

SUBGRANT FOR PERFORMANCE OF PROGRAM SERVICES

under the

Senior Community Service Employment Program - Title V

This Subgrant, its project and purpose, is authorized by Public Law 95-478, Title V of the Older Americans Act of 1965; The Comprehensive Older Americans Act Amendments of 1978, and is entered into by:

THE STATE OF OREGON, DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT DIVISION, EMPLOYMENT SERVICE
STATEWIDE PROGRAMS

(Acting on behalf of the Governor of Oregon)

hereinafter referred to as the Project Sponsor, and:

City of Portland

Human Resources Bureau - Training & Employment Div.

522 S.W. 5th Ave., 8th Floor - Portland, Oregon 97204

hereinafter referred to as the Subgrantee.

The Project Sponsor and the Subgrantee mutually agree that the Subgrantee shall provide 14 Senior Community Service Employment Program jobs within Oregon Administrative District # 2, in accordance with Title V of the Older Americans Act; Federal Rules and Regulations; Federal Bulletins or Directives; the Project Sponsor's Federal Grant and Administrative Rules and Policies; the General and Special Provisions of this Subgrant and the General and Special Assurances and Certifications of this agreement.

In consideration for the services to be provided by the Subgrantee for the period beginning August 1, 1980 and ending June 30, 1981, the Subgrantee will be paid \$60,000.00 on a cost reimbursable basis.

Total Federal Administrative cost for this Subgrant shall at no time exceed 6% of the total cumulative federal expenditures; other Enrollee costs shall not exceed 10% of the federal expenditures; the Subgrantee must provide cash or in-kind contributions in accordance with Department of Labor Rules and Regulations 41 CFR 29-70.206 in an amount no less than 14% of the total federal expenditure made under this Subgrant.

This Subgrant consists of the following:

- The Face Sheet and Signature Page
- General and Special Provisions
- General and Special Assurances and Certifications
- SCSEP Occupational Summary
- Budget forms:
 - Enrollee Costs
 - Administration

Name of Subgrantee

Address of Subgrantee

Signature of Authorized Representative

Date

Typed Name

Title

Subgrantee is to supply the following:

Federal Identification No.

State Identification No.

STATE OF OREGON DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT DIVISION, EMPLOYMENT SERVICE, STATEWIDE PROGRAMS UNIT - CP

Signature of Authorized Representative

Date

Raymond P. Thorne

Assistant Director, DHR
Administrator, Employment Division

Typed Name

Title

CFR 29-30.308 in an amount no less than 1% of the total federal expenditures made under this subgrant.

This subgrant consists of the following:

The face sheet and signature page
General and Special Provisions
General and Special Assurances and Certifications
SCSEI Occupational Summary
Budget forms
Travel Costs
Administration

SUBGRANT FOR PERFORMANCE OF PROGRAM SERVICES

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Senior Community Service Employment Program - Title V

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- General and Special Assurances and Certifications
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- Budget forms:
 - Enrollee Costs
 - Administration

Name of Subgrantee

Address of Subgrantee

Signature of Authorized Representative

Date

Typed Name

Title

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Federal Identification No.

State Identification No.

STATE OF OREGON DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT DIVISION, EMPLOYMENT SERVICE, STATEWIDE PROGRAMS UNIT - CP

Signature of Authorized Representative

Date

Raymond P. Thorne

Assistant Director, DHR
Administrator, Employment Division

Typed Name

Title

STAIN

Name of Subgrantee

Address of Subgrantee

Signature of Authorized Representative

Date

Typed Name

Title

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Federal Identification No.

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STATE OF OREGON DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT DIVISION, EMPLOYMENT SERVICE, STATEWIDE PROGRAMS UNIT - CP

Signature of Authorized Representative

Date

Raymond P. Thorne

Assistant Director, DHR
Administrator, Employment Division

Typed Name

Title

Federal Identification No.

State Identification No.

This subgrant consists of the following:

- Administration
- Enrolllee Costs
- Budget forms
- OSCEM Occupational Summary
- General and Special Assurances and Certifications
- General and Special Provisions
- The face sheet and signature page

GENERAL PROVISIONS

Clause I

Subgrantee Liability

The Subgrantee assumes liability for its actions in all programs administered pursuant to this subgrant. If the Subgrantee violates or permits violation of the Act, Federal Rules and Regulations, Oregon Administrative Rules, Assurances and Certifications, Federal Management Circulars, Federal and/or State Laws, Subgrant terms or conditions the Subgrantee shall repay to the Project Sponsor the amount of funds directly related to the violation.

Clause II

Requirements

The Subgrantee shall meet any and all applicable requirements of: Title V of the Older Americans Act of 1965; The Comprehensive Older Americans Act Amendments of 1978; the Federal Rules and Regulations as published in the Federal Register; the Federal Management Circulars; the Assurances and Certifications; the Administrative Rules, policies, instructions or directives issued by the Project Sponsor.

The Subgrantee shall be liable for all requirements imposed on the Project Sponsor by the U.S. Department of Labor or other relevant state or federal authority.

Clause III

Contingency of Funding

Execution of this Subgrant, and continued performance of its terms, is contingent upon receipt by the Project Sponsor of notice of funding availability from the Federal Government, and upon budgetary or other necessary authority of the Oregon State Legislature.

Clause IV

Bonding

The Subgrantee assures that every officer, director, agent or employe who is authorized to act on behalf of the Subgrantee for the purpose of receiving or depositing funds under this Subgrant, issuing financial documents, checks, or other instruments of payment, shall be bonded in accordance with the provisions of Department of Labor Rules and Regulations 41 CFR 29-70.202 as required.

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Clause V

Bank Collateral

Subgrantees, not defined as state and local units of governments, are required by Federal Regulation to establish a bank account in a bank insured by the Federal Deposit Insurance Corporation (FDIC) before funds may be advanced. Bank collateral must be posted by the bank with the U.S. Treasury Department if the amount of deposit at any time exceeds the maximum amount of FDIC coverage.

Clause VI

Taxes

When submitting monthly expenditure reports, the Subgrantee shall have either paid, or set aside funds for payment of, all required federal and state taxes.

Clause VII

Insurance

The Subgrantee shall provide, where applicable, worker's compensation insurance for enrollees and staff funded under this Subgrant.

The Subgrantee assures that safe working conditions will exist for all enrollees as established by the State of Oregon, Commissioner of Labor.

The Subgrantee shall provide Unemployment Insurance in accordance with State and Federal Regulations.

The Subgrantee shall secure and maintain employer's liability, comprehensive general liability, comprehensive automobile liability, and property damage insurance as applicable to performance under this Subgrant. The Project Sponsor does not assume responsibility for any of the above insurance for the Subgrantee.

The Subgrantee shall comply with all of the conditions set forth at 41 CFR 29-70.202-2 (b) in regards to insurance.

Clause VIII

Payments and Costs

The Subgrantee shall request funds on a cost reimbursement basis using "Status of Cash Report" forms provided by the Project Sponsor.

The Subgrantee shall maintain books, records, documents, and other evidence of accounting procedures and practices, sufficient to properly reflect all costs claimed to have been incurred in the performance of this Subgrant. All reports of expenditures will be based on the accrual method of accounting rather than the cash method.

No payment shall be made for days for which wages were paid if those days occurred during a period of work stoppage due to collective bargaining at plants or work sites of an employer, when such plants or work sites constitute a training location or work site pursuant to this Subgrant.

Total expenditures of Federal funds under this Subgrant shall not exceed the total dollar amount authorized by this Subgrant.

Clause IX

Purchase of Services

The Subgrantee assures that all contracts entered into by it, or its contractors, for client services (i.e. physical examinations) will be accomplished on a cost-per-client basis. Actual purchase of these services will be based on the requirements of each individual client, and the unavailability of these services from alternative sources.

The Subgrantee, or its contractors, may not enter service contracts with vendors by setting aside fixed total funding levels. Vendors must bill the Subgrantee, or its contractors, using the agreed rate-per-client, for only actual services rendered to enrolled clients. Department of Labor Rules and Regulations 41 CFR 29-70.216 must be complied with when performing under this clause.

Clause X

Procurement Standards

The Subgrantee certifies that its own procurement system and procedures reflect applicable State and local laws, rules, and regulations to the extent that the systems and procedures do not conflict with standards set forth in 41 CFR 29-70.216 of the Federal Register. The Subgrantee assumes responsibility for all aspects of administering procurements in support of the Subgrant.

The Subgrantee shall notify the Project Sponsor immediately of any disputes, claims or violations of laws resulting from use of its procurement system and procedures. As a result of any violations of its procurement system and procedures to which the Federal Government demands repayment of funds from the Project Sponsor, the Subgrantee shall repay to the Project Sponsor the amount of funds directly related to the violation.

The Subgrantee assures that in awarding procurements under this Subgrant, and to the extent feasible, qualified small business and minority business enterprises shall have the maximum practicable opportunity to participate in the performance of this Subgrant.

Corrective Action Plan. The Project Sponsor will be notified of any violations of the procurement standards and procedures set forth in this clause.

Clause XI

Furnished or Acquired Property

The Subgrantee will not use any funds provided by this Subgrant for the purchase of non-expendable property. Prior written approval from the Project Sponsor is required for all non-expendable property furnished, leased or rented with funds from this Subgrant. Failure to secure prior approval will result in disallowance of the expenditure.

Property management standards found at 41 CFR 29-70.215 shall apply to this Subgrant.

Clause XII

Changes

The Project Sponsor may at any time by written order, require alterations in the general scope or performance of this Subgrant. A ten day notification shall be made to the Subgrantee of intent to modify. A Subgrant modification shall be issued in the event alterations increase or decrease the cost of, or the time required for, performance under this Subgrant.

Clause XIII

Records

The Subgrantee shall retain all records pertaining to activities and costs resulting from performance of this Subgrant and make such records available at any time and for three years from the date of final payment under this Subgrant and/or until completion and resolution of audit including the required non-federal match.

The Subgrantee agrees that the Project Sponsor or its duly authorized representatives shall have access to, and the right to examine, all pertinent books, documents, papers, and records of the Subgrantee involving transactions related to this Subgrant.

The record retention and custodial requirements at §89.62 of the Department of Labor Rules and Regulations for Title V, Senior Service Community Employment Programs shall apply to this Subgrant.

Clause XIV

Corrective Action

All activities conducted under this Subgrant will be monitored by the Project Sponsor. The Project Sponsor may issue a notice of corrective action for deviations from planned performance. Within 15 days of receipt of the Corrective Action notice, the Subgrantee shall respond by submitting to the Project Sponsor a completed Corrective Action Plan. The Project Sponsor will determine the

appropriateness of the Subgrantee's response, and notify the Subgrantee within 15 days if the response is not satisfactory.

Corrective Action will be required when:

1. Actual quarterly expenditures deviate from the allowable limitations as indicated on the Budget form: Enrollee Costs, of this Subgrant;
2. When actual enrollment levels for the program activity deviate from the planned enrollment (unless approved in writing by the project sponsor);
3. When year-to-date expenditures deviate by 10% or more from the planned budget.

Clause XV

Deobligation of Funds

The Subgrantee agrees to spend all budgeted amounts within ± 10 percent of that budgeted for each quarter. If unspent budgeted funds are greater than 10 percent, the Project Sponsor may issue a notice to deobligate funds. In the event the Subgrantee does not request a Subgrant modification within 15 days of the deobligation notice, the Project Sponsor may unilaterally deobligate unexpended funds in excess of the 10 percent limitation.

Clause XVI

Subgrant Modification

It is a condition for receipt of funding under the terms of this Subgrant that the Subgrantee agrees to accept unilateral modifications to this agreement whenever there has been a change in any Federal statute, rule, regulation, order or other relevant authority.

A. The Subgrantee shall request a Subgrant Modification:

1. Prior to initiating any change in program design and/or program objectives.
2. When changes in federal or state law, rules and regulations necessitate such action.

B. The Subgrantee may request a modification to the Subgrant. All requested Subgrant modifications to the program narrative or budget will be presented to the Project Sponsor no later than 30 days prior to any affected quarter.

- C. A Subgrant modification is required when federal expenditures of a cost category (Administration; Enrollee Wages and Fringe; or Other Enrollee Costs) are expected to deviate from what was budgeted for that category by ± 10 percent.
- D. The Project Sponsor may issue Subgrant modifications including unilateral Subgrant modifications under the following circumstances:
1. To incorporate administrative changes into the Subgrant;
 2. When authorized to do so by Federal law, regulation or terms of the Subgrant;
 3. When there has been a change in any Federal statute, rule, regulation, order or other relevant authority;
 4. As necessary to implement policy.
- E. Subgrant modifications shall not become a part of the Subgrant until they are signed by the Project Sponsor.

Nothing in this section shall be construed to allow expenditures under this Subgrant to exceed the total Federal dollar amount authorized by this Subgrant.

Subgrant modifications will follow rules and procedures as established by the Project Sponsor to comply with Department of Labor requirements.

Clause XVII

Reports

The Subgrantee shall submit the following reports to the Project Sponsor:

1. A report of monthly expenditures shall be received by the Project Sponsor within 20 calendar days of the month following expenditure. All reports of expenditures shall be based on the accrual method of accounting rather than the cash method and submitted on forms supplied by the Project Sponsor.
2. Management Information Systems data shall be prepared and submitted as prescribed by the Project Sponsor.
3. A report of monthly program activity shall be received by the Project Sponsor within 10 calendar days following the month for which the report is made. The report shall be submitted on forms supplied by the Project Sponsor.

4. A Subgrant close-out report shall be submitted within 60 days following Subgrant termination on forms supplied by the Project Sponsor.

5. Other reports or information that may periodically be determined necessary for the Project Sponsor to fulfill its obligation under the Grant.

Clause XVIII

Subgrant Close-Out

The final Subgrant Close-out report submitted by the Subgrantee, when approved by the Project Sponsor, will act as a final modification to the Subgrant. All unused monies will be deobligated from the Subgrant.

Clause XIX

Subgrant Termination

The Subgrant may be terminated, in whole or in part, by the Project Sponsor whenever the Subgrantee:

1. Fails to perform in accordance with the terms or conditions of the Subgrant, and;

2. Fails to initiate corrective action within 15 days after receipt of written notice specifying failure.

This Subgrant may be terminated by either party, without cause, provided 30 day prior written notice of intent to terminate is made to the other party.

Clause XX

Assurances and Certifications

The Subgrantee agrees to adhere to, and be bound by, the General and Special Assurances and Certifications which are a part of this Subgrant.

END OF GENERAL PROVISIONS

- 4. A Subgrant close-out report shall be submitted within 60 days following Subgrant termination on forms supplied by the Project Sponsor.
- 5. Other reports or information that may periodically be determined necessary for the Project Sponsor to fulfill its obligation under the Grant.

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END OF GENERAL PROVISIONS

However, no program may be operated pursuant to this Subgrant involving any collective bargaining agreement that violates or is incompatible with, or defeats the purpose of, any part of the Act under which this Subgrant is issued, or any subsequent Federal or state regulations resulting from the Act.

Clause V

Geographic Limitations

The Subgrantee assures that enrollees served by this Subgrant are residents of the Oregon Administrative District for which the funds under this Subgrant are allocated.

Clause VI

Disclosure of Personal Information

The Subgrantee shall maintain personal information regarding applicants, enrollees and their immediate families (as accumulated from application forms, interviews, tests, reports from public agencies, counselors, or any other sources). Should disclosure of personal information be requested, the Subgrantee shall comply with 41 CFR 29-70.203-6.

The Subgrantee shall make available to the Project Sponsor personnel records of regular employes, applicants, enrollees and their immediate families.

Clause VII

Enrollee Termination

Enrollees will not be terminated without prior written notice to the enrollee, with a reasonable opportunity for correction or improvement of performance. Terminations for cause shall be documented and such documentation made a part of the enrollee's record.

Clause VIII

Special Requirements of the Senior Community Service Employment Program

The Subgrantee assures:

1. An enrollee placement plan in accordance with Section 89.29 of the SCSEP-Title V Rules and Regulations will be developed and operated by the Subgrantee.

2. Fringe benefits received by program enrollees shall be paid in accordance with Section 89.33 of the SCSEP - Title V Rules and Regulations.
3. Enrollment (job) vacancies will be listed by the Subgrantee with the local Employment Division Office.
4. Enrollee transportation costs via privately owned vehicle will be reimbursed by the Subgrantee in accordance with its own transportation rates; and Section 89.28 of the SCSEP - Title V Rules and Regulations.
5. The number of enrollees placed into unsubsidized employment under this Subgrant will equal at least 15 percent of the number of enrollment positions provided by the Subgrant.
6. The number of Senior Community Service Employment jobs as indicated on the face sheet of this Subgrant, will not be increased without the prior written approval of the Project Sponsor.

END OF SPECIAL PROVISIONS

Enrollees will not be considered without being within notice to the enrollee with a reasonable opportunity for selection or appointment of personnel. Information regarding enrollee records and such documentation shall be maintained on the enrollee's record.

Class III

Special Enrollment

Enrollment positions provided by the Subgrant

The Subgrant sponsor

An enrollee placement shall be considered with Section 89.33 of the SCSEP - Title V Rules and Regulations. The enrollee shall be placed in the position and reported by the Subgrantee.

GENERAL ASSURANCES

For All Grantees

Receiving Funds under Title V
of the Older American Community
Service Employment Act (42 U.S.C. 30-56)
As Amended by the Comprehensive Older
Americans Act Amendments of 1978 (42 U.S.C. 3001)

For the Purpose of Operating

A

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

The Applicant assures and certifies, with respect to this Grant, that:

1. The project conducted under this grant will:

(a) provide employment only for eligible individuals, except for necessary technical, administrative, and supervisory personnel, but such personnel shall, to the fullest extent possible, be recruited from among eligible individuals;

(b) provide employment for eligible individuals in the community in which such individuals reside, or in nearby communities;

(c) employ eligible individuals in services related to publicly owned and operated facilities and projects, or projects sponsored by organizations, other than political parties, exempt from taxation under the provisions of section 501(c)(3) of the Internal Revenue Code of 1954, except projects involving the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship;

- (d) contribute to the general welfare of the community;
- (e) provide employment for eligible individuals whose opportunities for other suitable public or private paid employment are poor;
- (f) (i) result in an increase in employment opportunities over those opportunities which would otherwise be available, (ii) not result in the displacement of currently employed workers (including partial displacement, such as a reduction in the hours of nonovertime work or wages or employment benefits), and (iii) not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed;
- (g) not employ or continue to employ any eligible individual to perform work the same or substantially the same as that performed by any other person who is on layoff;
- (h) utilize methods of recruitment and selection (including listing of job vacancies with the employment agency operated by any State or political subdivision thereof) which will assure that the maximum number of eligible individuals will have an opportunity to participate in the project;
- (i) include such training as may be necessary to make the most effective use of the skills and talents of those individuals who are participating, and provide for the reasonable expenses of individuals being trained, including reasonable compensation for time spent in training;
- (j) assure that safe and healthful conditions of work will be provided, and assure that persons employed in community service jobs assisted under the grant shall be paid wages which shall not be lower than whichever is the highest of (i) the minimum wage which would be applicable to the employee under the Fair Labor Standards Act of 1938, if section 6(a)(1) of such Act applied to the participant and if he or she were not exempt under section 13 thereof, (ii) the State or local minimum wage for the most nearly comparable covered employment, or (iii) the prevailing rates of pay for persons employed in similar public occupations by the same employer;
- (k) be established or administered with the advice of persons competent in the field of service in which employment is being provided, and of persons who are knowledgeable with regard to the needs of older persons;

(l) authorize pay for necessary transportation costs of eligible individuals which may be incurred in the project under this grant, in accordance with Title 29, Code of Federal Regulations, Part 89.

(m) to the extent feasible, serve the needs of minorities, handicapped individuals, individuals who are members of Indian or Alaskan entities, Hawaiian natives and limited English-speaking eligible individuals in proportion to their numbers in the State; and

(n) authorize funds to be used, to the extent feasible, to include individuals participating in the project under a State unemployment insurance plan.

2. The Applicant will comply with the Older American Community Service Employment Act (42 U.S.C. 30-56), as amended by the Comprehensive Older Americans Act Amendments of 1978 (42 U.S.C. 3001).

3. The Applicant will comply with the Federal regulations governing Senior Community Service Employment Program operations as set forth in Title 29, Code of Federal Regulations, Part 89, and will, if provisions of Part 89 are amended or revised, comply with them or notify the Department of Labor within 30 days of promulgation of the amendments or revisions that it cannot comply, so that the Department may take appropriate action, including termination of the grant, if necessary.

(Legal Name of Applicant Organization)

(Address)

(Typed Name and Title of Authorized Officer)

(Signature of Authorized Officer)

(DATE)

SPECIAL ASSURANCES

For State and Local Governments

Receiving Funds under Title V

of the Older American Community

Service Employment Act (42 U.S.C. 30-56)

As Amended by the Comprehensive Older

Americans Act Amendments of 1978 (42 U.S.C. 3001)

For the Purpose of Operating

A

Senior Community Service Employment Program

The Applicant assures and certifies, with respect to this grant, that:

1. It will comply with the regulations, policies, guidelines, and requirements of Office of Management and Budget Circular A-102, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project.
2. It possesses legal authority to apply for the grant; that action has been duly taken authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and, in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

4. It will comply with requirements of the provisions of the Uniform Relocation and Assistance and Real Property Acquisitions Act of 1970 (Public Law 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the Department of Labor or the Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to this grant.

(Legal Name of Applicant Organization)

(Address)

(Typed Name and Title of Authorized Officer)

(Signature of Authorized Officer)

(Date)

BUDGET
TITLE V

150224

Beginning Date August 1, 1980 Ending Date June 30, 1981

Agency Human Resources Bureau/Training and Employment Div. ADMINISTRATION

	<u>Federal Funds</u>	<u>Matching Share</u>
1. Salaries:		
Administrative	\$ <u>2,278</u>	\$ <u>-0-</u>
Worksite supervisor	<u>-0-</u> \$ <u>2,278</u>	<u>5,986</u> \$ <u>5,986</u>
2. Fringe Benefits:		
Social Security	\$ <u>140</u>	\$ _____
Retirement	<u>-0-</u>	_____
Life & Health Ins.	<u>-0-</u>	_____
Worker's Comp.	<u>137</u>	_____
Unemployment Ins.	<u>35</u>	_____
	<u>312</u>	<u>5,986</u>
3. Travel	<u>-0-</u>	<u>-0-</u>
4. Office Supplies	<u>-0-</u>	<u>1,711</u>
5. Postage	<u>-0-</u>	<u>-0-</u>
6. Accounting & Payroll Preparation	<u>510</u>	<u>-0-</u>
7. Data Processing Charges	<u>-0-</u>	<u>-0-</u>
8. Audit Services	<u>-0-</u>	<u>-0-</u>
9. Rent	<u>-0-</u>	<u>2,461</u>
10. Utilities	<u>-0-</u>	<u>-0-</u>
11. Telephone	<u>-0-</u>	<u>-0-</u>
12. Insurance	<u>300</u>	<u>-0-</u>
13. Other: (Describe)		
<u>Public Relations Material</u>	<u>200</u>	<u>-0-</u>
_____	<u>-0-</u>	<u>-0-</u>
_____	<u>-0-</u>	<u>-0-</u>
14. Total Administration	\$ <u><u>3,600</u></u>	\$ <u><u>10,158</u></u> *
15. * Breakdown of Total Matching Share for Administration:		
Cash contribution	\$ <u>None anticipated</u>	
In-Kind contribution	\$ <u>10,158</u>	

PART IV - PROJECT NARRATIVE

150224

Section 1. NEEDS AND OBJECTIVES

In recent years, national attention has been drawn to the problems and needs of the senior citizen. These needs are often categorized as economic, physiological, psychological, and social. Title V SCSEP offers a unique opportunity to meet several of these needs, as well as expanding needed community services.

Economic and Employment Needs

Employment opportunities for older workers have long been a problem, both nationally and in Oregon. The problem is compounded for the economically disadvantaged person over 55 years of age. Three objectives of Oregon's SCSEP project are to provide 124 part-time, subsidized employment opportunities to eligible persons; to provide improve job skills, as needed; and to assist job-ready enrollees in obtaining unsubsidized employment.

Physiological Needs

Studies have shown that physical inactivity, particularly among the elderly population, accelerates the aging process. By providing part-time employment to enrollees, SCSEP can directly affect this problem. The Oregon project not only meets this need, but in providing subsidized positions to local senior programs, it indirectly provides non-participants with increased activity and services.

Psychological Needs

A person's self image is greatly improved when he/she is able to contribute to others. By providing employment opportunities in areas of needed community service, SCSEP allows enrollees an opportunity to help themselves by helping others.

Section 2. RESULTS OR BENEFITS EXPECTED

Oregon's SCSEP program will benefit project enrollees, other senior citizens and the community by:

enhancing the income and employability of enrollees by immediately providing a much needed increase in personal income while at the same time building on the enrollees existing skills or providing unskilled enrollees with basic employment skills. From the experience gained in these subsidized jobs, it is expected that many enrollees will be prepared to successfully compete for unsubsidized jobs, thereby assisting these participants in becoming economically self-sufficient and increasing their self-respect.

increasing the number of unsubsidized employment opportunities for the elderly by amplifying their visibility in the communities thus demonstrating to employers that older workers can make valuable contributions in the labor force. In this way, Oregon's SCSEP project will help to remove artificial barriers to the employment of older workers and increase the number of employment opportunities by expanding the communities' awareness of the problems and potentials of older workers and other senior citizens.

PART IV - PROJECT NARRATIVE

150224

Section 1. NEEDS AND OBJECTIVES

In recent years, national attention has been drawn to the problems and needs of the senior citizen. These needs are often categorized as economic, physiological, psychological, and social. Title V SCSEP offers a unique opportunity to meet several of these needs, as well as expanding needed community services.

Economic and Employment Needs

Employment opportunities for older workers have long been a problem, both nationally and in Oregon. The problem is compounded for the economically disadvantaged person over 55 years of age. Three objectives of Oregon's SCSEP project are to provide 124 part-time, subsidized employment opportunities to eligible persons; to provide improve job skills, as needed; and to assist job-ready enrollees in obtaining unsubsidized employment.

Physiological Needs

Studies have shown that physical inactivity, particularly among the elderly population, accelerates the aging process. By providing part-time employment to enrollees, SCSEP can directly affect this problem. The Oregon project not only meets this need, but in providing subsidized positions to local senior programs, it indirectly provides non-participants with increased activity and services.

providing opportunities for participants which would not otherwise be available to them by increasing the scale and scope of community services, particularly in programs which provide human services to elderly and low-income persons. By subsidizing self-help programs, SCSEP relieves the pressure on the communities' over-burdened and often under-funded welfare maintenance agencies.

increasing the communities' general economic profile by adding new payroll opportunities for older workers, which generates a multiplier effect.

Section 3. APPROACH

- a. Provision of services and operation of project will be conducted by agencies currently involved in other manpower programs, such as programs operated under the Comprehensive Employment and Training Act. SCSEP will be aimed at a significant segment of the population not currently targeted, that is, the part-time employment of low-income 55 and older in public service employment.

This method of operation was selected after consultation with the State Program on Aging as being the most viable means of providing required services without duplicating available sources of assistance. Systems required by 29CFR89 are already established and will be utilized to the fullest extent possible, enabling more funds availability for enrollee wages and fringe benefits.

(1) Recruitment and Selection of Enrollees:

Recruitment of enrollees will be conducted by the sponsor's local agents in sufficient number to ensure fulfillment of enrollment levels.

Vacancies will be listed with the appropriate office of the Oregon Employment Division and other agencies expected to have contact with eligible persons.

Although some variations exist, the following generally represents the project's recruitment and selection procedure:

All interested persons are referred to the sponsor's local agents, who explain the program, screen persons for eligibility (except medical) and refer preliminary eligible persons to worksites for interview and selection. Worksite supervisors are encouraged to give hiring preferences to those individuals meeting the priorities listed in 89.20. Physical examinations are arranged for those persons selected. Following examinations, participants return to the local agent with proof of a satisfactory medical exam. At this time, participants are officially enrolled in SCSEP and given a general orientation. They are then sent to the worksite for further orientation and employment.

(2) Continued Eligibility for Enrollment in SCSEP

The new SCSEP regulations require sponsors to recertify the place of residence and the income of each enrollee at least once each program year. This recertification will consist of (1) a statement signed and dated by the enrollee which itemizes his/her current family income and address, and (2) a statement signed and dated by the subcontractor acknowledging continued eligibility. Recertification will be accomplished by the subcontractor prior to scheduling the enrollees' annual physical examination.

(5) Assessment:

At the time of enrollment, the participant and counselor will discuss the enrollee's skills, work history, job preference, aptitudes, and program expectation. Based on this information, they will jointly identify a reasonable placement goal and the necessary supportive services. These decisions will be recorded in a statement of the enrollee's personal program goals.

(6) Training in Preparation for Community Service Employment

During intake and assessment, the subcontractor will determine the enrollee's training needs. In addition, pre-job training may be requested by either the enrollee or the worksite supervisor. Provision of 29CFR89.24 regarding training to be received, time of completion, and wages of enrollees, will be adhered to.

(7) Placement in Subsidized Employment:

- i. Community service activities vary from community to community; however, in most cases priority activities include: health, nutrition, welfare, library, legal, recreational, educational, financial counseling, and similar social services.
- ii. Most enrollees will be placed into existing direct service employment activities which will provide them the opportunity to use existing skills, as well as learning new skills. However possible, jobs will be created or altered to meet the enrollee's needs (as specified in the enrollee's personal program goals statement).

Enrollees who are consequently determined to be ineligible for continued enrollment shall be given one month notice by the project's subcontractor that their enrollment is to be terminated. The subcontractor will explain to the individual the reasons for the determination and will offer such assistance (short of continued enrollment) as the project is able to provide. This may include, but is not limited to, referral to a potential unsubsidized employment position, referral to a more appropriate manpower program, referral to the local office of the State Employment Division, and referral to any other local agency which may be capable of assisting the individual.

(3) Physical Examinations:

Each enrollee will be given a physical examination in accordance with 29CFR89.21. Examinations will be conducted by volunteer doctors, city or county health doctors, and private doctors where no donated services can be located. The required annual physical exam will be scheduled for the anniversary month of each enrollee.

(4) Orientation:

Each enrollee will receive a formal orientation to the SCSEP program. Conducted by subcontractors and/or the worksite, this orientation will be in accordance with 29CFR89.22. Enrollees will receive informational handouts related to subject matter of the orientation, and a checklist documenting items discussed will be signed by each participant and placed in their file.

(8) Training during Community Service Employment and for Other Employment:

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Enrollees will have access to post-placement training necessary to upgrade skills, attain job seeking skills, learn consumer information, etc. Post-placement counseling will also be made available. These services will be specified in the enrollees' goal statement and will be provided through qualified local sources.

Enrollees will receive post-placement training during normal working hours and will receive compensation for participation at stated project wages. Post-placement training will not exceed 20 percent of enrollees' work hours for the entire year.

(9) Supportive Services

Enrollees may volunteer to receive a wide range of supportive services, including job related and personal counseling. Every attempt will be made to ensure that enrollees receive all available services necessary to enable them to fulfill their individual goal statement.

(10) Enrollee Transportation:

Because of a lack of public transportation in the areas to be served, the project will furnish transportation to enrollees where needed. Local resources will be used to fill transportation needs where possible. Enrollees will not be expected to use their vehicles in carrying out their duties, but will be reimbursed in accordance with the regulations where personal vehicles are used.

- iii. Since most jobs are of the direct service type, most enrollees will be in contact with the general public. In this regard, enrollees will be responsible for the proper administration of their duties. Supervisory and other managerial positions will be given to enrollees wherever practicable.
- iv. Host agencies will be local government agencies and non-profit organizations. Selection priority will be given to agencies which serve low-income and elderly populations; which provide meaningful employment opportunities to enrollees; and which have demonstrated a potential for transitioning enrollees into unsubsidized employment.
- v. In the FY80 program, enrollees will work an average of approximately 20 hours per week, not exceeding 1300 hours annually.
- vi. In the FY81 program, the average enrollee wage rate will be approximately \$3.25 per hour, plus approved fringe benefits.
- vii. All enrollees will be provided social security, workmen's compensation and unemployment insurance coverage. Individual enrollees will receive life and health insurance, annual leave, sick leave and holidays consistent with the regular personnel policies of their employing agencies.
- viii. All contracts which assign enrollees to worksites require adequate worksite supervision be provided. Periodic monitoring visits by subcontractors assure that supervision is provided.

(11) Unsubsidized Placement:

The project will attempt to place 15% of its enrollees in unsubsidized employment during the grant year.

Placement activities of enrollees will be coordinated by subcontractors, who are also agents for CETA services. Counseling and job development services will be provided by CETA agents and/or the Oregon Employment Service, with job development aimed at both the private and public sector. Host agencies will be encouraged to transition enrollees to fill jobs in the agency, and to assist in unsubsidized placement in other sectors or agencies.

Each subcontractor will be encouraged to use at least one SCSEP slot as a job developer. Efforts will be made to provide additional training specifically for these job developers. Cooperative relationships will be encouraged between these SCSEP job developers, the area Employment Service Older Worker Specialists and the Area Agency on Aging Offices.

Post-placement follow-up activities will be conducted in compliance with 27CFR89.29(4)(d).

(12) Due Process for Adverse Actions:

All enrollees will be afforded protection against adverse actions under Oregon Administrative Rule 106-01-205 through 275, adopted and filed with the Oregon Secretary of State. This procedure allows for a method and system of notifications, recourse, and right to appeal. This basic procedure was developed to comply with CETA program requirements and has been used successfully for several years.

Section 105-01-211 of the Administrative Rule requires that a summary of the procedure be provided to the participant at the time of intake or orientation. Upon receipt of this summary, enrollees will sign a statement acknowledging receipt. This statement will be kept in the enrollee's file. In addition, a copy of the entire procedure must be given to any individual upon request or any time a grievance is filed.

(13) Temporary Enrollees:

The project sponsor may authorize subcontractor to enroll temporary enrollees in sufficient number to attain maximum expenditure of funds. At no time will the number of temporary enrollees exceed 20% of the total number of enrollment positions established under this grant.

(14) Non-discrimination and Equal Employment Opportunities:

During formal orientation, enrollee's rights and responsibilities are explained including the non-discrimination and equal employment including the non-discrimination and equal employment opportunity provisions of the program. If the individual encounters any violation of these provisions, they are encouraged to utilize the established grievance procedure.

(15) Maintenance of Effort:

All project and subproject contracts contain assurances that maintenance of effort violations will not occur. Periodic on-site monitoring by both the project and subproject sponsors are conducted to ensure compliance. In addition, the required fiscal audit also checks for compliance.

152051

STATEWIDE PROGRAMS -- EMPLOYMENT DIVISION

SCSEP Occupational Summary

1. Subgrant Number
SW- 809206

2. Name and Address of Subgrantee		3. Type of Program			
Training and Employment Division/522 S.W. 5th City of Portland/Human Resources Bureau/8th Flr. Portland, Or		Title V			
4. Employing Agency and/or Worksite	Job Title (each position)	Hourly Wage (SCSEP)	Non-SCSEP Supplementa- tion of Wage	Hours/year Planned	Total Wages
(A)	(B)	(C)	(D)	(E)	(F)
Multnomah County Community Action Agency	Weatherization Project Aid	3.35	0	1040	3484
PACT	Weatherization Project Aid	3.35	0	1040	3484
PACT	Weatherization Project Aid	3.35	0	1040	3484
Friendship Health Center	Nursing Aide	3.35	0	1040	3484
Visiting Nurse Assoc.	Geri-Aide	3.35	0	1040	3484
Housing Authority of Portland	Clerk/Typist Aide	3.35	0	1000	3350
Neighborhood House	Receptionist Trainee	3.35	0	1000	3350
Oregon Environmental Council	Clerk Aide	3.35	0	1000	3350
N.W. Pest Project	Community Visitor	3.35	0	1000	3350
Social Security Administration	Receptionist/Clerk	3.35	0	1000	3350
Senior Citizen Grocery	Clerk/Sales	3.10	0	290	713
Hollywood Senior Center	Recreation Trainee	3.35	0	1000	3350
Peninsula Project Able	Recreation Director	3.35	0	1000	3350
United Cerebral Palsey	Office Aide	3.35	0	1000	3350
5. TOTAL		14		13490	44923

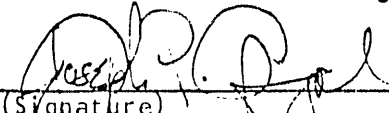
NOTIFICATION OF AUTHORIZED SIGNATORY

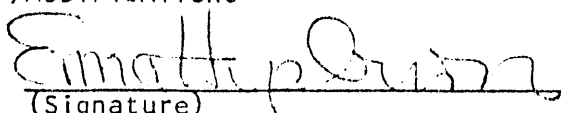
SW:809206
M 25 '80 150222

The following persons whose names appear below are hereby authorized to sign Request for Funds, Expenditure Reports, and related documents for:

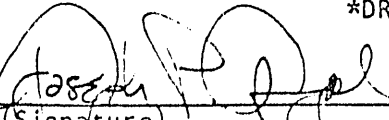
CETA YCC YACC SCSEP

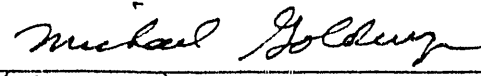
SUBGRANT/CONTRACT/MODIFICATIONS


(Signature)
Joseph P. Gonzales, Director/TED
(Typed Name and Title)

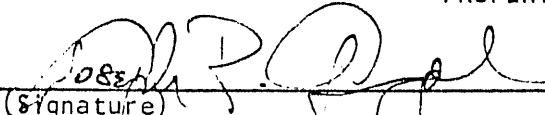

(Signature)
Erma Hepburn, Exec. Director/HRB
(Typed Name and Title)

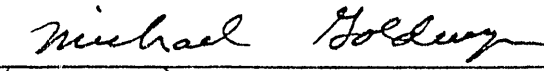
DRAWDOWN FORM (REQUEST FOR FUNDS)


(Signature)
Joseph P. Gonzales, Director/TED
(Typed Name and Title)

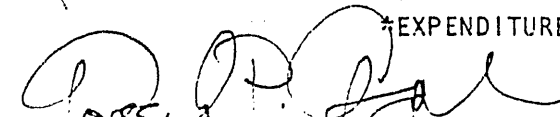

(Signature)
Mike Goldwyn, Deputy Dir./TED Admin.
(Typed Name and Title)

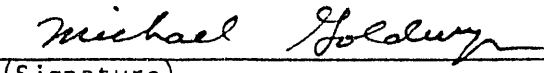
PROPERTY AUTHORIZATION


(Signature)
Joseph P. Gonzales, Director/TED
(Typed Name and Title)


(Signature)
Mike Goldwyn, Deputy Dir./TED Admin.
(Typed Name and Title)

EXPENDITURE REPORTS (MONTHLY)


(Signature)
Joseph P. Gonzales, Director/TED
(Typed Name and Title)



(Signature)
Mike Goldwyn, Deputy Dir./TED Admin.
(Typed Name and Title)

Subgrantee/Subcontractor:

Human Resources Bur/Training & Employment Division
(Agency name)
522 SW 5th, 8th flr.
(Address)

Portland, Oregon 97204
(City/State/Zip)
Phone: 248-4474

As authorized representative to legally commit this Agency, I hereby designate the signatory authority listed above.


(Signature)
Connie McCready
(Typed Name)
Mayor
(Title)
Date: 7/28/80

CONTACT PERSON'S NAME AND PHONE NUMBER FOR:

Management Information System	<u>Helen Warbington</u>	<u>248-5813</u>
Fiscal Matters	<u>Carol Sato</u>	<u>248-4541</u>
Program Operations	<u>Helen Warbington</u>	<u>248-5813</u>

ORDINANCE NO.

150224

An Ordinance authorizing acceptance of Senior Community Service Employment Program Grant No. SW 809206 from the State of Oregon, Department of Human Services, Employment Division, in the amount of \$60,000 for the period beginning August 1, 1980 and ending June 30, 1981; increasing the FY 80-81 City budget; allocating funds, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. That the State of Oregon, Department of Human Services, Employment Division, is acting on behalf of the Governor of Oregon to administer Senior Community Service Employment Program (SCSEP) under Title V of the Older Americans Act of 1965.
2. That an SCSEP sub-grant of \$60,000 has been allocated to the City of Portland to provide part-time training and employment for fourteen older workers fifty-five years and over.
3. That the grant requires a fourteen percent in-kind contribution, which will be provided by community-based organizations participating in the program.
4. It is therefore appropriate that the Mayor accept, on behalf of the City, SCSEP Grant No. SW 809206 in the amount of \$60,000 from the State of Oregon, Department of Human Services, Employment Division, as set forth in Exhibit "A".

NOW, THEREFORE, the Council directs:

- a. The Mayor is hereby authorized to accept, on behalf of the City, SCSEP Grant No. SW 809206, as set forth in Exhibit "A".

ORDINANCE No.

- b. The Finance Officer is hereby authorized to amend the FY 80-81 City Budget, increasing resources and requirements as follows:

CETA FUND

Resources

Grant No. SW 809206 SCSEP	\$60,000
Total Resources	<u>\$60,000</u>

Requirements

BUC #684xxxxx.110*	\$ 2,278	
.170	312	
.210	510	
.260	<u>500</u>	
Total Administration		\$ 3,600
BUC #684xxxxx.133	\$44,923	
.134	5,477	
.290	945	
.291	<u>5,055</u>	
Total Participant		<u>\$56,400</u>
Total Requirements		\$60,000

* BUC No. Applied for

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

Passed by the Council,

Commissioner Francis Ivancie
JPG:pj
7/30/80

Attest:

Auditor of the City of Portland

Calendar No. 2933

ORDINANCE No. 150224

Title

An Ordinance authorizing acceptance of Senior Community Service Employment Program Grant No. SW 809206 from the State of Oregon, Department of Human Services, Employment Division, in the amount of \$60,000 for the period beginning August 1, 1980 and ending June 30, 1981; increasing the FY 80-81 City budget; allocating funds and declaring an emergency.

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

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Filed AUG 7 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By Gordon
Deputy

INTRODUCED BY
Commissioner Francis Ivancie

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

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <i>J.P. Gonzales</i> Date: 7/30/80
Budget Impact Review: <input type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <i>Erma Hepburn</i>

CALENDAR	
Consent	Regular <input checked="" type="checkbox"/>

NOTED BY
City Attorney
City Auditor
City Engineer