

Exhibit "A" 150817

AGREEMENT

**RECEIVED**  
TRAINING & EMPLOYMENT DIV.

JUL 08 1980

THIS AGREEMENT is entered into by the National Council on the Aging, Inc., (NCOA)

hereinafter referred to as Grantee, and (name of Subgrantee) ADMINISTRATION  
Resources Bureau

hereinafter referred to as Subgrantee. The Subgrantee agrees to operate a project under the Senior Community Service Project (SCSP) in the manner described in the approved Subgrant Work Program including all general and special assurances included therein.

PARTIES: (Grantee) THE NATIONAL COUNCIL ON THE AGING, INC.  
1828 L Street, N. W.  
Washington, D. C. 20036

A  
N  
D

(Subgrantee) Human Resources Bureau  
522 S.W. Fifth Avenue, 8th Floor  
Portland, Oregon 97204

Subgrant Amount: \$74,600

Subgrant Number: 99-0-483-11-5-40

Approved Number of Enrollment Positions: 21

Number of enrollee unsubsidized placements to be achieved during the funding period: 3

Subgrant Duration: July 1, 1980 - June 30, 1981

Work: The work and services prescribed by the Subgrantee in the Subgrant Work Program as amended shall be attached hereto and made a part hereof.

W I T N E S S E T H

WHEREAS, the Grantee is authorized under Title V of the Comprehensive Older Americans Act Amendments of 1978 (Public Law 95-478) to implement and conduct the purposes set forth in said Title V; and

WHEREAS, the Subgrantee agrees to administer and operate its work and/or services as set forth in its Work Program, and pursuant to Federal and Grantee rules and regulations applicable to the usage of such Title V funds;

NOW, THEREFORE, it is mutually agreed as follows:

## I.

The Subgrantee agrees that the work to be performed hereunder by the Subgrantee is part of the work called for by the Grantee. The Subgrantee agrees to undertake the performance of the work for the duration stated above and perform the work hereunder in such a manner as to constitute good performance of the Subgrant. The Subgrantee also agrees to comply with and be bound by all of the terms and conditions of the said Subgrant to the extent they relate to the work prescribed in its Work Program and to all rules and regulations pertaining thereto promulgated by the Grantee and/or the Federal Government which are in effect during the term of this Agreement.

Any changes in the Subgrantee's work and/or services shall require prior written approval from the Grantee.

## II.

A. The Subgrantee shall, subject to the provisions of Subparagraph C below, be reimbursed by the Grantee for the cost directly allocable to and actually incurred by the Subgrantee in the performance of the work.

B. Notwithstanding the provisions of Subparagraph A hereof, as a condition to the Subgrantee's right to reimbursement as therein provided, the Subgrantee shall perform the following:

- (1) Prior to the performance of any of the work, the Subgrantee shall transmit to the Grantee a detailed budget of expenses the Subgrantee anticipates it will incur in the performance of the work and shall not commence work until the Grantee approves said budget in writing.
- (2) Prior to the performance of any of the work, the Subgrantee shall establish and maintain a separate bank account, within the parameters of state fiscal codes and accounting procedures, into which all payments and credits made hereunder shall be deposited and from which all disbursements with respect to the work shall be made. The Subgrantee shall not commingle funds paid hereunder with any other funds not to be used exclusively in the performance of the work.

C. The Subgrantee may submit, on a periodic basis as necessary, a written Request for Advance Payment on forms to be provided by the Grantee. The Request for Advance Payment must be in accordance with the budget and may not exceed an amount for which obligations have been actually incurred or payments have actually been made by the Subgrantee in connection with the performance of the work under this Agreement and for which funds have not previously been advanced or reimbursed by the Grantee. Such request shall contain a list of the same line items as approved in the Subgrantee's budget for which a payment is required or reimbursement is sought. It shall be certified by an authorized representative of the Subgrantee. In no event shall the liability of the Grantee hereunder or the total amount of payments made pursuant hereto to the Subgrantee exceed the Subgrant amount or budget, whichever shall be the lesser. The Subgrantee shall

submit a Monthly Financial Report, indicating actual incurred costs, to the Grantee not more than fifteen (15) days after the end of a given report period.

### III.

The Subgrantee's budget is the approved financial plan for both Federal and nonfederal shares to carry out the purposes of the Grant as set forth in this Grant Agreement document. Subgrantees shall promptly request prior written approval from the Grantee for budget revision whenever:

- (1) The revision results in a net increase or decrease from the anticipated enrollment level by 15 percent or in other significant changes in the scope of the project;
- (2) The revision indicates a need for additional Federal funding;
- (3) The Federal share of the Subgrant budget is over \$100,000 and the cumulative amount of transfers among direct cost budget categories exceeds or is expected to exceed \$10,000, or 5 percent of the total Subgrant budget, whichever is greater;
- (4) The Federal share of the Subgrant budget is \$100,000 or less and the cumulative amount of transfers among direct cost categories exceeds or is expected to exceed 5 percent of the total Subgrant budget;
- (5) The revision involves the transfer of Federal funds allocated for enrollee wages and fringe benefits to other categories of expense;
- (6) The revision involves a transfer of Federal funds from enrollee cost categories to administrative cost categories;
- (7) The revision pertains to the addition of the cost items requiring approval in accordance with the provisions of Federal Management Circular (FMC) 74-4;

- (8) The revision involves the transfer of amounts budgeted for indirect costs, where applicable, to absorb increases in direct costs;
- (9) The revision involves a change in the nonfederal contribution.

In addition to the aforementioned specific budget revision procedures, all other deviations from the Subgrantee's authorized budget must receive prior written approval of the Grantee. The Subgrantee shall not purchase or rent any equipment for the performance of the work without the prior written approval of the Grantee. Total expenditure of funds must not exceed the amount authorized and cited in the budget of this Subgrant.

#### IV.

All costs incurred from July 1, 1980, to the date of final execution of this Agreement by the Subgrantee and Grantee are allowable costs to the extent that they would have been allowed if incurred after the effective date of this Subgrant.

#### V.

In the event of disallowance or audit exception by the Grantee, including any exception resulting from a U. S. Department of Labor audit, of any expenditure which it considers to be an item not properly allocable to the work or reimbursable under this Subgrant, the Grantee shall notify the Subgrantee in writing of the disallowance, giving full particulars and reasons for the disallowance. In the event the Subgrantee concurs, the amount disallowed may be withheld by the Grantee from the next advance, if any; or if there is no next advance, the Subgrantee shall make payment to the Grantee. In the event the Subgrantee does not concur with a disallowance or audit exception, the matter shall be referred to the appropriate official of the U. S. Department of Labor for final resolution.

## VI.

Prior to final reimbursement for Subgrant expenditures hereunder, the Subgrantee shall execute and deliver to the Grantee a Subgrantee's Release form and a Subgrantee's Assignment of Refunds, Rebates, and Credits form, both of which shall have been agreed to by the parties, discharging the Grantee, its officers, agents, and employees from all liabilities, obligations, and claims arising out of or under this Subgrant, to the extent provided by said forms. The Subgrantee shall have at least 60 days to close out its Subgrant following the termination date of said Subgrant. The Subgrantee shall, within the 60-day period following said termination date and prior to signing a release, submit a financial statement indicated as Final to the Grantee.

## VII.

The Subgrantee is responsible for the selection and hiring of the local SCSP director. The Grantee's Field Representative must be consulted prior to and approve the selection of the local SCSP director.

The extent and character of work performed by the Subgrantee shall be subject to the general supervision, direction, control, inspection, and approval of the Grantee. The Grantee through any authorized representative or designee (including a representative of the U. S. Department of Labor or others, if applicable) shall have the right, at all reasonable times, to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed.

## VIII.

The Subgrantee agrees to maintain books, records, documents, and other evidences (hereinafter collectively called the "Records") pertaining to the costs and expenses of this Subgrant to the extent and in such detail as will properly reflect all costs, direct and indirect, or labor, material,

equipment, supplies, services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Subgrant. The Subgrantee's accounting procedures and practices shall be subject to the approval of the Grantee, provided, however, that no material change will be required to be made in the Subgrantee's accounting procedures and practices if they conform to generally accepted accounting practices, if they comply with regulations of the appropriate government authorities, and if the costs properly applicable to this Subgrant are readily ascertainable and verifiable therefrom. The Grantee, its authorized representative and/or designee (including a representative of the U. S. Government) shall, during the term of this Subgrant and until the expiration of three (3) years after the final payment hereunder, have access to and the right to inspect, examine, reproduce, and/or audit, as the case may be, the Records; and the Subgrantee agrees to hold the Records and make same available to the Grantee, its authorized representatives, and/or its designee (including government representatives) during the aforesaid period upon request.

#### IX.

The Subgrantee agrees to provide all enrollees with Social Security (except when written approval exempting such coverage has been obtained from the Grantee); and, in accordance with the provisions of Rules and Regulations for the Senior Community Service Employment Project as published in the Federal Register, Volume 41, No. 42 (3/2/76), the following insurance must be procured and maintained in force during the lifetime of the above-numbered Grant:

State Workmen's Compensation Law: The Subgrantee shall assure that enrollees are covered by State Workmen's Compensation in the amounts required by State law or the United States Longshoremen's and Harbor Worker's Compensation Act (33 USC 901). Where enrollees are not covered by

State Workmen's Compensation laws, they shall receive equal benefits to those covered by the State Workmen's Compensation laws. These benefits shall be provided either by a state-approved insurance company or by self-insurance if allowed by state law.

X.

The Subgrantee hereby agrees to reimburse enrollees and authorized local project administrative staff at the rate not exceeding twenty (20%) per mile for use of personal automobiles when their use is related to on-the-job transportation, provided the enrollee or project administrative staff person has sufficient personal property and public liability insurance. Reimbursement for job-related travel will not be authorized without sufficient documentation.

No enrollees nor authorized local project administrative staff members are authorized to receive reimbursement for overnight lodging costs or for travel outside the Subgrantee's area of service unless prior written approval is granted by the Grantee. In those instances where this is applicable, the Subgrantee will be authorized to reimburse actual expenses not to exceed standard Federal Government travel regulations. Original receipts supporting expenditures must be attached to an "Expense Report" and will become a part of the Subgrantee's permanent SCSP records. Reimbursement shall not be made without appropriate receipts.

The Subgrantee agrees to maintain accurate program activity reports. These reports will include, among other things, all deaths, traumatic injuries or industrial diseases, and substantial property damage which occur during or as a result of the activities covered in this Subgrant Agreement. Further, the Subgrantee should submit data to the Grantee as follows:

- A. Monthly Progress Report
- B. Quarterly narrative report of project activities



- C. Client Intake Form
- D. Enrollee Termination Form
- E. Monthly Financial Report
- F. Other Grantee forms as appropriate

## XI.

The failure of the Grantee to insist upon the performance of any term or provision of this Subgrant or to exercise any right herein conferred shall not be construed as a waiver or relinquishment to any extent of the Grantee's right to assert or rely upon any such term or right on any future occasion.

## XII.

All documents, records, reports, forms, or any other material maintained, completed, or submitted to the Subgrantee in connection with the performance of the work, as well as any equipment, furniture, or other tangible property (if any) acquired with funds provided or reimbursed by the Grantee, shall be the exclusive property of the Grantee and shall be delivered to the Grantee at the termination date or earlier termination of this Subgrant or upon request therefor, with the exception that official Subgrantee records shall be the property of and be retained by the Subgrantee.

All rights of copyright, reproduction, and disposal of the material gathered by the Subgrantee, including but not limited to the aforesaid documents, reports, and forms, shall belong exclusively to the Grantee, with the exception that the Subgrantee is authorized to make and retain for its official records copies of documents and reports provided to the Grantee. Further, no publication or dissemination of any kind shall be made of material, reports, or results of this SCSP project by the Subgrantee without the prior written consent of the Grantee with the exception that the Subgrantee may provide normal public information concerning

the program, its purpose, and requirements for enrolling and that the Subgrantee may publish statistical data concerning participation and progress of the program.

#### XIII.

Neither this Subgrant nor any claim arising hereunder, whether for money or otherwise, may be assigned or transferred by the Subgrantee without the prior written consent of the Grantee. Accordingly, the Subgrantee may subgrant all or part of the work, provided that the Grantee shall have approved in writing the terms and provisions of the Subgrant. Those secondary Subgrants previously approved by the Grantee which are with the same vendor and which have no changes other than to reflect the time period under this Agreement need not be submitted under this Agreement. Any consent required of the Grantee under this section or any other section of this Subgrant may be reasonably withheld by the Grantee.

The Subgrantee shall not, without prior written consent of the Grantee, enter into any commitments for services or equipment which cannot be terminated immediately without penalty upon termination of this Subgrant.

#### XIV.

A. This Subgrant and the work to be performed hereunder by the Subgrantee may be terminated by the Grantee for either of the following reasons:

- (1) Default by the Subgrantee in the performance of any term or provision of this Subgrant.
- (2) The termination of the Grant by the Federal Government or so much thereof as it pertains to the work under this Subgrant.

B. The termination of this Agreement will result in the cancellation of financial assistance, in whole or in part, prior to the completion date. Termination procedures for this Agreement are as follows:

- (1) The Grantee may terminate the Subgrant in whole, or in part, at any time before the date of completion whenever it is determined that the Subgrantee has failed to comply with the conditions of this Agreement. The Grantee will promptly notify the Subgrantee in writing of the determination and the reasons for the termination, together with the effective date. Payments to the Subgrantee or recoveries by the Grantee under agreements terminated for cause shall be in accord with the legal rights and liabilities of the parties.
- (2) The Agreement may be terminated in whole or in part when both the Subgrantee and the Grantee agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two (2) parties shall agree upon the termination conditions, including the effective date and, in case of partial terminations, the portion to be terminated. Upon termination, the Subgrantee shall, subject to compliance with the provisions of Section C of Article II above, have the right to be reimbursed for all reimbursable expenses actually incurred by the Subgrantee prior to the date of termination.

## XV.

This Subgrant may not be modified or amended except by written amendment to this Agreement, except that the Grantee may, at any time and from time to time, amend its policy and procedural requirements for this Grant program by written notification thereof to the Subgrantee, provided that such amendment to program requirements shall not relieve the Grantee from any obligation to reimburse the Subgrantee for expenditures properly made prior to such amendments. Any such amendments shall provide adequate lead time for implementation of the amendment.

## XVI.

In the event any dispute arises concerning the performance of the work by the Subgrantee or the right of the Subgrantee to be reimbursed for any expenditure, if the matter disputed shall ultimately affect the performance by the Grantee of the Grant or its right to be reimbursed for the disputed item, then such dispute shall be settled by the appropriate official in the U. S. Department of Labor.

## XVII.

The Subgrantee agrees that in all matters relating to this Subgrant it shall be acting as an independent agency and that the employees of the Subgrantee are not employees of the Grantee within the meaning or application of any Federal or State Unemployment Insurance Laws, Old Age Benefit Laws or Social Security Laws or any Workmen's Compensation, Industrial or Labor Laws or otherwise. The Subgrantee agrees to assume and discharge all liabilities and perform all obligations imposed on the Subgrantee with respect to its performance of this Subgrant. The Subgrantee shall have no right, power or authority to create any obligation, expressed or implied, on behalf of the Grantee, and shall have no authority to represent the Grantee as agent.

## XVIII.

The Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended, relative to equal opportunity and implementing rules and regulations of the President's Committee on Equal Opportunity, is incorporated herein by specific reference.

## XIX.

A. The Subgrantee hereby agrees to save and hold the Grantee harmless from and against all suits for claims or any litigation based thereon due to the Subgrantee's fault or failure in performance of the work under this Agreement. To the extent that policies of insurance may be reasonably

obtained covering the risks involved in the performance of the work, the Subgrantee shall obtain and maintain such policies of insurance and shall cause to be named the Grantee as an insured party thereto. If the Subgrantee is a self-insurer, the Subgrantee agrees to reimburse the Grantee for any counsel fees included therein.

B. When advance payments are provided to the Subgrantee, the Subgrantee shall obtain fidelity bond coverage which meets the specifications described as follows:

- (1) Fidelity bond coverage shall be in the form of a blanket position bond with an approved corporate surety covering any and all officers and employees of the recipient organization who are involved in the activities of this project.
- (2) The amount of the bond shall be \$50,000.
- (3) If possible, both the Subgrantee and the Grantee shall be named as insureds. If this is not possible, the Subgrantee shall be named as the insured.
- (4) The period of coverage shall be at least one year, with a discovery period of no less than one year after the cancellation or other termination of the bond.
- (5) The bond shall stipulate that the Grantee be given 35 days advance notice by the surety prior to making any material change in, or cancellation of, the bond. The advance notice shall be provided by certified mails.
- (6) If the bond covers payments under funding agreements with more than one agency, the bond shall include a recovery provision for each agency involved.

XX.

The Subgrantee is not authorized to use funds to contract with independent public accountants for audit services under this Subgrant. The

word "audit" as used herein is intended to mean:

A. A systematic verification of the accounting records, vouchers, and other financial and legal records and documents of a Subgrantee for the purpose of determining the allowability of Grant costs.

B. The rendering of an expert and impartial opinion by a qualified accountant as to the fairness of recorded costs incurred in the performance of work under this Grant.

Interim and final audits of this Subgrant will be performed by the Grantee (including a representative of the U. S. Department of Labor or others, if applicable), and a summary of such audits thereof will be provided to the Subgrantee.

XXI.

The Subgrantee assures and certifies with respect to the Subgrant that it will comply with the Federal regulations governing Grant administration as set forth in Title 29, Code of Federal Regulations, Part 89, Subpart E, and will, if the provisions of Subpart E are amended or revised, comply with them or notify the Grantee within 30 days after promulgation of the amendments or revision that it cannot so conform, so that the Grantee and the U. S. Department of Labor Officer may take appropriate action, including Subgrant termination, if necessary.

(General Assurances). The Subgrantee assures and certifies with respect to the Subgrant that:

(A) The project conducted under the Subgrant will:

- (1) 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;
- (2) Provide employment for eligible individuals in the community in which such individuals reside, or in nearby communities;

- (3) Employ eligible individuals in services related to publicly owned and operated facilities and projects or in 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, as amended, 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;
- (4) Contribute to the general welfare of the community;
- (5) Provide employment for eligible individuals whose opportunities for other suitable public or private paid employment are poor;
- (6) Result in an increase in employment opportunities over those opportunities which would otherwise be available, but (i) not result in the displacement of currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work or wages or employment benefits), and (ii) not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed;
- (7) 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;
- (8) Utilize methods of recruitment and selection (including listing of job vacancies with the employment agency operated by any State or political subdivision thereof) which assure that the maximum number of eligible individuals have an opportunity to participate in the project.

- (9) Include such training as may be necessary to make the most effective use of the skills and talents of those individuals who are participating, as well as provide for the reasonable expenses of individuals being trained, including reasonable compensation for time spent in training;
- (10) Assure that safe and healthful conditions of work will be provided, and assure that persons employed in community service jobs assisted under this Subgrant shall be paid wages which shall not be lower than whichever is 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/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;
- (11) Be established or administered with the advice of persons who are competent in the field of service in which employment is being provided and who are knowledgeable with regard to the needs of older persons;
- (12) Authorize pay for necessary transportation costs of eligible individuals which may be incurred in project-related activities under this Subgrant in accordance with Title 29, Code of Federal Regulations, Section 89.28;
- (13) 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 individuals in proportion to their numbers in the Subgrantee's geographical jurisdiction; and



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

B. The Subgrantee will comply with the Older American Community Service Employment Act, as amended by the Comprehensive Older Americans Act Amendments of 1978 (Public Law 95-478).

C. The Subgrantee will comply with the Federal regulations governing project operations as set forth in Title 29, Code of Federal Regulations, Part 89, and will, if the provisions of Part 89 are amended or revised, comply with them or notify the Grantee within 30 days after promulgation of the amendments or revision that it cannot comply, so that the Grantee and U. S. Department of Labor Grant Officer may take appropriate action, including Subgrant termination, if necessary.

XXII.

IN WITNESS WHEREOF, the parties hereto have caused this Subgrant to be signed by their respective duly authorized officers as of the day and year written below.

THE NATIONAL COUNCIL ON THE AGING, INC.

By Donald F. Kelly Date 8/4/80

By Joseph P. Gonzales Date 7/10/80  
(Signature of Authorized Subgrantee Officer)

Joseph P. Gonzales, Training and Employment Division, Director  
(Type or Print Name and Title of Authorized Officer for Subgrantee)

By \_\_\_\_\_ Date \_\_\_\_\_  
Francis Ivancie, Mayor



THE NATIONAL COUNCIL ON THE AGING, INC.  
 Since 1950 working to improve the lives of older Americans

1828 L STREET, N.W., WASHINGTON, D.C. 20036  
 TELEPHONE (202) 223-6250

June 25, 1980

Mr. Frank Ivancie, Commissioner  
 City of Portland  
 City Hall  
 1220 S.W. Fifth Avenue  
 Portland, Oregon 97204

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 JUN 30 1980

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JUN 27 1980

COMM. OF  
 PUBLIC UTILITIES

Re: SCSP Subgrant Renewal

Dear Commissioner Ivancie:

This is to officially confirm renewal of your agency's SCSP subgrant agreement with NCOA for the twelve (12) month performance period of July 1, 1980, through June 30, 1981. Your agency's subgrant renewal documents are under review; in the meantime, this communication authorizes your agency to continue its subgrant agreement for the aforementioned performance period.

Please note that your agency has been assigned the subgrant number of 99-0-483-11-5-40 for the renewal period. This number should be used on all subgrant documents covering the new performance period of July 1, 1980, through June 30, 1981. The current SCSP subgrant agreement expiration date is June 30, 1980, and you will need to complete closeout of this subgrant within sixty (60) days or by September 1, 1980.

We are pleased to advise you that your agency's subgrant federal allocation will be \$74,600. This amount must support a minimum of 21 enrollee job slots.

If you have any questions regarding this correspondence, please do not hesitate to contact your NCOA field representative at your earliest convenience.

Sincerely,

*Donald F. Reilly*

Donald F. Reilly  
 Deputy Executive Director

150847

NATIONAL COUNCIL ON THE AGING, INC.  
Working to improve the lives of older Americans



1828 L STREET, N.W., WASHINGTON, D.C. 20046  
TELEPHONE (202) 223-6250

August 25, 1980

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SEP 26 1980  
HRB FISCAL

Mr. Joseph Gonzalez  
Division Manager of Training & Employment  
Human Resources Bureau  
622 S.W. 5th Avenue, 8th Floor  
Portland, OR 97204

Re: Subgrant Number 99-0-483-11-5-40

Dear Mr. Gonzalez:

Pursuant to your agency's Senior Community Service Project subgrant with NCOA, I am enclosing for your records a copy of your fully approved SCSP budget for the performance period July 1, 1980, through June 30, 1981. This correspondence also conveys full approval of your project narrative.

Because your budget supports 3 positions above the number shown in your legal agreement with NCOA, the total number of approved enrollment positions for your project has been increased to 24 and your unsubsidized placement rate is now 4 enrollees. If you have any questions about this correspondence, please do not hesitate to contact your NCOA field representative, Jacqueline Smith, at your earliest convenience.

(Helen + Planning ARE O.K. on this

Sincerely,

*Donald L. Davis*

Donald L. Davis  
National Director  
Senior Community Services Project

Enc.

- cc: H. Warbington
- B. Finkelstein
- J. Smith
- E. Sobota
- L. Fyfe
- R. Friedman

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ADMINISTRATION

President: Elmer W. Warden, Ph.D.; Vice President: Margherita Allardice, Ismael Dieppa, DSW, Robert J. Ahrens, Harris T. Schrank, Ph.D., Edith Sherman, Ph.D.  
Secretary: Janet E. Sykes; Executive Secretary: Maurice Jackson, Ph.D.; Treasurer: James H. Agee; Assistant Treasurer: Roger A. Baird; Executive Director: Jack Ossolsky

SENIOR COMMUNITY SERVICE PROJECT BUDGET

Subgrantee: Human Resources Bureau, Portland, OR  
(Include name, city, state)

Subgrant Number: 99-0-483-11-5-40  
(To be completed by NCOA)

Performance Period: July 1, 1980 through June 31, 1981

	<u>Federal Share</u>	<u>Nonfederal Contribution</u>	<u>Total</u>
<b>I. ENROLLEE COSTS</b>			
A. Salaries	\$ 67,400	-	\$ 67,400
B. Fringe Benefits	4,700	-	4,700
C. Transportation	200	-	200
D. Physical Examinations	700	-	700
E. Field Supplies	100	1,900	2,000
F. Other	200	-	200
Subtotal:	<u>\$73,300</u>	<u>1,900</u>	<u>\$ 75,200</u>
<b>II. ADMINISTRATIVE COSTS</b>			
A. Salaries	-	6,500	6,500
B. Fringe Benefits	-	-	-
C. Travel	-	-	-
D. Telephone/Postage	-	-	-
E. Other	1,300	2,700	4,000
Subtotal:	<u>\$ 1,300</u>	<u>\$ 9,200</u>	<u>\$ 10,500</u>
GRAND TOTAL:	<u>\$74,600</u>	<u>\$11,100</u>	<u>\$ 85,700</u>

1. SUPPORT DATA FOR ENROLLEE COSTS

		<u>Subtotal</u>	<u>150847</u>
A. <u>Salaries</u>			
1. 15 Enrollees @ \$3.10/Hr. x 20 Hrs. x 23 Wks =	21,390	<u>21,400</u>	
2. 15 Enrollees @ \$3.35/Hr. x 20 Hrs. x 23 Wks. =	23,115	23,000	
3. 01 Enrollees @ \$4.15/Hr. x 24 Hrs. x 50 Wks =	4,980	5,000	
4. 02 Enrollees @ \$3.35/Hr. x 20 Hrs. x 38 Wks =	5,092	5,100	
5. 06 Enrollees @ \$3.35/Hr. x 20 Hrs. x 32 Wks =	12,864	<u>12,900</u>	
	<u>67,441</u>		67,400
B. <u> fringe Benefits</u>			
1. FICA @ .064 x 67,400 (average of .0615 and .0665)	4,313	4,300	
2. WCB (Workman's Compensation Board)	<u>400</u>	<u>400</u>	
	4,713		4,700
C. <u>Transportation</u>			
1. <u>Bus tickets</u>			
20 Enrollees x 1.10 x 3 days = 66.00			
2 Enrollees x 1.10 x 20 days = 44.00			
1 Enrollee x 1.10 x 50 days = 55.00	165		200
(tickets are 55¢ x 2 = roundtrip)			
D. <u>Medical Examinations</u>			
1. Physical exams: 32 x 18.00 each = 576	576		
2. Related health services: 4 x 25 each = 100	100		700
	<u>676</u>		
E. <u>Field Supplies</u>			
1. 20 Enrollees x 5.00	100		100
F. <u>Other</u>			
1. Education: 2 Enrollees x 3.35 x 32 hrs.	214		<u>200</u>
	<u>Total</u>		<u>73,300</u>

## II. SUPPORT DATA FOR ADMINISTRATIVE COSTS

<u>Administrative</u>	<u>Sub total</u>	<u>Total</u>
A. Salaries	None	
B. Fringe Benefits	None	
C. Travel	None	
D. Telephone, Postage	None	
E. Other		
1. Check issue costs \$50/mo x 12 mos.	600	
2. Public Relations Materials	200	
3. Liability Insurance Premium	<u>500</u>	
	1,300	<u>1,300</u>

Support Data for Non-Federal Contribution

150817

None Anticipated

1. Cash Contribution
2. In-Kind Contribution

A. Staff Time

B. Worksite Space/Time/Materials

1. BELMONT PRESCHOOL

Supervisor time:  $\$84.00 \times 12 = \$1,008$  1,000

2. MCCAA

Supervisor time:  $\$218.56 \times 12 = \$2,622$   
Space:  $175.00 \times 12 = 2,100$   
Materials/Supplies:  $70.00 \times 12 = 840$   
\$5,562 5,600

3. NORTHWEST PILOT PROJECT

Supervisor Time:  $\$ 61.12 \times 12 = \$ 733$   
Materials/Supplies:  $60.00 \times 12 = 720$   
\$1,453 1,500

4. PROVIDENCE CHILD CARE

Supervisor time:  $\$ 98.70 \times 12 = \$1,184$  1,200

5. URBAN LEAGUE (SENIOR CENTER)

Supervisor time:  $\$ 63.20 \times 12 = \$ 758$   
Space:  $48.75 \times 12 = 585$   
Materials/Supplies:  $25.56 \times 12 = 306$   
\$1,649 1,600

6. WILLIAM TEMPLE HOUSE THRIFT SHOP (HOUSE NEXT DOOR)

Supervisor time:  $\$ 18.16 \times 12 = \$ 218$  200

TOTAL

\$11,100

ORDINANCE NO. **150847**

An Ordinance authorizing the acceptance of Grant No. 99-0-483-11-5-40 in the amount of \$74,600 from the National Council on the Aging to continue the Senior Community Service Program under the Human Resources Bureau for the period from July 1, 1980 through June 30, 1981, increasing the FY 80-81 City Budget by \$5,464, increasing appropriations, transferring funds and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance No. 148176, the City of Portland accepted a grant from the National Council on the Aging to administer the Senior Community Service Program under the Human Resources Bureau for City FY 79-80.
2. The City has received notice that a grant has been awarded in the amount of \$74,600 to continue said services for City FY 80-81.
3. The 1980-81 City Budget appropriated \$69,136 within the budget of the Human Resources Bureau to support this program.
4. An increase in the amount of \$5,464 was allowed by the National Council on the Aging (NCOA) to cover increases in wages for participants, higher minimum wage rates, and expansion of programming, for the period from July 1, 1980 through June 30, 1981.
5. This grant will increase the FY 80-81 City Budget by \$5,464.
6. Transfers within the budget for this project are needed to insure that participant wages and fringes and other items will be budgeted and charged appropriately.
7. Indirect costs are not allowed by this grant from NCOA.
8. It is therefore appropriate for the Mayor and City Auditor to accept, on behalf of the City, said Grant No. 99-0-483-11-5-40 in the amount of \$74,600 from the NCOA to continue the Senior Community Service Program for the period from July 1, 1980 through June 30, 1981, as set forth in Exhibit "A", increasing the FY 80-81 City Budget by \$5,464, increasing appropriations and transferring funds.

NOW, THEREFORE, the Council directs:

- a. The Mayor and City Auditor are hereby authorized to accept, on behalf of the City, Grant No. 99-0-483-11-5-40 similar in form to Exhibit "A" in the amount of \$74,600 from the National Council on the Aging for the period from July 1, 1980 through June 30, 1981 to continue the Senior Community Service Program.



# ORDINANCE No.

150817

b. The Mayor and City Auditor are hereby directed to amend the Fiscal Year 80-81 City Budget by increasing the appropriation and transferring appropriations as follows:

CETA FUND  
Resources

National Council on the Aging  
BUC No. 68286212.861

\$5,464

Requirements

BUC No. 68423015.6500.260	\$ 764
68423147.6500.130	4,346
.170	277
.290	77
<b>Total Requirements</b>	<b>\$5,464</b>

Transfers

	<u>From</u>	<u>To</u>
BUC No. 68423015.6500.110	\$ 465	
.170	71	
.260		\$ 36
.560		500
68423147.6500.130		63,054
.170		4,023
.260	68,600	
.290		1,123
.560		400
<b>Total Transfers</b>	<b>\$69,136</b>	<b>\$69,136</b>

Section 2. The Council declares that an emergency exists because delay in the enactment of this ordinance will result in undue hardship on the participants in the Senior Community Service Program; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, DEC 10 1980

Commissioner Lindberg  
JPG:pj  
11/24/80

Attest:

*Sergio F. ...*  
Auditor of the City of Portland

Calendar No. 4336

**ORDINANCE No. 150847**

**Title**

An Ordinance authorizing the acceptance of Grant No. 99-0-483-11-5-40 in the amount of \$74,600 from the National Council on the Aging to continue the Senior Community Service Program under the Human Resources Bureau for the period from July 1, 1980 through June 30, 1981, increasing the FY 80-81 City Budget by \$5,464, increasing appropriations, transferring funds and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Jordan	1	
Lindberg	1	
Schwab	1	
<i>Grancie</i>	1	

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Filed DEC 4 1980

**GEORGE YERKOVICH**  
Auditor of the CITY OF PORTLAND

*Gordon Coe*  
Deputy

INTRODUCED BY	
Commissioner Lindberg	
NOTED BY THE COMMISSIONER	
Affairs	
Finance and Administration	
Safety	
Utilities	
Works <i>ML/MS</i>	
BUREAU APPROVAL	
Bureau: Human Resources	
Prepared By: FS <i>JPS</i> by <i>ECH</i>	Date: 11/24/80
Joseph P. Gonzales	
Budget Impact Review:	
<input type="checkbox"/> Completed <input type="checkbox"/> Not required	
Bureau Head: Erma E. Hepburn <i>Erma E. Hepburn</i>	
CALENDAR	
Consent	Regular <input checked="" type="checkbox"/>
NOTED BY	
City Attorney	
City Auditor	
City Engineer	