3. Increase access to needed services among elderly residents through the provision of referral (simple)* and referral (complex)* in response to 323 requests for the period July 1, 1981 - June 30, 1982.

Number of referrals (simple) services provided.

Number of referrals (complex) services provided.

 Implement the referral service by making appropriate referrals to service-providing agencies, including follow-up.

Staff: I & R Specialist - .21 FTE Social Work Supervisor - .08 FTE

2. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .024 FTE (O.R.)

I & R Specialist - .006 FTE (O.R.)

Social Work Supervisor - .010 FTE (O.R.)

Secretary - .010 FTE (O.R.)

3. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: I & R Specialist - .04 FTE

Bookkeeper - .012 FTE (O.R.)

Secretary - .088 FTE (O.R.)

4. Improve access of all older people to services and community resources by the provision of a needs assessment in their homes of 82 unduplicated older people during the period July 1, 1981 – June 30, 1982

Number of assessments made for non-case management clients.

Number of unduplicated individuals receiving services.

1. Make a home visit, discuss concerns, determine needs and eligibility for available services, and make referrals as needed.

Staff: Social Work Supervisor - .07 FTE
2 Field Counselors - .05 FTE each

2. Prepare and submit completed tracking forms.

Staff: Social Work Supervisor - .08 FTE 2 Field Counselors - .05 FTE

3. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .013 FTE (O.R.)

1 & R Specialist - .003 FTE (O.R.)

Social Work Supervisor - .005 FTE (O.R.)

Secretary - .005 FTE (O.R.)

4. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Social Work Supervisor - .08 FTE
2 Field Counselors - .05 FTE each
Bookkeeper - .006 FTE (O.R.)
Secretary - .048 FTE (O.R.)

5. Maintain access to needed services among elderly residents by providing 91 different individuals who meet the established needs criteria with 742 hours of Level I case management, with an average caseload of 69 during the period July 1, 1981 - 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. From the needs assessment, develop written service plan according to AAA standards for Level I. Implement service plan by making appropriate referrals and follow-up.

Staff: Social Work Supervisor - .09 FTE 2 Field Counselors - .08 FTE each

2. Perform a reassessment for each Level I client every six months.

Staff: 2 Field Counselors - .04 FTE each

3. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .018 FTE (O.R.)

I & R Specialist - .004 FTE (O.R.)

Social Work Supervisor - .007 FTE (O.R.)

Secretary - .007 FTE (O.R.)

4. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Social Work Supervisor - .10 FTE

2 Field Counselors - .03 FTE each
Bookkeeper - .009 FTE (O.R.)
Secretary - .067 FTE (O.R.)

services among elderly residents by providing 32 different individuals who meet the established needs criteria with 543 hours of Level II case management, with an average caseload of 24 during the period July 1, 1981 - 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. From needs assessment develop written case plan according to AAA standards for Level II needs, resources, and goals. Implement case plan by making appropriate referrals and follow-up.

Staff: Social Work Supervisor - .08 FTE 2 Field Counselors - .01 FTE each

2. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .011 FTE (O.R.)

I & R Specialist - .003 FTE (O.R.)

Social Work Supervisor - .005 FTE (O.R.)

Secretary - .005 FTE (O.R.)

3. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Social Work Supervisor - .04 FTE
2 Field Counselors - .01 FTE
Bookkeeper - .006 FTE (0.R.)
Secretary - .043 FTE (0.R.)

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 - June 30, 1982.

Number of unduplicate elderly individuals identi-fied as isolated, homebound, and/or at-risk.

1. While in the field, identify and make contact with individuals who are in need of center services.

Staff: 2 Field Counselors - .02 FTE each

2. Provide information and referral, and introduce person into service delivery system whenever possible.

Staff: 2 Field Counselors - .03 FTE each

3. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .003 FTE (O.R.)

I & R Specialist - .001 FTE (O.R.)

Social Work Supervisor - .002 FTE (O.R.)

Secretary - .002 FTE (O.R.)

4. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Bookkeeper - .002 FTE (O.R.)
Secretary - .012 FTE (O.R.)

Maintain health and general N welfare of 104 open access and limited access persons in need of immediate assistance through the provision of 972 units of counseling/crisis counseling during the period July 1, 1981 - June 30, 1982.

Number of hours of interventions.

Number of persons served (limited access and open access).

1. Accept requests for one-time-only crisis counseling from telephone referrals and walk-ins.

Staff: Social Work Supervisor - .05 FTE

I & R Specialist - .01 FTE

2 Field Counselors - .02 FTE each

2. Arrange for provision of emergency housing, food, clothing, transportation, or problem-solving assistance as required.

Staff: Social Work Supervisor - .10 FTE
I & R Specialist - .04 FTE
2 Field Counselors - .08 FTE each

3. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .015 FTE (O.R.)
I & R Specialist - .004 FTE (O.R.)
Social Work Supervisor - .006 FTE (O.R.)
Secretary - .006 FTE (O.R.)

4. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Bookkeeper - .007 FTE (O.R.)
Secretary - .055 FTE (O.R.)

Increase access to goods and services for 20 older individuals per week who are encountering difficulty negotiating service systems through the provision of 1040 units of legal services/advocacy assistance services during the period July 1, 1981 - June 30, 1982.

Number of hours of advocacy services.

Number of persons served (limited access and open access).

1. Determine need for advocacy in course of implementing case plan or completing referral.

Staff: I & R Specialist - .01 FTE
Social Work Supervisor - .01 FTE
2 Field Counselors - .05 FTE each

2. Make telephone calls or visits as necessary to obtain needed information and present on behalf of client to appropriate staff in agency where advocacy is needed. Provide follow-up as necessary.

Staff: I & R Specialist - .04 FTE
Social Work Supervisor - .04 FTE
2 Field Counselors - .15 FTE each

3. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .017 FTE (O.R.)

1 & R Specialist - .004 FTE (O.R.)

Social Work Supervisor - .007 FTE (O.R.)

Secretary - .007 FTE (O.R.)

4. Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Bookkeeper - .009 FTE (O.R.)
Secretary - .065 FTE (O.R.)

functioning for 100 older individuals through the provision of 1165 hours of counseling services during the period of July 1, 1981 - June 30, 1982.

Number of hours of counseling.

Number of persons counseled (limited access and open access).

 Determine need for counseling through review of case plan or in response to request for counseling.

Staff: Social Work Supervisor - .04 FTE 2 Field Counselors - .20 FTE

2. Participate in management, training, and supervisory meetings.

Staff: Executive Director - .019 FTE (O.R.)

I & R Specialist - .005 FTE (O.R.)

Social Work Supervisor - .008 FTE (O.R.)

Secretary - .008 FTE (O.R.)

 Complete reports as required, maintaining documentation in agency records and reviewing data to monitor activity.

Staff: Bookkeeper - .009 FTE (O.R.)
Secretary - .072 FTE (O.R.)

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

The Northwest Pilot Project does not operate as a Senior Center in the traditional sense. It evolved originally as a Title III demonstration project in 1969, to provide volunteer services of in-home supportive care to help the elderly and disabled maintain their well-being and dignity within their chosen place of residence. There are five basic services at the present time: Information Referral, Case Management, Visitation and In-Home Supportive Services, Search for Housing (Rental), and Management Services for SRO Hotels.

The Social Services Coordinator is directly responsible for the supervision of the aging services as described within the contract. The Information and Referral Specialist and two Field Counselors are directly involved in these services. The management team, including the Executive Director, Housing Director, and Bookkeeper provide supportive resources for the AAA services. Other staff members, including Community Visitors, hotel workers, and volunteers, also provide resources for the delivery of services.

The central headquarters of the Project has recently moved to the Lownsdale Square in the heart of downtown. Adjacent to the headquarters are the following buildings: County Courthouse, City Hall and the Wendell Wyatt-Edith Green Federal Building. The NWPP is developing plans for a Drop-in Informational Center which will be available not only for the downtown residents, but also for the elderly who come into town for assistance in governmental and other maintenance problems. The headquarters are open from Monday through Friday, from 8:00 a.m. to 5:00 p.m.

In the operations of the Estate Hotel, which is managed by the Agency, a desk clerk is always on duty 7 days a week, 24 hours a day. An agreement exists between the Agency and the Police Bureau for the latter to bring lost and disoriented elderly to the hotel for shelter and care.

The Agency is served by a corporation attorney with the firm of Black Helterline Beck & Rappleyea. Fiscal accountability is supervised by the Certified Public Accounting firm of Fox and Company. Comprehensive liability and fire insurance is carried through Abernathy & Bishop, Inc.

The Information and Referral Specialist is the designated safety officer for the Northwest Pilot Project and is responsible for securing assistance for clients or staff members with emergency medical problems. In case of an ice storm or other disaster, the I & R Specialist will coordinate with other agencies to provide services to older people in the downtown area. The NWPP already participates in disaster planning as part of the Emergency Helping Services Committee. Should NWPP staff become diminished during such a disaster, assistance will be brokered on a short-term basis from the city and county's human services support staff as well as from R-V club members who have offered their assistance in the past.

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

The primary support services provided by the agency are Administrative. The Executive Director is involved in planning and conducts a weekly administrative staff meeting in which the Social Work Supervisor and the Information & Referral Specialist participate along with the Bookkeeper and the Secretary. The Bookkeeper maintains all financial records and prepares monthly invoices and annual contract budgets. The Secretary provides typing and organizational resources to all service categories.

Program support comes through staff training and supervision provided by the Executive Director at monthly general staff meetings and other staff development opportunities.

Volunteer receptionists, supervised and trained by the Information & Referral Specialist, provide the initial accessibility to the agency's services for those who telephone or come into the office. These receptionists are well educated and often come from professional backgrounds.

Fund raising is under the supervision of a standing committee of the Board of Directors. An annual Walkathon was initiated in 1980 and continued this year. Plans are now being made for the third annual Walkathon in 1982.

The Executive Director, with the assistance of Board members, is responsible for seeking grants from local foundations. He is also instrumental in seeking regular contributions from churches within the community. Volunteers from the Board also serve by assisting in procuring funds from local associations.

The Northwest Pilot Project has always been involved in a strong advocacy for the more low-income and disabled elderly. Its emphasis has always been in the areas of housing and health care. Its advocacy for the elderly is well known throughout the State of Oregon.

6. <u>Community Participation</u> (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.)

The Northwest Pilot Project has developed a strong Advisory Committee to the AAA Aging Services within the downtown area. At present, a faculty member of the School of Social Work, Portland State University, serves as Chairman. She is a specialist in gerontology. Two students in the School of Social Work are also active members of the Advisory Committee. Serving as Secretary to the Advisory Committee is the Director of the Adult Learning Center, Portland State University. He is an older man who is very skilled in working with the elderly who attend classes at PSU.

Other members of the Advisory Committee represent the following interests and concerns: Park and Recreation Department, Multnomah County Library, downtown churches, Section VIII housing residents, downtown cultural societies and associations, Gray Panthers, and residents of downtown hotels and apartment houses.

Members of the Advisory Committee have been very faithful in attending the monthly meetings which are usually held at the Portland State University. They have recently been given the responsibility to develop a design for a "Drop-in Informational Center for Downtown Portland." A representative of the Board of Directors, NWPP, serves as the liaison between the Advisory Committee and the Board. The Social Services Coordinator and the Executive Director serve as the staff of the Executive Committee.

The Board of Directors also maintains standing committees to provide policy directives and support in the following areas: Program Planning, Staff Evaluation, and Personnel. The NWPP has always involved the community in development of its pilot projects and in the provision of its services.

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

Letters of Agreement have been signed with the <u>Public Inebriate Program</u> to provide professional consultation in work with elderly alcoholics, with <u>Loaves & Fishes</u>, <u>Inc.</u>, to provide support services for participants, and with the <u>Bureau of Police</u> to provide shelter and care for lost disoriented elderly.

<u>Contracts</u> have been signed with <u>The Burnside Consortium</u> for the provision of management services at the Estate and Rich Hotels.

Staff involved with professional consultation and training under the Public Inebriate Program include the Information & Referral Specialist, the Social Work Supervisor and the two Field Counselors. Information & Referral Specialist is reponsible for the agreement with Loaves & Fishes. The Manager of the Estate Hotel is responsible for the agreement with the Police bureau.

The Executive Director is responsible for the management services.

Working Relationships have been developed by all members of the staff with Community Health Nurses, VNA nurses, Social Service Departments of local hospitals, Metropolitan Family Services, Housing Authority of Portland, Adult & Family Services, Social Security Administration, FISH, Sunshine Division, Volunteer Bureau, Salvation Army and St. Vincent DePaul. The Information & Referral Specialist and the Social Work Supervisor are responsible for staff and volunteer assignments to all these latter agencies. The benefit of these coordinated efforts include: coordinated case management with delineation of prime responsibility; prevention of duplication of service, avoidance of the trauma of constant referral, provision of continuity of support when one agency's service is no longer required.

The Executive Director provides consultation in case managment to both staff and volunteers. The Director also serves as an adjunct professor at the University of Oregon School of Denistry to help graduating seniors become aware of the health needs of the low-income elderly.

Educational placements are available for undergraduate students in Gerontology and for students in the School of Social Work involved with Planning.

Continuing contracts are negotiated with the Portland Development Commission to provide relocation services for hotel and apartment residents who are forced to vacate their homes by order of the City of Portland.

The agency is also regularly represented on the Mayor's Downtown Housing Advisory Committee and the Board of Trustees for the Legal Aid Society.

The Executive Director is also involved in the development of a West Side Comprehensive Mental Health Center serving on the Interim Board of Directors and, also, as chairman of the sub-committee on mental health services for the elderly.

EXHIBIT B
Budgets and Attachments

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

a. City support Rec	uesteu					
Title III-B					26,902	
City/County Ge	eneral Fund				26,902	
	Sı	u btotal			53,804	
Required Match	(Cash and/or	Inkind)			2,990	
Program Income					-0-	
	Sı	ubtotal			56,794	
Other Resources:			Cash	In-Kind	<u> </u>	
Source of revenue:	NWPP General	Fund	/X/		(one only)	
Funding source:	Title III-B				,	
	Case Managem	ment (I)				
	1,128					
Service:	1,922					
To ta 1					\$ 3,050	
	NWPP General	l Fund	/ -X /	,—,	J	
			<u>/ -:-</u> /	/		
Funding source:	Title III-B					
Service category:	Case Manager	ment (II)				
Administration:	665					
Service:	1,178					
Total					\$ 1,843	

		Cash	<u>In-Kind</u>		
Source of revenue:	NWPP General Fund	<u>/ x /</u>	<u>/_</u> /		
Funding source:	Title III-B				
Service category:	Needs Assessment				
Administration:	749				
Service:	819				
Total				\$_1,568	
Source of revenue:	NWPP General Fund	<u>/X</u> /	/		
Funding source:	Title III-B				
Service category:	Outreach				
Administration:	193				
Service:	214				
Total				\$407	
Source of revenue:	NWPP General Fund	<u>/X</u> /	<u>/</u> _/		
Funding source:	Title III-B .				
Service category:	Counseling/Crisis (Counsel	ing		
Administration:	854				
Service:	1,184				
Total				\$_2,038	
Source of revenue:	NWPP General Fund	/X/	/		
Funding source:	City/County General	l Fund			
Service category:	Information and Re	ferral			
Administration:	1,365				
Service:	1,494				
Total:				\$ 2,859	

		Cash	In-Kind		
Source of revenue:	Volunteers		<u>/ x</u> /		
Funding source:	City/County General	l Fund			
Service category:	Information and Res	ferral			
Administration:	763				
Service:	4,959				
Total:				\$ 5.722	
Source of revenue:	NWPP General Fund	<u>/_X/ /</u>	<u>'</u>		
Funding source:	City/County General	l Fund			
Service category:	Advocacy				
Administration:	1,013				
Service:	1,111				
Total:			•	\$ 2,124	
Source of revenue:	NWPP General Fund	<u>/_x</u> / /	_/		
Funding source:	City/County General	l Fund			
Service category:	Counseling				
Administration:	1,119				
Service:	1,225				
Total:				\$ 2,344	
Source of revenue:		//	/		
Funding source:					
Service category:					
Administration:					
Service:					
Total:				\$	
Subtotal:				\$ 21,955	
TOTAL				\$ 78,749	

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

All of match and other resources funding comes from the Northwest Pilot Project General Fund. The main components of this fund are contributions from individuals, churches, members and proceeds from special events, as well as annual allocations from United Way. Most of NWPP's contributions to the contract from other resources are in the area of supporting services (or, administrative expense). These are funded by special events. For the last two years, Northwest Pilot Project has had a successful Walk-A-Thon which has grossed \$10,400 and \$13,600 respectively. We feel confident that this event will be a growing source of funding each year.

Statement of Certification

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

Authorized Signature

Date May 8, 1881

-		TITLE III-B	TITLE III-B	TITLE III-B	TITLE III-B	TITLE III-B
Code	Object Title	CASE MGMT.(I) SERVICES	CASE MGMT.(II) SERVICES	NEEDS ASSESS. SERVICES	OUTREACH SERVICES	COUNSELING/CRIS
						SERVICES
	Full-Time Employees	6,612	4,249	4,757	1,256	5,441
	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay		0.70	0.57	0.50	
170	Benefits	1,374	870	974	258	1,111
190	Less-Labor Turnover Total Personal Services	7,986	5,119	5,731	1,514	6,552
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				1	
440	Space Rental	·				
45()	Interest		<u> </u>			
460	Refunds					
471)	Retirement System Payments		1			
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					
20 0- 50 0	Total Materials & Services	Đ	Ð	0	0	θ
610	Land				1	
620	Buildings .		· · · · · · · · · · · · · · · · · · ·	1		
63 0	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
70:)	Other					
	TOTAL					

APPROPRIATION UNIT LINE ITEM WORKSHEET

151796

		CITY/COUNTY	CITY/COUNTY	CITY/COUNTY	TOTAL OTT	
		GENERAL FUND I & R	GENERAL FUND LEGAL SERV./	GENERAL FUND COUNSELLING	TOTAL CITY SUPPORT	
		SERVICES	ADVOCACY	1 1	SUPPURI	
Code	Object Title		SERVICES	SERVICES		
110	Full-Tims Employees	8,335	6,458	7,180	44,288	
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	1,669	1,318	1,450	9,024	
190	Less-Labor Turnover					
100	Total Personal Services	10,004	7,776	8,630	53,312	
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					
38 0	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
45()	Interest	1				
46 0	Refunds					
470	Retirement System Payments				ļ	
49 0	Miscellaneous	<u> </u>				
510	Fleet Services			ļ		
520	Printing Services		 	-		
530 540	Distribution Services					
550	Electronic Services Data Processing Services				-	
560	Insurance	1				
570	Telephone Services	492	 		492	ļ
580	Intra-Fund Services	472		 	434	
590	Other Services-Internal					
	23.4. 23.11907. IIII.IIII	 	 	 	 	
20 0- 50 0	Total Materials & Services	492	θ	0	492	
610	Land					
620	Buildings					
63 0	Improvements					
640	Furniture & Equipment					
60 ()	Total Capital Outlay					
70:)	Other				,	
	TOTAL	10,496	7,776	8,630	53,804	

APPROPRIATION UNIT LINE ITEM WORKSHEET

151796

-			CASH MATCH CASE MGMT.(II)		CASH MATCH OUTREACH	CASH MATCH COUNSELING/CRI
Code	Object Title	SERVICES	SERVICES	SERVICES	SERVICES	COUNSELING SERVICES
110	Full-Time Employees					03.17.2020
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					
	Miscellaneous Services					
	Office Supplies					
320	Operating Supplies					
330	Repair & Maint, Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms	 				
380	Other Commodities-External					
410	Education				 	3 250
420	Local Travel		 			1,250
440	Out-of-Town Travel Space Rental	258	165	186	49	212
45()	Interest	230	103	100	49	212
460	Refunds	-				
470	Retirement System Payments	 				
490	Miscellaneous					
510	Fleet Services					
520	Printing Services				-	
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
5 6 0	Insurance			 		
570	Telephone Services					
580	Intra-Fund Services					
59 0	Other Services-Internal					
200- 500	Total Materials & Services	258	165	186	49	1,462
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
60 0	Total Capital Outlay					
70:)	Other					
	TOTAL	258	165	186	49	1,462

					,	
Code	Object Title	CASH MATCH I&R SERVICES	CASH MATCH LEGAL SERVICES, ADVOCACY	CASH MATCH COUNSELLING SERVICES	TOTAL MATCH	
110	Full-Time Employees		SERVICES			
120	Part-Time Employees				 	
					 	
130	Federal Program Enrollees					
140	Overtime				 	
150	Premium Pay					
170	Benefits				 	
190	Less-Labor Turnover	<u> </u>				
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	T				
320	Operating Supplies					
330	Repair & Maint, Supplies					
340	Minor Equipment & Tools			 	 	
350	Clothing & Uniforms	1		 	 	
380	Other Commodities-External	<u> </u>			 	
410	Education					
420	Local Travel	 			1,250	
430	Out-of-Town Travel				-,250	
440	Space Rental	339	252	279	1,740	
45()	Interest	1				
460	Refunds	 		 	 	
470	Retirement System Payments	 			1	
490	Miscellaneous					
510	Fleet Services	 			 	
520	Printing Services	 		 	- 	
530		-		 	+	
540	Electronic Services	 				+
56 0	Data Processing Services					
560	Insurance	+		-		
570	Telephone Services	-		 		+
580	Intra-Fund Services	-				+
590	Other Services—Internal	 				
	Attial Salattas Intallial	 		 	-	
20 0- 50 0	Total Materials & Services	339	252	279	2,990	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
70:)	Other	·				
	TOTAL	339	252	279	2,990	
		ì	1			

-		OTHER	OTHER	TOTAL	
.		RESOURCES	RESOURCES	CONTRACT	
		Į.	\$	CONTRACT	
Code	Object Title	CASH	IN-KIND		
110	Full-Time Employees	10,001	5,226	59,515	
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay	 			
170	Benefits	0.107			
	Less-Labor Turnover	2,124	496	11,644	
190	Less-Labor Lurnover				
100	Total Personal Services	12,125	5,722	71,159	
		12,125	3,	, 2, 25,	
210	Professional Services	800		800	
220	Utilities	- 000		- 000	
230	Equipment Rental	+			
240					
-	Repair & Maintenance	700		700	
260	Miscellaneous Services	700		700	
310	Office Supplies	600		600	
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities—External				
410	Education	900		900	
420	Local Travel	250		1,500	
430	Out-of-Town Travel				
440	Space Rental	180		1,920	
450	Interest				
46 0	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services	110		110	
530	Distribution Services	260		260	
	Electronic Services	+		200	
55 0	Data Processing Services				
560	Insurance				
570	Telephone Services	1			
580	Intra-Fund Services	308		800	
590	Other Services—Internal				
351)	Crisa Seraicas-Intelusi	- 			
20 0- 500	Total Materials & Services	4,108	0	7,590	
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
70:)	Other				
	TOTAL	16,233	5,722	78,749	
		10,233	3,722	, 70,749	

CONTRACT NO	18160	DATEMay 8, 1981
PROJECT TITLE	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT	CASE MANAGEMENT (LEVEL I)
FUNDING SOURCE	TITLE III-B	Service Category (if applicable)
		SERVICES

				4		
(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)	
1	SOCIAL WORK SUPERVISOR	1,182	19	3	674	
1	SOCIAL WORK SUPERVISOR	1,204	19	3	.686	
1	SOCIAL WORK SUPERVISOR	1,269	19	3	723	
1	SOCIAL WORK SUPERVISOR	1,333	19	3	760	
2	FIELD COUNSELOR	985	15	3	887	
2	FIELD COUNSELOR	1,010	15	3	909	
2	FIELD COUNSELOR	1,068	15	3	961	
2	FIELD COUNSELOR	1,125	15	3	1,013	
		·				
		SUB-TOT	AL, PERSON	NEL	6,612	
		21 * % FRI	NGE BENEFI	ΓS	1,374.	
	TOTAL, PERSONNEL 7,986					

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

870

5,119

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

ONTRACT NO.	ONTRACT NO. 18160 DATE May 8, 1981					
PROJECT TITL	E DOWNTOWN AGING DIS	TRICT SERVICES				
AGENCY	AGENCY NORTHWEST PILOT PROJECT CASE MANAGEMENT (LEVEL II)					
FUNDING SOUR	CETITLE_III-B		Service Cat	tegory (if ap	oplicable)	
		·	SE	RVICES		
(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)		(E) Number of Months on Project	(F) Cost (A x C x D x E)	
1	SOCIAL WORK SUPERVISOR	1,182	20	3	709	
1	SOCIAL WORK SUPERVISOR	1,204	20	3	722	
1	SOCIAL WORK SUPERVISOR	1,269	20	3	761	
1	SOCIAL WORK SUPERVISOR	1,333	20	3	800	
2	FIELD COUNSELOR	985	5	3	296	
2	FIELD COUNSELOR	1,010	5	3	303	
2	FIELD COUNSELOR	1,068	5	3	320	
2	FIELD COUNSELOR	1,125	5	3	338	
				-		
		SIIR_TOT	AL PERSONN	ıF!	4,249	

SUB-TOTAL, PERSONNEL

21 * % FRINGE BENEFITS

TOTAL, PERSONNEL

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

151796

CONTRACT NO	18160	DATEMay 8, 1981
PROJECT TITLE	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	NEEDS ASSESSMENT
FUNDING SOURCE	TITLE III-B	Service Category (if applicable) SERVICES

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)	
1	SOCIAL WORK SUPERVISOR	1,182	15	• 3	532	
1	SOCIAL WORK SUPERVISOR	1,204	. 15	3	542	
1	SOCIAL WORK SUPERVISOR	1,269	15	3	571.	
1	SOCIAL WORK SUPERVISOR	1,333	15	3	600	
2	FIELD COUNSELORS	985	10	3	591	
2	FIELD COUNSELORS	1,010	10	3 ,	606	
2	FIELD COUNSELORS	1,068	10	3	640	
2	FIELD COUNSELORS	1,125	10	3	675.	
-						
		·				
		. SUB-TOT	AL, PERSONN	IEL	4,757	
		21 * % FRI	NGE BENEFIT	·\$	974	
	TOTAL, PERSONNEL 5,731					

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

CONTRACT NO	18160	DATE May 8, 1981
PROJECT TITLE	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	OUTREACH
FUNDING SOURCE	TITLE III-B	Service Category (if applicable) SERVICES

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)	
2	FIELD COUNSELORS	985	5	3	296	
2	FIELD COUNSELORS	1,010	5	3	303	
2	FIELD COUNSELORS	1,068	5	3	320	
2	FIELD COUNSELORS	1,125	5	3	337	
-						
					·	
	•					
		SUB-TO	TAL, PERSON	NEL	1,256	
		21 * % FR	INGE BENEFI	TS	258	
		TOTAL,	PERSONNEL		1,514	

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

PERSONNEL

151796

CONTRACT NO	18160	·		DATE	May 8, 191
PROJECT TITLE	DOWNTOWN AGING	DISTRICT	SERVICES		
AGENCY	NORTHWEST PILOT	PROJECT,	INC.	COUNSELING/	CRISIS COUNSELING
FUNDING SOURCE	TITLE III-B			Service Categor	y (if appliçable)
				SERVICES	

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)	
1	SOCIAL WORK SUPERVISOR	1,182	15	3	532	
1	SOCIAL WORK SUPERVISOR	1,204	15	3	542	
1	SOCIAL WORK SUPERVISOR	1,269	15	3	571.	
1	SOCIAL WORK SUPERVISOR	1,333	15	3	600	
1	I&R SPECIALIST	1,095	5	3	164	
1	I&R SPECIALIST	1,101	5	3	165	
1	I&R SPECIALIST	1,155	5	3	173	
1	I&R SPECIALIST	1,208	5	3	181	
2	FIELD COUNSELORS	985	10	3	591	
2	FIELD COUNSELORS	1,010	10	3	606	
2 .	FIELD COUNSELORS	1,068	10	3	641	
2	FIELD COUNSELORS	1,125	10	3	675	
		·				

SUB-TOTAL, PERSONNEL 5,441

21* % FRINGE BENEFITS 1,111

TOTAL, PERSONNEL 6,552

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

151796

CONTRACT NO	18160	May 8, 1981 DATE
PROJECT TITLE	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	INFORMATION & REFERRAL
EINDING COURCE		Service Category (if applicable)
FUNDING SOURCE_	CITY/COUNTY GENERAL FUND	SERVICES

(A) Number of Persons		(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E	
1	SOCIAL WORK SUPERVISOR	1,182	10	3	355	
1	SOCIAL WORK SUPERVISOR	1,204	10	3	361	
1	SOCIAL WORK SUPERVISOR	1,269	10	3	381	
1	SOCIAL WORK SUPERVISOR	1,333	10	3	400	
1	I&R SPECIALIST	1,095	50	3	1,643	
1	I&R SPECIALIST	1,101	50	3	1,651	
1	I&R SPECIALIST	1,155	50	3	1,732	
1	I&R SPECIALIST	1,208	50	3	1,812	
		SUB-TOT	AL, PERSONN	IEL	8,335	
		21 * % FRI	NGE BENEFIT	rs	1,669	
	TOTAL, PERSONNEL 10,004					

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

151796

ONTRACT NO.	18160		D/	ATE May 8,	1981
PROJECT TITL	E DOWNTOWN AGING DIS	TRICT SERVICES			
	NORTHWEST PILOT PR		Service Cat	ervices/ADVOC tegory (if ap	
			SERVICES	•	
(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate(Full- time equivalent)		(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	SOCIAL WORK SUPERVISOR	1,182	5	3	178
1	SOCIAL WORK SUPERVISOR	1,204	5	3	181 .
1	SOCIAL WORK SUPERVISOR	1,269	5	3	190
1	SOCIAL WORK SUPERVISOR	1,333	5	3	200
1	I&R SPECIALIST	1,095	5	3	164
1	I&R SPECIALIST	1,101	5	3	165
1	I&R SPECIALIST	1,155	5	3	173
1	I&R SPECIALIST	1,208	5	3	181
2	FIELD COUNSELOR	985	20	3	1,182
2	FIELD COUNSELOR	1,010	20	3	1,212
2	FIELD COUNSELOR	1,068	20	3	1,282
2	FIELD COUNSELOR	1,125	20	3	1,350
		SUB-TO	TAL, PERSON	NEL	6,458
		21 * % FR	INGE BENEFI	TS	1,318
		TOTAL,	PERSONNEL		7,776

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

CONTRACT N	NO	18160	DATE	May 8, 1981
PROJECT TI	ITLE	DOWNTOWN AGING DISTRICT SERVICES		
AGENCY		NORTHWEST PILOT PROJECT, INC.	COUNSEL	LING
FUNDING SO	OURCE	CITY/COUNTY GENERAL FUND	rvice Category SERVICE	(if applicable) S

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate(Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	SOCIAL WORK SUPERVISOR	. 1,182	6	3	213
1	SOCIAL WORK SUPERVISOR	1,204	.6	3	217
1	SOCIAL WORK SUPERVISOR	1,269	6	3	228.
1	SOCIAL WORK SUPERVISOR	1,333	6	3	240
2	FIELD COUNSELORS	985	25	3	1,478
2	FILED COUNSELORS	1,010	25	3	1,515
2	FIELD COUNSELORS	1,068	25	3	1,602
2	FIELD COUNSELORS	1,125	25	3	1,687
•					
	SUB-TOTAL, PERSONNEL 7,180				
	21 * % FRINGE BENEFITS				
		TOTAL,	PERSONNEL		8,630

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

151796

CONTRACT NO	18160	DATE May 8, 1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	
FUNDING SOURCE	TOTAL CITY SUPPORT	Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)		
1	SOCIAL WORK SUPERVISOR	1,182	90	3	3,191		
1	SOCIAL WORK SUPERVISOR	1,204	90	3	3,251		
1	SOCIAL WORK SUPERVISOR	1,269	90	3	3,426		
1	SOCIAL WORK SUPERVISOR	1,333	90	3	3,599		
1	I & R SPECIALIST	1,095	60	3	1,971		
1	I & R SPECIALIST	1,101	60	3	1,982		
1	I & R SPECIALIST	1,155	60	3	2,079		
1	I & R SPECIALIST	1,208	60	3	2,174		
2	FIELD COUNSELOR	985	90	3	5,319		
2	FIELD COUNSELOR	1,010	90	3	5,454		
2	FIELD COUNSELOR	1,068	90	3	5,767		
2	FIELD COUNSELOR	1,125	90	3	6,075		
		·					
	SUB-TOTAL, PERSONNEL 44,288						
	21* % FRINGE BENEFITS 9,024						
	TOTAL, PERSONNEL 53,312						

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

CONTRACT NO	18160	DATEMay 8, 1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	INFORMATION & REFERRAL
FUNDING SOURCE_	City/County General Fund	Service Category (if applicable) SERVICES

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
570	TELEPHONE SERVICES:	492	492
	cost of individual business line (out of five total) and one		
	phone (out of ten total)		
	·		
		·	
•			
eren. Dan kan in der k e			

151796

CONTRACT NO	18160	DATE May 8, 1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	CASE MANAGEMENT (I)
		Service Category (if applicable)
FUNDING SOURCE_	CASH MATCH	CEDVITORC

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	SPACE RENTAL: 18% of total agency expense X 14.8% designated for service category	258	258
	_		
		•	-

151796

CONTRACT NO	18160	DATEMay 8, 1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	CASE MANAGEMENT (II)
FUNDING SOURCE	CASH MATCH	Service Category (if applicable) SERVICES
		SEKA TOES

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	SPACE RENTAL:	1 65	165
440		163	165
	18% of total agency expense X		
	9.5% designated for service category		
			·
	-		
•			
•			

151796

CONTRACT NO	18160	DATE May 8, 1981	
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES		
AGENCY	NORTHWEST PILOT PROJECT, INC.	NEEDS ASSESSMENT	
FUNDING SOURCE	CASH MATCH	Service Category (if applicable)	
		SERVICES	

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
//0	CDACE DENMAN		100
440	SPACE RENTAL: 18% of total agency expense X	186	186
	10.7% designated for service category		
		·	
	.		

MATERIALS AND SERVICES

151796

CONTRACT NO	18160	DATE May 8	1981	
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES			
AGENCY	NORTHWEST PILOT PROJECT, INC.	OUTREACH.		
FUNDING SOURCE_	CASH MATCH Service	Category (if applicable) SERVICES		
CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL	
440	SPACE RENTAL: 18% of total agency expense X 2.8% designated for service category	49	49	
	Tron dobtguades for Scriffee Category			
			June 1997	

151796

CONTRACT NO	18160	DATE May 8, 1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	COUNSELING/CRISIS COUNSELING
FUNDING SOURCE	CASH MATCH	Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
	SECONE TION OF THE MIND DADIS TON ETABORITON	TIEN TOINE	CATEGORY TOTAL
	·		
420	LOCAL TRAVEL:	1,250	1,250
	41 2/3% of total agency expense for gas and maintenance of agency car		
		·	
440	SPACE RENTAL:	212	212
.,.	18% of total agency expense X	212	212
	12.2% designated for service category	·	

151796

CONTRACT NO	18160	DATE May 8, 1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	INFORMATION & REFERRAL
FUNDING SOURCE_	CASH MATCH	Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
		_	
440	SPACE RENTAL:	339	339
	18% of total agency expense X		
	19.5% designated for service category		
			·
· · ·			
		en e	

CONTRACT NO	18160	DATE May 8,	1981
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES		
AGENCYFUNDING SOURCE_	NORTHWEST PILOT PROJECT, INC. CASH MATCH LE Service C	GAL SERVICES/ADVOCACY ategory (if applicable)	
	S	ERVICES	
CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440		252	25.0
440	SPACE RENTAL: 18% of total agency expense X	252	252
	14.5% designated for service category		
	·		
		e de la companya de l	
1.00 mg/s		1	

CONTRACT NO	18160	DATE May 8, 1981
PROJECT TITLE	DOWNTOWN AGING DISTRICT SERVICES	
AGENCY	NORTHWEST PILOT PROJECT, INC.	COUNSELLING Service Category (if applicable)
FUNDING SOURCE_	GASH MATCH	SERVICES SERVICES

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	SPACE RENTAL: 18% of total agency expense X 16% designated for service category	279	279
			-

FUNDING COURCE	CACH MARCH	Service Category (if applicable)
AGENCY	NORTHWEST PILOT PROJECT, INC.	ALL SERVICE CATEGORIES
PROJECT TITLE_	DOWNTOWN AGING DISTRICT SERVICES	
CONTRACT NO	18160	DATE May 8, 1981

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
	YORK MANNY		
420 	LOCAL TRAVEL: 41 2/3% of total agency expense for gas and maintenance of agency car	1,250	1,250
440	SPACE RENTAL: 18% of total agency expense	1,740	1,740
	•	-	

Assurance of Compliance with

"Nondiscrimination on Basis of Handicap"

Section 504 of the Rehabilitation Act of 1973

Northwest Pilot Project, (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:

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

- 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.

1030 S.W. Third Avenue, Portland, OR 97204

Contractor's mailing address

ASSURANCE OF COMPLIANCE WITH THE CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

NORTHWEST PILOT PROJECT, INC. (hereinafter called the "Contractor")

HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action

Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives

City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

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

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

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

Dated May 7, 1981	By	C. A Paula
1030 S.W. Third, Portland 97204 (Contractor's mailing address)	Title	Executive Director

The District Advisory Committee of the	Aging
Services District in Portland/Multnomah County has reviewed the p	roposal
for District Center <u>Services</u> to be provided by <u>Northwest Pilot Pr</u>	oject, Inc.
in theDowntownDistrict through contract wit	h the City
of Portland, Human Resources Bureau. Comments are attached.	
$_{ m x}$. The District Advisory Committee approves the propos	al for
District Center Services.	
The District Advisory Committee does not approve of	f the .
proposal for District Center Services for reasons 1	
below:	13000
DE FOW.	
	Marine Track group was
	And the forest property.
The District Advisory Committee his word and the	
The District Advisory Committee has reviewed the p	roposal,
but has taken no action at this time.	
Signature of Chairperson Da	te

The Board of	Directors of the DOWNTOWN	Aging
Services Dist	trict in Portland/Multnomah County has revi	ewed the proposal
for District	Center <u>Services</u> to be provided by <u>NORTHWEST</u>	PILOT PROJECT
in theDOW	District through co	ntract with the
City of Portl	land, Human Resources Bureau. Comments are	attached.
	_ The Board of Directors approves the propo	sal for
	District Center <u>Services</u> .	
*** **********************************	_ The Board of Directors does not approve t	he proposal
	for District Center <u>Services</u> for reasons	listed below:
	_ The Board of Directors has reviewed the p	proposal, but has
	taken no action at this time.	
Thomas	M. Chamber 5	17/8/
Signature of	Board Charrperson Board Member in absence	Date

of chairperson

EXHIBIT C

Required Reporting Forms and Procedures

DOWNTOWN AGING DISTRICT SERVICES

I.	Inf	ormation and Referral	This Month	YTD
	Α.	Number of simple information requests		
	В.	Number of complex information requests		
	c.	Number of simple referrals		
	D.	Number of complex referrals		
II.	Dis	trict Services		
	Α.	Outreach		
		Number of individuals located		
	в.	Counseling		
		1. Number of hours of counseling		
		2. Number of individuals		
		3. Number of new individuals		
	c.	Counseling/Crisis Counseling		
		1. Number of hours of crisis counseling	g	
		2. Number of individuals		
		3. Number of new individuals		
	D.	Legal Services/Advocacy		
		1. Number of hours of advocacy		
		2. Number of individuals		
		3. Number of new individuals		
Vo.	lunte	eers:		
Es	timat	ted number of 60+ volunteers		•
Es	timat	ted number of minority volunteers		
	2	thorized Signature Da	ite	

ONCE PRINTED, REVISED

CLIENT TRACKING SYSTEM

FORMS 101 - 102 - 103

WILL BE SENT TO CONTRACTOR

INFORMATION TALLY SHEET

AAA 211 (Revised 6/79)

Phone: TYPE OF SERVICE PROVIDED Info/simple: Info/complex: SOURCE OF CONTACT Source of Contact Spouse: Friend/Relative: Agency: Other: Disposition of Request Subject of Request Information Only Centar Service Other Akency Unable to Help TOTAL Repair/Maint Yard Work Friendly V./TR Ed/Rec Vol Act. Emergency Income Maint Case Mngt Escort Live-in Nousekeeper Homemaker Neal Frep/mow Shepping Asst. Medical Care Dencal	Cor	npleted by:		F ()	COMMA COM		Month		~		
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REFERRAL LOG

Agency	ℓ.te			
	Month Year			

Date	Name	Referred For	Referred To	Follow-up date	Disposition	Contacts	Escort Required	Type of referra
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AREA AGENCY ON AGING CLIENT REPRESENTATIVE RECEIPT

P	Α	R	T	Α

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 abo	ove is correct information	
	Signature of Client Representative	
	Agency	
	Signature of Client	
	Date:	(Client's Conv)

AKI	_	
C	Describe	items purchased, or bill paid:
S	Store or	place of business:
F	Amount of	f funds returned to client:
		\$
Agreed	d the abo	ove is correct information.
		Signature of Client Representative
		Agency
		Signature of Client
		Date:

REQUEST FOR WAIVER

1.		2.	Type of r	equest	3	Criter	ia to l	e waiv	ved
4.	Name of Agency requesting waiver		New Revi	lew	In	come	i	Guideli Guideli	
	Name of Client	5.	CTS Case	Number		Age	_ _	Living Arrang	3
6.	Briefly describe the situation. (Attach a copy of the latest 101	& 102)				Other Agency		Other	
7.	Resources Investigated Services Requested			Outcom	e				

8.	Signature of Counselor Date	:e	9 Sig	nature o	f Sign	nature	 Dat	e	
		T_WRI	re_below_t	HIS LINE					
10.	Request is: Approved AAA		Temporaril Approved	у Дааа		te	Den	ied [AAA OPI
11.	<u>Comments</u> :			Signatur	e of			- ———	

Co'ntra	ct Agency	,		Area Agency of Youth Service	e Centers	15179
	Address			Accounting Ur 522 S. W. Fii Portland, OR	Eth Ave., 8t	h F1.
	CityState_			Phone: (AAA)) 248-4752 (
	Contract #Co	ntract Per	iod: From_		ľo	
	Funding Source		Servi	ce Category		
			Reimb	ursement Reques		
					month	& year
CODE	OBJECT TITLE	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET	BALANCE	
110	Full-Time Employees					
120	Part-Time Employees					
<u>170</u>	Benefits					1
100	Total Personnel Services					EST: or all costs or expenditures grouped by ortal costs or expenditures grouped by (Attach adding machine tape to each ints.) RTING DOCUMENTS ARE TO BE SUBMITTED TO FINENTH WORKING DAY FOLLOWING MONTH END.
210	Professional Services					e d
220	Utilities					es grouped by tape to eac.
230	Equipment Rental					L. gre
240	Repair and Maintenance			-		S S (ta)
260	Miscellaneous Services					costs or expenditures trach adding machine t
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330	Operating Supplies Repair and Maint. Supplies		-		-	Los chin
340	Minor Equipment and Tools	-			-	ma ma
350	Ciothing and Uniforms	-			-	LOSTS or expenditurated adding machine bocuments are to BE WORKING DAY FOLLOWIN
380	Other Commodities-External	 	 			Hir Hir S A S A
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420	Local Travel	 	†		1	T E L
430	Out-of-Town Travel	 	1			os ac ac CU
440	Space Rental					tt co
490	Miscellaneous					I E \ S E
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550	Data Processing Services					ES or or unt
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570	Telephone Services				+	NA POST
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500						E Su
620	Buildings					- L. H. L.
630	Improvements					AIS AIS O O
640	Furniture & Equipment					THI PPOR Send
600	Total Capital Outlay					TACH TO THIS REIMBURSEMENT REQUI- Supporting documentation for expenditure code number. group of supporting document REIMBURSEMENT REQUEST AND SUPPORTION THE RIFT.
	TOTAL					ATTACH 1.
I ce	rtify that the information pe	rtaining to	this reque	st is true and	complete to	اله لــــ
	best of my knowledge.					
Sign	ed		Date Si	gned		Production .
Titl	e		Phone_			
				•	Re	vised 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 Si	ignature		Date Signed					
Title			Phone Number					
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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) .

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

Authorized Signature	Date Signed
Title	Phone Number

SOCIAL SERVICES DIVISION CONTRACT REIMBURSEMENT PROCEDURES

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.

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

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

Please Note: For purposes of fiscal reporting, <u>Match</u> included in the contract requires the same documentation as <u>City Support</u> 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 <u>requires</u> 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 Reources Bureau. HRB staff can usually complete its work within two days, if the requests are complete and correct, and program reports have been received.
- 21. In the event of an emergency or other unusual circumstances, as approved by the Principal Accountant, a manual warrant may be issued within 72 hours. A manual warrant process will not be utilized on a regular basis.

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

PROCEDURES FOR CONTRACT MODIFICIATIONS

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

Type of Change

Total funds increase/decrease
Total same line item changes
Staff salary
Staff position
Service Objectives
General/special conditions
Other substantial changes
Clerical errors

Modification Procedure

Ordinance
Change Order
Change Order
Change Order
Change Order
Ordinance/change order
Ordinance/change order
Initial by both parties

PROCEDURE:

A. Initiated by City:

 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:

75.

-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. <u>Initiated by Contractor</u>:

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

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

a. BUDGET CHANGES

Budget Worksheet

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

The <u>budget worksheet</u> 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 <u>not</u> 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.

'This agreement is entered into between the City of Portland, Oregon and Multnomah County Community Action Agency, 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. 18565. The contract shall now be amended by the addition of a budget in the amount not to exceed \$157,022 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. 18565 is amended as follows:

 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.

Service Con	mponents	Funding Source	Amount
	n and Referral Administration Services	Title III-B Title III-B	\$ 3,206 32,062
Needs Asse	ssment Administration Services	Title III-B Title III-B	654 6,538
Case Manag	ement Level I Administration Services	Title III-B Title III-B	3,277 32,774
Case Manag	ement Level II Administration Services	General Fund General Fund	3,001 30,012
Outreach	Administration Services	General Fund General Fund	466 4,658
Education	Administration Services	General Fund General Fund	1,466 14,664
Recreation	Administration Services	General Fund General Fund	2,204 22,040
Match \$8,7	24	Total City Support	\$157,022

- 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 \$157,022. An advance shall be made to cover the cost of the Contractor's initial expenses for operation not to exceed the sum of \$26,170 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. 18565, similar in form to Exhibit A.

Dated this	_day of	, 1981
Approved as to content:	MULTNOMAH COUNTY COMMUNIACTION AGENCY	ΙΤΥ
Executive Director Human Resources Bureau	Title	
Approved as to Form:	DateCITY OF PORTLAND	TOTAL STATE OF THE
City Attorney	By:Commissioner of Publ:	
	By: Auditor	

Date:

151796

MODIFIED TERMS AND CONDITIONS as of July 1, 1981

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 \$8,724 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.

- С. 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;

- (3) establish appropriate internal controls to safeguard and account for all contributions;
- 151796
- (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.

151796

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 655.407 (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

1.	Project Title East County Services District Center
2.	Type of Application (check one) NewContinuingx
3.	Applicant Agency:
	Name Multnomah County Community Action Agency
	Address 4420 S. E. 64th Avenue
	Portland, OR 97206
	Phone Number 777-4761
	Project Director Mary Lou Jacobs
	Official Authorized to Bind Agency Donald E. Clark, County Executive
	Financial Officer Roy Bodine
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 \$157,022

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: MCCAA Aging Services will provide services to elderly residents in East Multnomah County in the following census tracts: 4.01, 4.02, 5.01, 5.02, 6.01, 6.02, 7.02, 8.02, 73, 79, 80.01, 80.02, 81, 82.01, 82.02, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92.01, 92.02, 93, 94, 95, 96.01, 96.02, 97.01, 97.02, 98.01, 98.02, 99, 100, 101, 102, 103, 104.01, 104.02, 105. 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 necesary 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.

PROJECT NARRATIVE

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.

Statement of Problem

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 at a lower cost to the community.

Current data about the extent of specific needs in Portland/Multnomah County is not available. On the basis of studies and national priorities, some demographic characteristics have been established as indicators of need. 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. A comprehensive array of services, including information and referral, social contact, and supportive services, is needed to delay or prevent institutionalization for these individuals.

Federal guidelines direct that priority shall be given to services which meet the needs of those in the greatest economic or social need.

1970 census data indicates that in our service area in East County, there are 21,904 residents age 60 and over; of these, 6,499 are age 75 and older. Of persons 65 and over, at least 3,197 have incomes below the poverty level, 3,677 live alone, and 241 are minority, and 65 live in group facilities. This totals 35,583 need units which comprises 21.02% of the total need in Portland/Multnomah County.

Project Goal

To insure 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 within the community to maintain independent living situations for mentally and physically impaired elderly persons in our aging service area.

Strategy

In accordance with the Comprehensive Aging Plan, neighborhood-based centers will function as primary points of entrance to services and as centers for the development of social contact opportunities. The location of services on a neighborhood level will insure reasonably convenient access for all elderly and will encourage the development of programs and resources to reflect particular needs of residents in each service area. Information and referral will be available in response to telephone inquiries, as well as office visits. Staff and volunteers will make outreach, case planning, individual_needs assessment, friendly visiting, and telephone reassurance services available to people in their own homes. Education and recreation events will be arranged at appropriate locations within the service area. In addition, recruitment of volunteers to provide services to elderly residents will emphasize the development of neighborhood resources to provide supportive services to individuals. This is our sixth contract year of participation in the delivery of services according to the Comprehensive Aging Plan.

Increase knowledge of services and resources for elderly residents by providing information (simple)* and information (complex)* services in response to 4,536 requests for information and assistance during the period July 1, 1981 – June 30, 1982.

Number of information (simple) services provided.

Number of information (complex) services provided.

1. Provide personnel direction/supervision and training through individual meeting, and develop and maintain individual job descriptions/work programs for all assigned.

Ongoing - Executive Director - .02 FTE (OR)

Attend AAA contractor meetings and training sessions as required.

Ongoing - Program Coordinator - .028 FTE

3. Prepare, maintain, and submit all required program reports and records in the proper form and manner in accordance with all related special and general conditions, as required.

Ongoing - Executive Director - .02 FTE (OR)
Ongoing - Office Assistant I - .75 FTE
ain staff support to an advisory committee.

Maintain staff support to an advisory committee.
 Ongoing - Executive Director - .02 FTE (OR)

Maintain personnel to provide an information service.
 Ongoing - Program Coordinator - .028 FTE *

6. Provide staff direction/supervision, develop work programs, provide training as necessary and evaluate staff.

Ongoing - Program Coordinator - .028 FTE *

7. Maintain, in conjunction with Tri-County Community Council's Resource File, an up-to-date file of services and resources available to older adults.

Monthly - Program Coordinator - .028 FTE *

3. Provide a communication center whereby individuals may inquire about and receive information on services and resources available to older adults.

Ongoing - I & R Specialist - .50 FTE Ongoing - Office Assistant I - .25 FTE

 Provide written material to community agencies and individuals informing them of services and resources available to older adults.

Ongoing - Program Coordinator - .028 FTE *

* 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).

PROGRAM ELEMENTS/STAFFING PATTERNS (continued-Objective #2)

- 10. Provide reports and maintain records on information services.

 Monthly Program Coordinator .028 FTE
- 11. Monitor information service to insure contract compliance and quality of service.

 Monthly Program Coordinator .028 FTE
- 12. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.

 Monthly Office Assistant II .02 FTE (OR)

 Financial Specialist .01 FTE (OR)
- * Note: 45% of Program Coordinator's FTE's identified above funded by other resources (.086 FTE).

Increase Access to needed services among elderly residents through the provision of referral (simple)* and referral (complex)* in response to 996 requests for the period July 1, 1981 -June 30, 1982.

OBJECTIVE

Number of referrals (simple) 1. services provided.

Number of referrals (complex) services provided.

PROGRAM ELEMENTS/STAFFING PATTERNS

Provide personnel direction/supervision and training through invididual meeting, and develop and maintain individual job descriptions/work programs for all assigned. Ongoing - Executive Director - .02 FTE (OR)

2. Attend AAA contractor meetings and training sessions as required. Ongoing - Program Coordinator - .04 FTE *

3. Prepare, maintain, and submit all required program reports and records in the proper form and manner in accordance with all related special and general conditions, as required. Ongoing - Executive Director - .02 FTE (OR)

4. Maintain staff support to an advisory committee. Ongoing - Executive Director - 02 FTE (OR)

5. Maintain personnel to provide a referral service. Ongoing - Program Coordinator - .04 FTE *

6. Provide staff direction/supervision, develop work programs, provide training as necessary and evaluate staff. Ongoing - Program Coordinator - .04 FTE *

7. Accept referrals from other agencies and individuals. Ongoing - I & R Specialist - .17 FTE

8. Implement the referral service by making appropriate referrals to service providing agencies, including advocacy and follow-up to insure delivery. Ongoing - I & R Specialist - .17 FTE

9. Provide reports and maintain records on referral services. Monthly - I & R Specialist - .16 FTE

0. Monitor referral service to insure contract compliance. Monthly - Program Coordinator - .04 FTE

* 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),

11. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.

Monthly - Office Assistant II .02 FTE (OR) Financial Specialist .01 FTE (OR)

* Note: 31% of the Program Coordinator FTE's identified above funded by other resources (.050 FTE)

Improve access of all older
people to services and community resources by the provision of a needs assessment
in their homes of 133 unduplicated older people during
the period of July 1, 1981
through June 30, 1982.

Number of assessments made for non-case manage-ment clients.

Number of unduplicated individuals receiving services.

- 1. Provide personnel direction/supervision and training through individual meeting, and develop and maintain individual job descriptions/work programs for all assigned.

 Ongoing Executive Director .02 FTE (OR)
- Attend AAA contractor meetings and training sessions as required.
 Ongoing - Program Coordinator - .04 FTE
- 3. Prepare, maintain, and submit all required program reports and records in the proper form and manner in accordance with all related special and general conditions, as required.

 Ongoing Executive Director .02 FTE (OR)
- 4. Maintain staff support to an advisory committee.
 Ongoing Executive Director .02 FTE (OR)
- 5. Maintain personnel to provide individual needs assessment services.
 Ongoing Program Coordinator .04 FTE *
- 6. Provide personnel direction/supervision, develop work programs and evaluate staff.
 Ongoing Program Coordinator .04 FTE *
- 7. Accept referrals from agencies, individuals, and other agency staff for older persons in need of an individual needs assessment.

 Ongoing Case Managers(3) .075 FTE
- 8. Perform a comprehensive, in-home needs assessment for individuals requiring personal observation in order to determine need, resources, and eligibility for other community services and programs.

 Ongoing Case Managers(3) .075 FTE
- 9. Responsible case manager will follow up with the individual or agencies to determine outcome of referrals if appropriate.

 Ongoing Case Managers(3) .075 FTE
- Only Client.
 Ongoing Case Managers(3) .075 FTE

- 11. Monitor individual needs assessment activities to insure contract compliance and quality of service.

 Monthly Program Coordinator .04 FTE
- 12. Provide monthly financial reports to funding source incuding payroll services, budget writing and contract administration.

Monthly - Office Assistant II - .02 FTE (OR) Financial Specialist - .01 FTE (OR)

* Note: 88% of Program Coordinator FTE's identified above funded by other resources. (.140 FTE)

period July 1, 1981 through

5 Maintain access to needed services among elderly residents by providing 160 different individuals who meet the established needs criteria with 1,280 hours of Level I case management and with an average caseload of 120 during the

June 30, 1982.

with a service plan.

Number of different persons with overdue reassessments.

Number of persons served.

Number of hours of service provided.

Number of different persons 1. Provide personnel direction/supervision and training through individual meeting, and develop and maintain individual job descriptions/work programs for all assigned. Ongoing - Executive Director - .02 FTE (OR)

> 2. Attend AAA contractor meetings and training sessions as required.

Ongoing - Program Coordinator - .027 FTE *

3. Prepare, maintain, and submit all required program reports and records in the proper form and manner in accordance with all related special and general conditions, as required. Ongoing - Executive Director - .02 FTE (OR)

4. Maintain staff support to an advisory committee. Ongoing - Executive Director - .62 FTE (OR)

5. Maintain personnel to provide case management Level I services.

Ongoing - Program Coordinator - .027 FTE *

6. Provide personnel direction/supervision, develop work programs and evaluate staff. Ongoing - Program Coordinator - .027 FTE *

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

Ongoing - Case Managers (3) - 225 FTE

8. Perform a needs assessment and develop a service plan according to AAA standards for Level I case management services.

Ongoing - Case Managers(3) - .225 FTE

9. Implement service plans by making appropriate referrals to service providing agencies, making arrangements for provision of ongoing maintenance services, develop linkages with providers of ongoing services and establish procedure for follow-up/monitoring contacts between client and case manager.

Ongoing - Case Managers (3) -.225 FTE

PROCRAM ELEMENTS/STAFFING PATTERNS (continued-Objective #5)

- 10. Request waivers for all applications not conforming to AAA guidelines for case management Level I.

 Ongoing Program Coordinator .027 FTE*
- 11. Conduct weekly case management staffing sessions to insure service quality with reviews of case managers' progress on service plans for clients assigned.

 Weekly Program Coordinator .027 FTE*
- 12. Responsible case manager will do regular follow-up consultation to insure quality of service delivery.

 Ongoing Case Managers (3) .225 FTE
- 13. Perform a needs reassessment on each client every six months or as required.

 Ongoing Case Managers (3) .225 FTE
- 14. Complete client information needs assessment and client service forms as required.

 Ongoing Case Managers (3) .225 FTE
- 15. Monitor case management Level I activities to insure contract compliance and quality of service.

 Monthly Program Coordinator .027 FTE
- 16. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.
 Monthly Office Assistant II .02 FTE (OR)
 - * Note: 32% of Program Coordinator FTE's identified above funded by other resources. (.052 FTE)

Financial Specialist - .01 FTE (OR)

Maintain access to needed services among elderly residents by providing 103 different individuals who meet the established needs criteria with 1,749 hours of Level II case management and with an average caseload of 78 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. Provide personnel direction/supervision and training through individual meeting, and develop and maintain individual descriptions/work programs for all assigned.

Ongoing - Executive Director - .02 FTE (OR)

2. Attend AAA contractor meetings and training sessions as required.

Ongoing - Program Coordinator - .027 FTE *

3. Prepare, maintain, and submit all required program reports and records in the proper form and manner in accordance with all related special and general conditions, as required.

Ongoing - Executive Director - .02 FTE (OR)

4. Maintain staff support to an advisory committee.
Ongoing - Executive Director - .02 FTE (OR)

5. Maintain personnel to provide case management Level II services.

Ongoing - Program Coordinator - .027 FTE *

6. Provide personnel direction/supervision, develop work programs and evaluate staff for case management.

Ongoing - Program Coordinator - .027 FTE *

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

Ongoing - Case Managers (3) - 225 FTE

8. Perform a needs assessment and develop a case plan according to AAA standards for Level II case management clients.

Ongoing - Case Managers (3) -.225 FTE

9. Implement case plans by making appropriate referrals to service providing agencies, including advocacy, follow-up, and interagency consultations to insure service delivery.

Ongoing - Case Managers (3) -.225 FTE

10. Request waivers for all applications not conforming to AAA guidelines for case management Level II services.

Ongoing - Program Coordinator - .027 FTE *

- 11. Conduct weekly case management staffing sessions to insure service quality with reviews of case managers' progress on case plans for clients assigned.

 Weekly Program Coordinator .027 FTE *
- 12. Responsible case manager will do regular follow-up consultation to insure quality of service delivery.

 Ongoing Case Managers (3) .225 FTE
- 13. Perform a needs reassessment on each client every three months or as required.

 Ouarterly Case Managers (3) .225 FTE
- 14. Complete client information needs assessment, and client services forms as required.

 Ongoing Case Managers (3) .225 FTE
- 15. Monitor case management Level II activities to insure contract compliance and quality of service.

 Monthly Program Coordinator .027 FTE *
- 16. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.
 - Monthly Office Assistant II .02 FTE (OR) Financial Specialist - .01 FTE (OR)
 - * Note: 32% of Program Coordinator FTE's identified above funded by other resources (.052 FTE)

OBJECTI

To increase the access to and utilization of appropriate services by homebound, isolated and/or at risk elderly through the provision of 75 units of outreach services during the period July 1, 1981 through June 30, 1982.

Number of unduplicated elderly individuals identified as isolated, homebound and/or at risk.

- Develop a plan for canvassing the agency's district to seek out older adults who may be in need of services.
 First Quarter - Senior Center Coordinator(2) - .014 FTE
- Recruit, train, supervise, and evaluate volunteers to provide an outreach service.
 Ongoing - Senior Center Coordinator(2) - .064 FTE
- 3. Develop a schedule of those geographical areas targeted for an outreach visit to include date, time, and special requirements; and assign personnel (paid/volunteer) to implement the service.

 Monthly Senior Center Coordinator(2) .014 FTE

4. Provide reports and maintain records on outreach services.

Monthly - Senior Center Coordinator(2) - .014 FTE

- 5. Monitor outreach service to insure contract compliance and quality of service.

 Ongoing Senior Center Coordinator(2) .014/rTE
- 6. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.

Monthly - Office Assistant II .02 FTE (OR) Financial Specialist - .01 FTE (OR) -15

8 To reduce isolation of elderly residents from services and social contact by providing friendly visiting services to case management and other clients during the period of July 1, 1981 to June 30, 1982.

Friendly Visiting - two friendly visits per month to 168 persons, average of 56 individuals per month. Number of friendly visits per month to socially isolated elderly individuals.

Number of unduplicated elderly persons served.

- Attend AAA contractor meetings and training sessions as required.
 Ongoing - Program Coordinator - .032 FTE (OR
- Maintain personnel to provide direct services.
 Ongoing Program Coordinator .032 FTE (OR
- Provide personnel direction/supervision, develop work program and evaluate assigned staff.
 Ongoing Program Coordinator .032 FTE (OR)
- 4. Accept referrals from case management and I/R staff, other agencies, and individuals for elderly persons needing friendly visiting services.

 Ongoing Volunteer Coordinator .25 FTE (O
- Recruit, train supervise volunteers to provide friendly visiting services to elderly individuals.
 Ongoing - Volunteer Coordinator - .25 FTE (O
- 6. Provide reports and maintain records on direct services
 Monthly Program Coordinator .032 FTE (OR)
- 7. Monitor service to insure contract compliance and quality of service.

 Ongoing Program Coordinator .032 FTE (OR)
- 8. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.

Monthly - Office Assistant II - .02 FTE (OR) Financial Specialist - .01 FTE (OR)

To reduce social isolation of elderly residents and particularly the frail or at risk elderly, from services and social contact by the provision of 100,000 activity for 1,000 nonduplicated individuals.

OBJECTIVE

Number of nonduplicated people attending recreational classes and events at Gresham and Errol Heights Senior Centers.*

Number of units of recreational activity.**

Number of different recreational activity sessions held.

- 1. Maintain personnel to provide recreational activity. Ongoing - Senior Center Coordinator(2) - 076 FTE
- Provide personnel direction/supervision, develop work programs, and evaluate recreational support staff. Ongoing - Senior Center Coordinator(2) - 076 FTE
- Recruit, train, and supervise volunteers to instruct or lead weekly classes and activities. Ongoing - Senior Center Coordinator(2) - .076 FTE
- 4. Schedule, organize, and implement monthly special events. Monthly - Human Services Assistant - .19 FTE Senior Center Coordinator(2) - .062 FTE

5. Acquisition of materials and supplies required for activities and events. Ongoing - Senior Center Coordinator(2) - .076 FTE

- Supervise and coordinate the collection of information, editing, publication, and mailing of a bi-monthly newsletter which will inform clients of activities and events of interest to the elderly. Monthly - Senior Center Coordinator(2) - .076 FIE
- 7. Provide reports and maintain records on direct services. Monthly - Senior Center Coordinator(2) - .076 FTE
- 8. Provide direction and support for fund-raising activities. Ongoing - Senior Center Coordinator(2) - .076 FTE
- 9. Monitor Services to insure contract compliance and quality of service. Ongoing - Senior Center Coordinator(2) - .076 FTE
- 10. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration. Monthly - Office Assistant II - .02 FTE (OR)

Financial Specialist - .01 FTE (OR)

**1 unit = 1 person participating in 1 activity.

To increase vocational or personal enrichment of elderly residents with particular emphasis on individuals identified as frail and/or at risk, by providing 1.800 units of education for 130 nonduplicated individuals.

Number of education units provided.*

Number of nonduplicated persons attending.

Number of different education events held.

- Maintain personnel to provide educational activity.
 Ongoing Senior Center Coordinator(2) .042 FTE
- Provide personnel direction/supervision, develop work programs, and evaluate assigned staff.
 Ongoing - Senior Center Coordinator(2) - .042 FTE
- 3. Schedule, organize, and implement a variety of health and personal growth seminars.

 Monthly Senior Center Coordinator(2) .042 FTE
- 4. Provide resources and support to the local Stroke Club and other self-help groups of special interest to the elderly.

 Ongoing Senior Center Coordinator(2) .042 FTE
- 5. Coordinate and schedule with other agencies to provide vocational or personal enrichment seminars for elderly persons.

Monthly - Human Services Assistant - .19 FTE Senior Center Coordinator (2) .056 FTE

- 6. Provide reports and maintain records on direct services.

 Monthly Senior Center Coordinator(2) .042 FTE
- 7. Provide direction and support for fund-raising activities.
 Ongoing Senior Center Coordinator(2) .042 FTE
- 8. Monitor services to insure contract compliance and quality of service.
 Ongoing Senior Center Coordinator(2) .042 FTE
- 9. Provide personnel direction/supervision and training through individual meetings, and develop and maintain individual job descriptions/work programs for all assigned.

 Ongoing Executive Director .02 FTE (OR)
- 10. Prepare, maintain and submit all required program reports and records in the proper form and manner in accordance with all related special and general conditions as required.

Ongoing - Executive Director - .02 FTE (OR)

11. Maintain staff support to an advisory committee.
Ongoing - Executive Director - .02 FTE (OR).

*1 unit = 1 hour of education to client.

12. Provide monthly financial reports to funding source including payroll services, budget writing and contract administration.

Monthly - Office Assistant II - .02 FTE (OR) Financial Specialist - .01 FTE (OR) 4. Center Organization (Briefly describe the staffing pattern, operating hours, and official holidays. Pescribe safety and accountability procedures regarding center coverage and emergencies.)

All administrative procedures are incorporated into MCCAA's regular administrative system. We maintain central files and have a fiscal management system which includes an audit from an independent agency. In addition, we provide ourselves with annual, internal, programmatic evaluations.

The Multnomah County Board of County Commissioners and the Community Action Board share a joint responsibility in hiring the MCCAA Executive Director, who is the chief administrative officer. The Community Action Board works with the Executive Director in policy determinations, planning and development, and program monitoring activities. The Community Action Board meets monthly.

The personnel policies of the agency are those covered by agreements and arbitration between Local Union 88 and Multnomah County, and comply with all federal regulations established under, or pertaining to, the Economic Opportunity Act of 1964 and its amendments. Personnel recruitment and selection are handled through the normal channels of the County Civil Service System.

The Executive Director is the supervisor for all Aging Service Programs at MCCAA. The Program Coordinator is the direct line supervisor for the case managers, the information and referral specialist, and the volunteer coordinator. The two Senior Center Coordinators supervise volunteers and/or recreational aide. Training for all positions under the Executive Director is accomplished by a combination of internal MCCAA training and by participating in trainings provided by AAA.

The Program Coordinator will participate in, coordinate with, and/or supervise all activities, including case management, individual needs assessments, information and referral, friendly visiting, and telephone reassurance. The Case Managers will provide case planning services and individual needs assessment. The Information and Referral Specialist will provide information and referral services. The Volunteer Coordinator will coordinate the friendly visiting and telephone reassurance program. The two Senior Center Coordinators will provide recreational opportunities, educational events, outreach services, and will recruit volunteers that will perform friendly visitation and telephone reassurance services. Volunteers will be recruited to provide additional services to elderly persons throughout the year. Center hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. Holidays are New Years Day, Washington's Birthday, Memorial Day, the Fourth of July, Labor Day, Veterans Day, Thanksgiving, and Christmas.

The senior staff person in each location is responsible for the safety and welfare of all older persons attending either of the two Centers, as well as staff in both locations. This responsibility includes posting fire exit signs, developing an emergency procedure for evacuating the site in case of fire, etc., and developing an emergency response plan to coordinate activities of all Aging Service Programs in the case of inclement weather.

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.)

MCCAA is a part of the Department of Human Services, Multnomah County, Oregon. The two major service delivery components of MCCAA are the Community Programs Division and the Aging Services Division.

Support services are provided internally at MCCAA and from other County departments. These services include general secretarial support, printing and reproduction, fiscal management services, motor pool, building management, property control, etc.

In addition to Aging Services, MCCAA is currently operating program activities in Youth, Housing Assistance, Community Food and Nutrition, Energy Assistance, Special Transportation, Weatherization, and Citizen Participation, etc., to serve low income persons of the total MCCAA target area.

As a Community Action Agency, MCCAA's primary responsibility is to address the needs of low income citizens in East Multnomah County. MCCAA carries out its mission primarily in two ways: 1) through a variety of social service programs, and 2) the agency's advocacy efforts which involve long-range planning, citizen involvement, and organizational efforts for the purpose of changing the social and institutional conditions which keep low income people from leading truly independent, dignified lives.

MCCAA continues to provide support and direction for fund-raising activities developed by Aging Sérvices staff, which are designed to foster local commitment to our programs that serve the low income, frail elderly of East Multnomah County.

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.)

The Multnomah County Community Action Agency has a citizen board which represents the target area in three components—representatives of the low income sector, representatives of the private sector, and locally elected officials or their representatives. The board reviews and approves all projects operated by the agency.

The Community Action Board is the primary policy making body and complies with OEO/CSA federal regulations for community involvement for Community Action Agencies. Its powers and responsibilities are delegated by the Board of County Commissioners and the County Executive, who retain final authority where necessary.

Both the Gresham Senior Center and the Errol Heights Senior Center have advisory boards made up of senior citizens. Each local senior center's board advises and works with the specific project staff directly regarding daily operations.

Volunteers are solicited on a regular basis to supplement our services to the elderly. Our various volunteers are trained and supervised by the Program Coordinator and/or the two Senior Center Coordinators. Volunteers are active in nearly all program components

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.)

MCCAA's Aging Services Project Officer will coordinate with any other agency providing service to the elderly in our service area. Presently, Loaves and Fishes, Inc., provides the nutrition programs in both the Gresham and Errol Heights Senior Centers. The Case Management and Information/Referral programs coordinate with Legal Aid to provide legal services for older persons within our service area. Case Managers and Information/Referral staff, in addition, coordinate with Adult and Family Services, Social Security, Multnomah County Food Stamps, and many other agencies.

EXHIBIT B
Budgets and Attachments

MCCAA J51706

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

a. <u>City Support Requested</u>				
III-B	78,511 78,511			
City/County General Fund				
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Su bto ta l	157,022			
Required Match (Cash and/or Inkind)	8,724			
Program Income				
Subtotal	165,746			
O ther Resources:	Cash In-Kind			
Source of revenue: Multnomah County	\overline{X} (one only)			
Funding source: <u>Title III-B</u>				
Service category: Information and Referen	ral			
Administration: 9,093				
Service:				
To tal	\$9,093			
Source of revenue: Multnomah County	<u> \text{X}</u>			
Funding source: <u>Title III-B</u>				
Service category: Needs Assessment				
Administration: 6,453				
Service:	•			
Total	\$6,453			

		<u> casn</u>	In-Kind	インムかん
Source of revenue:	Multnomah County	<u>/X</u> /	<u>/</u> _/	
Funding source:	Title III-B			
Service category:	Case Management Leve	1 I		
Administration:	4,123			
Service:				
Total				\$ 4,123
Source of revenue:	Multnomah County	<u>/x</u> /	/	
Funding source:	c/c General Fund			
Service category:	Case Management Leve	1 II		
Administration:	4,123			
Service:				
Total				\$ 4,123
Source of revenue:	Multnomah County	<u>/X</u> /	<u>/</u> /	
Funding source:	c/c General Fund			
Service category:	Outreach			
Administration:	707			
Service:				
Total				\$ 707
Source of revenue:	Multnomah County	<u>/X</u> /	/	
Funding source:	c/c General Fund			
Service category:	Friendly Visiting			
Administration:	6,982			
Service:				
Total:				\$ 6,982