

OBJECTIVE

PERFORMANCE
INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

7. To increase access to needed services to 400 individuals through arranging provision of 800 hours of counseling/crisis counseling service during the period July 1, 1981-June 30, 1982.

Number of 1.2 hours of intervention service reported in open Access Report.

Number of individuals served.

Maintain clean and sanitary office area.

Staff: Janitor - .03 FTE

Provide on-going staff support to a district advisory comm. whose responsibilities include participation in on-going long term comprehensive planning activities.

Staff: Program Director - .01 FTE

Secretary - .005 FTE

Consult with PACT administrative staff on senior center issues.

Staff: Program Director - .0045 FTE

Executive Director -.025 FTE

Submit required fiscal reports and invoices in the proper forms and manner.

Staff: Accountant - .0035 FTE

Accounting Clerk - .0125 FTE

Develop and maintain fundraising programs

Staff: Program Director - .1 FTE

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>7. To increase access to needed services to 400 individuals through arranging provision of 800 hours of counseling/crisis counseling service during the period July 1, 1981-June 30, 1982.</p>	<p>Number of 1/2 hours of intervention service reported in Open Access Report.</p> <p>Number of individuals served.</p>	<p>Provide clerical support in recordkeeping, typing and xeroxing needed materials.</p> <p>Staff: Secretary - .02 FTE</p> <p>Monitor crisis/emergency assistance service to insure contract compliance and quality of service.</p> <p>Staff: Program Director - .01 FTE</p>

JECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

8. To increase access to needed services for elderly residents by providing 480 escorts to individuals who require accompaniment to ensure completed journeys during the period July 1, 1981 - June 30, 1982.

Number of client round-trips recorded on 103's
Number of escort services.
Number of individuals served.

Maintain personnel to provide an escort service.

Staff: Program Director - .01 FTE

Provide staff direction/supervision, develop work programs, develop and implement a training program and evaluate personnel.

Staff: Program Director - .07 FTE
I & R Coordinator - .05 FTE

Accept referrals for escort service.

Staff: I & R Coordinator - .01 FTE
I & R Specialist - .02 FTE
Escort Aide - .03 FTE

Develop a schedule or roster of those needing escort service to include date, time, destination and special requirements, and assign personnel (paid & volunteer) to implement the service

Staff: I & R Coordinator - .05 FTE
I & R Specialist - .02 FTE
Escort Aide - .02 FTE

Provide 480 escorts to elderly individuals.

Staff: Escort Aide - .51 FTE
Escort Aide - .68 FTE
Volunteers - .51 FTE

Complete appropriate reports.

Staff: Escort Aide - .02 FTE
I & R Coordinator - .01 FTE

Monitor escort service to insure contract compliance and quality of service.

Staff: Program Director - .01 FTE

Provide clerical support in recordkeeping, typing, xeroxing and maintenance of supplies.

Staff: Secretary - .03 FTE

JECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

8. (con.) To increase access to needed services for elderly residents by providing 480 escorts to individuals who require accompaniment to ensure completed journeys during the period July 1, 1981 - June 30, 1982.

Number of client round trips recorded on 103's
Number of escorts services.
Number of individuals served.

Maintain clean and sanitary office area.

Staff: Janitor .03 FTE

Provide on-going staff support to a district advisory committee whose responsibilities include participation in on-going long term comprehensive planning activities.

Staff: Program Director - .01 FTE
Secretary - .005 FTE

Consult with PACT administrative staff on senior center issues.

Staff: Program Director - .0045 FTE
Executive Director - .007 FTE

Submit required fiscal reports and invoices in the proper forms and manner.

Staff: Accountant - .0098 FTE
Accounting Clerk - .035 FTE

Develop and maintain fundraising programs.

Staff: Program Director - .1 FTE

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

9. To reduce depression and stress among ⁷⁵elder residents by providing 450 hours of counseling assistance to distressed individuals during the period July 1981 - June 30, 1982.

Number of hours of service provided reported on open access report and 103's.

Number of individuals served.

Maintain personnel to provide counseling assistance.

Staff: Program Director - .02 FTE

Provide staff direction/supervision, develop work programs, develop and implement a training program and evaluate program staff.

Staff: Program Director - .02 FTE

Provide 300 units of counseling assistance.

Staff: Counselor II - .28 FTE

Complete appropriate reporting forms and compile monthly report.

Staff: Counselor II - .02 FTE

Provide clerical support in recordkeeping, typing, xeroxing needed materials.

Staff: Secretary - .06

Monitor counseling assistance program to insure contract compliance.

Staff: Program Director - .02 FTE

JECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

'9. (con.) To reduce depression and stress among ⁷⁵elder residents by providing 300 hours of counseling assistance to distressed individuals during the period July 1, 1981 - June 30, 1982.

Number of hours of service provided reported on open access report and 103's

Number of individuals served.

Maintain clean and sanitary office area.

Staff: Janitor - .03 FTE

Provide on-going staff support to a district advisory committee whose responsibilities include participation in on-going long term comprehensive planning activities.

Staff: Program Director - .02 FTE
Secretary - .01 FTE

Consult with PACT administrative staff on senior center issues.

Staff: Program Director - .0045 FTE
Executive Director - .0035 FTE

Submit required fiscal reports and invoices in the proper forms and manner.

Staff: Accountant - .0049 FTE
Accounting Clerk - .0175 FTE

Develop and maintain fundraising programs.

Staff: Program Director - .2 FTE

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>10. To reduce social isolation and increase opportunity for social interaction among elder residents by providing 96 recreational events with an annual participation of 450 different elderly during the period July 1, 1981 - June 30, 1982.</p>	<p>Number of events @ month. Number of unduplicated participants. Number of individuals participating in @ event.</p>	<p>Maintain personnel to provide recreation events.</p> <p>Staff: Program Director - .01 FTE</p> <p>Provide staff direction/supervision, develop work plans, develop and implement a training program and evaluate program staff.</p> <p>Staff: Program Director - .01 FTE</p> <p>Develop on-going communication with community agencies and individuals to inform them of recreational programs.</p> <p>Staff: Secretary - .01 FTE</p> <p>Develop a schedule of recreational events to include dates, times, locations and subjects.</p> <p>Staff: Secretary - .02 FTE</p> <p>Supervise provision of recreational programs.</p> <p>Staff: Secretary - .14 FTE</p> <p>Complete necessary recordkeeping and complete monthly report.</p> <p>Staff: Secretary - .03 FTE</p> <p>Monitor recreational events to ensure contract compliance and quality of service.</p> <p>Staff: Program Director - .01 FTE</p>

JECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

40. (con.) To reduce social isolation and increase opportunity for social interaction among elder residents by providing 96 recreational events with an annual participation of 450 different elderly during the period July 1, 1981 - June 30, 1982.

Number of events @ month.
Number of unduplicated participants.
Number of individuals participating in @ event.

Maintain clean and sanitary office area.

Staff: Janitor -.105 FTE

Provide on-going staff support to a district advisory comm. whose responsibilities include participation in on-going long term comprehensive planning activities.

Staff: Program Director - .01 FTE
Secreatry - .005 FTE

Consult with PACT administrative staff on senior center issues.

Staff: Program Director - .0045 FTE
Executive Director - .001 FTE

Submit required fiscal reports and invoices in the proper forms and manner.

Staff: Accountant - .005 FTE
Accounting Clerk - .0014 FTE

Develop and maintain fundraising programs.

Staff: Program Director - .1 FTE

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

PACT Program Director on Aging has overall responsibility for management of the PACT Senior Service Center related programs; supervision and training of staff: responsible to PACT Executive Director. Counselor II supervises three counselors and the provision of Case Management I and Case Management II, Counseling, and Outreach responsible to the PACT program director, Information and Referral Coordinator supervises the Information and Referral Specialist and 1.6 FTE Escort Aides and the provision of information, referral, escort, and crisis/emergency assistance; responsible to PACT Program Director.

Secretary performs secretarial duties and oversees the provision of recreation programs, responsible to the PACT Program Director.

Office hours are 8:30 am - 5:30 pm Monday through Friday with six paid holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

In event of medical emergency, staff members shall begin first aid and/or Cardio-Pulmonary Resusitation as needed and contact Fire Bureau or ambulance service to further assess situation.

In event of a severe weather or geologic emergency, maximum staffing shall be maintained and the PACT system emergency plan shall be implemented.

All clients shall be contacted to assess individual needs and resources and efforts shall focus on the delivery of medications and food.

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.)

Portland Action Committees Together, Inc (PACT) is a private non-profit corporation created in 1967 by residents of SE Portland to address the needs of the SE Community. PACT is governed by a 21 member, volunteer citizen Board of Directors. Eleven low-income representatives are elected annually in a community election. Ten at large members (local business persons) are appointed by the Board. Members of Citizen Advisory Boards and other community groups take the opportunity to become Board members and establish linkages with their own programs. The PACT Board and the SSC Citizen Advisory Board have established a written agreement defining their respective roles and responsibilities.

Support Services

a. Administrative Support Services:

1. Responsible policy decision - making and fiscal controls.
2. Comprehensive management and sound administrative practices to include - staff support of Citizen Advisory Boards, committees and program management activities.
3. Fiscal accountability for all programs through a sound accounting system and continuous auditing by a private firm.
4. Regular program monitoring, evaluation and contract compliance reports as required by funding source.
5. Coordinated system of program planning and development for all PACT programs.
6. Standard, fair and equitable personnel system. This system includes maintenance and updating of PACT's Affirmative Action Plan and related hiring procedures.
7. Provision of staff training and technical assistance as needed.

b. Advocacy Support Services:

1. The PACT Board of Directors, in conjunction with the Citizen Advisory Board, is prepared to advocate on behalf of SE residents to make social service systems and governmental structures responsive to the needs of their constituency.
 - a) PACT will engage in advocacy activities to help persons at risk by modifying structural barriers to self-sufficiency in SE Portland.
 - b) PACT will engage in advocacy activities which support the creation and implementation of innovative strategies to remove barriers, involve community residents in new ways and those which mobilize public/private resources to that end.

5. Contracting Agency Involvement (con.)

c. Fundraising Support Services

1. The Citizen Advisory Board will engage in an aggressive fund raising campaign at the request of the PACT Board of Directors during 1981-82.
2. The grant coordination component of PACT's administrative unit is responsible for locating and securing new private and public funding sources to support existing PACT programs such as the SE Senior Service Center. PACT's ability to raise funds successfully from a variety of sources is discussed in the 1980 PACT Annual Report. Another example of PACT's fundraising capability is demonstrated by the corporation's selection as the grantee for federal and County Community Mental Health monies allocated for the SE Mental Health Statistical area.

d. Other Support Services

1. In addition to the SE Senior Service Center, PACT administers the SE Youth Service Center, a Community Food and Nutrition Program, an Energy and Weatherization Program, a Community Action Program and the SE Neighborhood Service Center. Through these programs we provide various support services ranging from emergency services to escort services. All of PACT's service components serve to strengthen the activities of each program.

Note - For a more detailed explanation of each program, budget and resource allocation information, please consult the 1980 PACT Annual Report included as part of our application.

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.)

PACT Board of Directors (11 members elected by community residents) is responsible for the fiscal management of the aging program. The PACT Board has delegated to the Southeast District Senior Advisory Council, the program advisory role. This council appointed by the chairperson of the PACT Board, shall be responsible for planning and evaluating center programs and the policies and procedures of agencies affecting elders of the Southeast district.

S.E. Seniors, Inc. an organization of older citizens co-housed at the PACT Senior Service Center, plan the recreational program, host the drop-in center, operate a consignment shop and in coordination with program staff produce the monthly newsletter.

The SE Task Force on Aging, a citizen committee of elderly and service providers produced recommendations for services and service delivery which were adopted as service planning by the PACT Board of Directors.

- 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.)

During the fiscal year 1981/82, staffing on clients served by various agencies i.e., Visiting Nurses, Community Health, Metropolitan Family Service, Protective Service Division, Housing Authority, Adult and Family Services, and Loaves and Fishes will be held.

Senior Center staff meet with S.E. area Loaves and Fishes site managers and center committee to exchange activities and resource information.

PACT, Inc. operates a Youth Service Center, a Weatherization program, a Community Food and Nutrition Program, and a Community Action Program in addition to its Senior Service Center. Each of these programs provide services to the senior residents of Southeast Portland. The Weatherization Program provides free weatherization services which includes related minor home repair, to low income residents who are home owners and will soon expand that service to make it available to renters. 85% of the homes weatherized to date have been for elderly households. The Community Food and Nutrition Program is working with the Portland, Public Schools to increase access to and participation in the School Lunch Feeding Program for elderly. In addition, the program provides gardening, gleanng, supplemental food distribution, emergency food vouchers and nutritional education. The Youth Service Center has funding to continue its Lawn Service Program in which youth are employed to care and maintain the lawns of the elderly households within SE Portland. A major activity of the Youth Center has been to improve the relationship and understanding of youth and elderly through positive interactions. The PACT Community Action Program provides assistance in the areas of housing, employment, fuel and utilities, and community development. These services are available to all low income residents of SE Portland including the elderly. The PACT Planning and Development program has begun a co-op housing project which would provide low-cost housing for families and elderly. Coordination amongst these programs occurs through weekly meetings of the program managers with the Executive Director. An intra-agency information and referral mechanism has been established which provides for a coordinated and cooperative effort amongst the staff of all programs to meet the needs of the clients.

S.E. Senior Service Center coordinates activities and programs with AAA and other AAA contract agencies. Program Director for Aging shall be responsible for coordinating the services of the PACT Senior Service Center with other Community programs and services.

EXHIBIT B
Budgets and Attachments

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

151796

a. City Support Requested

<u>III-B</u>	<u>96,467</u>
<u>City/County General Fund</u>	<u>96,466</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
Subtotal	<u>192,933</u>
Required Match (Cash and/or Inkind)	<u>10,736</u>
Program Income	<u> </u>
Subtotal	<u>203,669</u>

Other Resources:

Cash In-Kind

Source of revenue: ☐ ☐ (one only)

Funding source:

Service category:

Administration:

Service:

Total \$

Source of revenue: ☐ ☐

Funding source:

Service category:

Administration:

Service:

Total \$

	<u>Cash</u>	<u>In-Kind</u>	
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Source of revenue: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Funding source: _____			
Service category: _____			
Administration: _____			
Service: _____			
Total:			\$ _____
Subtotal:			\$ _____
TOTAL			\$ <u>203,669</u>


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

In-Kind Volunteers - 7/1/81 through 6/30/82

Cash Match - Private Donations - 7/1/81 through 6/30/82.

Statement of Certification

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



Authorized Signature

Date 5-19-81

Southeast Aging District Services
PACT, Inc.

Contract #18217

7/1/81-6/30/82

APPROPRIATION UNIT
LINE ITEM WORKSHEET

151796

	Object Title	Title III-B I & R Services	Title III-B I & R Administ.	Title III-B Case Mngt. I Services	Title III-B Case Mngt I Admin.	Title III-B Individual Needs. Assess. Services
110	Full-Time Employees	29,817	3,064	26,971	3,336	6,374
120	Part-Time Employees	524		262		262
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	4,444	444	4,019	483	948
190	Less-Labor Turnover					
100	Total Personal Services	34,785	3,508	31,252	3,819	7,284
210	Professional Services		165		20	
220	Utilities	920		850		210
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		355			
320	Operating Supplies	140		135		25
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel	150		675		100
430	Out-of-Town Travel					
440	Space Rental	3,013		3,400		1,090
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services			121		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance		20		10	
570	Telephone Services	1,165		1,508		870
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	5,388	540	6,689	30	2,295
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
7	Other					
	TOTAL	40,173	4,048	37,941	3,849	9,579

5/4/81

Southeast Aging District Services

PACT, Inc.

Contract #18217

7/1/81-6/30/82

APPROPRIATION UNIT
LINE ITEM WORKSHEET

151796

Code	Object Title	Title II-B Individual Needs Assess Admin.	City/County Case Mng. II Services	C/C G.F. Case Mng. II Admin.	C/C G.F. Counseling Service	C/C G.F. Counseling Admin.
110	Full-Time Employees	648	22,439	2,549	9,722	908
120	Part-Time Employees		262		526	
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	94	3,291	369	1,371	132
190	Less-Labor Turnover					
100	Total Personal Services	742	25,992	2,918	11,619	1040
210	Professional Services	45		125		101
220	Utilities		1,400		50	
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	85		499		32
320	Operating Supplies		150		97	
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education		300			
420	Local Travel		750		100	
430	Out-of-Town Travel					
440	Space Rental		2,015		334	
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services		900		300	
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	5		10		15
570	Telephone Services		425		350	
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	135	5,940	634	1,231	148
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
	Other					
	TOTAL	877	31,932	3,552	12,850	1,188

Southéast Aging District Services
PACT, Inc.
Contract #18217

7/1/81-6/30/82

APPROPRIATION UNIT
LINE ITEM WORKSHEET

151796

	Object Title	C/C G.F. Counseling/ Crisis Services	C/C G.F. Counseling/ Crisis Admin.	C/C G.F. Recreation Services	C/C G.F. Recreation Admin.	C/C G.F. Outreach Services
110	Full-Time Employees	6,685	700	2,874	300	4,186
120	Part-Time Employees	263		656		263
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	1,026	102	427	44	645
190	Less-Labor Turnover					
100	Total Personal Services	7,974	802	3,957	344	5,094
210	Professional Services		66		24	
220	Utilities	25		105		50
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		60		25	
320	Operating Supplies			150		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel	100				77
430	Out-of-Town Travel					
440	Space Rental	200		200		200
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services	600				79
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance		5		5	
570	Telephone Services	240		50		150
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	1,165	131	505	54	556
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	9,139	933	4,462	398	5,650

5/4/81

Southeast Aging District Services
PACT, Inc.
Contract #18217

7/1/81-6/30/82

APPROPRIATION UNIT
LINE ITEM WORKSHEET **151796**

Id	Object Title	C/O G.F. Outreach Admin.	C/O G.F. Escort Service	C/O G.F. Escort Admin.	Total City Support	Cash Match Recreation Service
110	Full-Time Employees	422	10,924	1,635	133,314	
120	Part-Time Employees		5,771		8,789	
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	62	2,458	246	20,605	
190	Less-Labor Turnover					
100	Total Personal Services					
		484	19,153	1,941	162,708	
210	Professional Services	50		104	700	
220	Utilities		300		3,910	
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	26		489	1,562	
320	Operating Supplies				600	
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities—External					
410	Education				300	
420	Local Travel		1,250		3,202	
430	Out-of-Town Travel					
440	Space Rental		2,400		12,852	3,600
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services				2,000	
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	5		10	85	
570	Telephone Services		150		4,908	
580	Intra-Fund Services					
590	Other Services—Internal					
200- 500	Total Materials & Services	81	4,100	603	30,225	3,600
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
	Other					
	TOTAL	565	23,253	2,544	192,933	3,600

Southeast Aging District Services
PACT, Inc.
Contract #18217

7/1/81-6/30/82

APPROPRIATION UNIT
LINE ITEM WORKSHEET

151796

Code	Object Title	In-Kind Match Case Mngt. I Service	In-Kind Match Escort Service	Total Match	Total Contract	
110	Full-Time Employees				133,314	
120	Part-Time Employees	3,568	3,568	7,136	15,925	
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits				20,605	
190	Less-Labor Turnover					
100	Total Personal Services	3,568	3,568	7,136	169,844	
210	Professional Services				700	
220	Utilities				3,910	
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies				1,668	
320	Operating Supplies				600	
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education				300	
420	Local Travel				3,202	
0	Out-of-Town Travel					
440	Space Rental			3,600	16,452	
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services				2,000	
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance				85	
570	Telephone Services				4,908	
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	-0-	-0-	3,600	33,825	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
0	Other					
	TOTAL	3,568	3,568	10,736	203,669	

5/4/81

151796

CONTRACT NO. 18217

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

FUNDING SOURCE III-B

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

151796

CONTRACT NO. 18217

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

I & R - Administration
Service Category (if applicable)

FUNDING SOURCE Title III-B

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

CONTRACT BUDGET JUSTIFICATION

151796

PERSONNEL

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Case Management I-Service
Service Category (if applicable)FUNDING SOURCE Title III-B

(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	Program Director	1,576	12	12	2,372
1	Counselor II	1,319	20	12	3,165
1	Counselor I	1,167	36	12	5,041
1	Counselor	1,051	71	12	8,955
1	Secretary	981	15	12	1,775
1	Counselor I	1,225	36	12	5,296
1	Janitor - P.T.	729 (4.21 hr or 274/mo approx)	3	12	262
Merit Pool*					367
*5% merit increase pool to be awarded to PACT employees per PACT personnel policies. SUB-TOTAL, PERSONNEL					27,233
PACT will notify HHS of any changes in salaries.					
Not to exceed 5% for any one staff. 15 * % FRINGE BENEFITS					4,019
TOTAL, PERSONNEL					31,252

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

151796

CONTRACT NO. 18217

PROJECT TITLE Southeast Aging District Services

DATE May 4, 1981

AGENCY PACT, Inc.

Case Management I - Administration

Service Category (if applicable)

FUNDING SOURCE Title III-B

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

CONTRACT BUDGET JUSTIFICATION

151796

PERSONNEL

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Individual Needs Assessment Service

Service Category (if applicable)

FUNDING SOURCE Title III-B

(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	Program Director	1,576	3	12	505
1	Counselor II	1,319	10	12	1,584
1	Counselor I	1,167	11	12	1,540
1	Counselor	1,051	6	12	757
1	Counselor I	1,225	11	12	1,618
1	Janitor - P.T.	729 (4.21 hr or 274/mo approx.)	3	12	262

Merit Pool*

70

~~*5% merit increase pool to be awarded~~~~to PACT employees per PACT personnel policies. PACT will notify HRB of any~~

SUB-TOTAL, PERSONNEL

6,336

~~changes in salaries. Not to exceed 5% for any one staff.~~

15 * % FRINGE BENEFITS

948

TOTAL, PERSONNEL

7,284

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

AGENCY PACT, Inc.

Service Category (if applicable)

FUNDING SOURCE Title III-B

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

CONTRACT BUDGET JUSTIFICATION

151796

PERSONNEL

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Case Management II - Service
Service Category (if applicable)

FUNDING SOURCE City/County General Fund

(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	Program Director	1,576	11	12	2,118
1	Counselor II	1,319	20	12	3,165
1	Counselor I	1,167	44	12	6,162
1	Counselor	1,051	17	12	2,143
1	Secretary	981	17.5	12	2,063
1	Counselor I	1,225	44	12	6,473
1	Janitor - P.T.	729 (4.21/hr or 274/mo approx)	3	12	262
Merit Pool*					315
*5% merit increase pool to be awarded to PACT employees per PACT personnel policies. PACT will notify HRB of any changes in salaries.					
SUB-TOTAL, PERSONNEL					22,701
Not to exceed 5% for any one staff. 15 * % FRINGE BENEFITS					3,291
TOTAL, PERSONNEL					25,992

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

151796

CONTRACT NO. 18217

PROJECT TITLE Southeast Aging District Services

Case Managment II - Administration

Service Category (if applicable)

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

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Counseling - Service

FUNDING SOURCE City/County G.F.

Service Category (if applicable)

[illegible]

Merit Pool*	122
*5% merit increase pool to be awarded to PACT	
employees per PACT personnel policies.	
PACT will notify HRB of any changes in salaries.	
Not to exceed 5% for any one staff.	
SUB-TOTAL, PERSONNEL	10,248
13* % FRINGE BENEFITS	1,371
TOTAL, PERSONNEL	11,619

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Counseling-Administration
Service Category (if applicable)

FUNDING SOURCE City/County G.F.

[illegible]

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

CONTRACT BUDGET JUSTIFICATION

151790

PERSONNEL

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Counseling/Crisis Counseling - Service
Service Category (if applicable)

FUNDING SOURCE City/County G.F.

(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	Program Director	1,576	3	12	538
1	Counselor II	1,319	5	12	791
1	Counselor I	1,167	3	12	420
1	I & R Coordinator	1,225	22	12	3,234
1	I & R Specialist	1,006	2	12	241
1	Secretary	981	1.6	12	187
1	Escort Aide	881	7	12	745
1	Counselor I	1,225	3	12	441
1	Janitor - P.T.	(4.21/hr or 729 274/mo approx)	3	12	263

Merit Pool*

*5% merit increase pool to be awarded to PACT

88

employees per PACT personnel policies.

PACT will notify HRB of any changes in salaries. Not to exceed 5% for any one staff.

SUB-TOTAL, PERSONNEL

6,948

15* % FRINGE BENEFITS

1,026

TOTAL, PERSONNEL

7,974

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

AGENCY PACT, Inc.

Counseling/Crises Counseling - Admin.

FUNDING SOURCE City/County G.F.

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	Program Director	1,576	1	12	218
1	Secretary	981	1.4	12	166
1	Executive Director	2,282	0.4	12	69
1	Accountant	1,778	0.6	12	75
1	Accounting Clerk	1,148	1.2	12	172
SUB-TOTAL, PERSONNEL					700
15 * % FRINGE BENEFITS					102
TOTAL, PERSONNEL					802

B-21

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Recreation - Service

FUNDING SOURCE City/County G.F.

Service Category (if applicable)

Merit Pool*

*5% merit increase pool to be awarded to PACT

35

~~employees per PACT personnel policies.~~

PACT will notify HRB of any changes in

SUB-TOTAL, PERSONNEL

3,530

~~salaries. Not to exceed 5% for any one staff.~~

12* % FRINGE BENEFITS

427

TOTAL, PERSONNEL

3,957

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Recreation - Administration

FUNDING SOURCE City/County G.F.

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	Program Director	1,576	0.4	12	68
1	Secretary	981	0.9	12	106
1	Executive Director	2,282	0.1	12	27
1	Accountant	1,778	0.1	12	30
1	Accounting Clerk	1,148	0.5	12	69
SUB-TOTAL , PERSONNEL					300
* % FRINGE BENEFITS					44
TOTAL, PERSONNEL					344

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

151796

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. 18217 DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc. Outreach - Service

FUNDING SOURCE City/County G.F. 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	Program Director	1,576	4	12	757
1	Counselor II	1,319	5	12	791
1	Counselor I	1,167	6	12	841
1	Counselor	1,051	6	12	757
1	Secretary	981	0.9	12	103
1	Counselor I	1,225	6	12	884
1	Janitor - P.T.	(4.21/hr or 729 274/mo approx)	3	12	263
Merit Pool*					53
*5% merit increase pool to be awarded to PACT employees per PACT personnel policies. PACT will notify HRB of any changes in salaries. Not to exceed 5% for any one staff.					4,449
SUB-TOTAL, PERSONNEL					4,449
15 * % FRINGE BENEFITS					645
TOTAL, PERSONNEL					5,094

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

151796

CONTRACT NO.	18217	DATE	May 4, 1981
PROJECT TITLE	Southeast Aging District Services		
AGENCY	PACT, Inc.	Outreach - Administration	
FUNDING SOURCE	City/County G.F.	Service Category (if applicable)	

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

CONTRACT BUDGET JUSTIFICATION

151786

PERSONNEL

CONTRACT NO. 18217 DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc. Escort - Service

FUNDING SOURCE City/County G.F. 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	Program Director	1,576	8	12	1,513
1	I & R Coordinator	1,225	12	12	1,764
1	I & R Specialist	1,006	4	12	483
1	Escort Aide	881	65%	12	6,919
1	Escort Aide - P.T.	765(4.41/hr or 459/mo approx)	60(100)	12	5,508
1	Janitor - P.T.	(4.21/hr or 729 274/mo approx)	3	12	263

*Merit Pool

*5% merit increase pool to be awarded to PACT employees per PACT personnel

245

policies. PACT will notify HRB of any changes in salaries. Not to exceed 5% for any one staff.

SUB-TOTAL, PERSONNEL

16,695

15 * % FRINGE BENEFITS

2,458

TOTAL, PERSONNEL

19.153

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

154706

DATE May 4, 1981

CONTRACT NO. 18217

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Escort-Administration

FUNDING SOURCE City/County G.F.

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	Program Director	1,576	3	12	568
1	Secretary	981	2	12	244
1	Executive Director	2,282	0.7	12	192
1	Accountant	1,778	1	12	208
1	Accounting Clerk	1,148	3.6	12	483
SUB-TOTAL, PERSONNEL					1,695
15 * % FRINGE BENEFITS					246
TOTAL, PERSONNEL					1,941

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CONTRACT BUDGET JUSTIFICATION

151286

PERSONNEL

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, 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	Program Director	1,576	100	12	18,912
1	Counselor II	1,319	100	12	15,828
1	Counselor I	1,167	100	12	14,004
1	Counselor	1,051	100	12	12,612
1	I & R Coordinator	1,225	100	12	14,700
1	I & R Specialist	1,006	100	12	12,072
1	Secretary	981	100	12	11,772
1	Escort Aide	881	100	12	10,644
1	Escort Aide - P.T.	765(4.41 per hr 459/mo approx)	60(100)	12	5,508
1	Counselor I	1,225	100	12	14,712
1	Janitor - P.T.	729 (4.21/hr or 274/mo approx.)	37.5(100)	12	3,281
1	Executive Director	2,282	5	12	1,370
1	Accountant	1,778	7	12	1,494
1	Accounting Clerk	1,148	25	12	3,444
Merit Pool*					1,750
*5% merit increase pool to be awarded to PACT employees per PACT personnel policies. PACT will notify HRB of any changes in salaries, Not to exceed 5% for any one staff.					142,103
SUB-TOTAL, PERSONNEL					142,103
15 * % FRINGE BENEFITS					20,605
TOTAL, PERSONNEL					162,708

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY . . . PACT, Inc.

FUNDING SOURCE In-Kind Match

Case Management I - Service
Service Category (if applicable)

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

157796

PERSONNEL

DATE May 4, 1981

AGENCY PACT, Inc.

Escort - Service

Service Category (if applicable)

[illegible]

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

AGENCY PACT, Inc.

[illegible]

Service Category (if applicable)

[illegible]

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

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

151796

CONTRACT NO. 19917

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

FUNDING SOURCE Total Contract
page 1 of 2

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	Program Director	1,576	100	12	18,912
1	Counselor II	1,319	100	12	15,828
1	Counselor I	1,167	100	12	14,004
1	Counselor	1,051	100	12	12,612
1	I & R Coordinator	1,225	100	12	14,700
1	I & R Specialist	1,006	100	12	12,072
1	Secretary	981	100	12	11,772
1	Escort Aide	881	100	12	10,644
1	Escort Aide - P.T.	765(4.41/hr or 459/mo approx)	60(100)	12	5,508
1	Counselor I	1,225	100	12	14,712
1	Janitor - P.T.	729(4.21/hr or 274/mo approx)	37.5(100)	12	3,281
1	Executive Director	2,282	5	12	1,370
1	Accountant	1,778	7	12	1,244
1	Accounting Clerk	1,148	25	12	3,444

Merit Pool*

1,750

*5% merit increase pool to be awarded to

PACT employees per PACT personnel policies. PACT will notify HRB of any changes in salaries. Not to exceed 5% for any one staff.

SUB-TOTAL, PERSONNEL

(next page)

* % FRINGE BENEFITS

TOTAL, PERSONNEL

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

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

FUNDING SOURCE Total Contract
page 2 of 2

Service Category (if applicable)

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

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

I & R - Services
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	920	920
320	OPERATING SUPPLIES	140	140
420	*LOCAL MILEAGE	150	150
440	*SPACE RENTAL	3,013	3,013
570	TELEPHONE	1,165	<u>1,165</u>
	TOTAL		5,388
*See explanation Total Contract Budget justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

I & R - Administration
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	165	165
310	OFFICE SUPPLIES (including postage)	355	355
560	INSURANCE - Liability & Bonding	20	<u>20</u>
	TOTAL		540
<p>*See explanation on Total Contract Budget Justification page for Materials and Services</p>			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Case Management I - Service

Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	850	850
320	OPERATING SUPPLIES	135	135
420	*LOCAL MILEAGE	675	675
440	*SPACE RENTAL	3,400	3,400
520	PRINTING SERVICES (including photocopying)	121	121
570	TELEPHONE	1,508	<u>1,508</u>
	TOTAL		6,689
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Case Management I - AdministrationService Category (if applicable)FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	20	20
560	INSURANCE - Liability & Bonding	10	<u>10</u>
	TOTAL		30
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Individual Needs Assessment - Service
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	210	210
320	OPERATING SUPPLIES	25	25
420	*LOCAL MILEAGE	100	100
440	*SPACE RENTAL	1,090	1,090
570	TELEPHONE	870	<u>870</u>
	TOTAL		2,295
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151786

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Individual Needs Assessment - Administrat.
Service Category (if applicable)

FUNDING SOURCE Title III-B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	45	45
310	OFFICE SUPPLIES (including postage)	85	85
560	INSURANCE - Liability & Bonding	5	<u>5</u>
	TOTAL		135
<p>*See explanation on Total Contract Budget Justification page for Materials and Services</p>			

CONTRACT BUDGET JUSTIFICATION

151786

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Case Management II - Service

Service Category (if applicable)

FUNDING SOURCE City/County - General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities	1,400	1,400
320	OPERATING SUPPLIES	150	150
410	EDUCATION - Seminars & Workshops	300	300
420	*LOCAL MILEAGE	750	750
440	*SPACE RENTAL	2,015	2,015
520	PRINTING SERVICES	900	900
570	TELEPHONE	425	425
	TOTAL		5,940
*See explanation on Total Contract Budget Justification page for Materials and Services			

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Case Management II - AdministrationService Category (if applicable)FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	125	125
310	OFFICE SUPPLIES (including postage)	499	499
560	INSURANCE - Liability & Bonding	10	<u>10</u>
	TOTAL		634
	*See explanation on Total Contract Budget Justification page for Materials and Services		

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services
South

AGENCY PACT, Inc.

Counseling - Service

Service Category (if applicable)

FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	50	50
320	OPERATING SUPPLIES	97	97
420	*LOCAL MILEAGE	100	100
440	*SPACE RENTAL	334	334
520	PRINTING SERVICES (Including photocopying)	300	300
570	TELEPHONE	350	350
	TOTAL		1,231
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Counseling - Administration

Service Category (if applicable)

FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	101	101
310	OFFICE SUPPLIES (including postage)	32	32
560	INSURANCE - Liability & Bonding	15	<u>15</u>
	TOTAL		148
<p>*See explanation on Total Contract Budget Justification page for Materials and Services</p>			

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Counseling/Crisis Counseling
Service Category (if applicable)

FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	25	25
420	* LOCAL MILEAGE	100	100
440	* SPACE RENTAL	200	200
520	PRINTING SERVICES (including photocopying)	600	600
570	TELEPHONE	240	<u>240</u>
	TOTAL		1,165
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Counseling/Crisis Counseling
Service Category (if applicable)

FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	66	66
310	OFFICE SUPPLIES (including postage)	60	60
560	INSURANCE - Liability & Bonding	5	<u>5</u>
	TOTAL		131
<p>*See explanation on Total Contract Budget Justification page for Materials and Services</p>			

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Recreation - ServiceService Category (if applicable)FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	105	105
320	OPERATING SUPPLIES	150	150
440	* SPACE RENTAL	200	200
570	TELEPHONE	50	50
	TOTAL		505
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Recreation - AdministrationService Category (if applicable)FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	* PROFESSIONAL SERVICES	24	24
310	OFFICE SUPPLIES (including postage)	25	25
560	LIABILITY & BONDING INSURANCE	5	<u>5</u>
	TOTAL		54
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Outreach - Services
Service Category (if applicable)

FUNDING SOURCE City-County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	50	50
420	* LOCAL MILEAGE	77	77
440	* SPACE RENTAL	200	200
520	PRINTING SERVICES	79	79
570	TELEPHONE	150	<u>150</u>
	TOTAL		556
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Outreach - Administration
Service Category (if applicable)

FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	* PROFESSIONAL SERVICES	50	50
310	OFFICE SUPPLIES (including postage)	26	26
560	INSURANCE - Liability & Bonding	5	<u>5</u>
	TOTAL		81
<p>*See explanation on Total Contract Budget Justification page for Materials and Services</p>			

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Escort - Service
Service Category (if applicable)FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	UTILITIES	300	300
420	*LOCAL MILEAGE	1,250	1,250
440	*SPACE RENTAL	2,400	2,400
570	TELEPHONE	150	<u>150</u>
	TOTAL		4,100
*See explanation on Total Contract Budget Justification page for Materials and Services			

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

151796

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast aging District Services

AGENCY PACT, Inc.

Escort - Administration
Service Category (if applicable)

FUNDING SOURCE City/County General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	*PROFESSIONAL SERVICES	104	104
310	OFFICE SUPPLIES (including postage)	489	489
560	INSURANCE - Liability & Bonding	10	<u>10</u>
	TOTAL		603
<p>*See explanation on Total Contract Budget Justification page for Materials and Services</p>			

CONTRACT BUDGET JUSTIFICATION

151796

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Service Category (if applicable)

FUNDING SOURCE Total City Support

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	PROFESSIONAL SERVICES: Audit Consultant Services	400 300	700
220	UTILITIES - \$325.83/month approx.	3,910	3,910
310	OFFICE SUPPLIES (including postage) No item to exceed \$200.00 Excludes furniture items.	1,668	1,668
320	OPERATING SUPPLIES No single item to exceed \$200.00 Excludes furniture items.	600	600
410	EDUCATION - Workshops & Seminars	300	300
420	LOCAL MILEAGE: 2 Bus passes @ \$21/mo x 12 mos. mileage reimbursed at 22½¢ per mile	504 2,698	3,202
440	SPACE RENTAL - \$1071/mo x 12 mos.	12,852	12,852
520	PRINTING SERVICES (including photocopying)	2,000	2,000
560	INSURANCE - Liability & Bonding	85	85
570	TELEPHONE - \$409/mo x 12 months (approx.)	4,908	4,908
	TOTAL		30,225

151796

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18217DATE May 4, 1981PROJECT TITLE Southeast Aging District ServicesAGENCY PACT, Inc.Recreation - ServiceService Category (if applicable)FUNDING SOURCE Cash Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
440	* SPACE RENTAL	3,600	<u>3,600</u>
	TOTAL		3,600
	*See explanation on Total Contract Budget Justification page for Materials and Services.		

CONTRACT BUDGET JUSTIFICATION

151786

MATERIALS AND SERVICES

CONTRACT NO. 18217

DATE May 4, 1981

PROJECT TITLE Southeast Aging District Services

AGENCY PACT, Inc.

Total Project

Service Category (if applicable)

FUNDING SOURCE Total Contract

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	PROFESSIONAL SERVICES: Audit Costs Consultant Services	400 300	700
220	UTILITIES - \$325.83/mo (approx)	3,910	3,910
310	OFFICE SUPPLIES (including postage) No single item to exceed \$99.99. Excludes furniture items.	1,668	1,668
320	OPERATING SUPPLIES No single item to exceed \$99.99. Excludes furniture items.	600	600
410	EDUCATION - Workshops & Seminars	300	300
420	LOCAL MILEAGE 2 Bus passes @ \$21/mo x 12 mos Mileage reimbursement @ 22½¢ per mile	504 2,698	3,202
440	SPACE RENTAL - \$1,371/mo x 12 mos. Building - 3588 SE Division	16,452	16,452
520	PRINTING SERVICES (includes photocopying)	2,000	2,000
560	INSURANCE - Liability & Bonding	85	85
570	TELEPHONE - \$409/mo x 12 mos (approx.)	4,908	<u>4,908</u>
	TOTAL		33,825

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

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

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

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

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

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

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

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

Dated this 1 day of May, 1981.

By 

Title Executive Director

3534 S.E. Main - Portland, Oregon 97214

Contractor's mailing address

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

P.A.C.T., 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 1, 1981

By 

3534 S.E. Main
(Contractor's mailing address)

Title Executive Director

Portland, Oregon 97214

DISTRICT ADVISORY COMMITTEE REVIEW

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

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

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

I regret the fact that cuts are being made in the
service areas. I further regret the reduction of
staff, however with no other option given, as stated.
I here to accept the proposed budget.

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

Lula L. Andrews
Signature of Chairperson

4-30-1981
Date

151786

EXHIBIT C
Required Reporting Forms
and
Procedures

SOUTHEAST AGING DISTRICT SERVICES

I. Information and Referral

This Month

YTD

- A. Number of simple information requests
- B. Number of complex information requests
- C. Number of simple referrals
- D. Number of complex referrals

II. District Services

A. Outreach

Number of individuals located

B. Escort

1. Number of escorts
2. Number of individuals
3. Number of new individuals

C. Counseling

1. Number of hours of counseling
2. Number of individuals
3. Number of new individuals

D. Counseling/Crisis Counseling

1. Number of hours of crisis counseling
2. Number of individuals
3. Number of new individuals

E. Recreation

Event (Topic)	Date	Total Attended	First Time Attended
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[illegible]

E. Recreation (continued)

<u>Event (Topic)</u>	<u>Date</u>	<u>Total Attended</u>	<u>First Time Attended</u>

Number of events this month _____ YTD _____

Volunteers:

Estimated number of 60+ volunteers _____

Estimated number of minority volunteers _____

Authorized Signature_____
Date

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

151796

INFORMATION TALLY SHEET

AAA 211 (Revised 6/79)

Completed by: _____

Month _____

TYPE OF CONTACT

Phone: _____	Walk-in: _____	Other: _____	Total: _____
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TYPE OF SERVICE PROVIDED

Info/simple: _____	Info/complex: _____	Other: _____
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SOURCE OF CONTACT

Self: _____	Spouse: _____	Friend/Relative: _____	Agency: _____	Other: _____
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Disposition of Request

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

REFERRAL LOG

Agency _____

Date _____
Month _____ Year _____

[illegible]

五

AREA AGENCY ON AGING
CLIENT REPRESENTATIVE
RECEIPT

PART A

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

Store or place of business:

Amount of funds:

Check \$ _____

Cash \$ _____

Agreed, the above is correct information

Signature of Client Representative _____

Agency _____

Signature of Client _____

Date: _____

(Client's Copy)

PART B

Describe items purchased, or bill paid:

Store or place of business:

Amount of funds returned to client:

\$ _____

Agreed the above is correct information.

Signature of Client Representative _____

Agency _____

Signature of Client _____

Date: _____

REQUEST FOR WAIVER

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

7. Resources Investigated

Services Requested

Outcome

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

DO NOT WRITE BELOW THIS LINE

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

Signature of Reviewer_____
Date

151796

Contract Agency _____

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Area Agency on Aging
Youth Service Centers

Accounting Unit

522 S. W. Fifth Ave., 8th Fl.

Portland, OR. 97204

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

Reimbursement Request for _____
month & year

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

ATTACH TO THIS REIMBURSEMENT REQUEST:

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

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

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

Signed _____ Date Signed _____

Title _____ Phone _____

Revised 4/3/81

**THE CITY OF
PORTLAND**



OREGON

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

Date Signed _____

Phone Number _____

Revised 6/2/81

151736

THE CITY OF PORTLAND



OREGON

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

Date Signed _____

Phone Number _____

1239

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

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

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

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

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

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

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

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

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

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

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

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

PORTLAND HUMAN RESOURCES BUREAU
SOCIAL SERVICES DIVISION

151796

PROCEDURES FOR CONTRACT MODIFICATIONS

WHY?

Contract modifications are required in the following situations:

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

HOW?

Contracts may be modified in 3 ways:

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

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

PROCEDURE:

A. Initiated by City:

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

2. City staff shall be responsible for obtaining necessary materials from the Contractor or shall prepare revised materials (to include revised contract or project applications pages) and amendment form, as necessary.
3. Contractor shall review material and indicate approval formally or informally.
4. If an Ordinance is required:
 - City staff shall prepare and file Ordinance
 - City shall notify Contractor of action on Ordinance
 - If authorized by City Council, Contractor shall sign three (3) copies of amendment (if not already signed) and return to designated City office
 - City staff shall obtain necessary City signatures
 - Amendment goes into effect when both parties have signed and the changes are documented in the City Auditor's Office
 - Fully signed copy shall be returned to the Contractor
5. If change order procedure is utilized:
 - City staff shall prepare change order
 - Program Staff, Accountant, Division Manager, HRB Executive Director, and Commissioner-in-Charge shall review and indicate approval
 - Contractor shall sign Amendment and return to City
 - Amendment goes into effect when City and Contractor signatures are obtained

B. Initiated by Contractor:

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

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

a. BUDGET CHANGES

(1) Budget Worksheet

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

current
+ or -
revised

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

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

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

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

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

(SEE SAMPLE)

(2) Budget Justification Sheets

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

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

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

Each budget justification sheet must be completed in full:

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

PROJECT NUMBER - contract number assigned by the City.

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

(3) Miscellaneous Comments on Budget Changes

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

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

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

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

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

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

b. SERVICE CHANGES

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

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

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

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.

AGREEMENT AMENDING CONTRACT No. 18754

This agreement is entered into between the City of Portland, Oregon and Hollywood Senior Center, Contractor.

The parties have previously executed a contract providing for district senior center services for the elderly in Portland/Multnomah County for the period July 1, 1980 through June 30, 1983 which contract is known as Contract No. 18754. The contract shall now be amended by the addition of a budget in the amount not to exceed \$70,505 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. 18754 is amended as follows:

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

<u>Service Components</u>	<u>Funding Source</u>	<u>Amount</u>
Information and Referral		
Administration	Title III-B	\$ 713
Services	Title III-B	9,099.
Information & Referral		
Administration	General Fund	997
Services	General Fund	12,819
Case Management I		
Administration	General Fund	917
Services	General Fund	11,275
Case Management Level II		
Administration	General Fund	864
Services	General Fund	8,380
Needs Assessment		
Administration	Title III-B	220
Services	Title III-B	1,977
Outreach		
Administration	Title III-B	299
Services	Title III-B	2,707
Legal Services/Advocacy		
Administration	Title III-B	540
Services	Title III-B	4,902

Agreement Amending Contract No. 18754 (Continued)
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Service Components	Funding Source	Amount
Counseling		
Administration	Title III-B	466
Services	Title III-B	4,197
Education		
Administration	Title III-B	484
Services	Title III-B	4,359
Recreation		
Administration	Title III-B	529
Services	Title III-B	4,761
Match - \$3,917	Total City Support	\$70,505

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 \$70,505. An advance shall be made to cover the cost of the Contractor's initial expenses for operation not to exceed the sum of \$11,750 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. 18754, similar in form to Exhibit A.

Dated this _____ day of _____, 1981.

Approved as to content:

HOLLYWOOD SENIOR CENTER

Ema E. Hyplum

Executive Director
Human Resources Bureau

Title: _____

Date: _____

Approved as to Form:

CITY OF PORTLAND

City Attorney

Commissioner of Public Utilities

Date: _____

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MODIFIED TERMS AND CONDITIONS

as of

July 1, 1981

TERMS AND CONDITIONS

The following terms and conditions are omitted:

Section IX: Special Conditions

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

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

Section IV. Agreed Contractor: Project Operation

- C. Contractor shall provide a minimum 10% match against Title III-B \$3,917 as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget termination of contract.

Section VI: Agreed City

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

Section VII.

- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with supporting documentation attached. All supporting documentation shall be annotated with the check number, budget line item number, service category, and funding source. Reimbursement requests shall be received by the fifteenth (15th) working day of each month. Reimbursement requests not received by the specified time shall be delayed and processed for payment the following month, or may result in suspension or in termination of contract. (Please note that suspension means that any expenses incurred during this period shall be sole responsibility of the Contractor.) Payments shall also be delayed, if the required program reports are not received by the specified time.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed after reimbursement has occurred, the Contractor shall promptly repay the City. Retention of advances shall be predicated upon timely submission of reimbursement requests.

Section IX: Special Conditions

In Place of Section Q:

I. The Contractor shall:

- (1) provide each older person with a free and voluntary opportunity to contribute to the cost of the service;
- (2) protect the privacy of each older person with respect to his/her contribution;

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- (3) establish appropriate internal controls to safeguard and account for all contributions;
- (4) use all contributions in accordance with OEA Policy and Procedures Manual: Part III, Section 23, "Income Definitions and Match;"
- (5) develop a suggested contribution schedule for services under this contract. In developing the schedule, income ranges of older persons in the community and the Contractor's other sources of income should be considered;
- (6) assure that no older person is denied a service because the older person will not or cannot contribute to the cost of the service; and
- (7) not require older persons to disclose information regarding income or resources as a condition for the delivery of service.

In Place of Section M:

- F. Contractor shall enter into written agreements with the other Portland/Multnomah Area Agency on Aging Service providers to specify and clarify procedures of coordination.

In Place of Section R:

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

The following Terms and Conditions are added:

Section VII: Compensation: Method of Payment

- K. All items with a purchase price in excess of two hundred dollars (\$200) per item, hereunder, shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days, tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain a current log (refer to Exhibit C) and copies of these logs shall be submitted with the final reimbursement. All non-expendable items shall be returned to the City within ten (10) days after contract termination.

- L. Contractor shall also maintain a current log (refer to Exhibit C) of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of twenty-five dollars (\$25) per item and a maximum value of two hundred dollars (\$200) per item. Copies of these logs shall also be submitted with the final reimbursement. All such items shall be returned to the City within ten (10) days after contract termination.

Section VIII: General Conditions

B. - 5

that the Contractor has qualified (a) as a direct responsibility employer under 656.407 (Workers Compensation), or (b) as a contributing employer under ORS 656.411, or (c) if the contract is to be performed without the assistance of others, that Contractor has signed a joint declaration with the City that the services are rendered as an independent contractor.

Section IX: Special Conditions

- N. No employee of the Contractor or member of the Contractor's governing board or body or persons who exercise any responsibilities under this contract shall participate in any decision relating to this contract which affects his outside, personal pecuniary interests.
- T. Contractor shall develop procedures cooperating with the City Basic Emergency Plan in serving the needs of the "at risk" elderly during a designated emergency and submit to the City for approval by August 3, 1981.
- U. Contractor shall notify the City of any change in operating hours or closure of the agency for any reason other than those holidays which are designated in the contract by 9:00 A.M. of the date of change or closure.
- V. Contractor agrees to cooperate with the Area Agency on Aging in the development of an agreement to provide case management and access to area-wide services for elderly individuals who reside in Housing Authority buildings in the census tracts covered under this contract and who are identified as eligible for such services by October 1, 1981.

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- W. Contractor shall submit any corrections to monthly program reports and client tracking documents no later than 90 days after the end of the quarter during which the service occurred; with the exception of year end close out. Any corrections to fourth quarter program reports and client tracking documents must be submitted within 30 days from the end of the contract period.

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

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

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

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

[Signature] 5/1/81
Signature of Board Chairperson Date