

An Ordinance authorizing an agreement with Tri-County Community Council to provide central information and referral services to the elderly of Portland/Multnomah County for the period July 1, 1981, through June 30, 1982, at a cost not to exceed \$32,578, under the Human Resources Bureau, AU 380, Area Agency on Aging, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance No. 151654 the City approved the Fiscal Year 1981-82 Annual Plan of Action which includes the provisions of central information and referral services to the elderly in Portland/Multnomah County.
2. Funds have been budgeted and are available in the Fiscal Year 1981-82 City budget to provide these services for the period July 1, 1981 through June 30, 1982.
3. Tri-County Community Council has demonstrated in the past that they are capable of delivering such services.
4. Tri-County Community Council is a duly constituted and legal non-profit corporation and is certified by the Bureau of Financial Affairs Contract Compliance Division as an EEO Affirmative Action Employer.
5. It is therefore appropriate that the Commissioner of Public Utilities and the Auditor execute, on behalf of the City an agreement with Tri-County Community Council to provide central information and referral services to the elderly in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982, at a cost not to exceed \$32,578 under the Human Resources Bureau, AU 380, Area Agency on Aging, similar in form to Exhibit "A."

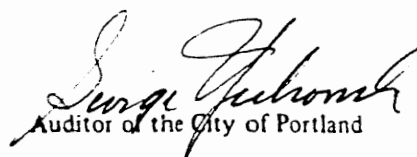
NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and the Auditor are hereby authorized to execute on behalf of the City, an agreement with Tri-County Community Council to provide central information and referral services to the elderly in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982, under the Human Resources Bureau, AU 380, Area Agency on Aging, at a cost not to exceed \$32,573 similar in form to Exhibit "A."
- b. The Mayor and the Auditor are hereby authorized to draw and deliver warrants chargeable to the FY-81/82 City Budget, Human Resources Bureau, AU 380, Area Agency on Aging when demand is presented and approved by the proper authorities.

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

Passed by the Council, ~~11/17/80~~
Commissioner Margaret Strachan
BP:ahj
6/17/81

Attest:


Auditor of the City of Portland

CONTRACT FOR SERVICES

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and TRI-COUNTY COMMUNITY COUNCIL ("Contractor"), 718 West Burnside, Portland, Oregon 97209.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide information and referral to elderly residents in Portland/Multnomah County and further agrees that the total cost shall not exceed the sum of \$32,578.

SECTION III: PERIOD PERFORMANCE

Performance under this contract shall commence July 1, 1981, and continue through June 30, 1982, unless extended by City Council action.

SECTION IV: AGREED CONTRACTOR - PROJECT OPERATION

- A. Contractor shall, by June 30, 1982, meet all goals and objectives stated in the "Project Narrative" (Exhibit "A" hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a minimum 10% match (\$3,620), as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of service.
- E. The use or disclosure by an party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration of or program evaluation by the City, is prohibited, except on written consent of the recipient or the recipient's attorney.

SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit "C," hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed, forwarded, and training sessions scheduled.
- B. Required program reports shall be submitted by 3 p.m. of the fifth (5th) working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports which are not received by the time specified shall result in delayed reimbursement.
- C. Contractor shall submit to the City a final "Director's Narrative Report" within forty-five (45) days of the conclusion of the project covered by this contract. The report should identify problems, corrective action taken, requests for technical assistance, any plans for seeking/securing other resources, and any concerns relative to the City's performance.
- D. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- E. Contractor shall submit to the City copies of all requests for federal, state, or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- F. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- G. Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
- H. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract, except where one is already on file, its current:

- Personnel policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;
- List of names and signatures of persons authorized to act as the Contractor's agents;
- Articles of Incorporation and By-Laws; and
- List of Board of Directors and Advisory Council members.

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

SECTION VI: AGREED CITY

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

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$32,578.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$5,430, upon receipt of a written request from the Contractor.

- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with supporting documentation attached. All supporting documentation shall be annotated with the check number, budgetline item number, service category, and funding source. Reimbursement requests shall be received by the fifteenth (15th) working day of each month. Reimbursement requests not received by the specified time shall be delayed and processed for payment the following month, or may result in suspension or in termination of contract. (Please note that suspension means that any expenses incurred during this period shall be the sole responsibility of the Contractor.) Payments shall also be delayed, if the required program reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed after reimbursement has occurred, the Contractor shall promptly repay the City. Retention of advances shall be predicated upon timely submission of reimbursement requests.
- G. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit "B"). Funds not used shall be returned promptly to the City at the end of the budget period. Any costs incurred by the Contractor over and above the agreed sums, as set out in the budget, shall be at the sole risk and expense of the Contractor.
- H. The operating budget may be amended, provided the full cost does not exceed the amount stated in the contract. Budget amendments shall not become effective until the Commissioner-in-Charge has given written approval and filed the approved document with the City Auditor. Budget overruns of five percent (5%) or \$1,000, whichever is less, are allowable without a budget amendment on all line items within the Materials and Services category, excluding Out-of-Town Travel. These line item overruns shall be compensated for within the same category.

- I. Budget amendments shall not be accepted during the last quarter of the budget period (April 1 through June 30).
- J. All items with a purchase price in excess of two hundred dollars (\$200) per item, hereunder, shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days, tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain a current log (refer to Exhibit C) and copies of these logs shall be submitted with the final reimbursement. All non-expendable items shall be returned to the City within ten (10) days after contract termination.
- K. Contractor shall also maintain a current log (refer to Exhibit C) of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of twenty-five dollars (\$25) per item and a maximum value of two hundred dollars (\$200) per item. Copies of these logs shall also be submitted with the final reimbursement. All such items shall be returned to the City within ten (10) days after contract termination.

SECTION VIII: GENERAL CONDITIONS

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

- (4) that the above policies of insurance are in force and shall not be cancelled without thirty (30) days prior notice to the City.
 - (5) that the Contractor has qualified (a) as a direct responsibility employer under ORS 656.407 (Workers Compensation), or (b) as a contributing employer under ORS 656.411, or (c) if the contract is to be performed without the assistance of others, that Contractor has signed a joint declaration with the City that the services are rendered as an independent contractor.
- C. If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding, and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of the contract.
 - D. If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability insurance policy, evidence that it agrees to hold harmless, defend, and indemnify the City, its agents, and employees from any and all claims for damages arising in whole or in part out of the performance of this contract.
 - E. The term "approval by the City" means written approval by the Executive Director and/or the Commissioner-in-Charge of the Human Resources Bureau. Unless otherwise specified, documents submitted to the City shall be regarded as received when delivered to the Human Resources Bureau.
 - F. Compensatory time accrued by an employee performing services under this contract shall be taken within the budget period to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor. This condition only applies, if compensatory time is indicated in the Contractor's Approved Personnel Policies and Procedures.
 - G. Upon termination (cash-out) of any employee performing services under this contract, a maximum of two weeks accrued vacation time shall be an allowable reimbursement cost. Time in excess of the two weeks maximum shall be the sole responsibility of the Contractor.

- H. It is expressly understood and agreed by both parties, hereto, that the City is contracting with the Contractor as an independent Contractor and that the Contractor, as such, agrees to hold the City harmless and to indemnify it from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by a third party arising out of, or in connection with, the services to be performed by the Contractor under this contract.

SECTION IX: SPECIAL CONDITIONS

- A. The staff supervisor, given reasonable notice, shall attend training sessions and meetings and participate in other activities as required by the City to a maximum of three sessions (24 hours) per month.
- B. Other staff hired under this contract shall participate in such training sessions, meetings, and other activities as required by the City to a maximum of two sessions (16 hours) per month.
- C. In performance, hereof, the Contractor shall comply with the provisions of the "non-discrimination on Basis of Handicap," Section 504 Assurance of Compliance of the Rehabilitation Act of 1973 (refer to Exhibit "A").
- D. The Contractor agrees to submit documentation as required by the City to support waivers of contract policies and requirements granted by the City.
- E. The Contractor shall use the service definitions as set forth by the City and standardized reporting forms as developed and provided by the City.
- F. Contractor shall enter into written agreements with the other Portland/Multnomah Area Agency on Aging service providers to specify and clarify procedures of coordination.
- G. The Contractor shall give preference in the delivery of services to older persons with the greatest economic or social need in accordance with priorities and definitions provided by the City. The methods for giving preference may not include use of a means test.
- N/A H. The Contractor shall, in the event resources are not available to provide a service, document the situation, inform the person of the problem, and place the person on a waiting list, prioritizing clients relative to those in greatest need of said services. Documentation shall be submitted quarterly to the City.

- I. The Contractor shall:
- (1) provide each older person with a free and voluntary opportunity to contribute to the cost of the service;
 - (2) protect the privacy of each older person with respect to his/her contribution;
 - (3) establish appropriate internal controls to safeguard and account for all contributions;
 - (4) use all contributions in accordance with OEA Policy and Procedures Manual: Part III, Section 23, "Income Definitions and Match;"
 - (5) assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and
 - (6) not require older persons to disclose information regarding income or resources as a condition for providing services.
- J. Contractor shall continue or initiate efforts to obtain support from other sources.
- K. The Contractor agrees that a written request for modification which results in a reduction in the number or type of services may result in a reduction of funds available from the City under this contract.
- L. Contractor shall submit copies of logs which list non-expendable (\$100 or more per item) and non-consumable (minimum value of \$25 to a maximum value of \$99.99 per item) items from its previous contracts by August 31, 1981.
- M. No employee of the Contractor or member of the Contractor's governing board or body or persons who exercise any responsibilities under this contract shall participate in any decision relating to this contract which affects his outside, personal pecuniary interests.
- N. Contractor shall notify the City of any change in operating hours or closure of the agency for any reason other than those holidays which are designated in the contract by 9 a.m. of the date of change or closure.
- O. Contractor shall submit any corrections to monthly program reports and client tracking documents no later than 90 days after the end of the quarter during which the service occurred; with the exception of year end close out. Any corrections to fourth quarter program reports and client tracking documents must be submitted within 30 days from the end of the contract period.

SECTION XIII: SIGNATURES

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

APPROVED AS TO CONTENT

CONTRACTOR.

By Emma E. Hyndrum By _____
Executive Director Authorized Representative

APPROVED AS TO FORM

CITY OF PORTLAND

By _____
City Attorney

By _____
Commissioner of Public Utilities

By _____
City Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

151821

1. Project Title CENTRAL INFORMATION AND REFERRAL

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name Tri-County Community CouncilAddress 718 West Burnside StreetPortland, Oregon 97209Phone Number 223-1030Project Director Terry AndersonOfficial Authorized to Bind Agency Donald J. BallingerFinancial Officer Marjorie R. McRoberts4. Contract Period: From 7-1-81 To 6-30-825. Budget Period: From 7-1-81 To 6-30-826. City Support Requested \$32,578

PROJECT NARRATIVE

1. Summary of ProjectStatement of Problem

The population of Portland as a whole experiences difficulty in accessing needed social services. The array of agencies, bureaus, centers, departments, et al comprise a confusing picture. There are over 1,500 such entities in the metropolitan area, each with differing services, geographic boundaries and eligibility guidelines. Inadequate coordination of these services further contributes to accessibility problems.

The elderly in particular have a difficult time in accessing these services. In addition to the barriers presented by number, fragmentation, and eligibility discrepancies, the older population must deal with continual changes in available resources and service terminology. There are added barriers in the form of the physical, financial and social changes that, as part of the aging process, affect both level of need and ability to access services.

These ongoing problems facing the elderly have been intensified by inflation and recession in general and in particular by increasing dislocation in the service system, resulting from federal and state cutbacks and changing allocation patterns. As the level of available services decreases, there is a corresponding disruption in the flow of information. Agency staffs shrink, becoming overworked and less informed. These factors increase the possibility of losing people in need through service gaps (real or mistaken), particularly among the vulnerable elderly sector.

In this time period, the need for comprehensive, easily accessible Information and Referral services becomes an even more critical component of the services system. Last year many of TCCC's 3,600 elderly callers were capable of independently making arrangements to meet their service needs when given accurate information tailored to their specific situations. Others needed special assistance (referral) in accessing services.

At TCCC last year 31% of the callers over 60 years of age required referrals. This compares to 11% referrals for the total number of calls received. As service dislocation increases, such specialized in-depth assistance must be utilized more frequently.

Project Goals

This project is designed to maximize the access of the older population of Portland/Multnomah County to social services through effective linkage, thereby promoting the fullest degree of independence and dignity. As in previous project designs, particular attention will be directed to the special conditions and needs of the elderly. In addition, a major thrust of the project will be to bring special skills and resources to the expected dislocation in the service system stemming from cutbacks and reorganization.

PROJECT NARRATIVE (continued)

Strategies for Delivering Services

1. Direct Service Component

High level of expertise directed to service provision. Increased referrals, advocacy, guidance and liaison work to most effectively aid the elderly in obtaining services. Such an increase in time and depth is a necessary response to the current conditions.

2. System Development Component

Technical assistance to agencies will represent increased training, consultation and liaison/coordinating efforts to maximize effectiveness in service provision. This will include facilitating interagency networking, compiling data on service needs and gaps, resource development and special assistance to other agencies in crisis periods (i.e., ice storms, residential hotel closures, short staffing in special programs such as energy assistance programs).

Of integral importance in both service to individuals and technical assistance to agencies is the maintenance and development of the resource listings. TCCC's listings are the most accurate and comprehensive in the greater metropolitan area. The adaptation of them from a manual file to a computerized accessing and updating system in 1981-82 will expedite the flow of information throughout the social services system.

2. Service Area, Target Population, and Eligibility Criteria for Service

Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.

The service area covered by this project is Portland/Multnomah County.

There are no eligibility criteria.

The target population for direct information and referral services are all persons or organizations who have an interest or concern for older people. This is a standing service which will respond to all telephone calls, walk-in persons or correspondence which is presented.

Other activities under this project will be directed toward 8 AAA contractors and other service providers as identified by the AAA.

The elderly target population are those 97,498 persons over the age of 60, of which 19,800, or 20.4% have incomes at or below the poverty level.

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS																				
<p>1. Facilitate access to needed services available for elderly residents by providing information (simple)* and information (complex)* services in response to 3,168 requests for information and assistance during the period from 7/1/81 through 6/30/82.</p>	<p>Number of information (simple) services provided.</p> <p>Number of information (complex) services provided.</p>	<ol style="list-style-type: none"> 1. Assess inquiry from individuals or organizations and match with appropriate resource(s). 2. Document service requests, disposition, and demographic information for each inquiry. 3. Train interns and volunteers in the provision of information services. 4. Maintain accurate and efficient resource accessing files. 5. Maintain, assign, supervise personnel to provide information services. 6. Provide documentation of service to funding source(s). 7. Supervise contract compliance. 																				
<p>DIRECT SERVICE COMPONENT (Obj.</p>	<p>1 and 2)</p>	<table border="0"> <tr> <td colspan="2"><u>CONTRACT STAFF TIME</u></td> <td colspan="2"><u>OTHER RESOURCES STAFF TIME</u></td> </tr> <tr> <td>I&R Spec. III</td> <td>.33 FTE</td> <td>Managers</td> <td>.07 FTE (Admin.)</td> </tr> <tr> <td>I&R Spec. II</td> <td>.33 FTE</td> <td>Managers</td> <td>.04 FTE (Services)</td> </tr> <tr> <td>I&R Spec. II</td> <td>.33 FTE</td> <td>Secretary</td> <td>.02 FTE (Admin.)</td> </tr> <tr> <td>Bookkeeper</td> <td>.04 FTE (Match)</td> <td>Interns & Volunteers</td> <td>.07 FTE (Services)</td> </tr> </table>	<u>CONTRACT STAFF TIME</u>		<u>OTHER RESOURCES STAFF TIME</u>		I&R Spec. III	.33 FTE	Managers	.07 FTE (Admin.)	I&R Spec. II	.33 FTE	Managers	.04 FTE (Services)	I&R Spec. II	.33 FTE	Secretary	.02 FTE (Admin.)	Bookkeeper	.04 FTE (Match)	Interns & Volunteers	.07 FTE (Services)
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<p>*Provision of information and referral services is to be in accordance with definitions and standards published May 1978 by the National Alliance of Information & Referral Services (AIRS).</p>																						

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EXHIBIT A

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OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>2. Increase access to needed services for elders by providing referral (simple)* and referral (complex)* services in response to 396 requests for assistance during the period from 7/1/81 through 6/30/82.</p>	<p>Number of referral (simple) services provided.</p> <p>Number of referral (complex) services provided.</p> <p>Documentation of gaps in service.</p>	<ol style="list-style-type: none"> 1. Assess inquiry from individual or organization and locate or arrange appropriate resource(s). 2. Engage in negotiating and advocacy activities on behalf of inquirer, as appropriate. 3. Document all referrals with follow-up by contacting the inquirer or organization. 4. Document service requests, disposition and demographic information for each referral. 5. Circulate information, as appropriate, to augment or correct resource files in accordance with updating procedures. 6. Participate in skill development activities as scheduled. 7. Maintain, assign, supervise personnel to provide referral services. 8. Provide documentation of service to funding source(s). 9. Supervise contract compliance.
<p>DIRECT SERVICE COMPONENT (See</p>	<p>staffing under Obj. 1)</p>	
<p>*Provision of information and referral services is to be in accordance with definitions and standards published May 1978 by the National Alliance of Information & Referral Services (AIRS).</p>		

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EXHIBIT A
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OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS																								
<p>3. Increase the consistency and quality of I&R throughout the Aging Services system by providing consultation and technical assistance to other I&R providers during the period from 7/1/81 through 6/30/82.</p>	<p>Number of new staff orientations conducted.</p> <p>Number of consultations provided.</p> <p>Number of technical assistance inquiries responded to.</p> <p>Number and level of networking activities per month.</p> <p>Description of special assistance activities.</p> <p>Evaluations by service users.</p>	<ol style="list-style-type: none"> 1. Provide technical assistance to other I&R providers within the AAA system in the assemblage and use of the new Rolodex system. 2. Provide orientation to each new district center I&R specialist through scheduled half-day session at central I&R offices. 3. Provide consultation to district centers in the areas of personnel selection and management, standards of service delivery, resource organization. Forty-eight (48) consulting hours at \$15 @. 4. Respond to inquiries from AAA agencies and other providers regarding needs and services available to older persons. 5. Engage in liaison activities with other service providers in the Aging Services System and in related systems. 6. Provide special assistance to AAA agencies during crisis periods. 7. Maintain, assign, supervise personnel to provide technical assistance and consultation to other service providers. 8. Provide documentation of service to funding source. 9. Supervise contract compliance. 																								
<p>SYSTEM DEVELOPMENT COMPONENT</p>	<p>(Obj. 3 and 4)</p>	<table border="0"> <thead> <tr> <th colspan="2" data-bbox="1027 1068 1555 1101"><u>CONTRACT STAFF TIME</u></th> <th colspan="2" data-bbox="1555 1068 2059 1101"><u>OTHER RESOURCES STAFF TIME</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1027 1101 1300 1133">Manager, I&R</td> <td data-bbox="1300 1101 1555 1133">.33 FTE</td> <td data-bbox="1555 1101 1789 1133">Managers</td> <td data-bbox="1789 1101 2059 1133">.04 FTE (Admin.)</td> </tr> <tr> <td data-bbox="1027 1133 1300 1166">Mgr., Resources</td> <td data-bbox="1300 1133 1555 1166">.33 FTE</td> <td data-bbox="1555 1133 1789 1166">Secretary</td> <td data-bbox="1789 1133 2059 1166">.06 FTE (Admin.)</td> </tr> <tr> <td data-bbox="1027 1166 1300 1198">Secretary</td> <td data-bbox="1300 1166 1555 1198">.13 FTE</td> <td data-bbox="1555 1166 1789 1198">Interns &</td> <td data-bbox="1789 1166 2059 1198">.03 FTE (Services)</td> </tr> <tr> <td data-bbox="1027 1198 1300 1230">Secretary</td> <td data-bbox="1300 1198 1555 1230">.12 FTE (Match)</td> <td data-bbox="1555 1198 1789 1230">Volunteers</td> <td></td> </tr> <tr> <td data-bbox="1027 1230 1300 1263">Bookkeeper</td> <td data-bbox="1300 1230 1555 1263">.04 FTE (Match)</td> <td></td> <td></td> </tr> </tbody> </table>	<u>CONTRACT STAFF TIME</u>		<u>OTHER RESOURCES STAFF TIME</u>		Manager, I&R	.33 FTE	Managers	.04 FTE (Admin.)	Mgr., Resources	.33 FTE	Secretary	.06 FTE (Admin.)	Secretary	.13 FTE	Interns &	.03 FTE (Services)	Secretary	.12 FTE (Match)	Volunteers		Bookkeeper	.04 FTE (Match)		
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OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

4. Maintain convenient access to current information regarding services and resources for the elderly through the maintenance of a central resource file with a minimum of 800 resources during the period from 7/1/81 through 6/30/82.

Number of interviews conducted and agencies visited
 Number of resources in file.
 Number of entries updated.
 Number of changes circulated.
 Special informational materials published.

1. Survey resources and update files in accordance with system development plan.
2. Review printed materials for changes in service.
3. Receive change notices on a monthly basis from AAA agencies and incorporate into file updating procedures.
4. Incorporate changes, deletions and additions from all sources into central information system.
5. Provide monthly updates to AAA service providers. (Similar updates provided to others in aging services network as contracted for or as arranged.)
6. Maintain library of relevant materials.
7. Provide access to files and library materials of I&R offices by arrangement.
8. Publish information materials for quick accessing or special needs.
9. Continue the adaptation of current files into a computerized access system.
10. Maintain, assign, supervise personnel to develop the central resource system.
11. Provide documentation of service to funding source.
12. Supervise contract compliance.

SYSTEM DEVELOPMENT COMPONENT (See staffing pattern under Obj. 3)

-5-

EXHIBIT A
 10/18/81

4. Center Organization (Briefly describe the staffing pattern, operating hours, and official holidays. Describe safety and accountability procedures regarding center coverage and emergencies.)

The I&R staff consists of the Program Manager who is accountable to the Tri-County Community Council Executive Director and is responsible for overall development and operations of I & R Services; the Resource Manager, who maintains resource files, provides technical assistance to agencies, oversees data collection and computer programming functions, and produces publications; three I&R Specialists, who provide basic I&R delivery, assist the Resource Manager and provide training for practicum students and volunteers; a departmental secretary who provides clerical support.

Hours of operation are 8:30 a.m. to 5:00 p.m. Monday through Friday. There are eight paid holidays per year as stated in the agency's personnel policies: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving, and Christmas Day. Support staff have an additional floating holiday.

5. Contracting Agency Involvement (Describe support services to be provided for this project. Discuss the role of the contracting agency in the areas of fund-raising, advocacy, and provision of support services to the Center program.)

The project is designed to mesh with Tri-County Community Council's new directions as well as meet the requirements of the contract with AAA. Services to the aging population is but a part of a larger effort. The computerization of service data and the resource file is being accomplished through two grants (the Collins Foundation and Oregon Community Foundation) and a sizable amount of donated time by a computer programmer.

Virtually all administrative time is being contributed by the agency. The list of other resources in the budget pages indicates considerable agency support for services to the Aging system supported in part, but not all, by AAA funds. The balance of funds to operate the Central Information & Referral Service comes from a United Way allocation, plus revenues generated from products and services of the Council.

The Council provides staffing and leadership for the Coalition for Human Services - an advocacy and lobbying effort combining elements from both public and the non-profit sector.

6. Community Participation (*Describe the citizen involvement in planning this project and the ways the community will be involved in the project's operation. Describe staff, Advisory Council, and Corporate Board relationships.*)

Tri-County Community Council has consistently demonstrated its commitment to the involvement of citizens. The Council Board of Directors, composed of volunteers from the community, has voted its support of a comprehensive Information and Referral network, and of TCCC's leadership role in building the network. The Information and Referral Systems Committee of the Board serves as an advisory council to Information and Referral Services, recommending policy, procedures and long-range plans for the delivery of service and community involvement for Information and Referral.

Volunteers from various sectors of the community are involved in several activities which support I&R resource system maintenance.

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

Central Information and Referral participates in the following coordinating activities:

- | | | |
|---|---|--------------------------------------|
| Emergency Helping Agencies Committee | - | Manager, I&R; Specialist III |
| Emergency Fuel Clearing Bureau and other energy assistance programs | - | Manager, I&R; Specialists II and III |
| Crisis Response Planning | - | Manager, I&R |
| Northwest Oregon Health Systems Data Committee | - | Manager, Resources |
| Northwest Information & Referral Assn. | - | Association Director; Specialist III |
| Association of AAA Agencies | - | Associate Director |
| Housing Coalition | - | Specialist II |
| Mental & Emotional Disabilities Network | - | Specialist II |
| Oregon Coalition Against Domestic Violence | - | Manager, Resources |
| Emergency Shelter for Women | - | Manager, I&R |
| "Blue Pages" Committees | - | Manager, Resources |

Service Exchanges:

Multnomah County Health Information; Gray Panthers; Easter Seal Society; Women's Resource Room-YWCA; Portland Community Resource Center; Lawyer's Referral Service; Welfare Rights Hotline; Portland Tenants Union; Project Linkage; Southeast Uplift; West/Northwest Neighborhood Assn.

EXHIBIT B
Budgets and Attachments

1. Funding Detail (List all sources of funding by amount and source)

a. City Support Requested

<u>Title III-B</u>	<u>\$10,081</u>
<u>City/County General Fund</u>	<u>15,163</u>
<u>Title III-B Unawarded allocation*</u>	<u>7,334</u>
Subtotal	<u>32,578</u>
Required Match (Cash and/or Inkind)	<u>3,620</u>
Program Income	
Subtotal	<u>36,198</u>

Other Resources

	<u>Cash</u>	<u>In-Kind</u>	
Source of revenue: <u>United Way/Tri-County</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(one only)
	<small>Community Council</small>		
Funding source: <u>III-B</u>			
Service category: <u>I&R Systems Dev.</u>			
Administration: <u>\$3,174</u>			
Service: <u>\$1,117</u>			
Total			<u>\$ 4,291</u>
Source of revenue: <u>United Way/TCCC</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Funding source: <u>City-County General Fund</u>			
Service category: <u>Central Information & Referral</u>			
Administration: <u>\$2,490</u>			
Service: <u>\$1,041</u>			
Total			<u>\$ 3,531</u>

*Unawarded allocation requested from OEA.

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b. FUNDING STATEMENT: (Briefly describe the duration of funding from each source of match and other resources listed above)

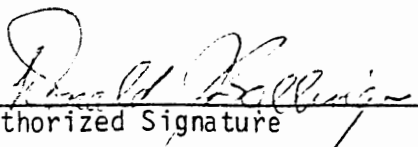
All matching funds are contributed by Tri-County Community Council through a base funding allocation from United Way; duration 7/1/81 to 6/30/82.

Other resources are from the same source with additional revenues as can be obtained from training and consulting fees and sale of materials.

The estimated value of the central resource files is based on nationally established figures (United Way and AIRS).

Statement of Certification

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


Authorized Signature

Date May 13, 1981

Code	Object Title	III-B Systems Dev. Admin.	III-B Systems Dev. Services	City-County Gen. Fund I&R Services	Total City Support
110	Full-Time Employees	\$1,466	\$10,990	\$11,820	\$24,276
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits	276	2,825	3,038	6,139
190	Less-Labor Turnover				
100	Total Personal Services	\$1,742	\$13,815	\$14,858	\$30,415
210	Professional Services		720		720
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services		165		165
540	Electronic Services				
550	Data Processing Services		973		973
560	Insurance				
570	Telephone Services			305	305
580	Intra-Fund Services				
590	Other Services-Internal				
200- 500	Total Materials & Services		\$1,858	\$305	\$2,163
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	\$1,742	\$15,673	\$15,163	\$32,578

Code	Object Title	Cash Match System Dev. Admin.	Cash Match I&R Services Admin.	Cash Match I&R Services	Total Cash Match	Other Resources
110	Full-Time Employees	\$1,769	\$415		\$2,184	\$4,840
120	Part-Time Employees					683
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	177	107		284	1,244
190	Less-Labor Turnover					
100	Total Personal Services	\$1,946	\$522	-0-	\$2,468	\$6,767
210	Professional Services					4,000
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					21
260	Miscellaneous Services					
310	Office Supplies					400
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					150
430	Out-of-Town Travel					
440	Space Rental					1,692
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services			612	612	1,167
560	Insurance					
570	Telephone Services			540	540	
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services			\$1,152	\$1,152	\$7,430
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	\$1,946	\$522	\$1,152	\$3,620	\$14,197

Code	Object Title	Total City Contract			
110	Full-Time Employees	\$31,300			
120	Part-Time Employees	683			
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits	7,667			
190	Less-Labor Turnover				
100	Total Personal Services	\$39,650			
210	Professional Services	4,720			
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance	21			
260	Miscellaneous Services				
310	Office Supplies	400			
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities-External				
410	Education				
420	Local Travel	150			
430	Out-of-Town Travel				
440	Space Rental	1,692			
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services	165			
540	Electronic Services				
550	Data Processing Services	2,752			
560	Insurance				
570	Telephone Services	845			
580	Intra-Fund Services				
590	Other Services-Internal				
200- 500	Total Materials & Services	\$10,745			
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	\$50,395			

CONTRACT BUDGET JUSTIFICATION

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MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5-15-81PROJECT TITLE Central Information & ReferralAGENCY Tri-County Community CouncilSystems Development Services
Service Category (if applicable)FUNDING SOURCE III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Consultation/Training 48 hours @ \$15.00	\$720	\$720
530	Postage	165	165
550	Data Processing	973	973
	TOTAL		\$1,858

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5-15-81PROJECT TITLE Central Information & ReferralAGENCY Tri-County Community CouncilI & R Services
Service Category (if applicable)FUNDING SOURCE City-County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
570	Telephone	\$305	\$305
	TOTAL		\$305

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5-15-81PROJECT TITLE Central Information & ReferralAGENCY Tri-County Community CouncilTotal City Support
Service Category (if applicable)FUNDING SOURCE III-B and City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services	5720	\$ 720
530	Distribution Services	165	165
550	Data Processing	973	973
570	Telephone Services	305	305
	TOTAL		\$2,163

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5-15-81PROJECT TITLE Central Information & ReferralAGENCY Tri-County Community CouncilI & R Services
Service Category (if applicable)FUNDING SOURCE Cash Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
550	Data Processing	\$612	\$ 612
570	Telephone Services	540	540
	TOTAL		\$1,152

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5-15-81PROJECT TITLE Central Information & ReferralAGENCY Tri-County Community CouncilTotal City Contract
Service Category (if applicable)FUNDING SOURCE III-B, City/County General Fund,
Cash Match, Other Resources

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services		\$ 720
530	Distribution Services		165
550	Data Processing		1,585.
570	Telephone Services		845
		Other Resources (Materials and Services)	7,430
	TOTAL		\$10,745

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

TRI-COUNTY COMMUNITY COUNCIL (hereinafter called the "Contractor"), HEREBY

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

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

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

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

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4. The Contractor shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee.
5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

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

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

Dated this 13 day of May, 1981.

By 

Title Executive Director

718 W. Burnside
Portland, Oregon 97209

Contractor's mailing address

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

151821

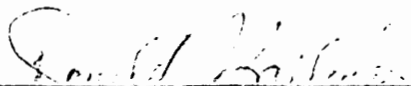
TRI-COUNTY COMMUNITY COUNCIL (hereinafter called the "Contractor")
HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment. The Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

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

Dated May 13, 1981

By 

718 W. Burnside
(Contractor's mailing address)

Title Executive Director

Portland, Oregon 97209

The Board of Directors of Tri-County Community Council

Portland/Multnomah County has reviewed

the proposal for Central Information & Referral to be provided

by Tri-County Community Council Information & Referral Services

through contract with the City of Portland, Human Resources Bureau. Comments are attached.

X The Board of Directors approves the proposal

 The Board of Directors does not approve the proposal for reasons listed below:

 The Board of Directors has reviewed the proposal, but has taken no action at this time.

Signature of Board Chairperson

Date

-DISTRICT ADVISORY COMMITTEE REVIEW

The District Advisory Committee of the Information & Referral Services ~~Aging-~~
~~Services-District~~ in Portland/Multnomah County has reviewed the proposal
for ~~District-Center~~ Services to be provided by Tri-County Community Council
in the _____ District through contract with the City
of Portland, Human Resources Bureau. Comments are attached.

 X The District Advisory Committee approves the proposal for
District Center Services.

_____ The District Advisory Committee does not approve of the
proposal for District Center Services for reasons listed
below:

_____ The District Advisory Committee has reviewed the proposal,
but has taken no action at this time.

Signature of Chairperson

Date

TCCC
81-82

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EXHIBIT C
Required Reporting Forms
and
Procedures

CENTRAL INFORMATION & REFERRAL
FOR THE MONTH OF _____

151821

I. Activities

Date	Location	Topic	Audience	Attendance
------	----------	-------	----------	------------

II. Consultation/Technical assistance

Date	Topic	Agency/individual	# of participants	Method of Delivery

III. Information

This
Month

YTD

- | | | |
|---|-------|-------|
| 1. Number of simple information requests | _____ | _____ |
| 2. Number of complex information requests | _____ | _____ |

IV. Referral

- | | | |
|-------------------------------------|-------|-------|
| 1. Number of simple referrals made | _____ | _____ |
| 2. Number of complex referrals made | _____ | _____ |

V. Maintenance of Resource File

- | | | |
|--|-------|-------|
| 1. Number of resources added | _____ | _____ |
| 2. Number of resources deleted | _____ | _____ |
| 3. Number of resources updated | _____ | _____ |
| 4. Number of changes circulated this month | _____ | _____ |
| 5. Number of resources in file | _____ | _____ |

Completed by _____

INFORMATION AND REFERRAL SUMMARY

151821

Agency _____

Month _____

Year _____

Form of Request

_____ Telephone
 _____ Office Visit
 _____ TOTAL REQUESTS

Type of Request

_____ Housing
 _____ Social Contact
 _____ Information Service Utilization
 _____ Income (Includes energy assistance calls)
 -----Transportation

Disposition

_____ Information Only
 _____ Schedule Center Service
 _____ Referral/Follow-up
 _____ TOTAL REQUESTS

_____ In-home Assistance
 _____ Protective Legal
 -----Nutrition
 -----Health
 _____ TOTAL REQUESTS

Agencies/Resources Referred to (Open access only)

Contractors

GR	MCCAA Aging Services	_____	21 - Food Stamps
NE	Hollywood Senior Center	_____	22 - Public Guardian
PT	PACT S.E. Senior Service Center	_____	23 - Consumer Protection (DA Office)
UL	Urban League Senior Adult Service Center	_____	24 - Community Health Nurses
NO	Peninsula Project ABLE	_____	25 - Immunization/Screening Clinic
NW	Friendly House Senior Service Center	_____	26 - Health Access Clinics
SW	Neighborhood House	_____	27 - Project Needy
DT	Northwest Pilot Project	_____	28 - Project Health
FC	Homemaker Service, MFS	_____	29 - Mental Health Division
PS	Geriatric Protective Services, MFS	_____	20 - Multnomah County Programs (other)
86	Tri Met (Special Mobility Services)	_____	

Other Agencies

11 - Public Welfare	_____	31 - U.O. Hospital
12 - Veteran Affairs	_____	32 - U.O. Outpatient Clinic (OPC)
13 - Vocational Rehab.	_____	33 - U.O. Dental School
14 - Alcohol Treatment/Training Ctr.	_____	34 - Kaiser
15 - Commission for the Blind	_____	35 - Cascade
16 - Employment Service	_____	36 - Devers Eye Clinic
17 - Consumer Protection (State of OR)	_____	37 - Providence Hospital Mental Health Clinic
18 - Manpower Consortium	_____	38 - Woodlawn Park - dental program
	_____	39 - Health Care for the Elderly
20 - State of Oregon programs (other)	_____	30 - Institution total care (hospital, nursing home)

- | | |
|--|--|
| 41 - Visiting Nurses Association | ___ 71 - Transit Bank |
| 42 - Easter Seal Society | ___ 72 - LIFE Center |
| 43 - Portland Center for Speech/Hearing | ___ 73 - Church |
| 44 - PCC dental program | ___ 74 - Red Cross |
| 45 - Specific disease agency | ___ 75 - YWCA |
| 46 - Albina Action Center | ___ 76 - Multnomah County Library |
| 47 - Private home health/homemaker agency | ___ 77 - Portland Parks Department |
| 48 - Alcohol Counseling and Recovery Program
(PMSC) | ___ 78 - Service Club (e.g. Lions, Rotary,
Kiwanis, etc.) |
| 49 - MCCA | ___ 79 - Youth Service Center |
| 40 - Outpatient Health Care (other) | ___ 80 - Volunteer/neighbor |
| 51 - Volunteers of America | ___ 81 - Tri-County Community Council |
| 52 - Salvation Army | ___ 82 - Consumer Credit Counseling |
| 53 - Jewish Family and Child Services | ___ 83 - Legal Aid |
| 54 - Catholic Charities | ___ 84 - Police/sheriff department |
| 55 - Catholic Family Assistance | ___ 85 - Volunteers in Service Action (VISA) |
| 56 - Adventist Community Services | ___ 86 - Tri Met |
| 57 - Urban Indian Program | ___ 87 - Metro Mobility |
| 58 - Project STOP (Response Volunteers) | ___ 88 - Private corporation/business |
| 59 - North Community Action Council | ___ 89 - Private physician |
| 50 - Voluntary social service agency (other) | ___ 90 - Miscellaneous (Oregon City
Senior Center) |
| 61 - FISH | ___ 91 - Loaves and Fishes |
| 62 - Sunshine Division | ___ 92 - RSVP/Foster Grandparent |
| 63 - SNOW-CAP | ___ 93 - Social Security Administration |
| 64 - St. Vincent de Paul | ___ 94 - Older Workers Training and
Employment Program (City of Portland) |
| 65 - Francis Center | ___ 95 - Veterans Administration |
| 66 - Burnside Projects | ___ 96 - (HAP) Housing Authority of Portland |
| 67 - Matt Talbot Center | ___ 97 - Portland Development Commission(PDC) |
| 68 - Blanchet House | ___ 98 - City of Portland |
| 69 - Serve the People | ___ 99 - |
| 60 - Emergency assistance agency | ___ 90 - Federal agency (other) |

TOTAL REFERRALS _____

Contract Agency _____

Area Agency on Aging
Youth Service Centers
Accounting Unit

151821

Address _____

522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204

City _____ State _____

Phone: (AAA) 248-4752 (YSC) 248-4356

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Reimbursement Request for _____
month & year

CODE	OBJECT TITLE	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET	BALANCE
110	Full-Time Employees				
120	Part-Time Employees				
170	Benefits				
100	Total Personnel Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair and Maintenance				
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				
330	Repair and Maint. Supplies				
340	Minor Equipment and Tools				
350	Clothing and Uniforms				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
490	Miscellaneous				
520	Printing Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
	TOTAL				

ATTACH TO THIS REIMBURSEMENT REQUEST:

1. Supporting documentation for all costs or expenditures grouped by expenditure code number. (Attach adding machine tape to each group of supporting documents.)

REIMBURSEMENT REQUEST AND SUPPORTING DOCUMENTS ARE TO BE SUBMITTED TO THE CITY NO LATER THAN THE FIFTEENTH WORKING DAY FOLLOWING MONTH END.

I certify that the information pertaining to this request is true and complete to the best of my knowledge.

Signed _____ Date Signed _____

Title _____ Phone _____

CONTRACTOR RECORD OF NON-CONSUMABLE SUPPLIES PURCHASED
 (Items with a minimum value of \$25.00 per item and a maximum value of \$200.00 per item)



DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

151823

CONTRACTOR RECORD OF NON-CONSUMABLE SUPPLIES PURCHASED
 (Items with a minimum value of \$25.00 per item and a maximum value of \$200.00 per item)



DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

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CITY OF PORTLAND/HUMAN RESOURCES BUREAU
SOCIAL SERVICES DIVISION
CONTRACT REIMBURSEMENT PROCEDURES

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

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

2. Reports not received by the deadline shall not be processed until the next month. This will result in a delay in payment.
3. City forms must be used. If additional forms are needed, please contact the Accounting Unit (248-4752).
4. Materials to be submitted each month are as follows:
 - a) A separate Reimbursement Request Form for each funding source and each service category requiring City reimbursement as included in the approved contract budget.
 - e.g. -- I & R -- III-B
 - Admin. -- OPI
 - Admin. -- General Fund
 - Meals -- III-C-1
 - General Fund
 - Other
 - b) A Reimbursement Request Form for Required Match, as included in the approved budget.
 - c) A Reimbursement Form showing Project Income/Contributions collected.
 - d) A Reimbursement Form showing total City reimbursement.
 - e) Supporting documentation showing proof of payment (attached to respective Reimbursement Request Forms). This may include:
 - copies of checks
 - copies of bills
 - payroll register
 - etc.
5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

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

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Please Note: For purposes of fiscal reporting, Match included in the contract requires the same documentation as City Support requested.

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

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

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

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

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

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

PROCEDURES FOR CONTRACT MODIFICATIONS

WHY?

Contract modifications are required in the following situations:

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

HOW?

Contracts may be modified in 3 ways:

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

<u>Type of Change</u>	<u>Modification Procedure</u>
Total funds increase/decrease	Ordinance
Total same line item changes	Change Order
Staff salary	Change Order
Staff position	Change Order
Service Objectives	Change Order
General/special conditions	Ordinance/change order
Other substantial changes	Ordinance/change order
Clerical errors	Initial by both parties

PROCEDURE:

A. Initiated by City:

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

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

3. Contractor shall review material and indicate approval formally or informally.

4. If an Ordinance is required:

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

5. If change order procedure is utilized:

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

B. Initiated by Contractor:

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

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

a. BUDGET CHANGES

(1) Budget Worksheet

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

current
+ or -
revised

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

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

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

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

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

(SEE SAMPLE)

(2) Budget Justification Sheets

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

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

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

Each budget justification sheet must be completed in full:

DATE - date of revision request (put this new date even if no changes were made on a particular page.

PROJECT NUMBER - contract number assigned by the City.

PROJECT TITLE - name of agency and service (if there are multiple contracts with the Human Resources Bureau e.g. PACT Senior Service Center).

(3) Miscellaneous Comments on Budget Changes

All changes shown on the budget worksheet or the budget justification pages should be addressed in the letter requesting the modification.

A modification is not required for any line item changes in materials and services in which that line will not be over-expended by 5% of the line item or \$1,000, whichever is less. Formal modification is not required for lines which will be underexpended.

e.g., if line 420 in the contract is \$1,000 and if there is an expected overspending of \$48, a contract modification is not required because \$48 is less than 5% of \$1,000.

If this \$48 will come from line 310 office supplies, no change is required because you will simply underspend line 310 by \$48.

Any changes in staff positions (increase in salary, change in % of time or number of months on project) requires a modification. A modification is not necessary if an individual is being paid at a lower rate of pay for a given position.

If an authorized position is to be filled by a different person, please notify the City accountant to assist in speedy processing of your invoices. A contract modification is not required.

b. SERVICE CHANGES

- (1) OBJECTIVES - (Project Narratives, Section 3)
A revised objective section should be submitted showing the revised number or type of services to be provided or the revised period in which services will be provided.

(The need for these changes and the impact should be discussed in the letter requesting the modification).

- (2) ACTIVITIES - (Project Narrative, Section 4)

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

c. OTHER PROGRAM OR MANAGEMENT CHANGES

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

3. Contractor shall submit letter and revised pages as described above to Human Resources Bureau Unit Director.
4. Social Service Unit staff shall review the request for completeness and impact and shall make a determination about which modification procedure shall be utilized.

- a. If Unit Staff supports the requested change and if an Ordinance is required, City Staff shall prepare the contract amendment prepare the ordinance and complete the regular Human Resources Bureau ordinance review process. If authorized by City Council, the Contractor shall sign 3 official copies and return to the City for City signatures and processing. A signed copy will be returned to the Contractor.

- b. If unit staff supports the request and if a change order is to be used, City staff shall prepare the change order.

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

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

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

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

SCHEDULE OF MODIFICATIONS

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

ORDINANCE No.

An Ordinance authorizing an agreement with Tri-County Community Council to provide central information and referral services to the elderly of Portland/Multnomah County for the period July 1, 1981, through June 30, 1982, at a cost not to exceed \$32,578, under the Human Resources Bureau, AU 380, Area Agency on Aging, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance No. 151654 the City approved the Fiscal Year 1981-82 Annual Plan of Action which includes the provisions of central information and referral services to the elderly in Portland/Multnomah County.
2. Funds have been budgeted and are available in the Fiscal Year 1981-82 City budget to provide these services for the period July 1, 1981 through June 30, 1982.
3. Tri-County Community Council has demonstrated in the past that they are capable of delivering such services.
4. Tri-County Community Council is a duly constituted and legal non-profit corporation and is certified by the Bureau of Financial Affairs Contract Compliance Division as an EEO Affirmative Action Employer.
5. It is therefore appropriate that the Commissioner of Public Utilities and the Auditor execute, on behalf of the City an agreement with Tri-County Community Council to provide central information and referral services to the elderly in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982, at a cost not to exceed \$32,578 under the Human Resources Bureau, AU 380, Area Agency on Aging, similar in form to Exhibit "A."

ORDINANCE No.

151821

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and the Auditor are hereby authorized to execute on behalf of the City, an agreement with Tri-County Community Council to provide central information and referral services to the elderly in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982, under the Human Resources Bureau, AU 380, Area Agency on Aging, at a cost not to exceed \$32,578 similar in form to Exhibit "A."
- b. The Mayor and the Auditor are hereby authorized to draw and deliver warrants chargeable to the FY-81/82 City Budget, Human Resources Bureau, AU 380, Area Agency on Aging when demand is presented and approved by the proper authorities.

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

Passed by the Council,
Commissioner Margaret Strachan
BP:ahj
6/17/81

Attest:

Auditor of the City of Portland

Calendar No. 2070

ORDINANCE No 151821

Title

An Ordinance authorizing an agreement with Tri-County Community Council to provide central information and referral services to the elderly of Portland/Multnomah County for the period July 1, 1981, through June 30, 1982, at a cost not to exceed \$32,578, under the Human Resources Bureau, AU 380, Area Agency on Aging, and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN	1	
LINDBERG	1	
SCHWAB	1	
STRACHAN	1	
IVANCIE	1	

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

JUN 19 1981

Filed _____

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By *[Signature]*
Deputy

INTRODUCED BY
COMMISSIONER STRACHAN

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>Margaret D. Strachan</i>
Works

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <i>[Signature]</i> Date: 6/17/81 Barbara Patrick
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <i>Erma E. Hepburn</i> Erma E. Hepburn

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

NOTED BY
City Attorney
City Auditor
City Engineer