

		<u>Cash</u>	<u>In-Kind</u>	
Source of revenue:	Federal Indirect <u>Cost Pool</u>	<u>/X/</u>	<u>/ /</u>	
Funding source:	<u>Title III-C-1</u>			
Service category:	<u>Meals Admin.</u>			
Administration:	<u>1,256</u>			
Service:	<u>- 0 -</u>			
Total:				\$ <u>1,256</u>
Source of revenue:	Federal Indirect <u>Cost Pool</u>	<u>/X/</u>	<u>/ /</u>	
Funding source:	<u>Title III-B</u>			
Service category:	<u>Transportation Admin.</u>			
Administration:	<u>1,256</u>			
Service:	<u>- 0 -</u>			
Total:				\$ <u>1,256</u>
Source of revenue:	Federal Indirect <u>Cost Pool</u>	<u>/X/</u>	<u>/ /</u>	
Funding source:	<u>Title III-B</u>			
Service category:	<u>Education Admin.</u>			
Administration:	<u>1,256</u>			
Service:	<u>- 0 -</u>			
Total:				\$ <u>1,256</u>
Source of revenue:	Federal Indirect <u>Cost Pool</u>	<u>/X/</u>	<u>/ /</u>	
Funding source:	<u>Title III-B</u>			
Service category:	<u>Recreation Admin.</u>			
Administration:	<u>1,256</u>			
Service:	<u>- 0 -</u>			
Total:				\$ <u>1,256</u>
Subtotal:				\$ <u>9,530</u>
TOTAL				\$ <u><u>61,055</u></u>

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

In-Kind	Services: III-C1	
	On-going volunteer	
	5X week - 4 hours per day X Minimum Wage	
	of \$3.35/hour =	3,484

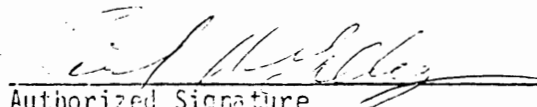
In-Kind Volunteers III-B
 \$600 Administrative
 \$422 Services
 Volunteers hours of 305 X \$3.35 hour

The Match of \$2,365 will be provided by in-kind services of volunteers at the rate of \$3.35 per hour. Duties to include meal set-up and service, kitchen clean-up, plus various other duties as assigned.

Cash Other Resources - will be paid from the Federal Indirect Cost Pool generated by various federal grants. This is 25% of Associate Accountant @ \$1,147/mo. and 10% of Secretary @ \$815/mo. plus 18% fringe, per Dorothy Craig on 6/23/81.

Statement of Certification

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



 Authorized Signature

Date May 15, 1981

Richard Gallegos, Executive Director

Revised 3/24/81

Code	Object Title	TITLE III-C-1 MEALS /ADMIN.	TITLE III-C-1 MEALS / SERVICE	TITLE III-B TRANSPORTATION ADMINISTRATION	TITLE III-B TRANSPORTATION SERVICES	TITLE III-B EDUCATION ADMINISTRATION
110	Full-Time Employees	1,025	10,600	69	616	68
120	Part-Time Employees	1,069	9,623			
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	377	3,640	12	111	12
190	Less-Labor Turnover					
100	Total Personal Services	2,471	23,863	81	727	80
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance		190			
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies	30	202			
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External		7,479			
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental	540	4,750			36
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services	60	252			3
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	630	12,873			39
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	3,101	36,736	81	727	119

Code	Object Title	TITLE III-B EDUCATION SERVICES	TITLE III-B RECREATION ADMIN.	TITLE III-B RECREATION SERVICES	TOTAL CITY SUPPORT	INKIND MATCH TITLE III-C1 MEAL/SERVICES
110	Full-Time Employees	615	68	615	13,676	
120	Part-Time Employees	486		486	11,664	2,365
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	209	12	209	4,582	
190	Less-Labor Turnover					
100	Total Personal Services	1,310	80	1,310	29,922	2,365
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance				190	
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies				232	
330	Repair & Maint Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External				7,479	
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental	660	36	660	6,682	
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services	48	3	48	414	
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	708	39	708	14,997	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	2,018	119	2,018	44,919	2,365

Code	Object Title	PROGRAM INCOME TITLE III-C-1 SERVICES	OTHER RESOURCES	U.S.D.A.	TOTAL CONTRACT
110	Full-Time Employees		4,856		18,532
120	Part-Time Employees		3,906		17,935
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				5,350
170	Benefits		768		
190	Less-Labor Turnover				
100	Total Personal Services		9,530		41,817
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				190
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				232
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities-External	2,000		2,241	11,720
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				6,682
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				414
580	Intra-Fund Services				
590	Other Services-Internal				
200- 500	Total Materials & Services	2,000		2,241	19,238
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	2,000	9,530	2,241	61,055

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL

Meals Administration

Service Category (if applicable)

FUNDING SOURCE III-C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
320	Operating Supplies	30.00	
440	Space Rental - 12 x \$45 per month	540.00	
570	Telephone - 12 X \$5 per month	60.00	

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981PROJECT TITLE NATIVE AMERICAN SERVICESAGENCY URBAN INDIAN COUNCIL, INC.

MEALS/SERVICES

Service Category (if applicable)FUNDING SOURCE III-C1

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
240	Repair/Maintenance - Kitchen Equipment	190.00	
320	Operating Supplies	202.00	
380	Other Commodities - Raw Foods	7,479.00	
440	Space Rental 12 X \$395.83	4,750.00	
570	Telephone - 12 X \$21/mo	252.00	

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL, INC.

EDUCATION/ADMINISTRATION

FUNDING SOURCE III-B

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	Space Rental 12 @ 3.00 /mo.	36.00	
570	Telephone 12 @ .40 /mo.	3.00	

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL, INC.

EDUCATION/SERVICES

Service Category (if applicable)

FUNDING SOURCE III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	Space Rent 12 @ \$55/mo	660	
570	Telephone 12 @ \$4/mo	48	

151892

CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL, INC.

RECREATION/ADMINISTRATION
Service Category (if applicable)

FUNDING SOURCE III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	Space Rental - 12 @ \$3/mo	36.00	
570	Telephone - 12 @ \$.40/mo	3.00	

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL, INC.

RECREATION/SERVICES

Service Category (if applicable)

FUNDING SOURCE III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	Space Rental - 12 X \$55/mo	660	
570	Telephone - 12 X \$4/mo	48	

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL, INC.

Service Category (if applicable) _____

FUNDING SOURCE TOTAL CITY SUPPORT

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
240	Repair and Maintenance - Kitchen Equipment	190	190
320	Operating Supplies	232	232
380	Other Commodities - External Food	7,479	7,479
440	Space Rental - \$556.83/mo.	6,682	6,682
570	Telephone	414	414

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE NATIVE AMERICAN SERVICES

AGENCY URBAN INDIAN COUNCIL, INC.

MEALS SERVICES

Service Category (if applicable)

FUNDING SOURCE U.S.D.A.

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
380	<p>Other Commodities - External</p> <p>USDA @ .4725 for period July 1, 1981 through September 30, 1981.</p> <p>(Rate of reimbursement for balance of contract to be determined upon final appropriation of USDA funds from OEA.)</p>	2,241	2,241

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

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

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

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

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

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

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or 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 14th day of May, 1981.

By *Faith Mayhew*
Faith Mayhew

Title _____
Board Chairman

P.O. Box 3198
Portland, Oregon 97208

Contractor's mailing address

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

157002

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

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

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

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

Dated May 14, 1981

P.O. Box 3198 Portland, Or. 97208
(Contractor's mailing address)

By

Faith Mayhew
Faith Mayhew

Title

Board Chairman
Board Chairman

The Board of Directors of the Urban Indian Council
has reviewed the proposal for senior services to be provided by Urban Indian Council's Community Services Department
in Portland/Multnomah County through contract with the City of Portland,
Human Resources Bureau. Comments are attached.

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.

Janet Mayhew
Signature of Board Chairperson

5-14-81
Date

ADVISORY COMMITTEE REVIEW

The Advisory Committee of the Urban Indian Council
has reviewed the proposal for senior services to be provided by _____
Urban Indian Council's Community Services Department
through contract with the City of Portland, Human Resources Bureau.

Comments are attached.

The Advisory Committee approves the proposal.

The Advisory Committee does not approve the proposal
for reasons listed below:

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

F. H. Mayhew
Signature of Chairperson

5-14-81
Date

EXHIBIT C

UIC
81-82

15' 002

EXHIBIT C
Required Reporting Forms
and
Procedures

ONCE PRINTED, REVISED
CLIENT TRACKING SYSTEM
FORMS 101 - 102 - 103
WILL BE SENT TO CONTRACTOR

151992

Contract Agency _____

Area Agency on Aging
Youth Service Centers
Accounting Unit
522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204
Phone: (AAA) 248-4752 (YSC) 248-4356

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Reimbursement Request for _____
month & year

CODE	OBJECT TITLE	CURRENT PERIOD REOUEST	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 _____ Phcne _____

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 _____

151003

CONTRACTOR RECORD OF CAPITAL EQUIPMENT PURCHASED
 (Items with value in excess 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 _____

71

154992

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

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

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

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

copies of checks
copies of bills
payroll register
etc.

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

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

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

151992

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.

PORTLAND HUMAN RESOURCES BUREAU
SOCIAL SERVICES DIVISION

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).

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)

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.

CONTRACT FOR SERVICES

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and JAPANESE ANCESTRAL SOCIETY ("Contractor"), 327 N. W. Couch, Portland, Oregon 97209.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide meals, outreach, transportation, education, and recreation services to elderly residents in Portland/Multnomah County and further agrees that the total cost shall not exceed the sum of \$50,000.

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 5% match (\$2,632), 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 \$50,000.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$8,333, 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, budget line 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.
- 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.

- P. The Contractor shall, within ten (10) days of the execution of this contract, notify the City, in writing, of the staff person who shall be responsible for the performance of the Contractor's staff under this contract and the staff person to whom official correspondence regarding performance under this contract shall be sent.
- Q. The Contractor shall submit all menus at least one month in advance of their use. Any substantial changes will be approved by the AAA prior to their use.
- R. The Contractor shall be able to identify source of all funds expended by providing accurate fiscal records.
- S. The Contractor agrees to accept modification of the USDA reimbursement rate for the period October 1, 1981, through June 30, 1982. The USDA rate contained in Exhibit B is an estimate for that period and the City will set the appropriate rate when appropriations are finalized.
- T. Contractor shall develop a work plan within specifications established by the City and submit to the City by August 31, 1981, for approval.

SECTIONX: CONTRACT MODIFICATION

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

SECTION XI: CONTRACT ASSIGNMENT

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

SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.

B. The contract may also be terminated at any time by the City by giving written notice, if its federal, state, or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of the terms of this contract.

SECTION XIII: SIGNATURES

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

APPROVED AS TO CONTENT

CONTRACTOR

By Esma E. Heplawn
Executive Director

By _____
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

1. Project Title IKOI-NO-KAI

2. Type of Application (check one) New X Continuing

3. Applicant Agency:

Name JAPANESE ANCESTRAL SOCIETY

Address 327 N W Couch

Portland, OR 97209

Phone Number (503) 223-2454

Project Director Lury Sato

Official Authorized to Bind Agency George Azumano

Financial Officer Kena Gimba

4. Contract Period: From July 1, 1981 To June 30, 1982

5. Budget Period: From July 1, 1981 To June 30, 1982

6. City Support Requested \$ 50,000.00

PROJECT NARRATIVE

1. Summary of Project

Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project.

Address:

- Statement of Problem (Provide a concise description of the conditions and problems to be addressed by the project. Use quantifiable, measurable terms.)
- Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)
- Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

The goal of this Nutrition Project is to promote better health and sustain independent living among elderly Japanese Americans who reside in Portland/Multnomah County. The program will provide low-cost nutritious and sound meals as well as access services for those who are unable to maintain an adequate diet. The program will be tailored to meet the needs of elders of Japanese descent but will not exclude participation by any elders or their spouses.

Hot, nutritious meals will be served five days a week at 12:00 noon. Loaves and Fishes, Inc. will provide the meals served three days a week and traditional Japanese meals will be prepared on site and served the other two days a week. To facilitate participation, transportation, outreach, nutrition education, health screening and recreation will be offered as support services.

With the support of the two co-sponsors of the community, the Japanese Ancestral Society and the Japanese-American Citizens League, this project will plan to reach more of the target population and expand the program.

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

National priorities have established that low income, minority and isolated persons are in greatest need. Survey in Portland/Multnomah County revealed 162 persons living below the poverty level among Japanese reflecting a clear need for low-cost nutritious meals and would be isolated without this program.

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.

Service Area:

This project will encompass all of Multnomah County as a service area. Primary emphasis will be in the urbanized areas within the City of Portland.

Target Population:

The target population within the 60 and over group is those most in social and economic need. As defined in the AAA Area Plan, this is "those elderly individuals who are functionally impaired or resource limited to the extent that services are necessary to maintain independent living". Preference for nutrition services within the service area will be given to those people meeting the criteria and whose income falls below the Bureau of Census poverty level. This preference policy does not allow any other qualified person to be denied services based only on income.

Eligibility Criteria:

Persons 60 years of age and over and their spouses of any age are eligible to use the nutrition services. Recipients of home delivered meals have to be unable to leave the home and be unable to provide for themselves in regards to their meals. If in the interest of the older person, the spouse of any age is eligible to receive a meal. People referred by Adult and Family Services are eligible to receive a home delivered meal when they are unable to prepare their own and the service provider is reimbursed the full cost of the meal.

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

1. To increase sound nutrition habits among elderly Japanese American residents by providing 7,321 meals to 75 different participants, 5 days per week during the period July 1, 1981 to June 30, 1982.

Number of meals served.

Ongoing
Records kept and report made monthly

1. Hire, train and supervise staff (mostly parttime) to operate the nutrition site efficiently following job descriptions, work routine, monitor procedures, staff meetings, and maintaining confidential personnel records.

Ongoing: Site Manager - 80% FTE
2. Ordering, checking, preparing and serving food from Loaves & Fishes.

Ongoing: Cater Manager - 100% FTE
3. Complete charge of traditional meals

Ongoing: Traditional Cook - 100% FTE
4. Assisting Cater Manager with food preparation and cleanup.

Ongoing: Caterperson - for Loaves & Fishes meals
- 100% FTE
5. Assisting Traditional Cook with food preparation and cleanup.

Ongoing: 2-day Caterperson for Traditional meals
-100% FTE
5. Maintaining volunteers , assisting in all functions in absence of the Site Manager, and proper atmosphere

Ongoing: Assistant Site Manager - 90% FTE

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

2. To maintain access to needed services for elderly residents by providing 1,830 rides to 33 different Japanes American individuals who require accompaniment to ensure completed journeys to nutrition sites during the period July1, 1981 to June 30, 1982.

Number of rides given
 Record kept and reported
 Volunteers services

1. Hire parttime van driver to meke 8 trips per week

Ongoing: Van Driver - 90% FTE

Volunteer Drivers - Inkind

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

3. To reduce isolation among elderly Japanese American residents by identifying 18 new low-income and/or minority individuals during the period July 1, 1981 to June 30, 1982.

Number of persons identified.

Outreach

Referrals

1. All Outreach to be performed by volunteers and by staff on volunteer bases.

Escort for handicaps	00%	FTE
Friendly visits.	00%	FTE
Follow-up on referrals	00%	FTE
Outreach	00%	FTE
Follow-up on absentees	00%	FTE

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

4. Reduce isolation among elderly Japanese residents by providing the following support services during the period July 1, 1981 to June 30, 1982.

- a. 1,056 education services to 75 different individuals.
- b. 845 recreation services to 75 different individuals.

Number of education services delivered.

Number of different individuals participating in education services.

Number of recreation services delivered.

Number of different individuals participating in recreation service.

1. Offering class in English as a Second Language

Ongoing: Retired school teacher - 00% FTE

2. Offering class in Japanese Conversations

Ongoing: Wives of businessmen stationed in Portland

3. Coordinating a varied program in recreation

Ongoing: Site Manager 10% FTE

Van Driver 10% FTE

Volunteers- Natural Support System 00% FTE

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

The Japanese Ancestral Society of Portland will be the contracting agent and will administer the project. The Portland Chapter of the Japanese-American Citizens League will, through a non-financial agreement with the Ancestral Society, co-sponsor the project.

An Advisory Board will be composed of representatives of both of these organizations. In addition, the project participants will be elected to the area-wide Nutrition Project Council.

Project staff consists of a Site Manager, selected by the Board of Directors, a Bookkeeper, and Assistant Site Manager. Cater Manager and one caterperson will be responsible for Loaves and Fishes meals three days a week. A traditional meal cook with one assistant will take complete charge of purchasing, preparing, serving and cleaning up on other two days a week. An assistant Site manager will assist in recording attendance, telephone reassurance, outreach, and in site-manager's absence look after nutrition site activities. The Bookkeeper will be responsible for making financial reports and doing payrolls. Training activities will include participation in AAA sponsored sessions as well as those offered by other community resources. Retired physician will do health screening once a month. Site Manager will be responsible for the proper operation of the project. He/she may select volunteers and encourage community-wide resource persons to participate in the program.

Site will be open from 11:00 a.m. to 2:00 p.m. Monday through Friday. Holidays are New Year's Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Veteran's Day, Thanksgiving, Christmas, and three days when there may be conflict in the use of the Church due to their functions. In an emergency such as ice storm, clients will be informed of the closure by telephone and other public communication.

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 Japanese Ancestral Society of Portland was founded about seventy years ago to provide services to Japanese immigrants. The Japanese-American Citizen's League celebrated its fiftieth year two years ago. Both organizations have contributed services to Japanese Americans to assist them in adjusting to their new homes.

Together they made the survey of Portland/Multnomah County and its environ in order to identify the elderly and their needs. Both organizations are helping to publicize the project and are working toward its success. A representative of the Nutrition Project is always in attendance at the monthly meeting of the Japanese Ancestral Society. Ikoi-No-Kai participates with both agencies in fund-raising projects.

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.)

Japanese community in Portland formed the Japanese Ancestral Society more than 70 years ago to advocate for individuals of Japanese descent. The Portland Chapter of the Japanese-American Citizens' League was formed 50 years ago with the intent of advocacy and increasing the participation of Japanese-American Citizens in the political process. Members of both these groups have been heavily involved on a volunteer basis in the implementation of this project. Extensive volunteer support from the Japanese-American community will continue for the life of this project.

In addition, the Advisory Board will advise the Board of Directors of the Ancestral Society on all program operations. The Advisory Board will approve all policy decisions with respect to menu, fees, and other supportive services.

- 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.)

The Japanese American Nutrition Project, IKOI-NO-KAI , will coordinate with other AAA contractors in providing technical assistance in Meeting the needs of elderly Japanese Americans.

The project through a sub-contract will buy meals from Loaves and Fishes Inc. Extensive coordination and assistance between the Japanese-American Nutrition Project and Loaves and Fishes Centers, Inc., will make possible improved nutrition services to all members of the community.

Requests and information or assistance to obtain needed services not available through Ikoi-No-Kai will be referred by the Site Manager or Assistant Site Manager to the Japanese Ancestral Society which provides information and referral services as in the past.

151992

EXHIBIT B

Budgets and Attachments

7/1/81 - 6/30/82

FUNDING REPORT (List all sources of funding by amount and source)

151892

a. City Support Requested

<u>Title III C-1</u>	<u>39,837</u>
<u>Title III B</u>	<u>5,082</u>
<u>City/County General Fund</u>	<u>5,081</u>
_____	_____
_____	_____
Subtotal	<u>50,000</u>
Required Match (Cash and/or Inkind)	<u>2,532</u>
Program Income	<u>7,504</u>
Subtotal	<u>50,136</u>

Other Resources:

Cash In-Kind

Source of revenue: Volunteers (one only)

Funding source: Title III-B

Service category: Education

Administration: 20

Service: 490

Total \$ 510

Source of revenue: Municipal Services

Funding source: Title III - B

Service category: Education

Administration: 20

Service: 500

Total \$ 520

IKOI NO KAI
Japanese Ancestral Society
7/1/81 - 6/30/82

Cash In-Kind

154802

Source of revenue: Volunteers

Funding source: Title III C-1

Service category: Outreach

Administration: 350

Service: 380

Total \$ 740

Source of revenue: Volunteers

Funding source: Title III - B

Service category: Recreation

Administration: 20

Service: 300

Total \$ 320

Source of revenue: Participants

Funding source: Title III C-1

Service category: Meals

Administration: _____

Service: 300

Total \$ 300

Source of revenue: Donation

Funding source: Title III - B

Service category: Meals

Administration: 1547 (Insurance and Bonding)

Service: _____

Total: \$ 1547

5/15/81

IKOI NO KAI
 Japanese Ancestral Society
 7/1/81 - 6/30/82

151892

	<u>Cash</u>	<u>In-Kind</u>	
Source of revenue: <u>Donation</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Funding source: <u>Title III-C-1</u>			
Service category: <u>Meals</u>			
Administration: _____			
Service: <u>300</u>			
Total:			\$ <u>300</u>
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Subtotal:			\$ <u>4237</u>
TOTAL			\$ <u>54,373</u>

5/15/81

IKOI NO KAI
 Japanese Ancestral Society
 7/1/81 - 6/30/82

APPROPRIATION UNIT 151892
 LINE ITEM WORKSHEET

Code	Object Title	Title III- C-1 MEALS-Service	Title III C-1 MEALS-Admin.	Title III-B Transportation Services	Title III-B Trans. Admin	C/C Gen. Fund Transportation Servicea
110	Full-Time Employees					
120	Part-Time Employees	18855	2116			3737
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	2640	296			523
190	Less-Labor Turnover					
100	Total Personal Services	21495	2412			4260
210	Professional Services					
220	Utilities	3911	40			
230	Equipment Rental					
240	Repair & Maintenance	400				
260	Miscellaneous Services					
310	Office Supplies		240			
320	Operating Supplies	440				
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools	250				
350	Clothing & Uniforms					
380	Other Commodities-External	10229				
410	Education					
420	Local Travel			2100		
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services		120			
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance				1061	
570	Telephone Services	300				
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	15530	400	2100	1061	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	37025	2812	2100	1061	4260

Code	Object Title	City/County Gen. Fund Transp. Admin	City/County Gen. Fund Recreation Services	Title III-B Recreation Services	Title III-B Recreation Administration	TOTAL CITY SUPPORT
110	Full-Time Employees					
120	Part-Time Employees	305	415		1368	26796
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	43	58		191	3751
190	Less-Labor Turnover					
100	Total Personal Services	348	473		1559	30547
210	Professional Services					
220	Utilities			183		4134
230	Equipment Rental					
240	Repair & Maintenance					400
260	Miscellaneous Services					
310	Office Supplies					240
320	Operating Supplies					440
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					250
350	Clothing & Uniforms					
380	Other Commodities--External					10229
410	Education					
420	Local Travel					2100
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					120
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance				179	1240
570	Telephone Services					300
580	Intra-Fund Services					
590	Other Services--Internal					
200-500	Total Materials & Services			183	179	19453
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	348	473	183	1738	50,000

Code	Object Title	Program Income Meals Services	Program Income Transporta- tion-Services	Required In Kind Match Meals Services	USDA Meals/Svcs.	Other Resources
110	Full-Time Employees					
120	Part-Time Employees			2632		740
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
190	Less-Labor Turnover					
100	Total Personal Services			2632		740
210	Professional Services					1350
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies					300
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External	5589			3459	300
410	Education					
420	Local Travel		915			
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					1547
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	6589	915		3459	3497
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	6589	915	2632	3459	4837

Code	Object Title	TOTAL CONTRACT AMOUNT			
110	Full-Time Employees				
120	Part-Time Employees	30,158			
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits	3751			
190	Less-Labor Turnover				
100	Total Personal Services	33,919			
210	Professional Services	1350			
220	Utilities	4134			
230	Equipment Rental				
240	Repair & Maintenance	400			
260	Miscellaneous Services				
310	Office Supplies	240			
320	Operating Supplies	740			
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools	250			
350	Clothing & Uniforms				
380	Other Commodities-External	20,577			
410	Education				
420	Local Travel	3015			
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services	120			
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance	2787			
570	Telephone Services	300			
580	Intra-Fund Services				
590	Other Services-Internal				
200-500	Total Materials & Services	33,913			
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	67,832			

5/15/81

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

TOTAL CITY SUPPORT
 Service Category (if applicable)

FUNDING SOURCE Title III-C-1, III-B, C/C GF

(A) Number of Persons	(B) Position or Title	(C) Monthly *** Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Site Manager	519	100%	12	6228
1	Asst. Site Manager	261	100%	12	3132
1	Cater Manager	313	100%	12	3756
1	Traditional Cook	216	100%	12	2592
1	Asst. Cater (3 day)	201	100%	12	2412
1	Asst. Cater (2-Day)	150	100%	12	1800
1	Van Driver	346	100%	12	4152
1	Custodian	52	100%	12	624
1	Bookkeeper	175	100%	12	2100

*** Partime positions funded totally by this contract

SUB-TOTAL, PERSONNEL

26796

14

* % FRINGE BENEFITS

3751

TOTAL, PERSONNEL

30547

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

Meals - Services
 Service Category (if applicable)

FUNDING SOURCE Title III C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
240	Utilities: Heating Oil 94% of 2450/year Electricity 94% of 600/year Natural gas 94% of 600/year Garbage 99% of 244/year Water 99% of 240/year	2303 564 564 242 238	3911
240	Repair and Maintenance Kitchen Equipment	400	400
320	Operating Supplies Placemats, chopsticks, rubber gloves, detergents, etc.	440	440
340	Minor Tools and Equipments	250	250
380	Other Commodities Raw Food	10229	10229
570	Telephone	300	300
	TOTAL		15530

IKOIN NO KAI

Japanese Ancestral Society

7/1/81 - 6/30/82

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

MEALS - Administration
Service Category (if applicable)

FUNDING SOURCE Title III-C-1

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities Heating Oil, 1% of \$2450/yr Electricity, 1% of \$600/yr Natural Gas, 1% of \$600/yr Water, 1% of \$240/yr Garbage Service, 1% of \$244/yr	24 6 6 2 2	 40
310	Office Supplies	240	240
520	Printing	120	120
	TOTAL		400

IKOI+NO KAI
Japanese Ancestral Society
7/1/81 - 6/30/81

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

TRANSPORTATION- Services
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
420	Local Travel - Gas and oil for Van 500 miles @ 20¢/mile	2100	2100

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Iko-i-No-Kai

AGENCY Japanese Ancestral Society

Transportation- Administration
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
560	Insurance on the Van 38.4%/ Annual premium (2787)	1061	1061

Japanese Ancestral Society
IKOI-NO-KAI
7/1/81 - 6/30/82

CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICES

151892

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE IkoI-No-Kai

AGENCY Japanese Ancestral Society

Recreation - Services
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities: Heating Oil 5% of 2450/year Electricity 5% of 600/year Natural gas 5% of 600/year	123 30 30	183

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18772

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

RECREATION -Administration
 Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
560	Insurance on equipments 6.4% annual premium Television (2787) Video - Cassette Player Movie Screen Record Player Projector	179	179

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY J apanese Ancestral Society

TOTAL CITY SUPPORT
 Service Category (if applicable)

FUNDING SOURCE Titles III-C , III-B , C/C

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities: Heating Oil Electricity Natural Gas Garbage Water	2450 600 600 244 240	4134
240	Repair and Maintenance	400	400
310	Office Supplies	240	240
320	Operating Supplies	440	440
340	Minor Tools and Equipments	250	250
380	Other Commodities Raw food	10229	10229
420	Local Travel, Gas and Oil for Van	2100	2100
520	Printing	120	120
560	Insurance and Bonding	1240	1240
570	Telephone	300	300
	TOTAL		19453

JAS
FY 81/82

CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICES

151892

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ixo1-No-K21

AGENCY Japanese Ancestral Society

MEALS - Services
Service Category (if applicable)

FUNDING SOURCE Title III C-1
(program income)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
380	Contributions toward meals 7321 meals - suggested donation .90	6589	6589

JAS
FY 81/82

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

TRANSPORTATION- Services
Service Category (if applicable)

FUNDING SOURCE PROGRAM INCOME

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
420	Donations by Van Riders	915	915

CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

MEALS-Services
Service Category (if applicable)

FUNDING SOURCE USDA

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
380	7321 Meals @ .4725	3459	3459

IKOI NO KAI
 Japanese Ancestral Society
 7/1/81 - 6/20/82

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

TOTAL CITY CONTRACT
 Service Category (if applicable)

FUNDING SOURCE TITLE III-C-1, III-B, C/C GF
Requires Match, USDA

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities: Heating Oil Electricity Natural Gas Garbage Water	2450 600 600 244 240	4134
240	Repair and Maintenance	400	400
310	Office Supplies	240	240
320	Operating Supplies	440	440
340	Minor Tools and Equipments	250	250
380	Other Commodities Raw Food USDA 7321 Meals @ .4725	10229 3459	13688
420	Local Travel, Gas and Oil for Van	2100	2100
520	Printing	120	120
560	Insurance	1240	1240
570	Telephone	300	300
	TOTAL		22912

IKOI NO: KAI
 Japanese Ancestral Society
 7/1/81 - 6/30/82

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Ikoi-No-Kai

AGENCY Japanese Ancestral Society

TOTAL CONTRACT AMOUNT
 Service Category (if applicable)

FUNDING SOURCE TITLE-III-C-1, III-B, C/C GF

PROGRAM INCOME, MATCH, USDA, OTHER RESOURCES

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services	1350	1350
220	Utilities:		
	Heating Oil	2450	
	Electricity	600	
	Natural Gas	600	
	Garbage	244	
	Water	240	
			4134
240	Repair and Maintenance (Kitchen Equipments)	400	400
310	Office Supplies	240	240
320	Operating Supplies	740	740
340	Minor Tools and Equipments	250	250
380	Other Commodities		
	Raw Food	10229	
	USDA 7321 Meals @ .4725	3459	
	Project Income	6589	
	Other Resources	300	
			20577
420	Local Travel		
	Gas and Oil for Van	2100	
	Project Income	915	
			3015
520	Printing	120	120
560	Insurance		
	Meals, Equip, van - 38.4%	1061	
	Recreation, Equip. 6.4%	179	
	Other Resources - Van 55.2%	1547	
			2787
570	Telephone Services	300	300
	TOTAL		33913

151992

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

Japanese Ancestral Society (hereinafter called the "Contractor"), HEREBY

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

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

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

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

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

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or 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 15 day of May, 1961.

By _____

Title Vice President

Japanese Ancestral Society of Portland
327 NW Couch
Portland, OR 97209

Contractor's mailing address

5/15/61

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

151292

Japanese Ancestral Society (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 15, 1981

By _____

327 N W Couch

Title Vice-President

(Contractor's mailing address)

Portland, OR 97209

5/15/81

The Board of Directors of the Ikoi-No-Kai (Japanese Ancestral Soc. Nutrition Project)
has reviewed the proposal for senior services to be provided by _____
Ikoi-No-Kai staff

in Portland/Multnomah County through contract with the City of Portland,
Human Resources Bureau. Comments are attached.

_____ 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

May 15, 1981

Date

5/15/81

ADVISORY COMMITTEE REVIEW

The Advisory Committee of the Ikoi-No-Kai
has reviewed the proposal for senior services to be provided by Ikoi-No-Kai Staff

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

Comments are attached.

 The Advisory Committee approves the proposal.

 The Advisory Committee does not approve the proposal
for reasons listed below:

 The Advisory Committee has received the proposal but has
taken no action at this time.

Signature of Chairperson

May 15 1981
Date

8/15/81

EXHIBIT C
Required Reporting Forms
and
Procedures

151292

ONCE PRINTED, REVISED
CLIENT TRACKING SYSTEM
FORMS 101 - 102 - 103
WILL BE SENT TO CONTRACTOR

Contract Agency _____

Area Agency on Aging
Youth Service Centers
Accounting Unit
522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204
Phone: (AAA) 248-4752 (YSC) 248-4356

Address _____

City _____ State _____

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 _____