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AGREEMENT AMENDING CONTRACT No. 18196

This agreement is entered into between the City of Portland, Oregon and Friendly House, Inc., Contractor.

The parties have previously executed a contract providing for district senior center services for the elderly in Portland/Multnomah County for the period 9/1/79 through 6/30/82 which contract is known as Contract No. 18196. The contract shall now be amended by the addition of a budget in the amount not to exceed \$53,947 and the addition of new objectives, to continue district senior center services during the period July 1, 1981 through June 30, 1982.

The parties therefore, agree that contract No. 18196 is amended as follows:

1. The budget is amended by the addition of funds as follows to be expended during the period July 1, 1981 through June 30, 1982, similar in form to Exhibit A.

<u>Service Components</u>	<u>Funding Source</u>	<u>Amount</u>
Information and Referral Services	Title III-B	\$9,780
Information and Referral Administration Services	General Fund	978
		3,512
Individual Assessment Administration Services	General Fund	474
	Title III-B	4,739
Case Management Level I Administration Services	General Fund	496
	General Fund	529
	Title III-B	4,955
Case Management Level II Administration Services	General Fund	440
	Title III-B	4,406
	General Fund	530
Outreach Administration Services	General Fund	309
	Title III-B	3,094
	General Fund	3,185

<u>Service Components</u>	<u>Funding Source</u>	<u>Amount</u>
Shopping Assistance Services	General Fund	\$10,266
Immediate Transportation Services	General Fund	6,254
Match - \$2,998	Total City Support	\$53,947

2. Objectives are amended under this agreement for the period July 1, 1981 through June 30, 1982 similar in form to Exhibit A.
3. Terms and conditions are deleted, added and modified as shown in Appendix I.
4. The total compensation for the period July 1, 1981 through June 30, 1982 shall not exceed 53,947. An advance shall be made to cover the cost of the Contractor's initial expenses for operation not to exceed the sum of \$8,991 upon receipt of a written request from the Contractor.
5. Required reporting forms as shown in Exhibit A shall be utilized for reporting services provided under this contract.
6. These changes are incorporated in Contract No. 18196, similar in form to Exhibit A.

Dated this _____ day of _____, 1981

Approved as to content:

CONTRACTOR

Erica E. Hylburn

Executive Director
Human Resources Bureau

Title _____

Approved as to Form

CITY OF PORTLAND

City Attorney

By: _____
Commissioner of Public Utilities

By: _____
Auditor

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MODIFIED TERMS AND CONDITIONS
as of
July 1, 1981

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TERMS AND CONDITIONS

The following terms and conditions are omitted:

Section IX: Special Conditions

- C. The Contractor shall assure that older persons shall not be discriminated against and that older persons shall be employed on a part-time and full-time basis in carrying out programs, to the degree feasible and subject to the provisions of approved personnel policies.
- D. The Contractor shall conform to the Client Representative Policy and the client confidentiality policy as set forth by the City.
- H. The Contractor shall employ City descriptions, policies and procedures for the delivery, utilization and coordination of information, referral, case management, escort, transportation, homemaker, housekeeper, legal, nutrition and other contracted services provided as part of the Portland/Multnomah County Area Agency on Aging Service System.
- I. The Contractor shall complete the client tracking system forms for all clients accepted for case management services, which includes the client information form, the needs assessment form and the client service form, to be submitted to the City by 3:00 P.M. on the 5th working day of each month.
- J. The Contractor shall conform to State, Federal and local laws and City policies and procedures governing service delivery and eligibility for service. Contractor agrees to comply with Oregon Project Independence Administrative Rules for services funded under Oregon Project Independence and to utilize the established fee schedule and other policies and procedures established by the City for the implementation of Oregon Project Independence requirements.
- K. The Contractor shall provide information services upon request. In the event a client needs extended services and/or case planning, then the client is to be referred to the District Area Agency on Aging Contractor responsible in accordance with established Aging Services District boundaries.
- O. The Contractor shall assure that all older persons in the Aging Services District have reasonably convenient access to information and referral services.

The following terms and conditions are modified to read as follows:

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Section IV. Agreed Contractor: Project Operation

- C. Contractor shall provide a minimum 10% match against Title III-B \$2,998 as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget termination of contract.

Section VI: Agreed City

- G. City shall conduct on-site contract and facility reviews in accordance with a schedule developed by City.

Section VII.

- 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 sole responsibility of the Contractor.) Payments shall also be delayed, if the required program reports are not received by the specified time.
- 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.

Section IX: Special Conditions

In Place of Section Q:

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;

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- (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) develop a suggested contribution schedule for services under this contract. In developing the schedule, income ranges of older persons in the community and the Contractor's other sources of income should be considered;
- (6) assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and
- (7) not require older persons to disclose information regarding income or resources as a condition for the delivery of service.

In Place of Section M:

- 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.

In Place of Section R:

- K. Contractor shall continue or initiate efforts to obtain support from other sources.

The following Terms and Conditions are added:

Section VII: Compensation: Method of Payment

- K. 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.

- L. 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

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that the Contractor has qualified (a) as a direct responsibility employer under 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.

Section IX: Special Conditions

- N. 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.
- T. Contractor shall develop procedures cooperating with the City Basic Emergency Plan in serving the needs of the "at risk" elderly during a designated emergency and submit to the City for approval by August 3, 1981.
- U. 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 9:00 A.M. of the date of change or closure.
- V. Contractor agrees to cooperate with the Area Agency on Aging in the development of an agreement to provide case management and access to area-wide services for elderly individuals who reside in Housing Authority buildings in the census tracts covered under this contract and who are identified as eligible for such services by October 1, 1981.

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- W. 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.

MODIFIED PROJECT NARRATIVE

as of

July 1, 1981

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

EXHIBIT **151796**

1. Project Title Northwest Aging District Services

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

3. Applicant Agency:

Name Friendly House, Inc.

Address 2617 N.W. Savier

Portland, Oregon 97210

Phone Number 228-4391

Project Director Nancy Wood

Official Authorized to Bind Agency David White, President, Board of Directors

Financial Officer Hazel Sherwood, Assistant Director

4. Contract Period: From 9/1/79 To 6/30/83

5. Budget Period: From 7/1/81 To 6/30/82

6. City Support Requested \$53,947

PROJECT NARRATIVE1. 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.)

Elderly persons often experience a wide array of problems related to the physical and financial decline associated with old age in this society. Many elderly persons who remain in their own homes suffer from neglect because they do not utilize available community resources to meet their needs. Others who are institutionalized could be provided essential services in their own homes, sufficient to remain living at home for longer periods of time.

The comprehensive aging plan cites local and national studies which show that elderly individuals who are older, poorer and more socially isolated tend to be at higher risk of institutionalization than the general aging population. Federal guidelines direct that priority shall be given to services which meet the needs of low-income and minority elderly persons. 1970 census data indicates that in service area #7, in Northwest Portland there are 5,836 residents age 60 and over; of these 1,809 are age 75 and older. Of persons age 65 and over, at least 1,115 have incomes below the poverty level, 2,008 live alone, and 53 are minority. This totals 10,860 units which comprises 6.41% of the total need in Portland/Multnomah County.

The Project Goal is to ensure reasonably convenient access to information and referral services and social contact opportunities for all older persons in the aging service area and to provide supportive services through case management within the community to maintain independent living situations for mentally and physically impaired elderly persons in Aging Service Area #7.

Our Case Management staff arrange for emergency transportation, escort, shopping, friendly visiting, telephone reassurance and volunteer opportunities. They provide advocacy and Information and Referral services.

Our Information and Referral Specialist is a trained Community Service Advocate. She helps with housing location; coordinates transportation;

PROJECT NARRATIVE - Page -2-

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.)
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- Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

gives assistance with tax and medicare forms; makes referral for housekeeper, moving, dental work and legal assistance.

Case Management and Information and Referral services will be provided by two full-time case management counselors, one full-time Information and Referral Specialist, one part-time Center Coordinator and numerous volunteers.

Friendly House Senior Center

Service Area, Target Population and Eligibility Criteria for Services:

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

Service Area: The Friendly House Center, Inc., will provide services to elderly residents in Northwest Portland in the following census tracts: 43, 45, 46.01, 47, 48, 49, 50, 69, 70, 71. Individuals residing outside the area can be served only with the express approval of the Area Agency on Aging Contract Unit (see waiver procedures) and with the knowledge and approval of the contractor for the service area in which the individual resides.

Target Population: These elderly individuals 60 years of age and older who are functionally impaired and resource limited to the extent that services are necessary to maintain independent living are a priority to access and array of AAA services. Case management is provided for low income persons, age 60 and older, who have age related or age intensified physical and/or mental impairments which make premature or inappropriate institutionalization more likely. Case management clients are given priority for services within the AAA service delivery system.

Eligibility Criteria: Services such as information and referral, outreach, individual assessment, advocacy, crisis/emergency services, recreation and education are provided to residents of Multnomah County who are age 60 and older without eligibility limitations. Eligibility for case management, escort, transportation, friendly visiting, chore/home maintenance, shopping assistance, counseling, housekeeping and money management is established through a needs assessment performed by a trained staff person which determines: 1) that the individual is in need of services to sustain independent living; 2) that the individual is not eligible for those services from another agency legally responsible for their provision; 3) that the individual does not have friends or relatives able and willing to provide the services for him/her; 4) that, net income levels not exceed 125% of poverty guidelines plus a 10% inflation factor (\$474/month for single persons and \$629/month for couples). In exceptional circumstances and with express approval (see waiver request procedures) of the Area Agency on Aging Contracts Unit, services may be provided to individuals who do not meet all of the aging criteria.

PERFORMANCE
INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

OBJECTIVE

3. Increase Access to needed services among elderly residents through the provision of referral (simple)* and referral (complex)* in response to 324 requests for the period July 1, 1981 - June 30, 1982.

Number of referrals (simple) services provided.

Number of referrals (complex) services provided.

1. Maintain personnel to provide a referral service.
Ongoing - Program Coordinator .005% FTE
2. Weekly staff meeting and ongoing supervision of referral service.
Ongoing - Program Coordinator 2% FTE
3. Accept referrals from agencies, individuals and other agency staff for older adults in need of referral service.
Ongoing - I&R Specialist 12% FTE
Program Coordinator 2% FTE
4. Implement the referral service by making appropriate referrals to service providing agencies, including advocacy and follow-up to insure delivery.
Ongoing - I&R Specialist 22% FTE
Program Coordinator 3% FTE
5. Maintain records on referral service and submit to city.
Ongoing - I&R Specialist 10% FTE
6. Maintain personnel to provide support to a District Advisory Committee.
Ongoing - Program Coordinator 2% FTE
7. Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII, nos 1 thru 9
Ongoing - F.H. Assistant Director 1% FTE

Other Resources

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* Provision of information and referral services is to be in accordance with definitions and standards published May, 1978, by the National Alliance of Information and Referral Services (AIRS),

OBJECTIVE

PERFORMANCE
INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

5. Maintain access to needed services among elderly residents by providing 92 different individuals who meet the established needs criteria with 750 hours of Level I case management and with an average caseload of 70 during the period July 1, 1981 through June 30, 1982.

Number of different persons with a service plan.

Number of different persons with overdue reassessments

Number of persons served.

Number of hours of service provided.

1. Maintain-

- personnel to provide Level I Case Management service.
Ongoing - Program Coordinator .005% FTE

2. Provide weekly staff meetings and ongoing supervision of Level Case Management Service.

Ongoing - Program Coordinator 2% FTE

3. Weekly staff meetings.

Ongoing - Case Management Counselors 2% FTE (2)

4. Weekly staffing.

Ongoing - Program Coordinator .005% FTE

Case Management Counselors 1% FTE (2)

5. Accept referrals from agencies, individuals and other agency staff for older persons in need of case planning and case management services.

Ongoing - I&R Specialist 3% FTE

Program Coordinator 1% FTE

6. Perform a needs assessment and develop a service plan according to AAA standards.

Ongoing - Case Management Counselors 4% FTE (2)

7. Provide personnel to deal with initial emergencies, coordinate services which can't be referred and furnish occasional temporary increase in services needed due to some crisis.

Ongoing - Case Management Counselors 6% FTE (2)

8. Implement service plans by making appropriate referrals to service providing agencies including advocacy, follow-up and inter-agency consultations to ensure delivery of services.

Ongoing - Case Management Counselors 6% FTE (2)

9. Maintain case file on each client.

Ongoing - Case Management Counselors 4% FTE (2)

Program Coordinator 1% FTE

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>5. Maintain access to needed services among elderly residents by providing 92 different individuals who meet the established needs criteria with 750 hours of LEVEL I Case Management and with an average caseload of 70 during the period July 1, 1981 through June 30, 1982.</p>	<p>Number of different persons with a service plan</p> <p>Number of different persons with overdue reassessments.</p> <p>Number of persons served.</p> <p>Number of hours of service provided.</p>	<p>10. Request waivers for all applications not conforming to AAA guidelines for case planning and case management. Ongoing-Case Management Counselors 1% FTE (2) Program Coordinator .005% FTE</p> <p>11. Responsible case manager will do regular follow-up consultation to ensure quality of service delivery. Ongoing - Case Management Counselors 6% FTE (2)</p> <p>12. Attend such Area Agency on Aging contractor meetings and training sessions as required. Ongoing - Program Coordinator .005% FTE</p> <p>13. Perform a needs reassessment on each Level I client at least every 6 months or as required. Ongoing - Case Management Counselors 1% FTE (2)</p> <p>14. Complete client information needs assessment and client service forms on clients as required. Ongoing - Case Management Counselors 5% FTE (2)</p> <p>15. Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII, nos 1 thru 9. Ongoing - F.H. Assistant Director 2% FTE Other Resources</p>

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OBJECTIVE

PERFORMANCE
INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

6. Maintain access to needed services among elderly residents by providing 33 different individuals who meet the established needs criteria with 560 hours of Level II case management and with an average caseload of 25 during the period July 1, 1981 through June 30, 1982.

Number of different persons with a case plan.

Number of different persons with overdue reassessments.

Number of persons served.

Number of hours of service provided.

1. Maintain personnel to provide Level II Case Management service.
Ongoing - Program Coordinator .005% FTE
2. Provide weekly staff meeting and ongoing supervision of Level II Case Management Service.
Ongoing - Program Coordinator 2% FTE
3. Weekly staff meeting.
Ongoing - Case Management Counselors 2% FTE (2)
4. Weekly staffing.
Ongoing - Case Management Counselors 1% FTE(2)
Program Coordinator .005% FTE
5. Accept referrals from agencies, individuals and other agency staff for older persons in need of case planning and case management services.
Ongoing - I&R Specialist 1% FTE
Program Coordinator .005% FTE
6. Perform a needs assessment and develop a Case Plan according to AAA standards.
Ongoing - Case Management Counselors 4% FTE(2)
7. Provide personnel to deal with initial emergencies, coordinate services which can't be referred and furnish occasional temporary increase in services needed due to some crisis.
Ongoing - Case Management Counselors 4% FTE (2)
8. Implement case plans by making appropriate referrals to service providing agencies including advocacy, follow-up and inter-agency consultations to ensure delivery of services.
Ongoing - Case Management Counselors 8% FTE (2)
9. Request waivers for all applications not conforming to AAA guidelines for case planning and case management.
Ongoing - Case Management Counselors 2% FTE(2)
Program Coordinator .005% FTE

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OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>6. Maintain access to needed services among elderly residents by providing 33 different individuals who meet the established needs criteria with 560 hours of Level II case management and with an average caseload of 25 during the period July 1, 1981 through June 30, 1982</p>	<p>Number of different persons with a case plan.</p> <p>Number of different persons with overdue reassessments.</p> <p>Number of persons served.</p> <p>Number of hours of service Provided.</p>	<p>10. Maintain case file on each client. Ongoing - Case Management Counselors 2% FTE (2) Program Coordinator .005% FTE</p> <p>11. Responsible case manager will do regular follow-up consultation to ensure quality of service delivery. Ongoing - Case Management Counselors 2% FTE (2)</p> <p>12. Perform a needs re-assessment on each Level II client at least every 3 months or as required. Ongoing - Case Management Counselors 2% FTE (2)</p> <p>13. Complete client information needs assessment and client service forms on clients. Ongoing - Case Management Counselors 3% FTE (2)</p> <p>14. Maintain personnel to provide support to a District Advisory Committee. Ongoing - Program Coordinator 1% FTE</p> <p>15. Attend such Area Agency on Aging contractor meetings and training sessions as required. Ongoing - Program Coordinator .005% FTE</p> <p>16. Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII, No's 1 thru 9 Ongoing - F.H. Assistant Director 2% FTE Other Resources</p>

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OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>7. To increase the access to and utilization of appropriate services by homebound, isolated and/or at risk elderly through the provision of 52 units of outreach services during the period July 1, 1981 through June 30, 1982.</p>	<p>Number of unduplicated elderly individuals identified as isolated, homebound and/or at risk.</p>	<ol style="list-style-type: none"> 1. Maintain personnel to provide outreach service. Ongoing - Program Coordinator .005% FTE 2. Provide weekly staff meeting and ongoing supervision of outreach services. Ongoing - Program Coordinator 1.5% FTE 3. Develop and implement a plan for canvassing the agency's district to seek out older adults who may be in need of service. Ongoing - Program Coordinator 5% FTE Case Management Counselors 4% FTE (2) VISTA Volunteers 25% 4. Weekly staff meeting. Ongoing - Case Management Counselors 2% FTE (2) VISTA Volunteers 2% 2FTE 5. Develop a schedule or roster of those needing a follow-up visit to include date, time, address, special requirements and assign personnel (paid and volunteer) to implement the service. Ongoing - Program Coordinator 6% FTE Case Management Counselors 16% FTE (2) 6. Maintain records on the Outreach Service and submit reports to HRB. Ongoing - Program Coordinator 1% FTE Case Management Counselors 2% FTE (2) VISTA Volunteers 2% 2FTE 7. Maintain personnel to provide support to a District Advisory Committee. Ongoing - Program Coordinator 2% FTE VISTA Volunteers 50% 2FTE 8. Attend such Area Agency on Aging contractor meetings and training sessions as required. Ongoing - Program Coordinator .005% FTE 9. Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII No.'s 1 thru 9. Ongoing - F.H. Assistant Director 2% FTE Other Resources

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
8. To maintain access to needed services for elderly residents by providing 1,188 units of shopping assistance to 133 unduplicated individuals during period July 1, 1981 to June 30, 1982	# of completed shopping trips. # of individuals served	<p>1. Maintain personnel to provide shopping assistance. Ongoing - Program Coordinator 1%</p> <p>2. Provide ongoing supervision of shopping assistance service. Ongoing - Program Coordinator 2%</p> <p>3. Accept referrals from agencies, individuals and other agency staff for older adults in need of shopping assistance. Ongoing - I&R Specialist 4% FTE Program Coordinator 3% FTE Case Management Counselors .6% FTE (2)</p> <p>4. Develop a roster of those needing shopping assistance and assign personnel (paid and volunteer) to implement the service. Ongoing - I&R Specialist 6% FTE Program Coordinator 5% FTE Case Management Counselors 40% FTE (2) Volunteers</p> <p>5. Maintain records on shopping assistance service and submit to HRB. Ongoing - Case Management Counselors 4 % FTE (2)</p> <p>6. Maintain personnel to provide support to a District Advisory Committee. Ongoing - Program Coordinator 2% FTE</p> <p>7. Attend such Area Agency on Aging contractor meetings and training sessions as required. Ongoing - Program Coordinator 1% FTE</p> <p>8. Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII, nos 1 thru 9. Ongoing - F.H. Assistant Director 2% FTE Other Resources</p>

PERFORMANCE
INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

OBJECTIVE

9. Maintain access to needed services for elderly residents by providing 888 units of Immediate Transportation to 92 unduplicated individuals during the period July 1, 1981 through June 30, 1982

of one-way rides

of individuals served

1. Maintain personnel to provide Immediate Transportation service.
Ongoing - Program Coordinator 1% FTE
2. Provide ongoing supervision of Immediate Transportation service.
Ongoing - Program Coordinator - 2% FTE
3. Accept referrals from agencies, individuals and other agency staff for older adults in need of immediate transportation service.
Ongoing - I&R Specialist 2% FTE
Program Coordinator 1% FTE
Case Management Counselors 6% FTE (2)
4. Develop a roster of those needing immediate transportation to include date, time, address and telephone # of client destination and special requirements and assign personnel (paid and volunteer) to implement the service.
Ongoing - I&R Specialist 7% FTE
Program Coordinator 1% FTE
Case Management Counselors 22% FTE (2)
Volunteers
5. Maintain records on Immediate Transportation service and submit to HRB.
Ongoing - I&R Specialist 1% FTE
Case Management Counselors 2% FTE (2)
Program Coordinator 1% FTE
6. Maintain personnel to provide support to a District Advisory Committee.
Ongoing - Program Coordinator 1% FTE
7. Process all agency accounts paid out and accounts receivable and maintain records of all budgetary transactions in accordance with General Condition VII, nos 1 thru 9.
Ongoing - F.H. Assistant Director 2% FTE
Other Resources

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

Program staff for FY 81-82 includes 1 FT Information and Referral Specialist, 2 FT Case Management Counselors and one PT Program Coordinator funded through the AAA contract. Other personnel will be 2 FT Vista volunteers and approximately 25 volunteers.

The Center is open Monday-Friday, 8:00 AM to 5:00 PM. Paid holidays are New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.

We cover medical emergencies in the following way:

There is a first aid box in the receptionist desk for minor emergencies.

For more difficult medical emergencies - the Information and Referral Specialist is the person on staff to coordinate these needs (doctor, ambulance, medical unit). As a back-up we have several staff trained in First Aid and CPR, and Northwest Neighborhood Nurses, a community-based health resource, is located upstairs in the building.

In case of fire - the fire extinguishers and evacuation procedures have been discussed with staff and information posted in the building.

The Senior Center has been designated as an emergency shelter by the Northwest neighborhood. A generator will be installed to provide power for electricity and heat. A group of neighborhood agencies have developed a plan for opening the Center and providing services during the aftermath of severe weather conditions (ice storms, wind storms, volcanic eruptions). Three staff members live in the immediate neighborhood and another staff member is very dependable by bus. The needed information and plan of action is well constructed and volunteer help from the neighborhood has been identified.

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.)

Friendly House, Inc., puts approximately 20% of its United Way allocation into the senior program. Many churches contribute to the program. In particular, the First Presbyterian Church provides cash and loan of its two vans; First United Methodist Church provides a FT Intern during the summer months.

Direct fund-raising projects include the weekly Bingo games and special events (paper drive, Brunch, Summer Fair sponsored by the entire agency-- a portion of the money raised comes to the Senior Center). In addition, the Senior Center holds weekly rummage sales (approximate income \$6,000 yearly) and occasional Bake Sales (\$400 yearly).

Development of a strong District Advisory Committee continues to be a high priority. With the addition of 2 VISTA volunteers to our staff this year we hope to see a real growth in the leadership potential of this group. The Friendly House Board also acts as advocates for our program and for needed senior services in general.

Friendly House provides a tremendous amount of support resources to the Center program. The Friendly House assistant director devotes at least 14% of her time to the fiscal management of our contract. The activities coordinator and VISTA volunteers are FT employees assigned to the senior center. The staff also includes a PT volunteer coordinator, PT receptionist and PT activities aide. 10% of the FH executive director's time is used in the administration of the senior center. Approximately 75 volunteers are used monthly by the center. The office space, including utilities, office equipment and janitorial services come from other FH resources.

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.)

During the past year the Friendly House Older Adults Committee made up of Friendly House Board members, neighborhood seniors and other interested persons and NEAT (District Advisory Committee) made up largely of seniors, devoted several meetings to identifying needs of seniors in our neighborhood and prioritizing these needs. Members from these two committees, plus other seniors also participated on special interest subcommittees and planning committees for the senior center. Our monthly newsletter (mailed to over 1,000 seniors in our community) is also used to elicit feedback.

The staff discusses program and community needs. Their input and priorities are related to the District Advisory Committee and the Older Adults Committee of Friendly House by the Center Coordinator. Staff also participate on many of the subcommittees.

The role of the District Advisory Committee is to study specific program needs and recommend solutions to the Friendly House Board of Directors; oversee and monitor programs approved by the Board of Directors; recommend changes to programs; study and recommend sources of revenue for the program; provide supportive relationship between committee and staff.

Strengthening the District Advisory Committee continues to be a project priority. Two VISTA volunteers will be working with the Center Coordinator during the coming year to reactivate Transportation, Housing and Medical Concerns subcommittees and to identify and train more seniors for leadership roles.

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.)

In coordinating with agencies such as Multnomah County Health Nurses, Northwest Neighborhood Nurses, William Temple House, Hospital Social Service Departments, VNA, U of O Community Nursing Project, the Housing Authority Congregate Care Program, Loaves and Fishes and organizations such as Northwest District Association and Gray Panthers, we receive referrals from these agencies and in many instances we use their services in devising case plans. The Case Management Counselors and the I and R Specialist are most active in this coordination.

For recreational and educational activities, the Program Coordinator and Activities Director work with Community Schools, the Specialized Recreation Department of the Park Department and neighborhood churches. The Program Coordinator also works with Northwest Service Center to facilitate the renovation and better use of the space.

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81-82

EXHIBIT B

Budgets and Attachments

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

a. City Support Requested

III-B	26,974
City/County General Fund	26,973
Subtotal	53,947
Required Match (Cash and/or Inkind)	2,998
Program Income	
Subtotal	56,945

Other Resources:

Cash	In-Kind
------	---------

Source of revenue: SCSP ☐ ☒ (one only)

Funding source: General Fund

Service category: Shopping Assistance

Administration:

Service:	1,050
----------	-------

Total	\$1,050
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Source of revenue: Volunteers ☐ ☒

Funding source: General Fund

Service category: Shopping Assistance

Administration:

Service: 6,790

Total	\$6,790
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Cash In-Kind

Source of revenue: United Way ☒ ☐Funding source: Title III BService category: Case Management - Level IAdministration: 270

Service: _____

Total \$ 270Source of revenue: United Way ☒ ☐Funding source: Title III BService category: Case Management - Level IIAdministration: 270

Service: _____

Total \$ 270Source of revenue: United Way ☒ ☐Funding source: Title III BService category: OutreachAdministration: 270Service: 360Total \$ 630Source of revenue: VISTA Volunteers ☐ ☒Funding source: City-Co Gen FundService category: Outreach

Administration: _____

Service: 7,175Total: \$ 7,175

		<u>Cash</u>	<u>In-Kind</u>	
Source of revenue:	<u>United Way</u>	<u>/X/</u>	<u>/</u>	
Funding source:	<u>General Fund</u>			
Service category:	<u>Immediate Transportation</u>			
Administration:	<u>826</u>			
Service:	<u>1,260</u>			
Total				\$ <u>2,086</u>
Source of revenue:	<u>Volunteers</u>	<u>/</u>	<u>/X/</u>	
Funding source:	<u>General Fund</u>			
Service category:	<u>Immediate Transp.</u>			
Administration:	<u></u>			
Service:	<u>6,270</u>			
Total				\$ <u>6,270</u>
Source of revenue:	<u>SCSP</u>	<u>/</u>	<u>/X/</u>	
Funding source:	<u>General Fund</u>			
Service category:	<u>Immediate Transp.</u>			
Administration:	<u></u>			
Service:	<u>1,050</u>			
Total				\$ <u>1,050</u>
Source of revenue:	<u>United Way</u>	<u>/X/</u>	<u>/</u>	
Funding source:	<u>General Fund</u>			
Service category:	<u>Shopping Assistance</u>			
Administration:	<u>826</u>			
Service:	<u>630</u>			
Total:				\$ <u>1,456</u>

151786

Cash In-Kind

Source of revenue: United Way ☒ ☐Funding source: Title III BService category: I & RAdministration: 270Service: 1,260Total: \$ 1,530Source of revenue: SCSP ☐ ☒Funding source: Title III BService category: I & R

Administration: _____

Service: 1,400Total: \$ 1,400Source of revenue: Volunteers ☐ ☒Funding source: Title III BService category: I & R

Administration: _____

Service: 3,500Total: \$ 3,500Source of revenue: United Way ☒ ☐Funding source: Title III BService category: Ind. AssessmentAdministration: 270

Service: _____

Total: \$ 270Subtotal: \$ 33,747TOTAL \$ 90,692

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

Cash Match - Cash Other Resources

Friendly House has been a member agency of the United Way since 1954. First Presbyterian Church has sponsored Friendly House for 50 years. Dollars from both sources are used to fund space rental, salaries (assistant director, volunteer coordinator, subsidized staff salaries), telephone utilities, etc.

Other Resources, In-Kind


2 VISTA volunteers will be with the senior center for 1 year beginning May 1st. Much of their time will be spent on Outreach. First Methodist Church of Portland provides us with one staff person through their internship program for the summer months. (We have had summer placements for past 5 years.)

Our part-time receptionist who assists coordination of transportation and shopping needs as well as giving simple information is funded through SCSP. We have no ending date for her placement at this time.

Our volunteer coordinator (funded by UW) continues to recruit and train volunteers.

Statement of Certification

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



Authorized Signature

Date 5/4/81

Revised 3/24/81

Northwest Aging District Services
 Contract #18196
 Friendly House, Inc.
 7-1-81 - 6-30-82

APPROPRIATION UNIT
 LINE ITEM WORKSHEET

151796

Code	Object Title	Title III B I & R Service	City/Co. General Fund I & R Service	City/Co. General Fund I & R Administrat'n	Title III B Individual As- smt - Service	City/Co. General Fund Ind. Assmnt Admin.
110	Full-Time Employees	8,317	2,085	978	3,963	417
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	1,463	417		776	57
190	Less-Labor Turnover					
100	Total Personal Services	9,780	2,502	978	4,739	474
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		200			
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous		600			
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services		210			
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services		1,010			
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	9,780	3,512	978	4,739	474

5/4/81

Contract 18196
Northwest Aging District Services
Friendly House, Inc.
7-1-81 - 6-30-82

APPROPRIATION UNIT 151796
LINE ITEM WORKSHEET

		City/County		City/County		City/County	
Code	Object Title	Title III B Case Mgmt Level I Service	General Fund Case Management Level I Service	General Fund Case Mngment Level I Administration	Title III B Case Mngment Level II Service	General Fund Case Mngment Level II Service	
110	Full-Time Employees	4,213		417	3,755		
120	Part-Time Employees						
130	Federal Program Enrollees						
140	Overtime						
150	Premium Pay						
170	Benefits	742		79	651		
190	Less-Labor Turnover						
100	Total Personal Services	4,955		496	4,406		
210	Professional Services						
220	Utilities						
230	Equipment Rental						
240	Repair & Maintenance						
260	Miscellaneous Services						
310	Office Supplies		59			60	
320	Operating Supplies						
330	Repair & Maint. Supplies						
340	Minor Equipment & Tools						
350	Clothing & Uniforms						
380	Other Commodities-External						
410	Education		200			200	
420	Local Travel		60			60	
430	Out-of-Town Travel						
440	Space Rental						
450	Interest						
460	Refunds						
470	Retirement System Payments						
490	Miscellaneous						
510	Fleet Services						
520	Printing Services						
530	Distribution Services						
540	Electronic Services						
550	Data Processing Services						
560	Insurance						
570	Telephone Services		210			210	
580	Intra-Fund Services						
590	Other Services-Internal						
200- 500	Total Materials & Services		529			530	
610	Land						
620	Buildings						
630	Improvements						
640	Furniture & Equipment						
600	Total Capital Outlay						
700	Other						
	TOTAL	4,955	529	496	4,406	530	

5/4/81

Contract #18196
Northwest Aging District Services
Friendly House, Inc.
7-1-81 - 6-30-82

APPROPRIATION UNIT
LINE ITEM WORKSHEET

151796

Code	Object Title	City/County General Fund Case Mngmt Level II Administration	Title III B Outreach Service	City/County General Fund Outreach Service	City/County General Fund Outreach Administration	City/County General Fund Shopping Ass't Service
110	Full-Time Employees	417	2,578	1,946	309	7,916
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	23	516	389		1,583
190	Less-Labor Turnover					
100	Total Personal Services	440	3,094	2,335	309	9,499
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies			150		75
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel			100		422
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services			500		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					270
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services			850		767
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	440	3,094	3,185	309	10,266

5/4/81

Contract #18196
Northwest Aging District Services
Friendly House, Inc.
7-1-81 - 6-30-82

APPROPRIATION UNIT 151796
LINE ITEM WORKSHEET

Code	Object Title	City/County General Fund Immediate Transportation Service	Total City Support	Cash Match Case Mngmt Service	Cash Match Outreach Service	Cash Match Ind. Assessment Service
110	Full-Time Employees	4,795	42,106			
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	959	7,655			
190	Less-Labor Turnover					
100	Total Personal Services	5,754	49,761			
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	75	619			
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education		400			
420	Local Travel	425	1,067			
430	Out-of-Town Travel					
440	Space Rental			661	323	256
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous		600			
510	Fleet Services					
520	Printing Services		600			
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services		900			
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	500	4,186	661	323	256
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	6,254	53,947	661	323	256

Northwest Aging District Services
 Contract #18196
 Friendly House, Inc.
 7-1-81 - 6-30-82

APPROPRIATION UNIT 151796
 LINE ITEM WORKSHEET

Code	Object Title	Cash Match I & R Service	Cash Match Shopping Assistance Service	Cash Match Immediate Transport. Service	Total Match	
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
190	Less-Labor Turnover					
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental	886	511	361	2,998	
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	886	511	361	2,998	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	886	511	361	2,998	

Contract #18196

Northwest Aging District Services

Friendly House, Inc.

7-1-81 - 6-30-82

APPROPRIATION UNIT
LINE ITEM WORKSHEET

151796

Code	Object Title	Other Resources Cash	Other Resources In-Kind	Total Other Resources	Total Contract	
110	Full-Time Employees	6,152		6,152	48,258	
120	Part-Time Employees		27,235	27,235	27,235	
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits				7,655	
190	Less-Labor Turnover					
100	Total Personal Services	6,152	27,235	33,387	83,148	
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies				619	
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education				400	
420	Local Travel				1,067	
430	Out-of-Town Travel	150		150	3,148	
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous				600	
510	Fleet Services					
520	Printing Services				600	
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services	210		210	1,110	
580	Intra-Fund Services					
590	Other Services--Internal					
200- 500	Total Materials & Services	360		360	7,544	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	6,512	27,235	33,747	90,692	

5/4/81

CONTRACT NO.	<u>18196</u>	DATE	<u>5/4/81</u>
PROJECT TITLE	<u>Northwest Aging District Services</u>		
AGENCY	<u>Friendly House, Inc.</u>	I & R Services	
FUNDING SOURCE	<u>Title III B</u>	Service Category (if applicable)	

[illegible]

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151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

FUNDING SOURCE City/County
General Fund

Service Category (if applicable)

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

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging Disbriute Services

AGENCY Friendly House, Inc.

I & R Administration

City/County

Service Category (if applicable)

FUNDING SOURCE General Fund

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

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

Individual Assessment - Service
Service Category (if applicable)

FUNDING SOURCE Title III B

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

151796

CONTRACT NO. 18196

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

FUNDING SOURCE City/County General Fund

DATE 5/4/81

Individual Assessment - Administration
Service Category (if applicable)

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

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

Case Management - Level 1 - Service

FUNDING SOURCE Title III B

Service Category (if applicable)

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

151796

CONTRACT NO. 18196

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

City/County

FUNDING SOURCE General Fund

DATE 5/4/81

Case Management - Level I - Administration
Service Category (if applicable)

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

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

Case Management - Level II - Service

FUNDING SOURCE Title III B

Service Category (if applicable)

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

151796

CONTRACT NO. 18196

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

City/County

FUNDING SOURCE General Fund

DATE 5/4/81

Case Management - Level II - Administration

Service Category (if applicable)

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

151796

CONTRACT NO. 18196

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

FUNDING SOURCE Title III B

DATE 5/4/81

Outreach - Service

Service Category (if applicable)

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

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

Outreach - Service

FUNDING SOURCE	City/County General Fund
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Service Category (if applicable)

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

151796

CONTRACT NO. 18196

DATE 5/4/81

AGENCY Friendly House, Inc.

Outreach - Administration

City/County

Service Category (if applicable)

FUNDING SOURCE	City/County General Fund.
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* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

151796

CONTRACT NO. 18196

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc

	City/County
FUNDING SOURCE	General Fund

Service Category (if applicable)

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

PERSONNEL

151796

CONTRACT NO. 18196

DATE 5-4-81

AGENCY Friendly House, Inc.

ALL
Service Category (if applicable)

FUNDING SOURCE Total City Support

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

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

I & R Service

FUNDING SOURCE C/C General Fund

Service Category (if applicable)

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

151796

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc

Case Management - Level I - Service

Service Category (if applicable)

FUNDING SOURCE City/County
General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies .	59	
410	Education (Workshops, Conferences, etc. for staff)	200	
420	Local Travel (mileage reimbursement at 20¢ mi occasional bus fare)	60	
570	Telephone	210	529

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

Case Management - Level II - Service

FUNDING SOURCE City/County
General Fund

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies	60	
410	Education (Workshops, Conferences, etc. for staff)	200	
420	Local Travel (mileage reimbursement at 20¢ mi occasional bus fare)	60	
570	Telephone	210	530

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18196

DATE 5/4/81

PROJECT TITLE Northwest Aging District Services

AGENCY Friendly House, Inc.

Outreach - Service
Service Category (if applicable)

FUNDING SOURCE C/C General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies	150	
420	Local Travel (mileage reimbursement at 20¢ mi) bus fare	100	
520	Printing	600	850

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18196DATE 5/4/81PROJECT TITLE Northwest Aging District ServicesAGENCY Friendly House, Inc.Shopping Assistance - ServiceService Category (if applicable)FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies	75	
420	Local Travel - Agency Vehicle Operating Expense (Gas, Oil, Maintenance, Insurance, etc.)	422	
570	Telephone	270	767

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18196DATE 5/4/81PROJECT TITLE Northwest Aging District ServicesAGENCY Friendly House, Inc.Immediate Transportation - ServiceFUNDING SOURCE City/County
General FundService Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies	75	
420	Local Travel (mileage reimbursement at 20¢ mi taxi fare)	425	500

151786

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18196DATE 5-4-81PROJECT TITLE Northwest Aging District ServicesAGENCY Friendly House, Inc.

ALL

Service Category (if applicable)FUNDING SOURCE Total City Support

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
310	Office Supplies	619	
410	Education (Workshops, etc for staff)	400	
420	Local Travel (mileage reimbursement @ 20¢ mi taxi and bus fare, vehicle maintenance)	1,067	
490	Postage	600	
520	Printing	600	
570	Telephone	900	4,186

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18196DATE 5-4-81PROJECT TITLE Northwest Aging District ServicesAGENCY Friendly House, Inc.All - ServiceService Category (if applicable)FUNDING SOURCE Cash Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	Space Rental @ \$250 month		2,998
	Case Management Level I Service	330	
	Case Management Level II Service	331	
	Outreach Service	323	
	Individual Assessment Service	256	
	I & R Service	886	
	Shopping Assistance Service	511	
	Immediate Transportation Service	361	

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

Friendly House, 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 4th day of May, 1981.

By [Signature]

Title Chairman

2617 NW SAILER

PORTLAND OR 97210

Contractor's mailing address

JOINT DECLARATION

151796

Friendly House, Inc., and the City of Portland, Oregon, have filed a declaration agreeing that the services rendered under the Purchase Orders issued to Friendly House, Inc., by the City of Portland are rendered as those of an independent contractor, and Friendly House, Inc. is performing the contract without the assistance of others.

IF Friendly House, Inc. should at any time, further attempt to subcontract work, or utilize employees to assist him/her in the performance of any additional work, said parties agree that those individuals are to be considered employees of the independent contractor, and not employees of the City of Portland, Oregon. The independent contractor, Friendly House, Inc., hereby warrants, represents and agrees to indemnify the City of Portland, Oregon, against any and all claims or losses filed by any third parties who may, with or without the knowledge of the City of Portland, Oregon, become engaged as employees of the subcontractor; independent contractor in this contract, and will hold the City of Portland, Oregon, harmless of all costs incurred, including the defense costs.

THE independent contractor, Friendly House, Inc., recognizes that any attempt to employ or utilize other employees to assist in the performance of the contract, is specifically forbidden by the City of Portland, Oregon, and said agreements are not recognized by the City of Portland, Oregon, as binding upon them.

THE independent contractor, Friendly House, Inc., recognizes that if he/she attempts to utilize employees to assist him/her in the performance of the subcontract, that he/she subjects himself/herself to the sanctions of Chapter 656 of the Oregon Revised Statutes, including, but not limited to, being declared a non-complying employer and being required to qualify, either as a direct responsibility employer, or contributing employer.

THE parties further agree, stipulate and recognize that any attempt to utilize employees to assist in the performance of this contract shall be deemed an immediate and material breach of said contract, and the contract shall immediately be at an end at the commencement of the business day, prior to the subemployees commencing employment.

CONTRACTEE

BY: [Signature] CHAIRMAN

Dated: 5/4/81

CITY OF PORTLAND, OREGON

BY: _____

Dated: _____

(This Joint Declaration, Form 7530-0056, prepared by the Office of the Purchasing Agent and approved as to form by the City Attorney.)

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

Friendly House, 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 5-4-81

By [Signature]

2617 N.W. Savier St.,
(Contractor's mailing address)

Title Chairman, Board of Directors

Portland, Oregon 97210

ATTACHMENT

DISTRICT ADVISORY COMMITTEE REVIEW

151796

The District Advisory Committee of the Northwest Aging Services District in Portland/Multnomah County has reviewed the proposal for District Center Services to be provided by Friendly House Inc. in the Northwest Aging Services District through contract with the City of Portland, Human Resources Bureau. Comments are attached.

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

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

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

Lester Moore
Signature of Chairperson

April 28, 1981
Date

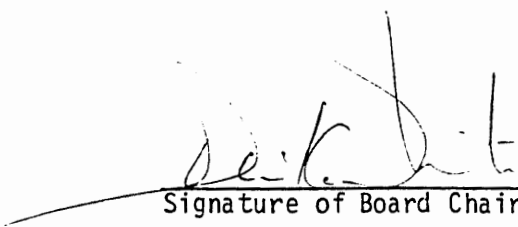
151796

The Board of Directors of the Northwest Aging
Services District in Portland/Multnomah County has reviewed the proposal
for District Center Services to be provided by Friendly House, Inc.
in the Northwest District through contract with the
City of Portland, Human Resources Bureau. Comments are attached.

x The Board of Directors approves the proposal for
District Center Services.

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

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


Signature of Board Chairperson

5-4-81
Date

151796

EXHIBIT C
Required Reporting Forms
and
Procedures

OPEN ACCESS SERVICES FOR THE MONTH OF _____
 NORTHWEST AGING DISTRICT SERVICES

<u>I. Information and Referral</u>	<u>This Month</u>	<u>YTD</u>
A. Number of simple information requests	_____	_____
B. Number of complex information requests	_____	_____
C. Number of simple referrals	_____	_____
D. Number of complex referrals	_____	_____
 <u>II. District Services</u>		
<u>A. Outreach</u>		
Number of individuals located	_____	_____
 <u>B. Immediate Transportation</u>		
1. Number of one way rides	_____	_____
2. Number of individuals	_____	_____
3. Number of new individuals	_____	_____
 <u>C. Shopping Assistance</u>		
1. Number of shopping trips	_____	_____
2. Number of individuals	_____	_____
3. Number of new individuals	_____	_____

Volunteers:

Estimated number of 60+ volunteers _____
 Estimated number of minority volunteers _____

 Authorized Signature

 Date

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

INFORMATION TALLY SHEET

AAA 211 (Revised 6/79)

Completed by: _____

Month **151296**

TYPE OF CONTACT

Phone:	Walk-in:	Other:	Total:
--------	----------	--------	--------

TYPE OF SERVICE PROVIDED

Info/simple:	Info/complex:	Other:
--------------	---------------	--------

SOURCE OF CONTACT

Self:	Spouse:	Friend/Relative:	Agency:	Other:
-------	---------	------------------	---------	--------

Disposition of Request

Subject of Request		Information Only	Center Service	Other Agency	Unable to Help	TOTAL
Housing	Location					
	Repair/Maint					
	Yard Work					
Social	Friendly V./TR					
	Ed/Rec					
	Vol Act.					
Info/SU	Emergency					
	Income Maint					
	Case Mngt					
Tran.	Special Trans					
	Escort					
In-Home	Live-in					
	Housekeeper					
	Homemaker					
Prot/L	Protective Serv					
	Legal Assist.					
	Meal Prep/mow					
Nut.	Shopping Asst.					
	Medical Care					
Health	Dental					
Other						
TOTAL						

REFERRAL LOG

Agency _____

Date _____
Month _____ Year _____

[illegible]

151296

151796

AREA AGENCY ON AGING
CLIENT REPRESENTATIVE
RECEIPT

PART A

Describe task to be performed/items to be purchased/bill to be paid:

Store or place of business:

Amount of funds:

Check \$ _____

Cash \$ _____

Agreed, the above is correct information

Signature of Client Representative _____

Agency _____

Signature of Client _____

Date: _____

(Client's Copy)

PART B

Describe items purchased, or bill paid:

Store or place of business:

Amount of funds returned to client:

\$ _____

Agreed the above is correct information.

Signature of Client Representative _____

Agency _____

Signature of Client _____

Date: _____

REQUEST FOR WAIVER

1. _____ Name of Agency requesting waiver	2. Type of request <input type="checkbox"/> New <input type="checkbox"/> Review	3. Criteria to be waived
4. _____ Name of Client	5. _____ CTS Case Number	Income <input type="checkbox"/> OPI Guidelines <input type="checkbox"/> AAA Guidelines
6. Briefly describe the situation. (Attach a copy of the latest 101 & 102)		<input type="checkbox"/> Age <input type="checkbox"/> Living Arrangement <input type="checkbox"/> Other Agency <input type="checkbox"/> Other _____ Specify

7. Resources Investigated

Services Requested

Outcome

8. _____ Signature of Counselor	_____ Date	9. _____ Signature of Signature	_____ Date
------------------------------------	------------	------------------------------------	------------

----- DO NOT WRITE BELOW THIS LINE -----

10. Request is: Approved <input type="checkbox"/> AAA <input type="checkbox"/> OPI	Temporarily <input type="checkbox"/> AAA Approved <input type="checkbox"/> OPI _____ Date	Denied <input type="checkbox"/> AAA <input type="checkbox"/> OPI
11. <u>Comments:</u>		

Signature of Reviewer_____
Date

151796

Contract Agency _____

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

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

 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 _____

Revised 4/3/81

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 _____

Revised 6/2/81

151796

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 _____

Revised 6/2/81

151296

71
CITY OF PORTLAND/HUMAN RESOURCES BUREAU
SOCIAL SERVICES DIVISION
CONTRACT REIMBURSEMENT PROCEDURES

151796

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.)

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

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

151796

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).

- 76
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.

151796

AGREEMENT AMENDING CONTRACT No. 18160

This agreement is entered into between the City of Portland, Oregon and Northwest Pilot Project, Contractor.

The parties have previously executed a contract providing for district senior center services for the elderly in Portland/Multnomah County for the period 9/1/79 through 6/30/82 which contract is known as Contract No. 18160. The contract shall now be amended by the addition of a budget in the amount not to exceed \$53,804 and the addition of new objectives, to continue district senior center services during the period July 1, 1981 through June 30, 1982.

The parties therefore, agree that contract No. 18160 is amended as follows:

1. The budget is amended by the addition of funds as follows to be expended during the period July 1, 1981 through June 30, 1982, similar in form to Exhibit A.

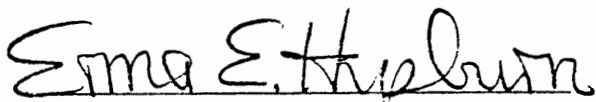
<u>Service Components</u>	<u>Funding Source</u>	<u>Amount</u>
Case Management Level I Services	Title III-B	\$ 7,986
Case Management Level II Services	Title III-B	5,119
Needs Assessment Services	Title III-B	5,731
Outreach Services	Title III-B	1,514
Counseling/Crisis Counseling Services	Title III-B	6,552
Information and Referral Services	General Fund	10,496
Legal Services/Advocacy Services	General Fund	7,776
Counseling Services	General Fund	8,630
Match - \$2,990	Total City Support	\$53,804

2. Objectives are amended under this agreement for the period July 1, 1981 through June 30, 1982 similar in form to Exhibit A.
3. Terms and conditions are deleted, added and modified as shown in Appendix I.
4. The total compensation for the period July 1, 1981 through June 30, 1982 shall not exceed \$53,804. An advance shall be made to cover the cost of the Contractor's initial expenses for operation not to exceed the sum of \$8,967 upon receipt of a written request from the Contractor.
5. Required reporting forms as shown in Exhibit A shall be utilized for reporting services provided under this contract.
6. These changes are incorporated in Contract No. 18160, similar in form to Exhibit A.

Dated this _____ day of _____, 1981

Approved as to content:

NORTHWEST PILOT PROJECT



Executive Director
Human Resources Bureau

Title _____

Approved as to Form:

Date: _____

CITY OF PORTLAND

City Attorney

By: _____
Commissioner of Public Utilities

Date: _____

By: _____
Auditor

Date: _____

151796

MODIFIED TERMS AND CONDITIONS
as of
July 1, 1981

TERMS AND CONDITIONS

The following terms and conditions are omitted:

Section IX: Special Conditions

- C. The Contractor shall assure that older persons shall not be discriminated against and that older persons shall be employed on a part-time and full-time basis in carrying out programs, to the degree feasible and subject to the provisions of approved personnel policies.
- D. The Contractor shall conform to the Client Representative Policy and the client confidentiality policy as set forth by the City.
- H. The Contractor shall employ City descriptions, policies and procedures for the delivery, utilization and coordination of information, referral, case management, escort, transportation, homemaker, housekeeper, legal, nutrition and other contracted services provided as part of the Portland/Multnomah County Area Agency on Aging Service System.
- I. The Contractor shall complete the client tracking system forms for all clients accepted for case management services, which includes the client information form, the needs assessment form and the client service form, to be submitted to the City by 3:00 P.M. on the 5th working day of each month.
- J. The Contractor shall conform to State, Federal and local laws and City policies and procedures governing service delivery and eligibility for service. Contractor agrees to comply with Oregon Project Independence Administrative Rules for services funded under Oregon Project Independence and to utilize the established fee schedule and other policies and procedures established by the City for the implementation of Oregon Project Independence requirements.
- K. The Contractor shall provide information services upon request. In the event a client needs extended services and/or case planning, then the client is to be referred to the District Area Agency on Aging Contractor responsible in accordance with established Aging Services District boundaries.
- O. The Contractor shall assure that all older persons in the Aging Services District have reasonably convenient access to information and referral services.

The following terms and conditions are modified to read as follows:

Section IV. Agreed Contractor: Project Operation

- C. Contractor shall provide a minimum 10% match against Title III-B \$2,990 as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget termination of contract.

Section VI: Agreed City

- G. City shall conduct on-site contract and facility reviews in accordance with a schedule developed by City.

Section VII.

- 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 sole responsibility of the Contractor.) Payments shall also be delayed, if the required program reports are not received by the specified time.
- 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.

Section IX: Special Conditions

In Place of Section Q:

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;

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- (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) develop a suggested contribution schedule for services under this contract. In developing the schedule, income ranges of older persons in the community and the Contractor's other sources of income should be considered;
- (6) assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and
- (7) not require older persons to disclose information regarding income or resources as a condition for the delivery of service.

In Place of Section M:

- 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.

In Place of Section R:

- K. Contractor shall continue or initiate efforts to obtain support from other sources.

The following Terms and Conditions are added:

Section VII: Compensation: Method of Payment

- K. 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.

- L. 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

B. - 5

that the Contractor has qualified (a) as a direct responsibility employer under 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.

Section IX: Special Conditions

- N. 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.
- T. Contractor shall develop procedures cooperating with the City Basic Emergency Plan in serving the needs of the "at risk" elderly during a designated emergency and submit to the City for approval by August 3, 1981.
- U. 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 9:00 A.M. of the date of change or closure.
- V. Contractor agrees to cooperate with the Area Agency on Aging in the development of an agreement to provide case management and access to area-wide services for elderly individuals who reside in Housing Authority buildings in the census tracts covered under this contract and who are identified as eligible for such services by October 1, 1981.

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- W. 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.

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MODIFIED PROJECT NARRATIVE
as of
July 1, 1981

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

EXHIBIT A

151796

1. Project Title Downtown Aging District Services

2. Type of Application (check one) New ☐ Continuing ☒

3. Applicant Agency:

Name Northwest Pilot Project, Inc.

Address 1030 S.W. Third Avenue

Portland, OR 97204

Phone Number 227-5605

Project Director Peter H. Paulson

Official Authorized to Bind Agency Peter H. Paulson

Financial Officer Linda Schuld Paulson

4. Contract Period: From September 1, 1979 To June 30, 1982

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

6. City Support Requested \$53,804

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PROJECT NARRATIVE1. 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.)*

Census Tracts 51, 52, 53 and 54 comprise the core of downtown Portland. In these tracts 87% of the residents live under the poverty level, with 58% living in 49 residential hotels as single-room occupants under sub-standard conditions. More than three-fourths (76.3%) of the 5,400 residents aged 60+ have attained 65+, the highest percentage of the 8 districts, and the percentage 75+ (45%) falls only slightly short of the 45.3% in the Southeast. There are no institutions of any size to distort the distribution. Three census tracts have large numbers of 75+ residents in them where the percentage of those 65+ approaches or exceeds one-half. The area has the highest percentage of 65+ (30.5%) whose incomes are below the Poverty Line. The 2,760 elderly residents who live alone constitute the fourth greatest number of all the districts and much the highest percentage (67.5%). Census Tracts 52 and 53 have the highest numbers of isolated elderly of all the 150 tracts in the County. Only 15.5 percent elderly reside independently with spouses and only 9.4 percent as members of other family groups. Traditional social/health services are often not geared to meeting the distinct needs of the residents who are poor and powerless; they are often considered a burden to the City, rather than acknowledged as an integral part of the community. Recent CETA projects have validated the resistance and avoidance of service systems owing to fear, distrust, hurt, misinformation and a lack of information.

Project Goals are to increase knowledge of services and resources for elderly residents; increase, improve, and maintain access to needed services; and to develop the skills and understandings necessary to reach out to the "hard to reach" elderly through the use of sound and effectual social work practices and procedures in case planning and case management. Emphasis will be given to a continuum of care, especially for the more mentally and physically impaired. The NWPP will function as the primary point of entrance to services for the target population in providing information and referral not only within the central area of downtown but within hotels, apartments, rooming houses and nutrition sites as well. The NWPP has already developed strong working relationships with both government and private social service and health care agencies, and will continue its efforts in order to prevent duplication of services and provide that long-term care needed for the large numbers of frail and vulnerable elderly who desire to live out their lives with dignity and well-being within their chosen place of residence.

Northwest Pilot Project

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

Service Area: Northwest Pilot Project will provide services to elderly residents in Downtown Portland in the following census tracts: 46.02, 51, 52, 53, 54, 55, 56, 57. Individuals residing outside the area can be served only with the express approval of the Area Agency on Aging Contract Unit (see waiver procedures) and with the knowledge and approval of the contractor for the service area in which the individual resides.

Target Population: These elderly individuals 60 years of age and older who are functionally impaired and resource limited to the extent that services are necessary to maintain independent living are a priority to access and array of AAA services. Case management is provided for low income persons, age 60 and older, who have age related or age intensified physical and/or mental impairments which make premature or inappropriate institutionalization more likely. Case management clients are given priority for services within the AAA service delivery system.

Eligibility Criteria: Services such as information and referral, outreach, individual assessment, advocacy, crisis/emergency services, recreation and education are provided to residents of Multnomah County who are age 60 and older without eligibility limitations. Eligibility for case management, escort, transportation, friendly visiting, chore/home maintenance, shopping assistance, counseling, housekeeping and money management is established through a needs assessment performed by a trained staff person which determines: 1) that the individual is in need of services to sustain independent living; 2) that the individual is not eligible for those services from another agency legally responsible for their provision; 3) that the individual does not have friends or relatives able and willing to provide the services for him/her; 4) that, net income levels not exceed 125% of poverty guidelines plus a 10% inflation factor (\$474/month for single persons and \$629/month for couples). In exceptional circumstances and with express approval (see waiver request procedures) of the Area Agency on Aging Contracts Unit, services may be provided to individuals who do not meet all of the aging criteria.

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>2. Increase knowledge of services and resources for elderly residents by providing information (simple)* and information (complex)* services in response to 1486 requests for information and assistance during the period July 1, 1981 - June 30, 1982.</p>	<p>Number of information (simple) services provided.</p> <p>Number of information (complex) services provided.</p>	<ol style="list-style-type: none"> 1. Provide information in response to requests by telephone and in the office. <p>Staff: I & R Specialist - .11 FTE Social Work Supervisor - .02 FTE 10 Volunteers - .75 FTE</p> 2. Provide supervision and on-going training to paid staff and volunteers in the area of information. <p>Staff: I & R Specialist - .06 FTE</p> 3. Maintain an up-to-date resource file. <p>Staff: I & R Specialist - .02 FTE</p> 4. Complete monthly reports and review data to monitor activity. <p>Staff: I & R Specialist - .04 FTE</p> 5. Present information about social services to Loaves and Fishes Center once a month. <p>Staff: I & R Specialist - .02 FTE</p>