain independent living through improved nutrition among the elderly. Project objectives for FY 1980-81 specify the need to maintain effective leadership and management of Loaves & Fishes Nutrition Program, to provide nutritionally-sound meals at strategically placed centers and to the homebound, and to ensure the availability of needed supportive social services to nutrition participants.

Project strategy encompasses preparation of food at a central kitchen (serving Clackamas and Washington Counties in addition to Multnomah County), delivery of food to centers, serving of meals at centers by staff and volunteers, delivery of meals from the centers to the homebound by volunteers, supportive social services arranged for congregate participants by project staff and other public agencies; the total operation is coordinated by area-wide staff from a central office. This is a county-wide service to persons who are 60 years of age and over and spouses of any age married to a person age 60 or older who identify themselves as having a social or economic need for the service.

The agency is well-qualified to provide these services as it has developed and operated a nutrition program for the elderly since 1970. Adequate administration and programmatic support will be provided.

PROJECT NARRATIVE

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

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

National priorities have established that persons with social and economic needs are in greatest need of services. 1978 statistics show that in Multnomah County there are 113,887 persons age 60 and older. Of these age 65 and older, approximately 27,900 live alone; 3,986 are minority. Approximately 28% of persons 65 and older in Multnomah County have incomes that will not support even a lower standard of living as determined by the U.S. Bureau of Labor Statistics for 1980.

In 1979, the Government Accounting Office estimated that 18% (14,080) of those over 65 have functional disabilities which require long term assistance. 47% (36,765) of the noninstitutionalized elderly are limited in activity due to chronic conditions (56% of those over 75 are limited). At least 16% (12,516) of the noninstitutionalized elderly are unable to carry out their daily activities as a result of chronic disability and disease. To promote better health through improved nutrition there is a need to provide low-cost nutritionally sound meals in strategically placed centers or in the homes of individuals who are homebound.

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

Project Goal: To prevent and/or reduce premature institutionalization of elderly individuals in Multnomah County through the provision of nutritious meals, social contact, and access to other services designed to promote independent and dignified living.

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

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

OBJECTIVES	PRODUCTIVITY INDICATORS:
<p>1. To maintain effective leadership and administrative management of Loaves & Fishes Centers, Inc., during the period July 1, 1980, through June 30, 1981, through the accomplishment of the activities listed in Section 4.</p>	<p>1-a # and dates of activities listed in Section 4 accomplished</p>
<p>2. To increase sound nutrition habits among the mobile elderly, through provision of 167,736 nutritionally sound meals to eligible participants and guests over 60 in 17 congregate centers as per Section 3a, during the period 7-1-80 through 6-30-81.</p>	<p>2-a # of congregate meals served to eligible participants.</p>
<p>3. To increase sound nutrition habits among the homebound elderly through provision of 225,376 nutritionally sound meals delivered to eligible participants at their homes during the period 7-1-80 through 6-30-81.</p>	<p>3-a # of home delivered meals served to eligible participants.</p>
<p>4. To increase sound nutrition habits among the elderly through provision of nutritionally sound meals to 10,400 different eligible participants of whom 5,200 have low incomes and 520 are of ethnic minority heritage during the period July 1, 1980 through June 30, 1981.</p>	<p>4-a # of unduplicated participants 4-b estimated # of unduplicated low-income participants 4-c # of unduplicated minority participants</p>
<p>5. To maintain effective supportive services in each center through coordination with district service centers and other appropriate agencies in scheduling health services, information and referral, nutrition education, transportation, shopping assistance, recreation and outreach during the period July 1, 1980, through June 30, 1981.</p>	<p>5-a Activity calendar from each meal site submitted to project supervisor monthly.</p>

3a. Congregate Center Locations

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CENTER:	DAYS OPEN:	CENTER:	DAYS OPEN:
1. Columbia Park 8920 N Woolsey Portland, OR	M - F	10. Northwest 1819 NW Everett Portland, OR	M,W,F
2. University Park 4791 N Lombard Portland, OR	M - F	11. Southwest I 6948 SW Capitol Hwy Portland, OR	M,W,F
3. St. Johns 8832 N Syracuse Portland, OR	M - F	Southwest II 6437 SW Virginia Portland, OR	T,Th
4. Piedmont 5760 NE Cleveland Portland, OR	M,T,F	12. Summers Park 1137 SE 20th Portland, OR	M - F
Carter 3138 N Vancouver Portland, OR	M,Th,F	13. Sunnyside 3520 SE Yamhill Portland, OR	M - F
Irvington 915 NE Schuyler Portland, OR	M,W,F	14. Villa Tabor I SE 76th & Yamhill Portland, OR	M,W,F
5. Alberta Park 5431 NE 20th Portland, OR	M - F	Villa Tabor II 232 SE 80th Portland, OR	T,Th
6. Hollywood NE 44th & Hancock Portland, OR	M,Th,F	15. Lents SE 87th & Foster Rd. Portland, OR	M,T,Th,F
Hollywood East 4400 NE Broadway Portland, OR	T,W	16. Errol Heights 7414 SE 52nd Portland, OR	M - F
7. Parkrose 11229 NE Prescott Portland, OR	M,W,F	17. Sellwood-Moreland 1814 SE Bybee Portland, OR	M - F
8. Eastco 17405 NE Glisan Portland, OR	M,W,F		
Gresham 50 NE Elliott Gresham, OR	M,T,Th,F		
9. Burnside 601 W Burnside Portland, OR	M - F		

3b. Home Delivered Meal ServicesL&E 80/81
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CENTER:	DAYS OPEN:	CENTER:	DAYS OPEN:
1. Columbia Park 8920 N Woolsey Portland, OR	M - F	9. Burnside 601 W Burnside Portland, OR	M - F
2. University Park 4791 N Lombard Portland, OR	M - F	10. Northwest 1819 NW Everett Portland, OR	M - F
3. St. Johns 8832 N Syracuse Portland, OR	M - F	11. Southwest I 6948 SW Capital Hwy Portland, OR	M,W,F
4. Piedmont 5760 NE Cleveland Portland, OR	M,T,F	Southwest II 6437 SW Virginia Portland, OR	T,Th
Carter 3138 N Vancouver Portland, OR	M,Th,F	12. Summers Park 1137 SE 20th Portland, OR	M - F
Irvington 915 NE Schuyler Portland, OR	M,W,F	13. Sunnyside 3520 SE Yamhill Portland, OR	M - F
5. Alberta Park 5431 NE 20th Portland, OR	M - F	14. Villa Tabor I SE 76th & Yamhill Portland, OR	M,W,F
6. Hollywood NE 44th & Hancock Portland, OR	M,Th,F	Villa Tabor II 232 SE 80th Portland, OR	T,Th
Hollywood East 4400 NE Broadway Portland, OR	T,W	15. Lents SE 87th & Foster Rd. Portland, OR	M - F
7. Parkrose I 11229 NE Prescott Portland, OR	M,W,F	16. Errol Heights 7414 SE 52nd Portland, OR	M - F
Parkrose II 10029 NE Prescott Portland, OR	T,Th	17. Sellwood-Moreland 1814 SE Bybee Portland, OR	M - F
8. Eastco 17405 NE Glisan Portland, OR	M,W,F		
Gresham 50 NE Elliott Gresham, OR	T,Th		

Objective = 1 : (Restate Objective Here)

To maintain effective leadership and administrative management of Loaves & Fishes Centers, Inc., during the period July 1, 1980, through June 30, 1981, through the accomplishment of the activities listed in Section 4.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-1	Hire staff to perform necessary duties related to this objective (Staff assignments on file)	Ongoing	Staff hired	Supervisors
1-2	Provide coordination necessary to carry out the agency's overall work plan.	Weekly	Administrative Staff meetings held	Deputy Director
1-3	Develop or review and modify as appropriate individual job descriptions and work plans for project personnel related to the agency's overall work plan.	August 1	Job descriptions and work plans completed	Project Supervisor County Operations Assistants
1-4	Evaluate the job performance of all paid personnel based on their job descriptions and work plans.	Annually	Evaluations completed	Supervisors
1-5	Attend Area Agency Contractors meetings.	Monthly	Meetings attended	Project Supervisor
1-6	Review operations for contract compliance.	Monthly	Reports to HRB	Controller, Project Supervisor
1-7	Provide staff support to Board's Planning & Finance, Personnel, and Evaluation & Review Committees.	Monthly	Committee meetings held	Deputy Director, Controller
1-8	Process all agency accounts payable and accounts receivable, and maintain records of all budgetary transactions.	Monthly	Financial Records	Fiscal

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

Objective = 1 : (Restate Objective Here)

To maintain effective leadership and administrative management of Loaves & Fishes Centers, Inc., during the period July 1, 1980, through June 30, 1981, through the accomplishment of the activities listed in Section 4.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-9	Maintain a system of fiscal reporting for all site locations.	Monthly	System in place; fiscal reports completed.	Fiscal
1-10	Maintain a system for receiving, controlling and reporting on cash receipts.	Monthly	System in place; reports completed.	Fiscal
1-11	Maintain controls and ledger entries on cash receipts.	Ongoing	Center audit visits and ledger entries completed	Fiscal
1-12	Maintain all personnel records and provide consultation and technical assistance on personnel matters as required.	Ongoing	Individual employee files;	Project Supervisor, Lead Secretary, Center Operations Asst.
1-13	Process payroll and taxes for all employees in a timely manner.	Semi-monthly, monthly, quarterly	Payroll checks processed; fiscal and tax reports filed	Fiscal
1-14	Maintain employee and agency insurance.	Monthly as required	Premiums paid; claims filed	Controller
1-15	Maintain property control records on City inventory.	Quarterly and as required	Inventory file updated	Controller
1-16	Submit required reports and invoices in the proper form and manner.	Quarterly	Fiscal reports submitted	Fiscal
1-17	Review and update emergency/bad weather procedures for provision of meals.	Nov. 15	Procedures updated and issued or reminder of procedures issued	Deputy Director

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

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Objective = 2 : (Restate Objective Here)

To increase sound nutrition habits among the mobile elderly, through provision of 167,736 nutritionally sound meals to eligible participants and guests over 60 in 17 congregate centers as per Section 3a, during the period 7-1-80 through 6-30-81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
2-1	Hire staff to perform necessary duties related to this objective (Staff assignments on file).	Ongoing	Staff hired	Supervisors
2-2	Plan menus with input from participants.	Monthly	Menus prepared	Central Kitchen Dietitian
2-3	Purchase food and supplies.	Ongoing	Food and supplies purchased	CK Dietitian, Food Service Specialist and clerk
2-4	Prepare food according to menu in a sanitary manner.	Daily	Meals prepared	Central Kitchen
2-5	Deliver prepared food and raw food to site locations.	Daily	Meals and raw food delivered	Central Kitchen
2-6	Maintain inventory and cost control on foods/supplies and prepared meals.	Ongoing	Updated inventories and cost reports	Central Kitchen
2-7	Heat and serve meals to participants in congregate setting.	Daily	Center meal record completed	Center staff and volunteers
2-8	Verify special diets and obtain MD certification.	Ongoing	Special diet meals served	Food Serv. Spec. under supervision of CK Dietitian
2-9	Maintain center records on participants, meals, donations.	Ongoing	Center and computer reports completed	Center staff, Part- icipant Rec. Clerk
2-10	Maintain a volunteer utilization program for recruiting, training & supervising volunteers to meet the needs of the service.	Ongoing	Number of volunteer hours, summarized on monthly Board report	Proj. Supervisor, Center Operations Assistant
2-11	Develop and implement a comprehensive staff training plan.	July 20	Training plan completed	Deputy Director

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

L&F 80/81
150154

Objective = 3 : (Restate Objective Here)

To increase sound nutrition habits among the homebound elderly through provision of 225,376 nutritionally sound meals delivered to eligible participants at their homes during the period 7-1-80 through 6-30-81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3-1	Hire staff to perform necessary duties related to this objective (Staff assignments on file).	Ongoing	Staff hired	Supervisors
3-2	Plan menus with input from participants.	Monthly	Menus prepared	Central Kitchen Dietitian
3-3	Purchase food and supplies.	Ongoing	Food and supplies purchased	CK Dietitian, Food Service Specialist and clerk.
3-4	Prepare food according to menu in a sanitary manner.	Daily	Meals prepared	Central Kitchen
3-5	Deliver prepared food and raw food to site locations.	Daily	Meals and raw food delivered	Central Kitchen
3-6	Maintain inventory and cost control on foods/supplies and prepared meals.	Ongoing	Updated inventories and cost reports	Central Kitchen Dietitian
3-7	Package cold food for special diets and selected centers in individual portions.	Daily	Food packaged	Central Kitchen
3-8	Package meals for home-delivery and send on pre-arranged routes.	Daily	Meals delivered	Center staff and volunteers
3-9	Conduct initial visits to determine eligibility of participants for home-delivered services.	Ongoing	Visits recorded on participant's record	Center staff
3-10	Conduct follow-up visits quarterly to determine continued eligibility of participants for home-delivered services.	Quarterly	Visits recorded on participant's record	Center staff

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

LRF 80/81
150154

Objective = 3 : (Restate Objective Here)

To increase sound nutrition habits among the homebound elderly through provision of 225,376 nutritionally sound meals delivered to eligible participants at their homes during the period 7-1-80 through 6-30-81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3-11	Verify special diets and obtain MD certification.	Ongoing	Special diet meals served	Food Serv. Spec. under supervision of CK Dietitian
3-12	Maintain center records on participants, meals, donations.	Ongoing	Center and computer reports completed	Center staff, Participant Rec. Clerk Center Operations Assistant
3-13	Maintain a volunteer utilization program for recruiting, training and supervising volunteers to meet the needs of the service.	Ongoing	Number of volunteer hours, summarized on monthly Board report	Proj. Supervisor
3-14	Develop and implement a comprehensive staff training plan.	July 20	Training plan completed	Deputy Director

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

150174

L&F 80/81

Objective = 4 : (Restate Objective Here)

To increase sound nutrition habits among the elderly through provision of nutritionally sound meals to 10,400 different eligible participants of whom 5,200 have low incomes and 520 are of ethnic minority heritage during the period July 1, 1980 through June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-1	Hire staff to perform necessary duties related to this objective (Staff assignments on file).	Ongoing	Staff hired	Supervisors
4-2	Enroll new eligible participants identified by AAA District Service Centers.	Ongoing	Referrals enrolled	Center Manager
4-3	Estimate meals served to low income.	10/31/80 4/31/81	Semi-annual participant anonymous survey completed to determine percentage of low income participants served, in a manner consistent with acceptable sampling and survey research techniques	Project Supervisor Operations Asst.

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

REF 30481
1170174

Objective = 5 : (Restate Objective Here) To maintain effective supportive se site through coordination with AAA district service centers and other appropriate age health services, information and referral, nutrition education, transportation, shopping and outreach during the period July 1, 1980, through June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff
5-1	Hire staff to perform necessary duties related to this objective (Staff assignments on file).	Ongoing	Staff hired	Super
5-2	Review/Update written agreements with District Service Centers to provide participants with information, referral, case management, and other available social services.	Sept. 30	Agreement written and implemented	Project Supervisor, Center Managers, Center Operations Asst.
5-3	Maintain existing system of coordination with SMS and MCCA for transportation of participants to centers.	Daily	Rides received	Center staff
5-4	Develop and implement a comprehensive system for scheduling health services, recreational activities and educational events.	Sept. 1	Activities held and reported on monthly activity calendar	Center Operations Assistant, Center Manager

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

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

Nutrition services will be provided by Loaves & Fishes Centers, Inc., through the agency's neighborhood centers (meal sites). Each center provides nutrition and social services within an identifiable service area. In a few instances services are provided from more than one location in order to make five day service possible within the service area. The meals are prepared in the agency's central kitchen and delivered in bulk to the centers prior to each center's meal service time.

Home-delivered meals are packaged at the center under the supervision of center managers and caterpeople and are delivered by volunteers. Participant referrals to the program are received from many social service agencies and friends or relatives of prospective elderly. Intake and coordination of home-delivered meal referrals are provided by area-wide staff and neighborhood center staff.

Congregate meals are served at each center by volunteers under the supervision of center managers and caterpeople. The social needs of participants are met by the provision of leisure recreational activities planned by the center manager and volunteers. Social services such as transportation, information and referral, health counseling, case management, and shopping assistance are provided through coordination with other social service agencies.

Training of staff and volunteers is provided both on the job and by attending workshops and classes.

The strategy and methods described above have been created, tried, changed, studied and implemented during the last 10 year period with the constant desire to promote independent and dignified living for the elderly of Multnomah County. The goals of this contract are compatible with the comprehensive plan of the Human Resources Division.

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

Service Area: Nutrition services will be provided in Multnomah County on a county-wide basis.

Target Population: The target population for nutrition services is defined as persons who are 60 years and over with the greatest social and economic need. "Greatest economic need" is defined as those persons whose income level falls at or below poverty level, according to the U.S. census. The spouses of such individuals are also considered eligible individuals. To help ensure that services are directed to those in greatest need, 5% of the services will be provided to minority persons and 50% to low income persons.

The target population for home delivered meals are those persons within the general target population for nutrition services who are homebound.

The target population for all nutrition services will be identified from direct inquiry by elderly persons, referrals from district service centers, general public, and other service agencies.

Eligibility Criteria: All residents of Multnomah County age 60 and older are eligible for nutrition services, with additional criteria for home delivered meals.

Eligibility for home delivered meals is determined by center staff who establish that an individual meets the following additional criteria: (1) lives within a delivery area; (2) is able to feed him/herself; (3) is homebound and unable to participate in congregate meals by reason of illness, incapacitating disability or other conditions or circumstances which prevent convenient and comfortable utilization of congregate meal sites; (4) is unable to shop and prepare his/her own meals; (5) is able to provide for other meals; (6) can eat the general or modified meals prepared by the project; and (7) needs home delivered meals for at least one week.

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

Administrative functions are carried out by a centralized management, clerical, and fiscal staff under the supervision of a volunteer Board of Directors; food preparation is provided through a centralized kitchen under the supervision of a Registered Dietitian; the program operations are supervised by a Project Supervisor with the aid of two Operations Assistants who, together, service the 17 centers in Multnomah County. Each center is coordinated by a volunteer steering committee who, in conjunction with project staff hires site personnel and is responsible for the operation of the center. Staff supervisory patterns are displayed in the organizational chart and described in appropriate job descriptions.

The agency's hiring, and selection procedures are described in its personnel policies and affirmative action plan.

The agency provides staff training to upgrade skill levels of personnel by developing in-house workshops and by utilizing training opportunities available through other agencies, the City and OEA Office.

Regular hours in the central office are 8:30 AM to 5:00 PM, Monday through Friday. The centers normally operate from 10:00 AM to 2:00 PM on each scheduled open day. The central kitchen operates on a staggered shift from 6:00 AM to 4:00 PM.

Holidays are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

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

The agency has been incorporated since 1969 and has as its primary mission the provision of nutritionally balanced meals to the elderly. Prior to the administration changes for FY 77-78, Loaves & Fishes was the grantee for Title VII nutrition project funds directly from the State Program on Aging. At the time of filing of this application, the agency is in the process of applying for similar projects to the Clackamas and Washington County AAAs. In addition to the Older Americans Act funds allocated to this project, additional resources will be developed through donations from meal participants, through fund-raising efforts of the agency and its center components, and through public donations. Other support services to the project include: personnel management, fiscal management, clerical support, and technical assistance.

The Board of Directors is composed of an elected member from each center plus members from the community-at-large. Overall policy is established by the Board, which includes approval of budgets, establishment of personnel and administrative policies.

The agency is in the process of developing long-range goals. A development program has begun and will continue to expand to provide ongoing private support to the agency's services.

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

The planning process for the agency begins at each center's steering committee which is composed of participants and volunteers, who, in cooperation with the Board of Directors participate in setting each center's and the agency's annual objectives and budget. The Board's Planning and Finance Committee has responsibility for overseeing annual and long-range planning for the agency. The Board is made up of at least 51% program participants elected by each center, and community-at-large members (a cross-section of citizens from the community). The large volunteer force of the agency is drawn from over 265 churches, over 40 other organizations and many individual citizens. Volunteers assist in the center food service, deliver meals to the homebound, transport participants and serve on various center and area-wide committees of the agency. Volunteers are recruited, supervised and trained by Center Steering Committees and Center Managers with the assistance of area-wide staff.

The Board's Planning and Finance Committee has several sub-committees responsible for financial development. The Board's Advocacy Committee is responsible for advocacy on behalf of the elderly for a variety of issues including implementation of services to older people.

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

The agency participates fully in AAA efforts to coordinate services to the elderly and to establish linkages between AAA service providers. The agency has a participant representatives on the AAA Citizens Advisory Committee. The Project Supervisor is responsible for monthly participation in the AAA Contractors meetings which seek to improve service coordination. Other agency staff attend these meetings as needed.

The Project Supervisor shall assign staff to assist nutrition participants in utilizing Food Stamp Program benefits and encourage eligible food stamp recipients to participate in the nutrition program. The Project Supervisor shall be responsible for development of written agreements between each meal site and the District Service Center serving their area regarding the coordination of activities and access of nutrition participants to District Centers' services.

The agency's Operations Assistants and Center Managers are responsible for implementing agreement between Loaves & Fishes and the District Service Centers. These linkages are particularly important for providing coordinated efforts in information, and in exchanging referrals.

Working relationships have been developed with the District Service Centers, Public Health Departments, Public Health Nurses, Social Service Departments of hospitals, private physicians, Visiting Nurses Association, Veterans Administration, Portland Park Bureau, Social Security Administration, VITA (IRS), RSVP, Public Welfare and other agencies and programs.

EXHIBIT B

BUDGETS AND ATTACHMENTS

13
ATTACHMENTS

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

1. Budget Justification Forms

- Budget Worksheet
- Personnel Justification (full-time staff)
- Personnel Justification (part-time staff)
- Materials and Services
- Capital Outlay

2. Project Organization Chart

3. Job Descriptions/Qualifications

4. List of Current Board of Directors

5. List of Current Advisory Council Members

6. Applicant Resume

7. Assurance of Compliance with Section 504, Rehabilitation Act of 1973

8. Map of Service Area

1. Budget Summary

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

<u>City Support Requested</u>	<u>Amount</u>
Congregate Meals-Management Overhead	28,214
-Direct Service Meal Cost	311,454
Home Delivered Meals-Management Overhead	29,801
-Direct Service Meal Cost	309,097
-Direct Service Meal Delivery	76,234
Subtotal Congregate Meals	\$ 339,668
Home Delivered Meals	\$ 415,132
Combined Subtotals	\$ 754,800
<u>Program Income/Match</u>	
Congregate Meals-Management Overhead	10,867
-Direct Service Meal Cost	119,964
Home Delivered Meals-Management Overhead	12,134
-Direct Service Meal Cost	125,853
-Direct Service Meal Delivery	31,040
<u>U.S.D.A.</u>	
Congregate Meals-Direct Service Meal Cost	72,126
Home Delivered Meals-Direct Service Meal Cost	96,912
<u>Other Project Support - In-Kind</u>	
Home Delivered Meals-Management Overhead	6,521
-Direct Service Delivery, Meal Cost	67,641
-Direct Service Delivery, Meal Delivery	16,683
TOTALS	
Congregate-Management Overhead	39,081
-Direct Service Meal Cost	503,544
Total Congregate	\$ 542,625
Home Delivered-Management Overhead	48,456
-Direct Service Meal Cost	599,503
-Direct Service Meal Delivery	123,957
Total Home Delivered	\$ 771,916
COMBINED TOTALS	\$1,314,541

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

City Support is an annual grant from funds allocated by Congress in the Older Americans Act. The continuation of these funds is dependent upon the action of Congress. Program Income/Match funds are given by the participants and volunteers within the program and are largely dependent upon the Older Americans Act funds to supply the initial funding. These funds while they vary from time to time are a stable-ongoing source of funding. USDA funding is provided by the Federal Government through a cash-in-lieu of commodity food program. They are dependent upon continued funding by Congress.

2. State of Certification

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

Authorized Signature _____ Date _____

Loaves and Fishes Centers, Inc.
July 1, 1980 - June 30, 1981

APPROPRIATION UNIT
LINE ITEM WORKSHEET 150174

Code	Object Title	Title III C-I Cong. Meals	Title III C-II Home-Del. Mls	Total City Support	Program Income Congregate Meals	Program Income Home-Del. Meals
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
190	Less-Labor Turnover					
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services	339,668	415,132	754,800	93,091	145,964
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	339,668	415,132	754,800	93,091	145,964
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	339,668	415,132	754,800	93,091	145,964

Loaves and Fishes Centers, Inc.
 July 1, 1980 - June 30, 1981

APPROPRIATION UNIT
 LINE ITEM WORKSHEET 150174

Code	Object Title	Required Cash Match Cong. Meals	Required Cash Match - Home-Delivered Meals	USDA Congregate Meals	USDA Home-Delivered Meals	In-Kind Home Delivered Meals
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
180	Less-Labor Turnover					
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services	37,740	23,063	72,126	96,912	90,845
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	37,740	23,063	72,126	96,912	90,845
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
670	Total Capital Outlay					
700	Other					
	TOTAL	37,740	23,063	72,126	96,912	90,845

Code	Object Title	Total City Contract			
110	Full-Time Employees				
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits				
190	Less-Labor Turnover				
100	Total Personal Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services	1,314,541			
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities—External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
580	Intra-Fund Services				
590	Other Services—Internal				
200-500	Total Materials & Services	1,314,541			
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	1,314,541			

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE 7/25/80

PROJECT NO. _____

PROJECT TITLE LOAVES & FISHES CENTERS, INC.

TITLE III-C-I Congregate Meals

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	121,094 Congregate Meals @ 2.805 (rounded off to nearest meal) \$3.235/Meal 7% Management Overhead .233 93% Direct Service Meal Cost 3.002	339,668	339,668

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

150174

DATE 7/25/80

PROJECT NO. _____

PROJECT TITLE LOAVES & FISHES CENTERS, INC.
TITLE III-C-II

Home Delivered Meals

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>138,608 Home Delivered Meals @ \$2.995 (rounded off to nearest meal)</p> <p>\$3.425/Meal 6% Management Overhead .215 78% Direct Service Meal Cost 2.66 16% Direct Service Meal Delivery .55</p> <p>All verbal and written references to "cost per meal" or "program cost" of Loaves & Fishes Home Delivered meal operation must first indicate cash cost of \$3.022 plus \$.403 non-cash in-kind. Total cost of \$3.425 may only be mentioned after non-cash cost has been clarified. This stipulation applies to all City of Portland staff or representatives with regard to communications between themselves and any other person, group, or media representative.</p>	415,132	415,132

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

150174

DATE July 25, 1980

PROJECT NO. _____

PROJECT TITLE LOAVES & FISHES CENTERS, INC.

Total City Support

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	121,094 Congregate Meals @ 2.805 (rounded off to nearest meal) \$3.235/Meal 7% Management Overhead .233 93% Direct Service Meal Cost 3.002	339,668	
260	138,608 Home Delivered Meals @ 2.995 All verbal and written references to "cost per meal" or "program cost" of Loaves & Fishes Home Delivered meal operation <u>must first indicate cash cost of \$3.022 plus \$.403 non-cash in-kind. Total cost of \$3.425 may only be mentioned after non-cash cost has been clarified. This stipulation applies to all City of Portland staff or representatives with regard to communications between themselves and any other person, group, or media representative.</u>	415,132	754,800

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

150174

DATE 7/25/80

PROJECT NO. _____

PROJECT TITLE Loaves and Fishes Centers, Inc.

To extent possible, use format indicated below.

Program Income
Home-Delivered Meals

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>48,736 home-delivered meals @ 2.995 (rounded off to nearest meal) \$3.425/meal</p> <p>6% Management Overhead .215 78% Direct Service Meal Cost 2.66 16% Direct Service Meal Delivery .55</p> <p>All verbal and written references to "cost per meal" or "program cost" of Loaves and Fishes operation <u>must first</u> indicate cash cost of \$3.022 plus \$.403 non-cash in-kind. Total cost of \$3.425 may only be mentioned after non-cash cost has been clarified. This stipulation applies to all City of Portland staff or representatives with regard to communications between themselves and any other person, group, or media representative.</p>	145,954	145,964

150174

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE July 25, 1980

PROJECT NO. _____

PROJECT TITLE Loaves and Fishes Centers, Inc.

Required Cash Match

To extent possible, use format indicated below. Congregate Meals

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>13,454 Meals @ \$2.805 (rounded off to nearest meal)</p> <p>3.235/Meal 7% Management Overhead/\$0.233 93% Direct Service Meal Cost/\$3.002</p> <p><u>Required Cash Match</u> Actual funds being taken from program income per State approval.</p>	37,740	37,740

BUDGET JUSTIFICATION

MATERIALS AND SERVICES

DATE July 25, 1980

PROJECT NO. _____

PROJECT TITLE Loaves and Fishes Centers, Inc.Required Cash Match

To extent possible, use format indicated below. Home-Delivered Meals

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>7,700 Meals @ \$2.995 (rounded off to nearest meal)</p> <p>\$3.425/meal</p> <p>6% Management Overhead 0.215 78% Direct Service Meal Cost 2.66 16% Direct Service Meal Delivery 0.55</p> <p><u>Required Cash Match</u></p> <p>Actual funds being taken from program income per State approval.</p> <p>All verbal and written references to "cost per meal" or "program cost" of Loaves & Fishes operation <u>must first</u> indicate cash cost of \$3.022 plus \$0.403 non-cash in-kind. Total cost of \$3.425 may only be mentioned after non-cash cost has been clarified. This stipulation applies to all City of Portland staff or representatives with regard to communications between themselves and any other person, group, or media representative.</p>	23,063	23,063

150174

UNIT JUSTIFICATION
MATERIALS AND SERVICES

DATE 7/25/80

PROJECT NO. _____

PROJECT TITLE LOAVES & FISHES CENTERS, INC.

U.S.D.A.

To extent possible, use format indicated below

Congregate Meals
Home-Delivered Meals

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	167,736 Congregate Meals @ \$.43 (rounded off to nearest meal) 100% Direct Service Meal Cost	72,126	
260	225,376 Home Delivered Meals @ \$.43 (rounded off to nearest meal) 100% Direct Service Meal Cost	96,912	169,038

FEDERAL BUDGETARY CONTROL SYSTEM
MATERIALS AND SERVICES

DATE 7/25/80

PROJECT NO. _____

PROJECT TITLE LOAVES & FISHES CENTERS, INC.

IN-KIND

Title IIIC-II

To extent possible, use format indicated below

Home-Delivered Meals

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>30,332 Home Delivered Meals @ \$2.995 (rounded off to nearest meal)</p> <p>\$3.425/Meal 6% Management Overhead .215 78% Direct Service Meal Cost 2.660 16% Direct Service Meal Delivery .550</p> <p>All verbal and written references to "cost per meal" or "program cost" of Loaves & Fishes Home Delivered meal operation <u>must first</u> indicate cash cost of \$3.022 plus \$.403 non-cash in-kind. Total cost of \$3.425 may only be mentioned after non-cash cost has been clarified. This stipulation applies to all City of Portland staff or representatives with regard to communications between themselves and any other person, group, or media representative.</p>	90,845	90,845

FINANCIAL JUSTIFICATION

MATERIALS AND SERVICES

DATE 7/25/80

PROJECT NO. _____

PROJECT TITLE LOAVES & FISHES CENTERS, INC.

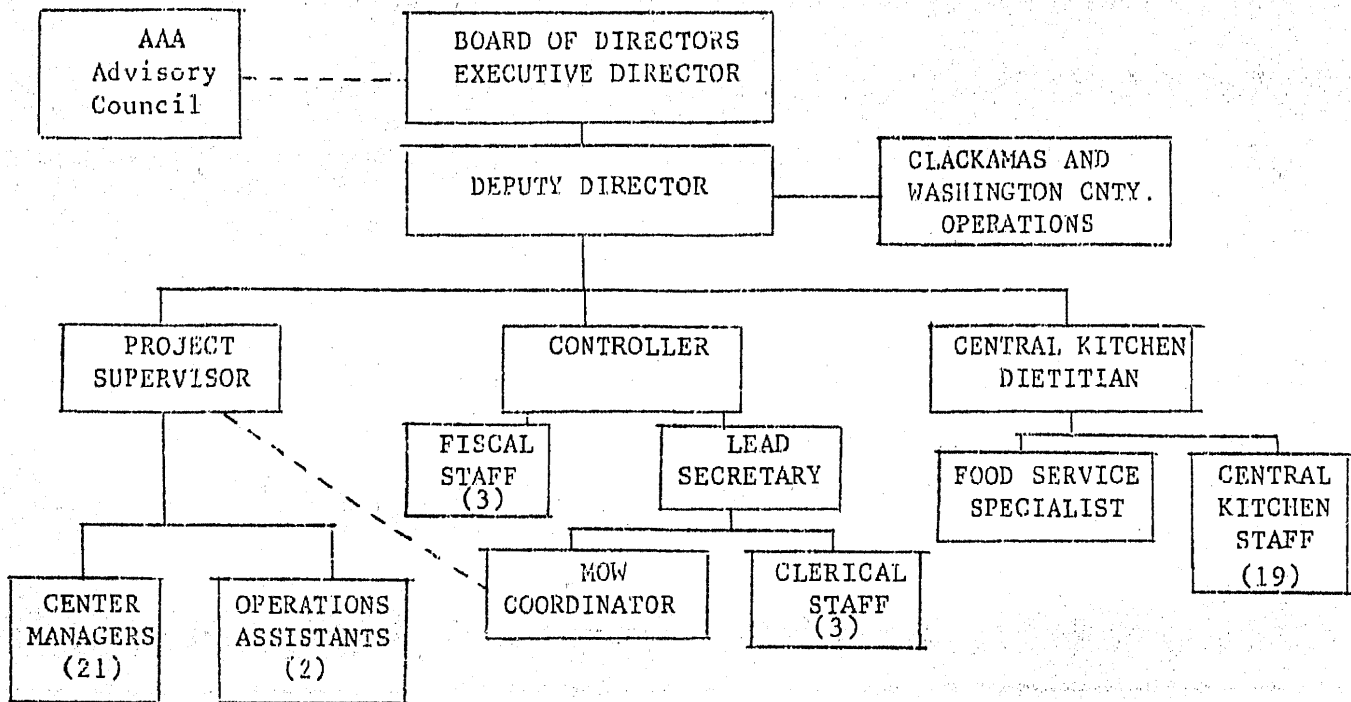
TOTAL CITY CONTRACT

To extent possible, use format indicated below

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	167,736 Congregate Meals @ \$3.235 (rounded off to nearest meal) 7% Management Overhead .233 93% Direct Service Meal Cost 3.002	542,625	
260	225,376 Home Delivered Meals @ \$3.425 (rounded off to nearest meal) 6% Management Overhead .215 78% Direct Service Meal Cost 2.660 16% Direct Service Meal Delivery .550 All verbal and written references to "cost per meal" or "program cost" of Loaves & Fishes Home Delivered meal operation <u>must first</u> indicate cash cost of \$3.022 plus \$.403 non-cash in-kind. Total cost of \$3.425 may only be mentioned after non-cash cost has been clarified. This stipulation applies to all City of Portland staff or representatives with regard to communications between themselves and any other person, group, or media representative.	771,916	1,314,541

PROJECT TITLE: Portland/Multnomah County Area Wide Nutrition/Meal Component

PROJECT ORGANIZATION CHART:



150174

Job Description

MULTNOMAH COUNTY SUPERVISOR

General Responsibility: Manage Multnomah County Program Operations and Food Service System

Supervised by: Deputy Director

Supervisory Responsibility: Center Operations Assistants, Center Managers (as defined by Steering Committees)

Key Duties and Responsibilities:SUPERVISION

1. Oversee development of and monitor Center Operations Assistants annual work plans, quarterly.
2. Conduct Center Operations Assistants' performance review, annually.
3. Supervise the submission to fiscal department of all Center programmatic and fiscal reports, monthly and quarterly.
4. Review monthly progress reports from supervisees, respond to questions and return comments.
5. Assist Lead Secretary with supervision and annual performance review of Meals-on-Wheels Coordinator.
6. Supervise development of center annual objectives for meal services, supportive social services, and fund raising. Compile into county-wide objectives. Monitor quarterly.

REPORTS

1. Prepare and submit to Deputy Director, Quarterly analysis of program objectives.
2. Prepare and submit information requested by Multnomah County Area Agency on Aging with assistance of Deputy Director.

TRAINING

1. Coordinate and/or conduct training for all County staff and volunteers according to the annual training program, as required.
2. Supervise orientation and on-the-job training for all county staff.

CONTRACTS/PROPOSALS

1. Develop annual objectives and recommendations for Food Service and Program Operation requirements.
2. Draft proposals for Area Agency on Aging and submit to Deputy Director, annually.
3. Monitor compliance of operations with contracts with Area Agency on Aging, CETA, and any other special projects.

MEETINGS

1. Chair Service Coordination meetings, bi-weekly.
2. Attend and rotationally chair Administrative Staff meetings, weekly.
3. Attend Center Manager cross-county meetings, quarterly.
4. Represent the Corporation at Area Agency on Aging Advisory Council meetings and Area Agency on Aging contract meetings, monthly.
5. Represent the Corporation at community and professional meetings as necessary.

PLANNING & DEVELOPMENT

1. Recommend training requirements of all staff and volunteers within the County for incorporation with the agency comprehensive training plan, annually.
2. Prepare proposals for special projects based on recommendations from County Operations Assistants and Center Managers.
3. Provide background information, action alternatives and recommendations as necessary to the Deputy Director for changes in policies and procedures.

OTHER

1. Coordinate use of CETA summer youth trainees.
2. Submit instructions or information to be distributed to staff or centers that affects another department to Deputy Director for approval prior to distribution.

Qualifications:

BA or equivalent job experience in social services field.

Strong administrative skills in program planning and personnel management.

Experience in organizing and implementing training programs.

Experience in working with the elderly and volunteers.

Working knowledge of social service agencies in the community.

Salary: \$ 17,436/year

Job Description

Loaves & Fishes Centers, Inc.

Multnomah County
Center Operations Assistant I

150174

General Responsibilities:

Provide effective center staff hiring, orientation; assist center planning, volunteer recruitment, fund raising, coordinate community relations; monitor regulations, and write reports.

Supervised by:

Multnomah County Supervisor

Key Duties and Responsibilities:

I. Personnel:

- A. Assist center steering committees to conduct hiring procedures for Center Managers and Assistant Managers according to Corporate Personnel and Affirmative Action Policies and procedures, as required.
- B. Plan/conduct/monitor orientation and on-the-job training for new employees in job related activities, as required.
- C. Assist County Supervisor to review/update center staff job descriptions, annually.
- D. Assist County Supervisor with evaluation of Center Managers work performance, annually.
- E. Assist Center Managers with evaluation of Caterperson/Assistant Manager work performance, annually.
- F. Assist Center Steering Committees/Center Managers in the development/implementation of an effective volunteer recruitment program, on-going.
- G. Recommend to County Supervisor training requirements for all center staff/volunteers to be included in the agency-wide comprehensive training program, annually.

II. Community Relations and Fund-raising:

- A. Assist Center Steering Committees to develop/implement plans for securing increased financial resources, on-going.
- B. Assist in the coordination of Center Steering Committees involvement in community-wide corporate activities such as Health Fair, Neighbor Fair, fundraisers, recognition events, as required.
- C. Assist Center Steering Committees to provide publicity directed at increasing participation in the congregate program, on-going.
- D. Act as the Multnomah County liaison in working with the Greater Portland Volunteer Bureau, CETA of Portland, Youth CETA Program, Emergency Services Coalition, and others as assigned.

(Continued)

- E. Maintain effective working relationships between Centers, Central Office, and Senior Service Centers to assure nutrition participants receive the full range of mandated services.
- F. Assist County Supervisor to review/update Letters of Agreement with Senior Service Centers, annually.

III. Center Operations:

- A. Act as a substitute Center Manager during scheduled vacations for at least 260 hours, annually.
- B. Assist County Supervisor and Center Steering Committees with the development of annual program objectives by recommending food service/program operations requirements in response to base data provided by administrative staff.
- C. Assist County Supervisor to monitor Center compliance with Title III Regulations and corporate policies, on-going.

IV. Reporting:

- A. Prepare/submit to County Supervisor a monthly summary report on work with Centers including information such as:
 - frequency of center contact
 - progress made toward objectives/work plans
 - personnel problems/changes/orientation plans
 - recommendations for changes in annual objectives or procedures
 - recommendations for administrative staff action

V. Meetings:

- A. Attend steering committees as necessary in carrying out assigned job tasks.
- B. Attend Multnomah Center Manager meetings twice monthly.
- C. Attend Multnomah Central Staff meetings twice monthly.
- D. Attend Board of Directors meetings.
- E. Attend all programmatic and food service training sessions.
- F. Attend Cross-county Center Managers meetings quarterly.
- G. Attend Senior Service Center/Loaves & Fishes Center program coordination meetings quarterly.
- H. Represent the corporation at community and professional meetings, as assigned.

(Continued)

Qualifications:

- Experience in conducting hiring and orientation procedures.
- Ability to write job descriptions.
- Knowledge of staff supervision and performance appraisal techniques.
- Experience in working with volunteer groups.
- Organizational skills in planning and problem solving.
- Demonstrated communications skills, verbal and written.
- Basic knowledge of fiscal procedures.
- Basic knowledge of food service procedures.

Salary: \$12,584/year

- D. Assist County Supervisor to monitor center compliance with Title III Regulations and Loaves & Fishes' policies and procedures, on-going.
- E. Assist County Supervisor and centers with the development of annual program objectives by recommending food service/program operations requirements for centers in response to base data provided by Administrative Staff.
- F. Assist centers with annual elections of Representatives to the Board of Directors.

IV. Training:

- A. Plan/implement Center Manager training workshops on gerontological or management related topics per annual training plan.
- B. Provide First Aid classes for center staff and volunteers as necessary.
- C. Plan/implement a review of individual Corporate Policies to be presented at Multnomah Center Manager meetings.
- D. Provide centers a list of workshop topics for volunteers and steering committees which can be presented to them upon request.
- E. Provide Lead Secretary with training records as required for placing documentation in employees' personnel files.

V. Reporting:

- A. Plan/implement/tabulate semi-annual income survey, as scheduled.
- B. Provide unduplicated volunteer count tabulation to County Supervisor.
- C. Assist County Supervisor in preparation of information requested by AAA/funding sources, as assigned.
- D. Review/recommend changes to update all forms used by centers, annually.
- E. Follow-up on problems with center computer record-keeping, monthly.
- F. Monitor the preparation of center program and fiscal reports, monthly.

VI. Meetings:

- A. Attend steering committees as necessary in carrying out assigned job tasks.
- B. Attend Multnomah Center Manager meetings twice monthly.
- C. Attend Multnomah Central Staff meetings twice monthly.
- D. Attend Board of Directors meetings.

(Continued)

- E. Attend all programmatic and food service training sessions.
- F. Attend Cross-County Center Mangers meetings, quarterly.
- G. Represent the corporation at community and professional meetings; as assigned.

Qualifications:

Experience in conducting a variety of training classes around topics such as Management and Gerontology.

Demonstrated ability to communicate including public speaking, teaching, one-on-one with staff and volunteers.

Ability to write business correspondence.

Possess leadership skills necessary for problem solving, group processes, motivation of staff and volunteers.

Knowledge of recreational/social needs of senior citizens with ability to develop innovative new options for leisure activities at meal sites.

Demonstrated ability to compile numerical data into summary format and assist with analysis.

Well organized, self-starter able to work the minimal supervision.

Salary: \$12,584/year.

JOB DESCRIPTION

LOAVES & FISHES CENTERS, INC.

CENTER FOOD SERVICE SPECIALIST (34.5% FTE)GENERALRESPONSIBILITY:

Training and monitoring of Center food service operations.

SUPERVISED BY:

Central Kitchen Dietitian

QUALIFICATIONS:

Bachelor's degree in Dietetics, Food Service Management or related field plus at least one year's experience in food service with modified diets in a supervisory role, or a dietetic internship. Knowledge of large quantity cookery, purchasing, costing. Strong training skills. Ability to relate to staff and volunteers of food serving centers.

DUTIES ANDRESPONSIBILITIES:Reports/Plans

1. Develop training plan for all food service staff and volunteers, annually.

Training

1. Implement training plan for Center and Central Food Service staff with the assistance of Central Kitchen Dietitian.
2. Review and recommend revisions of the Food Service Manual to the Deputy Director as necessary.
3. Orient all new caterpersons and center cooks to agency, and provide on-the-job training.

Other

1. Serve as food service consultant to cooking centers in areas such as determination of meal costs, development of recipe files, budgeting, staffing pattern, work flow, purchasing.
2. Recommend food service equipment for centers as necessary.
3. Develop kitchen plan for center remodeling or building with assistance of Deputy Director and Central Kitchen Dietitian.
4. Maintain current files for possible new and substitute caterpersons.
5. Develop and implement, as time and funding permit, nutrition education programs in centers.
6. Monitor center food service operations, including sanitation practices, food serving procedures, and food preparation methods. Recommend improvements to caterperson and caterperson's supervisor, when appropriate.
7. Maintain records of participants' prescriptions for modified diets.
8. Validate prescription for modified diets with physicians semi-annually.
9. Attend Food Bank meetings monthly.
10. Assist centers with hiring of caterpersons.

Salary: \$ 14,715 FTE

150174

Job Description

Meals-on-Wheels CoordinatorGeneral Responsibility:

Intake and referral services for home-delivered meals program component; perform clerical duties.

Reports to:

Lead Secretary

Key Duties and Responsibilities:

Receive telephone and in-person home-delivered meal requests, terminations and service delivery problems, for referral to appropriate staff. Maintain Central Office files for Meals-on-Wheels.

Specific Duties:

1. Advise daily all centers of new starts, cancellations and restarts. Advise County Supervisor of delivery problems.
2. Maintain and keep MOW files current: make participant sheets, files, folders, etc.; transfer cancellations to main file.
3. Provide Information and Referral as requested.
4. Assist clerical staff: distribute MOW payments to centers; perform other clerical tasks as assigned.
5. Participate in weekly Service Coordination meetings.
6. Make referrals to District Senior Centers, as assigned.

Qualifications:

Demonstrated ability to communicate with elderly over the telephone.

Knowledge of social service agencies to enable appropriate referral for services.

Able to read map and familiarity with geographic area of Multnomah County.

Ability to work under time pressure.

Patience, compassion and tactfulness in dealing with repeated inquiries by confused elderly.

Basic understanding of alphabetical filing system.

Ability to work as a team with other staff in providing services.

Salary: \$9,600/year

JOB DESCRIPTION

LOAVES & FISHES CENTERS, INC.

PARTICIPANT RECORDS CLERK
(Multnomah County)

GENERAL

RESPONSIBILITY:

Multnomah County computer participant records

SUPERVISED BY:

Controller

DUTIES AND

RESPONSIBILITIES:

Check accuracy and completeness of monthly data input for computerized reporting system for Multnomah County.

Determine prime site code and census tract for participant registration forms.

Salary: \$ 2,352

Qualifications: Legible handwriting; ability to perform fine detail work; general knowledge of service area.

150174

Center ManagerGeneral Responsibility:

Operate the nutrition site components including congregate and home-delivered meal service and social services program by organizing volunteers and providing assistance to participants. Implement personnel and training activities as assigned.

Supervised by:

Steering Committee Chairperson and County Supervisor

Supervisory Responsibilities:

Volunteers, Assistant Managers, Caterpeople, Janitorial personnel

Key Duties and Responsibilities:

1. Recruit, train, supervise and give recognition to volunteers.
2. Provide social interaction and activities in a comfortable setting for participants.
3. Coordinate services with the appropriate District Service Centers.
4. Maintain records and prepare reports as required.
5. Assist Steering Committee in development of Center Annual Plan and monitor progress monthly.
6. Assure implementation of accurate recordkeeping system.
7. Monitor center compliance with Federal regulations and corporate policies and procedures, on-going.
8. Recommend training needs of center staff and volunteers to County Supervisor.
9. Conduct orientation and provide for training of new employee.
10. Coordinate and/or conduct training for center staff and volunteers according to annual training program as required.
11. Attend service coordination meetings weekly.
12. Attend center food service training program as required.
13. Represent the Corporation at community and professional meetings as assigned.

Qualifications:

Communication skills: ability to communicate with participants, volunteers and co-workers. Ability to make short speeches in public. Ability to interview and counsel participants.

Possess leadership skills necessary for group processing, problem-solving, motivation of volunteers and supervision of subordinate staff.

Ability to organize work for self and volunteers.

Basic knowledge of food service procedures.

Interested and concerned about alleviating problems of the elderly.

Ability to keep accurate records: fiscal, attendance and activities of Center.

Ability to learn staff hiring, orientation, training and evaluation techniques.

Ability to learn preparation of training programs and how to conduct training programs

Salary: \$10,400 FTE

JOB DESCRIPTION

LOAVES & FISHES CENTERS, INC.

ASSISTANT CENTER MANAGER

GENERAL RESPONSIBILITY:

Assures an effective system of operation of the Meals-on-Wheels program in the center.

SUPERVISED BY:

- A. Center Manager, or
- B. Center Caterperson, or Cook, or
- C. Center Steering Committee Chairperson, or
- D. Center Operations Assistant

SUPERVISORY RESPONSIBILITY:

Meals-on-Wheels Volunteers

KEY DUTIES AND RESPONSIBILITIES:

1. Assure an adequate number of volunteers to be on hand to deliver the meals.
 - a. Work with the Volunteer Coordinator, Center Manager, Steering Committee Chairperson to enlist adequate help.
2. Contact local organizations to recruit MOW drivers.
3. Try to secure the same volunteers on a regular basis from each organization, assigning the same routes each time to each volunteer, to develop friendship between the drivers and the participants.
4. Make up daily route sheets for drivers on form provided.
5. Assist in packaging of and oversee distribution of food to MOW participants.
6. Keep a current and eligible list of participants.
 - a. Assure adequate records are on file for each MOW participant.
 - b. Refer to District Service Centers the need for supportive services and other special need areas of MOW participants.
 - c. Assure all new MOW participants receive an initial eligibility visit before the beginning of regularly delivered meals and, if possible, before any meals are delivered.
7. Assure proper cleaning and storage of MOW equipment.

Qualifications:

Ability to communicate with elderly, sometimes confused participants.

Experience in making short speeches.

Knowledge of individuals and organizations for increasing volunteer pool.

Willing to learn and use sanitation and food safety procedures.

Ability to organize work for self and others.

Salary: \$ 7,946 FTE

JOB DESCRIPTION

LOAVES & FISHES CENTERS, INC.

CENTER CATERPERSON

GENERAL RESPONSIBILITIES:

Properly prepare, hold and serve foods delivered by Loaves & Fishes Central Kitchen. Maintain high standards of personal and kitchen sanitation and safety. Oversee and be responsible for all activities in the kitchen. Maintain proper back-up supplies.

REQUIREMENTS:

Clean clothing and close-toed shoes. Hair worn off the shoulders or hair net used. Food Handlers' Card shall be obtained within the first month and posted in the kitchen.

SUPERVISED BY:

- A. Center Manager, or
- B. Steering Committee Chairperson

SUPERVISORY RESPONSIBILITIES:

- A. Volunteers
- B. Work Study Student
- C. Assistant Caterpeople
- D. Summer Manpower People

KEY DUTIES AND RESPONSIBILITIES:

1. Order estimated number of meals from the Central Kitchen on the Central Kitchen ordering form.
2. Prepare kitchen for reception of catered food from the Central Kitchen.
 - a. Preheat oven.
 - b. Assist delivery person in any way possible to make delivery time easy and short. Arrange for help in carrying food into the center.
 - c. Check food when it arrives and decide appropriate preparation and serving methods.
 - d. Be responsible for serving hot foods hot (above 140°) and cold foods cold (below 45°).
3. Properly prepare vegetables sent from Central Kitchen, conserving nutrients, color and texture of food.
4. Serve Food.
 - a. Prepare sample plate.
 - 1) weight meat.
 - 2) measure vegetables.
 - b. Place food attractively on plate.
5. Follow authorized menu substitutions for participants on modified diets.
6. See that all equipment in which the food is catered is clean and returned to the delivery person.
7. Maintain proper records for Central Kitchen: daily meal count sheet.
8. Post menus daily in plain sight of all participants and use menu posting forms provided from Central Kitchen.
9. Oversee inventory and replenishment of back-up and modified diet supplies for the center. Have emergency plan and supplies in case foods run short when more participants come than anticipated.
10. Train and supervise volunteers to work in the kitchen and dining room, in the following areas:
 - a. Proportion control
 - b. Sanitation
 - c. Nutrition Standards of the Program
 - d. Cleaning and sanitizing tables.

JOB DESCRIPTION - Center Caterperson

Page 2

- e. Setting tables
 - f. Provide a high morale among volunteers
 - g. If volunteer group is short-handed, consult the volunteer chairperson and ask for additional help as needed.
11. Prepare Meals-on-Wheels.
 - a. Package food.
 - b. Clean and store styrofoam chests.
 - c. Assure that temperature control is accurate.
 - d. Pack meals in containers.
 12. Before leaving the center, inspect the kitchen area to be sure it is left in proper order -- dishwasher and sink clean, appliances turned off, everything put away, floor mopped and dried, used towels and cleaning rags taken care of, garbage taken out.
 13. Inform Center Manager immediately with details of any accident which occurs.
 14. Handle food leftovers according to Loaves & Fishes sanitation standards.
 15. If all other duties have been performed or are under control, visit with participants and volunteers or help wherever needed.

Outside of Center Responsibilities:

1. Participate in the in-service training by other staff for caterperson.
2. Attend, if appropriate, the center Steering Committee meetings and otherwise be aware of and support the objectives and goals of that committee and the Loaves & Fishes Centers, Inc., Board of Directors.
3. Maintain and post in kitchen current County Health Food Handler's Card.

Qualifications:

Knowledge of basic cooking principles.

Ability to learn sanitation and food safety procedures.

Ability to learn food service procedures.

Willingness to work with volunteers and assist with their supervision and training.

Good personal cleanliness.

Salary: \$ 7,946 FTE

JOB DESCRIPTION

LOAVES & FISHES CENTERS, INC.

DEPUTY DIRECTOR

GENERAL RESPONSIBILITY:

Manage clerical, fiscal, food service and program operations.

REPORTS TO:

Executive Director

SUPERVISORY RESPONSIBILITY:

Clackamas, Multnomah and Washington County Supervisors, Central Kitchen Dietitian, Controller

KEY DUTIES AND RESPONSIBILITIES:

SUPERVISION

1. Recruit, select and train supervisees.
2. Conduct performance reviews of supervisees, annually.
3. Monitor clerical, fiscal, food service, and program operations through supervisees' progress reports.
4. Monitor compliance of operations with regulations and conditions of funding agencies.
5. Supervise monitoring of compliance with contracts by supervisees.
6. Initiate and supervise updating of procedural manuals.
7. Supervise development of corporate administrative and operations budget for submission to Executive Director, annually.
8. Approve distribution of information or instructions that affect more than one supervisee's department.
9. Monitor approved personnel and operational policies and recommend changes to Executive Director.
10. Perform duties of acting Executive Director in the absence of the Executive Director.

REPORTS

1. Develop, recommend, and monitor reporting and record keeping systems to avoid duplication of effort and maximize the value of information.
2. Review program and fiscal reports for Board of Directors prior to submission to Executive Director, monthly and quarterly.
3. Review all fiscal and programmatic reports required by contracting agencies, monthly/quarterly.

PLANNING AND DEVELOPMENT

1. Submit background information, action alternatives and recommendations to the Executive Director for Board of Director's committee as necessary.
2. Develop annual work plan for, and approve and coordinate, work plans of supervisees.
3. Develop agency-wide comprehensive training plan for all staff and volunteers, annually.

JOB DESCRIPTION - Deputy Director
Page 2

CONTRACTS/PROPOSALS

1. Initiate preparation of, review, and coordinate assigned corporate requests for ongoing funding.
2. Develop and negotiate contracts for funds as assigned by Executive Director.

MEETINGS

1. Attend and rotationally chair Administrative staff meetings, weekly.
2. Attend other staff meetings as necessary.
3. Represent the corporation at agency, community, and professional meetings, as necessary.

TRAINING

1. Supervise implementation of agency training plans.
2. Conduct cross-county Center Manager meetings, quarterly.

OTHER

1. Review job descriptions of supervisees, annually.
2. Assist Food Service Specialist and Central Kitchen Dietitian with development of kitchen plans for center remodeling or building.

Salary: \$ 22,345 FTE

Qualifications: Registered Dietitian with two years administrative experience; experience with elderly population; experience or educational background in community nutrition.

150174

JOB DESCRIPTION

LOAVES & FISHES CENTERS, INC.

RECEPTIONISTGENERALRESPONSIBILITY:

Answers phones, greets people as they enter office, handles all incoming mail and receivables.

SUPERVISED BY:

Lead Secretary

KEY DUTIES ANDRESPONSIBILITIES:

Answers and routes all incoming phone calls, taking messages as required.

Distributes agency forms to centers as required.

Maintains timely flow of materials to and from centers through the Central Kitchen.

Runs copier and Gestetner machine, as required.

Maintains office, Savin and Gestetner supplies in an orderly manner, reordering through Controller as needed.

Opens and distributes all incoming mail; records all incoming checks (donations, bill payments from centers, MOW payments, etc.) and sends them to accounting.

Prepares outgoing mail each day by 4:30 PM.

Sends closure announcements to appropriate centers, notifying them of holiday closures.

Assists in the running, collating, and preparation of the bulk mailing of the newsletters.

Assists in general filing as needed.

Assists in typing as needed.

Performs other duties as assigned.

Salary: \$ 8,520 FTE

Qualifications: Ability to communicate with the general public; clear telephone speaking voice; like working with people; type 60 wpm.

PROJECT TITLE: Portland/Multnomah County Area Wide Nutrition/Meal ComponentList of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM	60+
Wayne Adams 1906 SE 42nd Portland, OR 97215	236-4837	1981	yes
Marie Allen 21030 SE Baty Sandy, OR 97055	668-5270	1981	yes
Hazel Armon 7406 N Newman Portland, OR 97217	285-5328	1981	yes
Eleanore Baxendale 3240 SW Donner Way Ct Portland, OR 97201	644-2191 224-0167	1981	no
Ed Bowman 7241 SE 60 Portland, OR 97206	771-2795	1981	yes
Leonard Cain Dept of Sociology - PSU PO Box 751 Portland, OR 97207	229-3926	1980	no
Vern Christensen 11540 SW Greenburg Rd Tigard OR 97223	639-5971	1981	yes
W Harvie Conatser 2437 NW Overton Portland OR 97210	227-3353	1981	yes
Gordon Dalton 8541 NE Sumner Portland OR 97218	252-1987	Temp.	yes
Amo Debernardis 6049 SW Luradel Portland OR 97219	244-8609	1981	yes
Ruth Drurey 2041 NW Everett Portland OR 97209	249-5543	1980	no
Frank Eiseman 1001 SW 5 Suite 2000 Portland OR 97204	255-1628	1981	yes
Alvin Elkins 454 Birchwood Hillsboro OR 97123	648-4502	1981	yes
Hugh Gallagher 200 Market Bldg #1790 Portland OR 97201	226-3876	1981	yes
Al J Gauger 4450 NE Prescott Portland OR 97218	282-9463	1981	yes
(continued)			

PROJECT TITLE: Portland/Multnomah County Area Wide Nutrition/Meal ComponentList of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM	60+
Buck & Marian Gibson 612 NE 79th Portland OR 97213	253-8954	1981	yes
Don Graf 2549 SE Boyd Milwaukie OR 97222	654-7343	1981	
Paul Gross PO Box 149 Wemme OR 97067	622-3916	1980	
Betty Hansen 3646 SE Martin Portland OR 97202	774-6744	1981	yes
Clark Hayden 2041 NW Everett #907 Portland OR 97209		1981	yes
Walter Hegg 13838 SE Matilda Dr Milwaukie OR 97222	654-7248		yes
Jean Higginbotham FISH 1335 SE Hawthorne Portland OR 97214		1980	no
Rev L Fisher Hines BETHEL AME CHURCH 5828 NE 8 Portland OR 97232	288-5429	1980	
Elizabeth Hirsch 1681 SW Montgomery Portland OR 97201	223-6954	1980	
Timothy Hornbecker ST VINCENT DE PAUL 2740 SE Powell Blvd Portland OR 97202	235-8431	1981	no
John Huisman 2766 SW Upper Dr Portland OR 97201		1981	yes
Annie Johnson 11255 SW Blakeney Beaverton OR 97005	643-3927	1981	yes
Mel Keely 2041 NW Everett #302 Portland OR 97209	224-3649	1980	yes
Anne Kinna 711 SE 11 #203 Portland OR 97214	234-5132	1981	yes
Margaret Koenig 60 NE 44 Portland OR 97213	232-9547	1981	yes
(continued)			

PROJECT TITLE: Portland/Multnomah County Area Wide Nutrition/Meal Component

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

NAME/ADDRESS	TELEPHONE	TERM	60+
Cay Krieger 1116 NE 77th Portland OR 97213	253-9278	1981	yes
Blanche Leonard 1404 Jackson Oregon City OR 97045	656-8323	1980	yes
Marie Marsheille 511-A N Vancouver Portland OR 97217	282-7803	1981	yes
Al Melhoff 341 SW Broadway Estacada OR 97023	630-4939	1981	yes
Ted Mills 5190 SW 183 Ct Aloha OR 97007	649-3778	1980	yes
Ira Minneman 9707 NE Wygant Portland OR 97220	255-8157	1981	yes
Tom Moore PO Box 06026 Portland OR 97206	775-3515	1981	yes
Rev Morton Park CATHOLIC CHARITIES 319 SW Washington #814 Portland OR 97204	228-6531	1980	
Mel Paulson 12264 SE 36th Milwaukie OR 97222	654-5254	1980	yes
Vern Pearson PUB SERV DIV -- U S BANK PO Box 8837 Portland OR 97208	225-5794	1981	yes
Russell Peyton 13505 SE River Rd Portland OR 97222	654-6913	1981	yes
Hope Pinkerton 25 NW 133 Gresham OR 97030	665-5089	1981	yes
Susan Pitman 16140 SE 84 Sp 3 Milwaukie OR 97222	655-2730	1981	yes
Charles Porter 28035 SW Parkway #151 Wilsonville OR 97070	682-3861	1981	yes
Alberta Powell 723 NE Buffalo Portland OR 97211	285-8707	1981	yes
(continued)			

PROJECT TITLE: Portland/Multnomah County Area Wide Nutrition/Meal Component

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

NAME/ADDRESS	TELEPHONE	TERM	60+
Lawrence Rennett 2221 SW 1 #2121 Portland OR 97201	223-1028	1981	yes
Clifford Resare PO Box 160 Tolovana Park OR 97145	761-9028	1981	yes
Harold Rice 3128 NE 141 Portland OR 97230	253-6001	1980	yes
Rev Randy Riggs * Westminster Presb Church 1624 NE Hancock Portland OR 97212	287-1289	1980	no
David Rimback FRED S JAMES INS CO 1 SW Columbia Portland OR 97204	248-6433	1981	no
Oscar Robbins 9109 N Pier Park P1 Portland OR 97203	286-2473	1981	yes
Harold Rose 7748 N Willamette Blvd Portland OR 97203	286-2012	1980	yes
David Shannon 975 SE Sandy Blvd Portland OR 97214	232-3171	1981	no
Elizabeth Shaw 8604 N Haven Portland OR 97203	283-9413	1981	yes
Pamela Steding VISITING NURSES ASSOC PO Box 3426 Portland OR 97208	238-6811	1980	no
Rosetta Stone 9032 SW Capital Hwy Portland OR 97219	246-7682	1981	yes
Elsa Thompson 6740 SW 13 Portland OR 97219	246-7929	1981	yes
Evelyn Tousley 12406 SW King George Dr Tigard OR 97223	639-1037	1981	yes
Mildred J Tuhy 1135 SW Vista Portland OR 97205	228-5986	1981	no
Edward Vosika 680 NW 9 Canby OR 97013 (continued)	266-1267	1981	yes

PROJECT TITLE: Portland/Multnomah County Area Wide Nutrition/Meal Component

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

NAME/ADDRESS	TELEPHONE	TERM	60+
Verba Werth 915 NE Schuyler Portland OR 97212	287-6747	1981	yes
Pat Whiting 8122 SW Spruce Portland OR 97223	246-7172	1981	no

APPLICANT AGENCY RESUME

L&F 80/81
150174

Applicant Agency Legal Name: LOAVES & FISHES CENTERS, INC.	Date of Incorporation: 10, December, 1969
---	--

Type of Organization:

Public _____

Private Non-Profit xxx

Private-Profit _____

Other (_____) _____

Short Statement of Agency Purpose:

To provide nutrition and social services to senior citizens, to develop employment opportunities for senior citizens and volunteer opportunities for all persons interested in serving senior citizens.

Major Agency Bank Account (give name of bank, address and contact person): First Nat'l Bank of Oregon 46th & SE Woodstock Portland, OR 97206 Mr. Bates, Branch Manager	Fiscal Accounting Arrangement (give name of staff responsible or, if by contract, name of agency, address and contact person): Deloris Y. Moss
---	--

Does Applicant Agency have federal tax exempt status? Yes xx No _____

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

Comp. Liability	300,000 + 1 million Umbrella	1/1/81	Insurance Planning Service
Commerc. Fire Ins. Fire, ECF & Spec. ECF Business Intervention	600,000 + 150,000	1/1/81	Insurance Planning Service

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

All staff are bonded, \$25,000 -- New Hampshire Ins. Co., S. Clelan, Agent.

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

Term: Dec. 1, 1978 through November 30, 1983, with option to renew for four successive terms of five years each, monthly rental, Loaves & Fishes provides insurance and all maintenance to building; only restriction is prior approval of any remodeling.

ASSURANCE
OF
COMPLIANCE
504

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

(hereinafter called the "Contractor"), HEREBY

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

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

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

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

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

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

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

Dated this ___ day of _____ 197___.

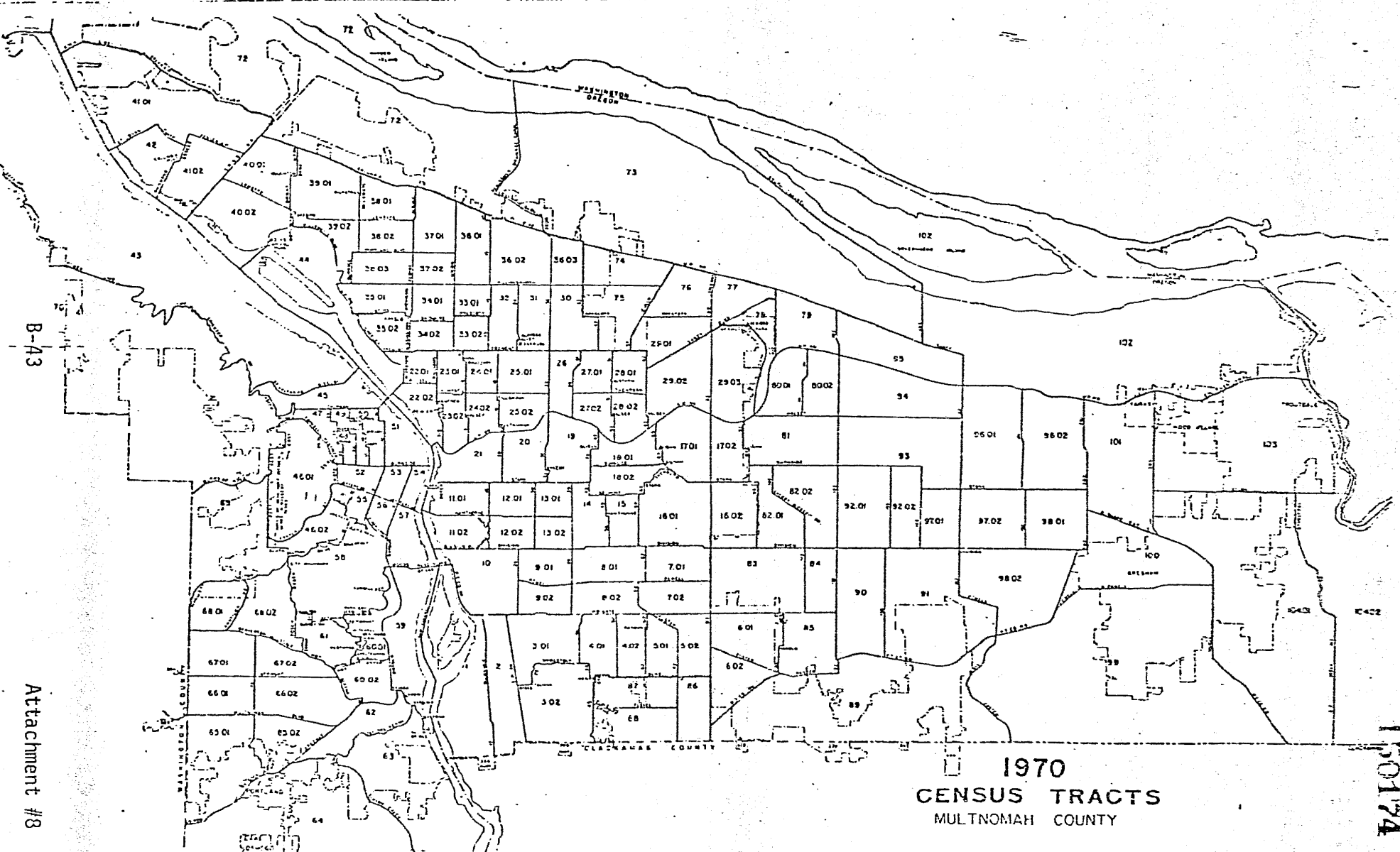
By _____

Title _____

Contractor's mailing address

MAP

Map of Service Area (Draw the boundaries of the service area of this project in heavy black lines on the map provided below.)



B-43

Attachment #8

1970
CENSUS TRACTS
MULTNOMAH COUNTY

150174

LR# 80/81

EXHIBIT C
REQUIRED REPORTING FORMS
AND
PROCEDURES

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

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

2. Reports not received by the deadline shall not be processed until the next month. This will result in a delay in payment.
3. City forms must be used. If additional forms are needed, please contact the Accounting Unit (248-4752).
4. Materials to be submitted each month are as follows:

- a) A separate Reimbursement Request Form for each funding source and each service category requiring City reimbursement as included in the approved contract budget.
e.g. -- I & R -- III-B
Admin. -- OPI
Admin. -- General Fund
Meals -- III-C-1
General Fund
Other

- b) A Reimbursement Request Form for Required Match, as included in the approved budget.

- c) A Reimbursement Form showing Project Income/Contributions collected.

- d) A Reimbursement Form showing total City reimbursement.

- e) Supporting documentation showing proof of payment (attached to respective Reimbursement Request Forms). This may include:

copies of checks
copies of bills
payroll register
etc.

5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

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

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

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

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

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

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

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

PROCEDURES FOR CONTRACT MODIFICATIONS

WHY?

Contract modifications are required in the following situations:

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

HOW?

Contracts may be modified in 3 ways:

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

Type of Change

Modification Procedure

Total funds increase/decrease
Total same line item changes
Staff salary
Staff position
Service Objectives
General/special conditions
Other substantial changes
Clerical errors

Ordinance
Change Order
Change Order
Change Order
Change Order
Ordinance/change order
Ordinance/change order
Initial by both parties

PROCEDURE:

A. Initiated by City:

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

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

4. If an Ordinance is required:

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

5. If change order procedure is utilized:

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

B. Initiated by Contractor:

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

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

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a. BUDGET CHANGES

(1) Budget Worksheet

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

current
+ or -
revised

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

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

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

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

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

(SEE SAMPLE)

(2) Budget Justification Sheets

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

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

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

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

c. OTHER PROGRAM OR MANAGEMENT CHANGES

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

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

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

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

The Contract change order becomes effective when all City signatures have been obtained.

- c. If Unit Staff does not support the request, the Contractor shall be notified. The request may be denied or additional information or documentation may be requested.

SCHEDULE OF MODIFICATIONS

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

ORDINANCE No. 150174

An Ordinance authorizing an agreement with LOAVES AND FISHES CENTERS, INC., at a cost not to exceed \$754,800 to provide nutrition services to the elderly in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, AU 380, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance #149809, approved by Council June 26, 1980, the Fiscal Year 1980-81 Annual Plan of Action for the Area Agency on Aging which includes the provision of nutrition services to the elderly in Portland/Multnomah County.
2. Funds have been budgeted and are available in the fiscal year 1980-81 City Budget to continue these services for the period July 1, 1980, through June 30, 1981.
3. A required cash match provided by LOAVES AND FISHES CENTERS, INC., is included in the amount of \$60,803 for the period July 1, 1980, through June 30, 1981.
4. LOAVES AND FISHES CENTERS, INC., is a duly constituted and legal non-profit corporation and is certified by the Bureau of Financial Affairs Contract Compliance Division as an EEO Affirmative Action Employer.
5. It is, therefore, appropriate that the Commissioner-in-Charge and the Auditor execute, on behalf of the City, an agreement with LOAVES AND FISHES CENTERS, INC., at a cost not to exceed \$754,800 to provide nutrition services to the elderly residents in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, AU 380, similar in form to Exhibit "A".

ORDINANCE No.

NOW, THEREFORE, the Council directs"

- a. The Commissioner-in-Charge and the Auditor are hereby authorized to execute on behalf of the City, an agreement with LOAVES AND FISHES CENTERS, INC., at a cost not to exceed \$754,800, to provide nutrition services to the elderly residents in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau AU 380, similar in form to Exhibit "A."

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

ORDINANCE NO. 100174

ORDINANCE NO. 100174

AUG 6 1980

... the Human Resources Bureau, W. 1980, ...
 ... LOAVES AND FISHES CENTERS, INC., ...
 ... nutrition services to the elderly in ...
 ... \$754,800 to provide ...
 ... and after its passage by the Council.

AUG 6 1980

GEORGE J. HEPBURN

Passed by the Council, **AUG 6 1980**

Commissioner Francis Ivancie
 Erma Hepburn:cm
 July 30, 1980

Attest:

George Hepburn
 Auditor of the City of Portland

ORDINANCE No. 150174

Title

An Ordinance authorizing an agreement with LOAVES AND FISHES CENTERS, INC., at a cost not to exceed \$754,800 to provide nutrition services to the elderly in Portland/Multnomah County for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, AU 380, and declaring an emergency

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

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
Commissioner Francis Ivancie
NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>FJI May</i>
Works

BUREAU APPROVAL
Bureau:
Human Resources
Prepared By: <i>BP</i> Date: July 30, 1980
Barbara Patrick
Mike Tkachuk
Budget Impact Review:
<input type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <i>Erma Hepburn</i>
ERMA HEPBURN

CALENDAR	
Consent	Regular <i>X</i>

NOTED BY
City Attorney
City Auditor
City Engineer

Filed JUL 31 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

George Yerovich
Deputy