

CONTRACT FOR SERVICES

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and LOAVES AND FISHES CENTERS, INC. ("Contractor"), 6125 S. E. 52nd Avenue, Portland, Oregon 97206.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide meals and outreach services to elderly residents in Portland/Multnomah County and further agrees that the total cost shall not exceed the sum of \$782,154.

SECTION III: PERIOD PERFORMANCE

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

SECTION IV: AGREED CONTRACTOR - PROJECT OPERATION

- A. Contractor shall, by June 30, 1982, meet all goals and objectives stated in the "Project Narrative" (Exhibit "A," hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a minimum 10% match against Title III-C (\$86,907), as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of service.
- E. The use or disclosure by an party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration of or program evaluation by the City, is prohibited, except on written consent of the recipient or the recipient's attorney.

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SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

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

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

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

SECTION VI: AGREED CITY

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

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$782,154.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$130,359, upon receipt of a written request from the Contractor.

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

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

SECTION VIII: GENERAL CONDITIONS

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

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

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

SECTION IX: SPECIAL CONDITIONS

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

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

- P. The Contractor shall, within ten (10) days of the execution of this contract, notify the City, in writing, of the staff person who shall be responsible for the performance of the Contractor's staff under this contract and the staff person to whom official correspondence regarding performance under this contract shall be sent.
- Q. The Contractor shall complete data forms for all clients accepted for nutrition services which shall include a client information form. These forms shall be available to the City for inspection upon request.
- R. The Contractor shall complete an income survey at least twice during the contract period. Such survey shall be six months apart and can be a statistically valid, random sampling.
- S. The Contractor shall provide evidence that reimbursement from Adult and Family Services and the AAA for the same meals is not taking place.
- T. The Contractor shall cooperate with the AAA in developing a plan to insure that site selection is aimed at the target population.
- U. The Contractor shall submit all menus at least one month in advance of their use. Any substantial changes will be approved by the AAA prior to their use.
- V. The Contractor shall be able to identify source of all funds expended by providing accurate fiscal records.
- W. The Contractor shall submit required program reports no later than 3 p.m. of the fifteenth (15th) working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports which are not received by the time specified shall result in delayed reimbursement.
- X. City shall provisionally accept Contractor's rate proposal, subject to a pre-award survey to be conducted by an authorized representative of the City.
- Y. Contractor shall submit with the final reimbursement request a report showing total expenditures by line item.
- Z. The Contractor agrees to accept modification of the USDA reimbursement rate for the period October 1, 1981, through June 30, 1982. The USDA rate contained in Exhibit B is an estimate for that period and the City will set the appropriate rate when appropriations are finalized.

SECTION X: CONTRACT MODIFICATION

Contractor may request changes in the contract by submitting a written request in accordance with City procedures (refer to Exhibit "C"). Minor changes shall not become effective until the Commissioner-in-Charge has given written approval,

and the approved document is filed with the City Auditor. Major changes shall not become effective until approved by City Council, signed by the appropriate parties, and the approved document filed with the City Auditor.

SECTION XI: CONTRACT ASSIGNMENT

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

SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.
- B. The contract may also be terminated at any time by the City by giving written notice, if its federal, state, or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of the terms of this contract.

SECTION XIII: SIGNATURES

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

APPROVED AS TO CONTENT

CONTRACTOR

By Emma E. Hylburn
Executive Director

By _____
Authorized Representative

APPROVED AS TO FORM

CITY OF PORTLAND

By _____
City Attorney

By _____
Commissioner of Public Utilities

By _____
City Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

1. Project Title Portland/Multnomah County Area Wide Nutrition Service

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name Loaves & Fishes Centers, Inc.

Address 6125 SE 52nd Avenue

Portland, Oregon 97206

Phone Number 777-2424

Project Director Jill Bills, Multnomah County Supervisor

Randolph T. Riggs, President Board of Directors
Official Authorized to Bind Agency or Richard C. Mastbrook, Executive Director

Financial Officer Deloris Y. Moss, Controller

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

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

6. City Support Requested \$ 782,154

PROJECT NARRATIVE1. Summary of Project

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

Address:

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

Problem Statement: Poor nutrition habits among the elderly, in conjunction with other physical, social and economic changes associated with increasing age may result in a pattern of living which causes malnutrition and loss of normal independent functioning. Many elderly persons do not eat adequately because: 1) they cannot afford to do so; or 2) they lack the knowledge and/or skills to select and prepare nourishing and well-balanced meals; or 3) they have limited mobility which may impair their capacity to shop and cook for themselves; or 4) they have feelings of loneliness and rejection which obliterate the incentive necessary to prepare and eat a meal alone. Approximately 45% of older people suffer from poor nutrition. In 1979 the Bureau of Census reported 26% of all persons over the age of 60 had incomes below 125% of the poverty level.

In describing the physical limitations of the elderly the Government Accounting Office estimated in 1979 that approximately 47% of the non-institutionalized elderly are limited in activity; 16% of the non-institutionalized elderly are unable to carry out their daily activities as a result of chronic disability and disease; and 18% of the elderly over the age of 65 have functional disabilities which require long-term care. To promote better health through improved nutrition there is a need to provide low-cost nutritionally-sound meals in strategically placed centers and in the homes of individuals who are home-bound.

Project Goals: To prevent and/or reduce premature institutionalization of elderly individuals in Multnomah County through the provision of nutritious meals, social contact, and access to other services designed to promote independent and dignified living.

Service Delivery Strategies: Nutrition services will be provided by Loaves & Fishes Centers, Inc. through the agency's neighborhood centers (meal sites). Each center provides nutritious meals and social services within an identifiable service area. In a few instances services are provided from more than one location in order to make five day service possible within the service area. The meals are prepared in the agency's central kitchen and delivered in bulk to the centers prior to each center's meal service time.

(Continued)

1. Summary of Project (Continued):

Home-delivered meals are packaged at the center under the supervision of center managers and caterpeople and are delivered by volunteers. Participant referrals to the program are received from many social service agencies and friends or relatives of prospective elderly. Intake and coordination of home-delivered meal referrals are provided by area-wide staff and neighborhood center staff.

Congregate meals are served at each center by volunteers under the supervision of center managers and caterpeople. Outreach Counselors encourage participation by older adults through personal contacts and public awareness activities. The social needs of participants are met by the provision of leisure recreational activities planned by the Center Manager, Outreach Counselor and volunteers. Social services such as transportation, information and referral, health counseling, case management, and shopping assistance are provided through coordination with other social service agencies.

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

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

Service Area: All Services

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

Target Population: All Services

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

Eligibility Criteria:

- (1) Congregate Nutrition and Outreach Services: Persons 60 years of age and over and their spouses of any age are eligible to use congregate nutrition and outreach services.
- (2) Home Delivered Nutrition Services: Persons 60 years of age and over who are home-bound by reason of illness, incapacitating disability or are otherwise isolated are eligible to use home-delivered nutrition services. The spouse of an eligible older person, regardless of age or condition, may receive a home-delivered meal if receipt of the meal is in the best interest of the homebound older person.

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

#1 To increase sound nutrition habits among the mobile elderly through provision of 182,946 meals served in congregate settings for the period July 1, 1981 through June 30, 1982.

Number of meals served to eligible persons.

1. Hire, orient, train and supervise sufficient paid staff using appropriate personnel procedures including: job descriptions, work plans, performance monitoring and evaluation, maintenance of confidential personnel records.
Ongoing: Deputy Director - .40 FTE
 Controller - .08 FTE
 Mult. County Supervisor - .283 FTE
 County Operations Asst. I - .4869 FTE
 County Operations Asst. II - .013 FTE
 Center Managers - .885 FTE
 Lead Secretary - .05 FTE

2. Maintain a volunteer utilization program for recruiting, training and supervising volunteers to meet the needs of the service.
Ongoing: Volunteer Recruiter - .202 FTE
 Center Operations Asst. I - .007 FTE
 Center Managers - 1.45 FTE
 Asst. Managers - .1746 FTE

3. Prepare food in central kitchen using effective food service techniques including: menu planning, food/supplies purchasing, inventory control, sanitary food preparation, chilling and delivery to site locations.
Ongoing: Central Kitchen Dietitian and staff. 6.1796 FTE.

4. Heat and serve meals to participants in 21 congregate sites using effective food service techniques including portion control, sanitary food handling, purchase of appropriate equipment, ordering of meals and supplies.
Daily: Center Managers - 4.02 FTE
 Caterpersons & Asst. - 7.4966 FTE
 Asst. Managers - .5509 FTE
 Volunteers - 39.3404 FTE
Ongoing: Food Service Specialist - .179 FTE
 Deputy Director - .10 FTE

5. Verify special diets and obtain M.D. Certification.
Ongoing: Food Service Specialist - .0002 FTE

OBJECTIVE

INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

1 (Continued)

To increase sound nutrition habits among the mobile elderly through provision of 182,946 meals served in congregate settings for the period July 1, 1981 through June 30, 1982.

Number of meals served to eligible persons.

6. Provide effective fiscal management including: a) maintenance of accounts payable; accounts receivable; a system for controls and ledger entries on cash receipts; a system for processing payroll and payroll taxes; b) maintenance of employee and agency insurance policies; c) maintenance of property control records; d) preparation and submission of financial reports to staff, Board of Directors, and funding agencies.
- Ongoing: Controller - .40 FTE
Asst. Bookkeeper - .53 FTE
Accounting Clerk - .5355 FTE
7. Maintain appropriate center records in order to submit required fiscal, meal, unduplicated participants, racial minority, and unduplicated volunteer reports to central staff for compilation.
- Daily: Asst. Manager - .2124 FTE
Center Managers - .76 FTE
- Quarterly: Mult. County Supervisor - .05 FTE
County Operations Asst. I - .05 FTE
County Operations Asst. II - .002 FTE
8. Prepare and submit program reports including meals served and unduplicated participants to staff, Board of Directors, and funding agencies.
- Monthly: Asst. Bookkeeper - .10 FTE
- Quarterly: Deputy Director - .009 FTE
Controller - .01 FTE
Asst. Bookkeeper - .0075 FTE
Computer Clerk - .0929 FTE
9. Provide coordination necessary to carry out the agency's overall work plans, including emergency weather procedures.
- Ongoing: Deputy Director - .0005 FTE
10. Conduct annual anonymous survey to estimate the percentage of low income participants served.
- October: Mult. County Supervisor - .008 FTE
County Operations Asst. II - .0105 FTE
Center Managers - .005 FTE

OBJECTIVE

INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

#1 (Continued)
To increase sound nutrition habits among the mobile elderly through provision of 182,946 meals served in congregate settings for the period July 1, 1981 through June 30, 1982.

Number of meals served to eligible persons.

11. Maintain existing systems of coordination with agencies listed in Section 7 and review and update written agreements with District Service Centers.

Ongoing: Mult. County Supervisor - .025 FTE
County Operations Asst. I - .014 FTE
Center Managers - .433 FTE
Asst. Managers - .0498 FTE

12. Attend additional meetings necessary for fulfillment of objectives.

Ongoing: Mult. County Supervisor - .406 FTE
Deputy Director - .09 FTE
Controller - .02 FTE
Center Managers - 1.2111 FTE
County Operations Asst. I - .089 FTE
County Operations Asst. II - .05 FTE
Asst. Managers - .0059 FTE

13. Develop and implement a comprehensive system for scheduling small group leisure activities, health services, recreational activities and educational events which will be reported to Project Supervisor monthly.

Ongoing: County Operations Asst. II - .04 FTE
Center Managers - 1.310 FTE

14. Provide adequate clerical support for aforementioned staff's activities.

Ongoing: Lead Secretary - .307 FTE
Program Secretary - .612 FTE
Receptionist - .2799 FTE
Word Processor - .1615 FTE
Typist - .1785 FTE

OBJECTIVE

INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

#2 To increase sound nutrition habits among the homebound elderly through provision of 257,659 nutritionally sound meals delivered to eligible participants in their homes during the period July 1, 1981 through June 30, 1982.

Number of participant meals served.

1. Hire, orient, train and supervise sufficient paid staff using appropriate personnel procedures including: job descriptions, work plans, performance monitoring and evaluation, maintenance of confidential personnel records.
Ongoing: Deputy Director - .07 FTE
 Controller - .01 FTE
 Mult. County Supervisor - .179 FTE
 County Operations Asst. I - .1461 FTE
 County Operations Asst. II - .023 FTE
 Center Managers - .8488 FTE
 Lead Secretary - .0103 FTE
2. Maintain a volunteer utilization program for recruiting, training and supervising volunteers to meet the needs of the service.
Ongoing: Volunteer Recruiter - .298 FTE
 Center Operations Asst. I - .0357 FTE
 Center Managers - 1.8987 FTE
 Asst. Managers - .353 FTE
3. Prepare food in central kitchen using effective food service techniques including: menu planning, food/supplies purchasing, inventory control, sanitary food preparation, packaging of MOW cold foods, chilling and delivery to site locations.
Ongoing: Central Kitchen Dietitian and staff.
 9.1164 FTE.
4. Heat, package and deliver meals to participants in their homes using effective food service techniques including: portion control, sanitary food handling, purchase of appropriate equipment, ordering of meals and supplies.
Daily: Center Managers - 1.5263 FTE
 Caterpersons & Asst. - 5.2873 FTE
 Asst. Managers - .733 FTE
 Volunteers - 24.6159 FTE
Ongoing: Food Service Specialist - .10 FTE
5. Verify special diets and obtain M.D. Certification.
Ongoing: Food Service Specialist - .0408 FTE
6. Conduct initial visits (within 5 days) and follow-up visits (quarterly) to determine eligibility of participants for home-delivered meals service, and maintain central referral system for home meals.
Ongoing: Center Managers - 2.1816 FTE
 Asst. Managers - .9554 FTE
 MOW Coordinator & Relief - 1.0 FTE

OBJECTIVE

INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

#2 (Continued)

To increase sound nutrition habits among the homebound elderly through provision of 257,659 nutritionally sound meals delivered to eligible participants in their homes during the period July 1, 1981 through June 30, 1982.

Number of participant meals served.

7. Provide effective fiscal management including: a) maintenance of accounts payable; accounts receivable; a system for controls and ledger entries on cash receipts; a system for processing payroll and payroll taxes; b) maintenance of employee and agency insurance policies; c) maintenance of property control records; d) preparation and submission of financial reports to staff, Board of Directors, and funding agencies.

Ongoing:
 Controller - .07 FTE
 Asst. Bookkeeper - .11 FTE
 Accounting Clerk - .0945 FTE

8. Maintain appropriate center records in order to submit required fiscal, meal, unduplicated participants, racial minority, unduplicated volunteer, and MOW visit reports to central staff for compilation.

Daily:
 Center Managers - .6077 FTE
 Asst. Managers - .304 FTE

Quarterly:
 Mult. County Supervisor - .008 FTE
 County Operations Asst. I - .0214 FTE
 County Operations Asst. II - .46 FTE

9. Prepare and submit program reports including meals served and unduplicated participants to staff, Board of Directors, and funding agencies.

Monthly:
 Asst. Bookkeeper - .002 FTE

Quarterly:
 Deputy Director - .0005 FTE
 Controller - .01 FTE
 Asst. Bookkeeper - .0005 FTE
 Computer Clerk - .1371 FTE

10. Conduct annual anonymous survey to estimate the percentage of low income participants served.

October:
 Mult. County Supervisor - .001 FTE
 County Operations Asst. II - .0108 FTE
 Center Managers - .018 FTE
 Asst. Managers -

11. Maintain existing systems of coordination with agencies listed in Section 7 and review and update written agreements with District Service Centers.

Ongoing:
 Mult. County Supervisor - .004 FTE
 County Operations Asst. I - .0036 FTE
 Center Managers - .3648 FTE
 Asst. Managers - .086 FTE
 MOW Coordinator & Relief - .375 FTE

OBJECTIVE

INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

#2 (Continued)
 To increase sound nutrition habits among the homebound elderly through provision of 257,659 nutritionally sound meals delivered to eligible participants in their homes during the period July 1, 1981 through June 30, 1982.

Number of participant meals served.

12. Attend additional meetings necessary for fulfillment of objectives.
Ongoing: Mult. County Supervisor - .036 FTE
 County Operations Asst. I - .0213 FTE
 County Operations Asst. II - .0063 FTE
13. Provide adequate clerical support for aforementioned staff's activities.
Ongoing: Lead Secretary - .06 FTE
 Program Secretary - .108 FTE
 Receptionist - .1701 FTE
 Word Processor - .0285 FTE
 Typist - .0315 FTE

OBJECTIVE

INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

#3 To increase attendance at congregate meal sites through 700 outreach contacts resulting from activities that increase awareness of congregate nutrition services and encourage participation by eligible older adults during the period July 1, 1981 through June 30, 1982.

Number of outreach contacts

1. Develop and implement plan for informing older adults of congregate nutrition services through public service announcements, written material, posters, etc. with the assistance of consultant.
July-Sept. 1981: County Operations Asst. II - .0125 FTE
2. Orient and supervise outreach counselors using appropriate personnel procedures including: job descriptions, work plans, performance monitoring and evaluation.
Sept.-May 1982: County Operations Asst. II - .14 FTE
3. Work with consultants to train outreach counselors in motivational techniques, and interviewing skills.
Sept. 1, 1981: County Operations Asst. II - .10 FTE
4. Develop working relationship with center managers, and rapport with present congregate participants to obtain referrals of potential congregate participants.
Sept. 15 - May, 1982: Outreach Counselors - .2355 FTE
5. Contact prospective participants and encourage and facilitate their attendance at a congregate meal site.
Sept. 15 - May, 1982: Outreach Counselors - 3.0 FTE
6. Develop and maintain records; prepare and submit, monthly report of number of outreach contacts to County Operations Asst. II for compilation.
Monthly: Outreach Counselors - .1395 FTE
 County Operations Asst. II - .006 FTE
7. Prepare and submit a final report which will include a summation of the effectiveness of the outreach activities; what was accomplished, and recommendations for future action to Multnomah County Supervisor.
June 1982: County Operations Asst. II - .0009 FTE

300.25

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

151002

Administrative functions are carried out by a centralized management, clerical, and fiscal staff under the supervision of a volunteer Board of Directors; food preparation is provided through a centralized kitchen under the supervision of a Registered Dietitian; the program operations are supervised by a County Supervisor with the aid of two Operations Assistants who, together, service the 21 sites in Multnomah County. Outreach Counselors and the Volunteer Recruiter are supervised by the Operations Assistants. Central Staff supervisory patterns are displayed in the organizational chart and described in appropriate job descriptions.

Each center's operation is coordinated by a volunteer steering committee. Each steering committee decides whether central project staff or the steering committee is to supervise center staff. Supervision of center staff is usually through the Center Manager. Paid site personnel generally include a center manager and caterperson. Depending upon the size of the center and number of volunteers available, additional paid staff in some centers include one or more of the following: assistant manager, assistant caterperson, dishwasher, janitor.

Regular hours in the central office are 8:30 AM to 5:00 PM, Monday through Friday. The centers normally operate from 10:00 AM to 2:00 PM on each scheduled open day. The central kitchen operates on a staggered shift from 6:00 AM to 4:00 PM.

Holidays are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Emergency Procedures:

1. Each center has two persons certified by the American Red Cross to perform emergency first aid. First aid kits and emergency telephone numbers are readily accessible. Center staff are required to report all incidents involving participants, volunteers, or staff to the central office in a timely manner.
2. Each center has a fire exit plan posted in the center and fire drills or discussion of procedures is reviewed periodically.
3. The agency has written procedures for service during emergencies which result in closure of centers or central services building. Shelf-safe emergency meals are delivered to home-bound participants when threatening weather is predicted. During wide-spread weather-related emergencies, home-delivered meals can be provided from one or more central locations.

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.)

Administrative support services are described in Section 4.

Support services provided by Loaves and Fishes center volunteers and volunteer Center Steering Committees are described in Section 6.

This Section describes services that could be available from Loaves & Fishes Centers, Inc. Board of Directors, the Executive Director, and the Development Director.

These services are not included as a contract activity because:

- a) The Board of Directors reserves the right to determine what services should be available, based on Loaves & Fishes' needs;
- b) There is no established pattern that would permit accurate estimates of the amount of benefit received by the Multnomah County Area-Wide Nutrition Service in relation to other Loaves and Fishes operations;
- c) The cost of the services are totally supported by centrally-raised private funds over which the agency intends to maintain control, and budgets separately as a Corporate Activities program.

Corporate Activities include:

1. Supervision of the Deputy Director by the Executive Director to provide over-all management of Loaves and Fishes Central Services.
2. Long-term and short-term planning for the agency by the Board of Directors with the assistance of the Executive Director to analyze needs and directions, and plan to meet the new challenges.
3. Volunteer development activities by the Executive Director to supplement recruitment activities of centers and to assist centers to meet future needs for volunteers.
4. Leadership training and development for members of the Board of Directors and center Steering Committees by the Executive Director.
5. Fund-raising by the Board of Directors with the assistance of the Development Director to support corporate activities and supplement center fundraising for delivery of services to older adults.
6. Fund-raising advice and technical assistance to centers by the Development Director to increase centers' abilities to raise funds for delivery of services to older adults or for one-time-only equipment needs.
7. Establishment of a planned giving program by the Board of Directors and Development Director to assist persons to include bequests to Loaves and Fishes in their wills.
8. Public relations activities by the Development Director and Executive Director to inform community about Loaves and Fishes' programs and services.
9. Development of working relationships with media personnel by the Development Director to inform them about Loaves and Fishes and facilitate cooperation when public relations activities involve the media.
10. Advocacy on legislative or policy issues that affect Loaves and Fishes by the Board of Directors.

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.)

Community involvement and planning at the "grassroots" level is based with each center's steering committee, which is composed of representatives from 45 neighborhood organizations and 185 churches whose memberships provide volunteer assistance to the center, plus a number of program participants and members of the community-at-large. The function of the steering committees is to provide general direction for the centers' activities and to provide program planning, advocacy, fund-raising, and volunteer recruitment.

Over 4,650 unduplicated volunteers assist in one or more phases of the program. Volunteers perform services as kitchen helpers, hostesses, food servers, dishwashers, home meal deliverers, friendly visitors, activity coordinators, expert speakers, entertainers, recordkeepers, steering committee officers, treasurers, and represent the center on the corporation's Board of Directors.

Each center elects a participant to serve as its representative on the Board of Directors. Each center's representative is also a member of the center's steering committee. At least 51% of the Board of Directors' membership consist of center representatives. The Board of Directors establishes agency policy direction within which steering committees, volunteers, and staff function.

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.)

35-992

District Service Centers: Make referrals to and receive referrals from. Center Managers, Assistant Managers, Meals-on-Wheels Coordinator are staff responsible.

Special Mobility Services: Work closely to arrange transportation to center for participants. Multnomah County Supervisor, Center Managers, volunteer transportation callers.

Tri-Met: Work to coordinate nutrition rides and to provide information to participants about general bus services, honored citizen cards. Project Supervisor, Center Operations Assistant II.

Greater Portland Volunteer Bureau: Request assistance to recruit volunteers, place volunteers which are referred. County Operations Asst. I, Center Managers.

CETA Summer Youth Program: Station youth in centers for summer employment. County Operations Assistant I, Center Managers.

Public Welfare: Make referrals to and receive referrals from; coordinate problems with meal delivery to participants. MOW Coordinator, Center Managers, Assistant Managers.

Churches and Community Organizations: Provide in-kind space; provide volunteers to assist with center operations; provide information to their older adults about the meal program, serve as a resource for fundraising. Multnomah County Supervisor, Center Managers, Center Operations Assistant I.

Hospitals: Receive referrals for home-delivered meals. MOW Coordinator.

Visiting Nurses Association: Receive referrals for home-delivered meals. MOW Coordinator.

Metropolitan Family Services/Protective Services: Make referrals to and receive referrals from. MOW Coordinator, Center Managers.

Fire Department/Rescue Unit: Assist centers with fire drills; respond to medical emergencies within the centers or at individuals' homes; provide Vial of Life program. Center Managers, Assistant Managers.

Police Department Crime Prevention Unit: Make referrals to telephone reassurance program; invite as speakers for congregate information/education programs. Center Operations Assistant II, Center Managers.

Legal Aid: Make referrals to. Center Managers.

American Red Cross: Provide first aid training for staff and volunteers. Center Operations Assistant II.

Public Health Nurses: Make referrals to and receive referrals from; nurses provide blood pressure testing and flu shot clinics at some centers. Center Managers.

(Continued)

PROJECT NARRATIVE

7. Coordination (Continued)

151003

Tri County Community Council Information & Referral: Called for resource information, emergency assistance packets, where to turn booklets. Multnomah County Supervisor, Center Operations Assistant II, Center Managers.

Portland Park Bureau: Schedule recreation staff to provide crafts at some centers. Center Managers.

Emergency Services Coalition: Staff provided input into coordination of emergency weather procedures. Center Operations Assistant I.

Portland Community College: Use management supervision classes and volunteer management classes as resource for staff training. Multnomah County Supervisor, Center Operations Assistant II.

Food Stamps: Make referrals to; accept stamps as contribution toward meal cost; invite as speakers to centers. Center Operations Assistant II, Center Managers.

Lions Club Hearing and Sight Foundation - Project Independence: Working with them to schedule Project Arm Hearing Van at key centers. Center Operations Assistant II.

Vita: Volunteers provide tax assistance to center and home-bound participants. Center Operations Assistant II, Center Managers.

Housing Authority of Portland: Receive referrals from. Coordinate with Congregate Housing Services Program at Northwest Towers. HAP provides in-kind space for program operations of four centers. MOW Coordinator, Center Managers, Multnomah County Supervisor, Deputy Director.

Informational and Educational Speakers are scheduled monthly into centers by Center Operations Assistant II and Center Managers. These speakers come from: Kaiser Medical Center, Commission for Blind, Master Gardening Bureau, Oregon Electric Railroad Historical Society, Foundation for Speech and Hearing, Social Security, OMSI, Oregon Dental Association, Oregon Lung Association, OSU Extension Program, Odyssey Club, Gray-Line Tours. Oregon Native Plant Society, Public Library, New Rose Theatre, PGE, Senior Law Project, Pacific NW Bell, Portland Adventist Medical Center.

EXHIBIT B

Budgets and Attachments

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

151292

a. City Support Requested

<u>Title III C-1</u>	<u>464 594</u>
<u>Title III C-1 Outreach</u>	<u>45 518 *</u>
<u>Title III C-2</u>	<u>272 042</u>
Subtotal	<u>782 154</u>
USDA	<u>220,742</u>
Required Match (Cash and/or Inkind)	<u>86 907 (In-kind)</u>
Program Income	<u>407,092</u>
Subtotal	<u>\$ 1,496,895</u>

Other Resources:

	<u>Cash</u>	<u>In-Kind</u>	
Source of revenue: <u>Gifts & Donations</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(one only)
Funding source: <u>(Title III C-2)</u>			
Service category: <u>Home Del. Meals</u>			
Administration: <u>\$9,036/10.6%</u>			
Meal Cost			
Service: Delivery <u>\$1,108/1.3%</u>			
Total			<u>\$ 85,246</u>
Source of revenue: <u>Center projects</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Funding source: <u>(Title III C-2)</u>			
Service category: <u>Home Del. Meals</u>			
Administration: <u>\$3,198/10.6%</u>			
Meal Cost			
Service: Delivery <u>\$ 392/1.3%</u>			
Total			<u>\$ 30,173</u>

* Unawarded allocation requested from OEA.

Portland/Multnomah County Area Wide Nutrition Service
 Loaves & Fishes Centers, Inc.
 Funding Recap

Cash In-Kind

151892

Source of revenue: Membership Drive

Funding source: (Title III C-2)

Service category: Home Del. Meals

Administration: \$1,424/10.6%

Meal Cost \$11,832/88.1%

Service: Delivery \$ 174/1.3%

Total \$ 13,430

Source of revenue: Donated Space

Funding source: (Title III C-1)

Service category: Congregate Meals

Administration: -0-

Service: \$104,769/100%

Total \$ 104,769

Source of revenue: Volunteer Hours

Funding source: (Title III C-1)

Service category: Congregate Meals

Administration: -0-

Service: \$167,766/100%

Total \$ 167,766

Source of revenue: Volunteer Hours

Funding source: (Title III C-2)

Service category: Home Del. Meals

Administration: -0-

Service: Delivery \$155,626/100%

Total: \$ 155,626

Subtotal: \$ 557,010

TOTAL CONTRACT: \$ 2,053,905

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

IN-KIND:

Match: The source of in-kind match is congregate volunteer hours. Loaves & Fishes has demonstrated the ability over the past eleven years to recruit, train and maintain a sizeable force of volunteers to assist with the delivery of the meal program.

Donated Space: Loaves & Fishes operates the Multnomah County Meal Program from 24 serving locations: 17 churches, 4 senior centers and 3 Housing Authority of Portland facilities. There are working agreements with each of the facilities which house centers. When necessary, the center assists the facility owner with utility costs. In the foreseeable future, operation in the host facilities is secure.

Volunteer Hours: Loaves & Fishes is the recipient of more than 130,000 donated hours during each fiscal year. Historical patterns have shown a steady increase in number of hours donated annually. The corporation places major emphasis on this facet of the program and anticipates that the historical growth patterns will continue.

CASH:

Gifts & Donations: Historical patterns have shown this funding source to be an ongoing stable support source.

Center projects: Center project income continues to grow each year as each center develops, annual fundraising events to help support their neighborhood center. Supported and backed by the Board of Directors, this funding source will continue to be a stable funding source in the foreseeable future.

Membership Drive: Staff and the Board of Directors will continue to conduct an annual membership drive. It is anticipated that this source of funding will continue to grow during the next several years.

Statement of Certification

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


Authorized Signature

Date 5/15/81

Portland/Multnomah County Area Wide Nutr. Serv.
 Loaves & Fishes Centers, Inc.
 July 1, 1981 - June 30, 1982

**APPROPRIATION UNIT
 LINE ITEM WORKSHEET**

151892

Code	Object Title	Title III C-1 Cong. Meals Admin.	Title III C-1 Cong. Meals Service	Title III C-2 Home D. Meals Admin.	Title III C-2 Home D. Meals Meal Cost
110	Full-Time Employees				
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits				
190	Less-Labor Turnover				
100	Total Personal Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services	103,993	360,601	34,771	233,001
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
480	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
580	Intra-Fund Services				
590	Other Services-Internal				
200- 500	Total Materials & Services	103,993	360,601	34,771	233,001
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	103,993	360,601	34,771	233,001

Portland/Multnomah County Area Wide Nutr. Serv.
 Loaves & Fishes Centers, Inc.
 July 1, 1981 - June 30, 1982

**APPROPRIATION UNIT
 LINE ITEM WORKSHEET**

151902

Code	Object Title	Title III C-2 Home D. Meals Del. Costs	Title III C-1 Outreach Admin.	Title III C-1 Outreach Service	TOTAL City Support
110	Full-Time Employees				
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits				
190	Less-Labor Turnover				
100	Total Personal Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services	4,270	2,263	43,255	782,154
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities—External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
580	Intra-Fund Services				
590	Other Services—Internal				
200- 500	Total Materials & Services	4,270	2,263	43,255	782,154
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	4,270	2,263	43,255	782,154

Portland/Multnomah County Area Wide Nutr. Serv.
 Loaves & Fishes Centers, Inc.
 July 1, 1981 - June 30, 1982

**APPROPRIATION UNIT
 LINE ITEM WORKSHEET 151892**

Code	Object Title	In-Kind Match Cong. Meals Service	TOTAL Match	USDA Cong. Meals Service	USDA Home D. Meals Service	TOTAL USDA
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
190	Less-Labor Turnover					
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services	86,907	86,907	91,656	129,086	220,742
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	86,907	86,907	91,656	129,086	220,742
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	86,907	86,907	91,656	129,086	220,742

Portland/Multnomah County Area Wide Nutr. Serv.
 Loaves & Fishes Centers, Inc.
 July 1, 1981 - June 30, 1982

**APPROPRIATION UNIT
 LINE ITEM WORKSHEET**

151892

Code	Object Title	Program Income Cong. Meals Admin.	Program Income Cong. Meals Service	Prog. Income Home D. Meals Admin.	Prog. Income Home D. Meals Meal Cost
110	Full-Time Employees				
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits				
190	Less-Labor Turnover				
100	Total Personal Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services	40,479	140,360	28,918	193,784
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
580	Intra-Fund Services				
590	Other Services-Internal				
200-500	Total Materials & Services	40,479	140,360	28,918	193,784
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	40,479	140,360	28,918	193,784

Portland/Multnomah County Area Wide Nutr. Serv.
Loaves & Fishes Centers, Inc.
July 1, 1981 - June 30, 1982

**APPROPRIATION UNIT
LINE ITEM WORKSHEET**

151892

Code	Object Title	Prog. Income Home D. Meals Delivery Cost	TOTAL Program Income	Other Resources Cash Home D. Meals Admin.	Other Res. Cash Home D. Meals Meal Cost	Other Res. Cash Home D. Meals Del. Cost
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
190	Lease-Labor Turnover					
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services	3,551	407,092	13,658	113,517	1,674
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities—External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services—Internal					
200-500	Total Materials & Services	3,551	407,092	13,658	113,517	1,674
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
900	Total Capital Outlay					
700	Other					
	TOTAL	3,551	407,092	13,658	113,517	1,674

Portland/Multnomah County Area Wide Nutr. Serv.
Loaves & Fishes Centers, Inc.
July 1, 1981 - June 30, 1982

**APPROPRIATION UNIT
LINE ITEM WORKSHEET**

151892

Code	Object Title	Other Resources In-Kind Cong. Meal Service	Other Res. In-Kind Home D. Meals Del. Cost	TOTAL Other Resources In-Kind	TOTAL Contract	
110	Full-Time Employees					
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits					
190	Less-Labor Turnover					
100	Total Personal Services					
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services	272,535	155,626	557,010	2,053,905	
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities—External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services—Internal					
200-500	Total Materials & Services	272,535	155,626	557,010	2,053,905	
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	272,535	155,626	557,010	2,053,905	

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Congregate Meals
Service Category (if applicable)

FUNDING SOURCE Title III C-1 - City Support

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>131,688 Congregate meals @ 3.528 (This is net Cash Unit Cost - Does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: <u>Cash Unit Cost (including *USDA) \$4.029 **</u> 19.6% Admin. \$.7897 - \$103,993 Title III C-1 80.4% Service \$ 3.2393 - \$360,601 Title III C-1 65,976 USDA</p> <p><u>Match (In-kind) Unit Cost \$.47504</u> 100% Service \$.47504</p> <p><u>In-kind Other Resources Unit Cost \$ 1.4897</u> 100% Service \$ 1.4897</p> <p>* USDA averaged @ .501/meal based on .4725/meal July-Sept. 1981, .51/meal Oct 81-June 82.</p> <p>** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.</p>	\$ 464,594	\$ 464,594

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

15189
151892

CONTRACT NO. _____ DATE 5/15/81
 PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service
 AGENCY Loaves & Fishes Centers, Inc. Outreach
 FUNDING SOURCE Title III C-1 - Outreach - City Support Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	700 Outreach Contacts @ \$65.026 Unit Cost: \$ 65.026 4.97% Admin. \$ 3.233 - \$2.263 95.03% Service \$61,793 - \$43,255	\$ 45,518	\$ 45,518

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Total City Support
Service Category (if applicable)

FUNDING SOURCE Title III C-1
Title III C-2
Title III C-1 Outreach

Congregate Meals
Home Delivered Meals
Outreach

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>131,688 Congregate Meals @ \$3.528 (This is net cash unit cost - does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: Cash Unit Cost (including *USDA) \$4.029 ** 19.6% Admin. \$.7897 - \$103,993 Title III C-1 80.4% Service \$3.2393 - \$360,601 III C-1 \$ 65,976 USDA **</p> <p><u>Match (In-kind) Unit Cost</u> \$.47504 100% Service \$.47504</p> <p><u>In-Kind Other Resources Unit Cost</u> \$1.4897 100% Service \$1.4897</p>	\$ 464,594	
260	<p>111,767 Home Delivered Meals @ \$2.434 (This is net cash unit cost - does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: Cash Unit Cost: (including *USDA) \$2.935 ** 10.6% Admin. \$.3111 - \$34,771 Title III C-2 88.1% Meal Cost \$2.5857 - \$233,001 III C-2 \$ 55,995 USDA ** 1.3% Del. Cost \$.0382 - \$4,270 Title III C-2</p> <p><u>In-kind Other Resources Unit Cost</u> \$.604 100% Delivery Cost \$.604</p>	\$ 272,042	
260	<p>700 Outreach Contacts @ \$65.026</p> <p>Unit Cost: 4.97% Admin. \$3.233 - \$2,263 95.03% Service \$61.793 - \$43,255</p> <p>* USDA averaged @ .501/meal based on .4725/meal July-Sept 1981, .51/meal Oct-June 1982.</p>	\$ 45,518	

** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.

5/15/81

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Congregate Meals

Service Category (if applicable)

FUNDING SOURCE Match (In-kind)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	182,946 Congregate meals @ \$.47504 (rounded to nearest dollar) 100% congregate meals, service .47504 - \$ 86,907	\$ 86,907	\$ 86,907

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

151892

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Meals
Service Category (if applicable)

FUNDING SOURCE Total Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	182,946 Congregate Meals @ \$.47504 (rounded to nearest dollar) 100% Congregate Meals, Service .47504 - \$ 86,907	\$ 86,907	\$ 86,907

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Congregate Meals
Service Category (if applicable)

FUNDING SOURCE USDA - Congregate

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	182,946 Congregate Meals @* .501 (rounded to nearest dollar) 100% Congregate Meals, Service \$.501 - \$ 91,656	\$ 91,656	\$ 91,656 **
* USDA averaged @ .501/meal based on .4725/ meal July-Sept 1981, .51/meal Oct-June 1982.			
** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.			

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Meals
Service Category (if applicable)

FUNDING SOURCE Total USDA

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	182,946 Congregate Meals @* .501 (rounded to nearest dollar) 100% service - \$91,656	\$ 91,656	
260	257,659 Home Delivered Meals @*.501 (rounded to nearest dollar) 100% service - \$129,086	\$129,086	
	<p>* USDA averaged @ .501/meal based on .4725/ meal July-Sept 1981, .51/meal Oct-June 1982.</p> <p>** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.</p>		\$ 220,742 **

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Congregate Meals
Service Category (if applicable)

FUNDING SOURCE Program Income - Congregate

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>51,258 Congregate meals @3.528 (This is net unit cost - does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: Cash Unit Cost (including USDA*) \$ 4.029 ** 19.6% Admin. \$.7897 \$40,479 Prog. Income 80.4% Service \$3.2393 \$140,360 Prog. Income \$ 25,680 USDA**</p> <p><u>Match (In-kind) Unit Cost</u> \$.47504 100% Service \$.47504</p> <p><u>In-kind Other Resources Unit Cost</u> \$1.4897 100% Service \$1.4897</p> <p>* USDA averaged @ .501/meal based on .4725/ meal July-Sept 1981, .51/meal Oct-June 1982.</p> <p>** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.</p>	\$ 180,839	\$ 180,839

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

151892

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Home Delivered
Service Category (if applicable)

FUNDING SOURCE Program Income - Home Delivered

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>92,955 Home Delivered meals @ 2.434 (This is net unit cost - does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: Cash Unit Cost: \$ 2.935 10.6% Admin. \$.3111 - \$ 28,918 Prog. Income 88.1% Meal Cost \$2.5857 - \$193,784 Prog. Inc. \$ 46,570 USDA ** 1.3% Delivery Cost \$.0382 - \$3,551 Prog. Inc.</p> <p><u>In-Kind Other Resources Unit Cost</u> \$.604 100% Delivery Cost \$.604</p> <p>* USDA averaged @ .501/meal based on .4725/ meal July-Sept 1981, .51/meal Oct-June 1982.</p> <p>** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.</p>	\$ 226,253	\$ 226,253

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Portland/Multnomah County Area Wide Nutrition Service

AGENCY Loaves & Fishes Centers, Inc.

Meals
Service Category (if applicable)

FUNDING SOURCE Total Program Income

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<p>51,258 Congregate Meals @ \$3.528 (This is net unit cost - does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: Cash Unit Cost (including USDA*) \$4.029 ** 19.6% Admin. \$.7897 - \$40,479 Prog. Income 80.4% Service \$3.2393 - \$140,360 Prog. Inc. \$ 25,680 USDA**</p> <p><u>Match (In-kind) Unit Cost</u> \$.47504 100% Service \$.47504</p> <p><u>In-kind Other Resources Unit Cost</u> \$1,4897 100% Service \$1.4897</p>	\$ 180,839	
260	<p>92,955 Home Delivered Meals @ \$2.434 (This is net unit cost - does not include USDA - rounded to nearest meal)</p> <p>Unit Cost: <u>Cash Unit Cost:</u> \$ 2.935 10.6% Admin. \$.3111 - \$ 28,918 Prog. Income 88.1% Meal Cost \$2.5857 - \$193,784 Prog. Inc. \$ 46,570 USDA ** 1.3% Delivery Cost \$.0382 - \$3,551 Prog. Inc.</p> <p><u>In-Kind Other Resources Unit Cost</u> \$.604 100% Delivery Cost \$.604</p> <p>* USDA averaged @ .501/meal based on .4725/ meal July-Sept 1981, .51/meal Oct-June 1982.</p> <p>** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.</p>	\$ 226,253	

LINE ITEM
BUDGET BACKUP FOR UNIT COSTS

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Contract No. _____

Project Title Portland/Multnomah County Area Wide Nutrition Service

Agency Loaves & Fishes Centers, Inc.

Description FTE by position - FY 81-82 City of Portland

DESCRIPTION	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
	Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
Deputy Director	.3995	.20	.0705					.67
Controller	.51		.09					.60
Mult. Co. Supervisor	.475	.297	.194	.034				1.0
Lead Secretary	.357		.063					.42
Food Service Specialist		.1792		.1408				.32
Center Oper. Asst. #1	.3563	.2906	.0937	.1344				.875
Center Oper. Asst. #2	.0625	.0530	.4938	.0063		.0469	.2125	.875
Asst. Bookkeeper	.6375		.1125					.75
Accounting Clerk	.5355		.0945					.63
Computer Clerk	.0929		.1371					.23
MOW Coordinator				1.0				1.0
MOW Relief Coordinator				.375				.375
Program Secretary	.612		.108					.72
Production Typist	.1785		.0315					.21
Receptionist	.187	.0929	.033	.1371				.45
Word Processor	.1615		.0285					.19
Maintenance	.008		.001					.009
Volunteer Recruiter	.202		.298					.5
Outreach Counselors						.125	2.875	3.0
Outreach Counselors						.0145	.3605	.375
Center Staff:	4.7752	1.1127	1.8491	1.8276		.1864	3.4480	13.199
Center Managers:								
Alberta Park	.1687	.3875	.1313	.3125				1.0
Burnside	.1812	.5125	.1938	.1125				1.0
Carter	.0374	.3625	.0813	.0938				.575
Columbia Park	.0500	.3125	.1125	.4000				.875
Eastco	.0687	.4500	.0500	.1063				.675
Errol Heights	.1624	.4063	.1250	.1813				.875
Gresham	.1312	.3813	.0937	.3938				1.0
Hollywood	.1937	.4813	.0500					.725
Hollywood East	.0875	.2563	.1375	.1187				.60
Irvington	.0436	.3438	.0688	.1438				.60
Lents	.2312	.3500	.1813	.2375				1.0
Northwest	.1750	.3562	.2000	.2688				1.0
Parkrose	.0687	.1938	.0687	.1188				.45
Piedmont	.1062	.3500	.1313	.1125				.70

(Continued)

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Portland/Multnomah County Area Wide Nutrition Service
 Loaves & Fishes Centers, Inc.
 FTE by position - FY 81-82 City of Portland

DESCRIPTION	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
	Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
St. Johns	.1124	.4313	.1313	.2000				.875
Sellwood-Moreland	.0437	.1500	.1250	.5563				.875
Southwest	.0762	.3923	.0527	.2988				.82
Summers Park	.1250	.4750	.1375	.2625				1.0
Sunnyside	.0625	.3375	.1125	.4875				1.0
University Park	.1312	.4500	.1250	.1688				.875
Villa Tabor	.0625	.3750	.2062	.3563				1.0
Asst. Managers:	2.319	7.7551	2.5154	4.9305				17.52
Burnside	.1562	.1625	.1500	.1563				.625
Carter	.0062			.0938				.100
Hollywood		.1500	.1125	.1875				.450
Hollywood East				.3750				.375
Northwest				.5000				.500
Piedmont			.0812	.4188				.500
Sellwood-Moreland	.0312	.3375		.1313				.500
Asst. Manager II:								
Piedmont				.1750				.175
Center Clerk:								
Northwest	.0187	.1313	.0187	.2063				.375
	.2123	.7813	.3624	2.2440				3.6000
Caterpersons:								
Alberta Park	.0250	.2000	.0312	.2438				.500
Burnside	.0375	.3625	.0312	.0688				.500
Carter	.0812	.1563	.0375	.1000				.375
Columbia Park		.3875		.2375				.625
Eastco	.0562	.1688	.0500	.1500				.425
Errol Heights	.0625	.3250	.0375	.2000				.625
Gresham								
Hollywood		.2625		.1875				.450
Hollywood East	.0500	.2000	.0187	.0813				.350
Irvington	.0062	.2563		.1125				.375
Lents	.1437	.2188	.1000	.1375				.600
Northwest		.3125	.0812	.3563				.750
Parkrose	.0500	.2500	.0437	.2813				.625
Piedmont	.0375	.2375	.0187	.1313				.425
St. Johns	.0437	.1063	.0375	.4375				.625

(Continued)

5/15/81

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LEAD

Contract
 Portland/Multnomah County Area Wide Nutrition Service
 Loaves & Fishes Centers, Inc.
 FTE by position - FY 81-82 City of Portland

DESCRIPTION	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
	Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
Sellwood-Moreland		.3437		.2813				.625
Southwest	.0625	.3438	.0312	.1750				.6125
Summers Park	.0625	.4188		.1437				.625
Sunnyside	.0250	.2625	.0500	.2875				.625
University Park	.0250	.3063	.0500	.2687				.650
Villa Tabor	.0062	.2938		.3250				.625
Asst. Caterpersons:								
Hollywood		.2063		.1687				.375
Villa Tabor	.0437	.3188	.0875	.1750				.625
Janitor:								
Eastco		.0750						.075
Dishwasher:								
Burnside		.3750						.375
Northwest		.2500						.250
Training Repl. Hours	.0051	.0351	.0040	.0272				.0714
	.8235	6.6731	.7099	4.5774				12.7839
52nd St. Kitchen FTE		6.1796		9.1164				15.2960
Volunteer Hours		39.3404			24.6159			63.9563
TOTAL	8.1300	61.8422	5.4368	22.6959	24.6159	.1864	3.4480	126.3552

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Contract _____

Project Title Portland/Multnomah County Area Wide Nutrition Service

Agency Loaves & Fishes Centers, Inc.

Description Personnel Worksheet (1) FY 81-82 City of Portland

DESCRIPTION	FTE	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
		Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
Deputy Director	.67	\$ 12,245	\$ 6,143	\$ 2,157	\$	\$	\$	\$	\$ 20,545
Controller	.60	12,554		2,215					14,769
Mult.Co.Super.	1.0	10,952	6,848	4,473	784				23,057
Lead Secretary	.42	6,112		1,078					7,190
Food Serv. Spec.	.32		3,436		2,700				6,136
Ctr.Oper.Asst.#1	.875	5,736	4,679	1,509	2,164				14,088
Ctr.Oper.Asst.#2	.875	755	3,422	7,950	101		1,006	854	14,088
Asst.Bookkeeper	.75	9,959		1,757					11,716
Accounting Clerk	.63	7,422		1,310					8,732
Computer Clerk	.23	1,186		1,750					2,936
MOW Coord.	1.0				13,112				13,112
MOW Relief Coord.	.375				4,757				4,757
Prog. Secretary	.72	7,903		1,395					9,298
Production Typ.	.21	2,311		408					2,719
Receptionist	.45	2,214	1,097	389	1,624				5,324
Word Proc.	.19	1,641		290					1,931
Maintenance	.009	291		52					343
Vol. Recruit.	.500	2,740		4,042					6,782
Outr. Couns.	3.0						1,140	26,004	27,144
Outr. Couns.	.375						117	2,910	3,027
Center Staff:	13.199	84,021	25,625	30,775	25,242		2,263	29,768	197,694
Ctr. Managers:									
Alberta Park	1.0	2,469	5,671	1,922	4,574				14,636
Burnside	1.0	2,783	7,870	2,976	1,728				15,357
Carter	.575	528	5,126	1,145	1,324				8,123
Col. Park	.875	730	4,572	1,651	5,853				12,806
Eastco	.675	998	6,589	731	1,561				9,879
Errol H.	.875	2,369	5,942	1,831	2,664				12,806
Gresham	1.0	1,920	5,581	1,371	5,764				14,636
Hollywood	.725	2,834	7,045	732					10,611
Hollywood E.	.600	1,280	3,752	2,013	1,737				8,782
Irvington	.600	610	4,857	975	2,034				8,476
Lents	1.0	3,383	5,123	2,653	3,477				14,636
Northwest	1.0	2,472	5,032	2,825	3,798				14,127
Parkrose	.450	1,001	2,839	1,001	1,745				6,586
Piedmont	.700	1,554	5,123	1,921	1,647				10,245

(Continued)

5/15/81

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154000

Contract
 Portland/Multnomah County Area Wide Nutrition Service
 Loaves & Fishes Centers, Inc.
 Personnel Worksheet (1) FY 81-82 City of Portland

DESCRIPTION	FTE	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
		Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
St. Johns	.875	\$ 1,644	\$ 6,314	\$ 1,920	\$ 2,928	\$	\$	\$	\$ 12,806
Sell-More.	.875	639	2,196	1,828	8,143				12,806
Southwest	.820	1,114	5,733	769	4,367				11,983
Summers Park	1.0	1,829	6,953	2,012	3,842				14,636
Sunnyside	1.0	914	4,940	1,646	7,136				14,636
Univ. Park	.875	1,920	6,586	1,830	2,470				12,806
Villa Tabor	1.0	914	5,489	3,018	5,215				14,636
Asst. Mgrs:	17.52	33,905	113,333	36,770	72,007				256,015
Burnside	.625	1,808	1,881	1,736	1,809				7,234
Carter	.100	71			1,069				1,140
Hollywood	.450		1,711	1,282	2,139				5,132
Hollywood E.	.375				4,277				4,277
Northwest	.500				5,504				5,504
Piedmont	.500			881	4,623				5,504
Sell-More.	.500	348	3,768		1,466				5,582
Asst. Mgr. II: Piedmont	.175				1,996				1,996
Center Clerk: Northwest	.375	189	1,324	189	2,080				3,782
	3.60	2,416	8,684	4,088	24,963				40,151
Caterpersons:									
Alberta Park	.500	287	2,300	359	2,803				5,749
Burnside	.500	431	4,168	359	791				5,749
Carter	.375	967	1,862	447	1,191				4,467
Col. Park	.625		4,616		2,829				7,445
Eastco	.425	669	2,011	596	1,786				5,062
Errol H.	.625	745	3,871	447	2,382				7,445
Gresham									
Hollywood	.450		3,126		2,234				5,360
Hollywood E.	.350	596	2,382	223	968				4,169
Irvington	.375	74	3,053		1,340				4,467
Lents	.600	1,711	2,607	1,191	1,638				7,147
Northwest	.750		3,723	967	4,244				8,934
Parkrose	.625	633	3,168	553	3,564				7,918
Piedmont	.425	446	2,829	223	1,564				5,062
St. Johns	.625	502	1,223	431	5,030				7,186

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5/15/81

151802

Contract
 Portland/Multnomah County Area Wide Nutrition Service
 Loaves & Fishes Centers, Inc.
 Personnel Worksheet (1) FY 81-82 City of Portland

DESCRIPTION	FTE	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
		Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
Sell-More.	.625	\$	\$ 3,837	\$	\$ 3,140	\$	\$	\$	\$ 6,977
Southwest	.6125	777	4,270	387	2,173				7,607
Summers Park	.625	719	4,815		1,652				7,186
Sunnyside	.625	298	3,127	595	3,425				7,445
Univ. Park	.650	285	3,493	570	3,064				7,412
Villa Tabor	.625	69	3,280		3,628				6,977
Asst. Cater:									
Hollywood	.375		2,039		1,657				3,706
Villa Tabor	.625	502	3,666	1,006	2,012				7,186
Janitor:									
Eastco	.075		670						670
Dishwasher:									
Burnside	.375		3,706						3,706
Northwest	.250		2,404						2,404
Train.Repl.Hrs.	.0714	55	377	43	293				768
	12.7839	9,766	76,623	8,397	53,418				148,204
52nd St. Kit.	15.2960	Personnel cost displayed in Central Kitchen budgets attached.							
Vol. Hours	63.9563		274,124			171,523			445,647
TOTAL	126.3552	\$ 130,108	\$ 498,389	\$ 80,030	\$ 175,630	\$ 171,523	\$ 2,263	\$ 29,768	\$ 1,087,711

Contract No. _____

Project Title Portland/Multnomah County Area Wide Nutrition Service

Agency Loaves & Fishes Centers, Inc.

Description Materials & Services Worksheet (3) FY 81-82 City of Portland

	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
	Admin.	Service	Admin.	Meal Cost	Delivery	Admin.	Service	
Consumable Supplies	\$ 153	\$ 5,370	\$ 68	\$ 4,227	\$	\$	\$	\$ 9,818
Rent/Utilities	3,352	20,638	1,479	1,364				26,833
Off. Supplies, Prntg, Pstge	3,219	1,915	1,420	1,309			3,753	11,616
Telephone	996	3,358	468	449				5,271
Equipment Maintenance		2,215						2,215
Small Equipment		1,954						1,954
Capital Equipment		2,710						2,710
Recreation Supplies		2,300					2,244	4,544
Mileage	2,348	2,461	1,621	2,079	10,613		2,140	21,262
Miscellaneous		477						477
Janitorial	862							862
192,850 congregate meals @ 1.8203		351,045						351,045
284,050 Home Delivered meals @ 1.7443				495,468				495,468
Advertising	219		248				2,000	2,467
Insurance	191	4,307	148	1,436				6,082
MOW Containers				51,129				51,129
Training	1,459	840	521	520			2,350	5,690
Repair & Maint. - Bldg.	313	53	138	127				631
Data Proc. Costs	3,119	676	1,532	552				5,879
Subscriptions & Lit.	243		25					268
Consultants	3,691		651				1,000	5,342
Operating Contingency 3%	2,042		360					2,402
In-Kind Rent (5)		104,769						104,769
TOTAL CASH	\$22,207	\$505,088	\$ 8,679	\$ 558,660	\$ 10,613	\$ -0-	\$ 13,487	\$1,118,734

B-30

* See Central Kitchen budget attached for detail.

5/15/81

154802

Contract No. _____

Project Title Portland/Multnomah County Area Wide Nutrition Service

Agency Loaves & Fishes Centers, Inc.

Description 52nd Street Kitchen Budget - FY 81-82

PERSONNEL:		FTE	
Central Kit. Dietitian (1)	1736.67+19%x 80%	.8	\$ 19,840
Food Serv. Specialist (1)	1342.75+19%x 50%	.5	9,587
Central Kitchen Clerk	954.67+19%x 65%	.65	8,860
Head Cook	1233.67+19%x100%	1.0	17,617
#1 Asst. Cook	1034.42+19%x100%	1.0	14,771
#2 Asst. Cook	931.92+19%x100%	1.0	13,308
Baker	1034.42+19%x100%	1.0	14,771
Asst. Baker	878.75+19%x100%	1.0	12,549
Salad Cook	854.08+19%x100%	1.0	12,196
Asst. Salad Cook	797.17+19%x100%	1.0	11,384
Asst. Hot line	797.17+19%x100%	1.0	11,384
Asst. Hot line	797.17+19%x100%	1.0	11,384
Potwasher	776.25+19%x100%	1.0	11,085
Truck drivers 8 each @	725.04+19%x 50%	4.0	41,414
Cold food pkg.line 6 ea.@	725.04+19%x 50%	3.0	31,060
Warehouseman	827.50+19%x 50%	.5	5,908
Maintenance	1448.03+19%x9.4%	.125	1,939
Driver Relief	724.53+19%x.436	.435	4,508
Overtime Head Cook	1851.20+19%x.0144	.013	381
Overtime Asst. Hot line	1196. +19%x.0144	.014	246
Vac. Replacement Cook	724.53+19%x 25%	.250	2,587
TOTAL PERSONNEL	(20.287x.754=15.296 FTE Mult.Co.)	20.287	\$ 256,779
MAT'LS & SERVICES (3)			
Food (2)	698,105 meals @ \$1.075		\$ 750,463
Mileage	1510 @ 20¢@		302
Vehicle	12 months @ 2245.		26,940
Classified Ads	12 months @ 30.00		360
Rent & Utilities	12 months @ 3396.33		40,756
Telephones	12 months @ 47.58		571
Janitorial Services	12 months @190.33		2,284
Insurance	12 months @ 998.50		11,982
Supplies & Consumables	12 months @ 1.440.50		17,286
Equip. Repairs & Maint.	12 months @ 463.33		5,560
Training	12 months @ 29.17		350
Bldg. Repair & Maint.	12 months @ 377.75		4,533
Data Processing Costs	12 months @ 63.50		762
Capital Equipment	Washer & Dryer w/electrical & plumbing		1,095
Small Equipment	12 months @ 191.67		2,300
TOTAL MAT'LS & SERV.			\$ 865,544
TOTAL C.K. BUDGET			\$1,122,323

SEE FOOTNOTES ATTACHED

Contract No. _____

151992

Project Title Portland/Multnomah County Area Wide Nutrition Service

Agency Loaves & Fishes Centers, Inc.

Description 52nd St. Kitchen Budget - FY 81-82

	<u>Cong.</u>	<u>Home Del.</u>
\$1,122,323 ÷ 664,862 = 1.6881/meal	\$ 1.6881	\$ 1.6881
Multnomah County -60 Vol. Meal Cost: (4) (24,550 @ 1.6881 = \$41,443)		
Cong. Vol. Hours = .615 of Total .615x41,443 = \$25,487 ÷ 192,850 =	.132.2	
Home Del. Vol. Hrs. = .385 of Total .385x41,443 = 15,956 ÷ 284,050 =		.0562
	<u>\$ 1.8203</u>	<u>\$ 1.7443</u>

BUDGET FOOTNOTES 52ND STREET KITCHEN:

(1) Central Kitchen Dietitian and Food Service Specialist time and salary are charged to the 52nd St. production kitchen and to other programmatic areas. (Dietitian: 32 hours in 52nd St. Kitchen, 6 hours in Oregon City kitchen, 2 hours purchasing for Canby and Milwaukie Centers = 40 hours per week.) (Food Service Specialist: 20 hours in 52nd St. kitchen, 20 hours distributed between the centers for monitoring of sanitation standards, etc.)

(2) Meal levels are based on production levels in the kitchen's:

Mult. County Centers	60+	476,900	75.4
	-60	24,550	
Clackamas Co. Centers	60+	24,910	
	-60	1,690	
Washington Co. Centers	60+	90,520	
	-60	4,532	
Sub Contracts for meals		40,160	
Staff meals	-60	1,600	
		<u>664,862</u>	
Plus 5% Wastage factor		33,243	
Production Level		<u>698,105</u>	

(3) Detail to backup kitchen expenses are on file at Loaves & Fishes Accounting Office and may be examined during the pre-qualification survey.

(4) The cost of -60 volunteer meals are part of the unit cost. Without the volunteers the service could not be provided on the current basis. Therefore, the cost of providing noon meals to the volunteers who request them is considered a legitimate cost to providing the services.

5/15/81

Contract No. _____

Project Title Portland/Multnomah County Area Wide Nutrition Service

Agency Loaves & Fishes Centers, Inc.

Description Unit Cost Worksheet - FY 81-82 City of Portland

DESCRIPTION	CONGREGATE		HOME DELIVERED			OUTREACH		TOTAL
	Admin.	Service	Admin.	Meal Cost	Del.	Admin.	Service	
Personnel - Cash	\$ 130,108	\$ 224,265	\$ 80,030	\$ 175,630	\$ -0-	\$ 2,263	\$ 29,768	\$ 642,064
Mat'ls & Serv. - Cash	22,207	400,319	8,679	558,660	10,613	--0-	13,487	1,013,965
TOTAL CASH COST	152,315	624,584	88,709	734,290	10,613	2,263	43,255	1,656,029
	19.6%	80.4%	10.6%	88.1%	1.3%	5.0%	95.0%	
Cash Unit Cost	\$ 4.029			\$ 2.935		\$ 65.026		
Less USDA Unit Cost	.501			.501				
Net Cash Unit Cost	\$ 3.528			\$ 2.434		\$ 65.026		
Match (in-kind)		91,612						91,612
		91,612						91,612
		100%						
Match Unit Cost	\$.47504							
Personnel In-kind								
Other Resources		182,512			171,523			354,035 (4)
Mat'ls & Services								
In-kind Other Res.		104,769						104,769 (5)
TOTAL IN-KIND OTHER		287,281			171,523			458,804
		100%			100%			
In-Kind Other Res. Unit Cost	\$ 1.4897			\$.604				
GRAND TOTAL	\$ 152,315	\$1,003,477	\$ 88,709	\$ 734,290	\$ 182,136	\$ 2,263	\$ 43,255	\$2,206,445
	13.2%	86.8%	8.8%	73.1%	18.1%	4.97%	95.3%	
TOTAL UNIT COST	\$ 5.9937			\$ 3.539		\$ 65.026		
		Congregate		Home Delivered		Outreach		

B-33

Contract Obj.	Meal Levels		
	Add Pkg.	TOTAL	
182,946	9,904	192,850	Cong.
257,659	26,391	284,050	H.D.
440,605	36,295	476,900	Total

BUDGET FOOTNOTES

Material provided in these footnotes is general information to assist Area Agency on Aging staff to understand the line item budget being submitted. Detailed backup to these line items may be examined during the pre-qualification survey.

- (1) Project Administration costs have been disbursed to 3 counties based on the level of Federal Title III funds received from each of the three Area Agencies served by the Loaves & Fishes program.

Mult. 67 %
Clack. 23 %
Wash. 10 %

Project Administration is clerical, accounting, and program support provided by area wide staff serving all centers in the corporation. Where appropriate, time has been allocated directly to Multnomah County program operations or to non-profit related activities of the corporation. (Example: Asst. Bookkeeper is responsible for the computerized registration system for Multnomah County program. Therefore, that portion of her time (35%) has been allocated directly to Multnomah County program operations leaving the balance of her hours (65%) to be distributed on the above formula in project administration.)

- (2) Salary levels displayed include replacement for vacation and sick leave thereby costing by position rather than by person. Vacation accruals are based on current employee's length of employment.
- (3) Materials & Service line items are disbursed to appropriate service categories based on formulas. (Example: Consumables & Supplies has three sections which have been spread into the appropriate service category: 1) \$9,509 center expense - disbursed, based on caterpersons's FTE distribution, to congregate and home delivered meal services. These are the supplies used in the meal sites such as foil, paper goods, soap, etc. 2) \$ 185 is portion of central office cost for janitorial-type supplies distributed to Multnomah County program on a cost per person basis. These are distributed to appropriate service categories based on FTE distribution of Multnomah County program staff who use the central office. 3) \$ 124 is same as item 2 above but relates to project administration staff members and is distributed on an 85% congregate administration -15% home delivered administration basis.)
- (4) Volunteer Hours (in-kind): Projected hours donated by volunteers are converted to dollar value based on Federal Minimum Wage rates (\$3.35/hr). They are distributed to service categories based on the historical patterns as recorded on center daily meal records.
- (5) In-kind rent has been calculated based on the per foot rental rate on space at 6125 SE 52nd Avenue (\$.1875/sq foot) and adjusted to the number of days/hours each meal site is used by Loaves & Fishes. The formula assumes that 8 hours per day or 40 hours per week is equal to 100% rental.
- (6) Meal Unit Cost: The cash unit costs by service category are arrived at by combining the cash line items for personnel and materials & services and dividing by the number of projected units of service. U.S.D.A. reimbursement (USDA is projected at .4725 for July through September 1981 and at .51 for the last nine months of the contract period - an average of .501) is then subtracted to arrive at a net cash unit cost per service. Match (In-kind) and In-kind Other Resources are divided by projected units of service to arrive at a match (in-kind) unit cost and In-kind Other Resources unit cost. Cash, match (in-kind), and In-kind Other Resources are then combined to arrive at overall cost of each service.

BUDGET FOOTNOTES (Continued)

Outreach unit cost: Outreach units are based on the number of direct contacts with potential participants made by outreach counselors. The counselors will concentrate on motivating existing participants and the general public to contact potential participants in order to assure that the process of outreach will continue when project funding ends. The remainder of the outreach counselors' time will be spent locating and contacting hard-to-reach older adults. Therefore, the number of outreach counselors contacts with potential participants is lower than in an ongoing outreach project. This produces a higher than usual unit cost. The unit cost is determined by dividing the total cash cost by the number of outreach units.

(7) Administration costs are arrived at by: a) allocating each position to appropriate service categories based on time survey of where time is spent (or on formula basis as described in (1) above) and b) distributing materials & services on formula basis as described in (3) above. The basis for allocating tasks as administrative is the OEA Manual of Policies and Procedures. Overall administrative costs are 11%. This includes all project administration allocated to this portion of the Loaves & Fishes program.

(8) Funding Source Allocation:

a. Title III C-1 and III C-2 funding levels are provided by the Area Agency Staff. They are divided by the appropriate net cash unit cost to arrive at the number of meals to be purchased by each source of funds.

b. Program Income is projected on a center by center basis using historical patterns and knowledge of changes projected for each center. Projected Welfare reimbursement is added to the home delivered program income. The funds are then divided by the appropriate cash unit cost to arrive at the number of meals to be purchased by program income.

c. Other Cash Resources: This category of funds includes proceeds from Loaves & Fishes annual membership fund drive, fundraising projects, and unsolicited gifts and donations. These sources are combined then divided by the home delivered net cash unit cost to arrive at the number of meals to be purchased by other cash resources.

d. Contract total column summarizes the contract totals before the inclusion of the add package.

e. Add Package represents the difference between Loaves & Fishes' projection of meals to be served and the projected contract level. Funds have not been identified at this time to cover the cost of these meals.

f. Total column combines all projected meals and funds to total the overall costs of providing the projected meals.

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

Loaves & Fishes Centers, 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 effects their opportunities or status because of handicap.
3. The Contractor shall not participate in a contractual or other relationship that has the effect of subjecting qualified handicapped applicants or employees to discrimination.

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

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

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

Dated this _____ day of _____, 19__.

By _____

Title _____

6125 SE 52nd Ave., Portland, OR 97206

Contractor's mailing address

151802

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

Loaves & Fishes Centers, 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 _____

By _____

6125 SE 52nd Avenue

Title _____

(Contractor's mailing address)

Portland, OR 97206

The Board of Directors of Loaves & Fishes Centers, Inc.
has reviewed the proposal for senior services to be provided by _____
Loaves & Fishes Centers, Inc.

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

The Board of Directors approves the proposal.

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

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

Randolph T. Riggs
Signature of Board Chairperson

May 19, 1981
Date

EXHIBIT C
Required Reporting Forms
and
Procedures

Human Resources Bureau
Area Agency on Aging

151902

NUTRITION PROJECT REPORT

Agency _____ Report Period _____

Contract No. _____

I. STAFFING (On board at end of report period)

A. Congregate Meals

	PAID STAFF	VOLUNTEERS
1. Total		
2. 60 yrs +		
3. Minority		
4. Female		

B. Home Delivered Meals

	PAID STAFF	VOLUNTEERS
1. Total		
2. 60 yrs +		
3. Minority		
4. Female		

II. MEAL COUNT

A. Congregate Meals

Congregate meals served to elderly participants (year to date) _____

B. Home Delivered Meals

1. Home delivered meals served to elderly participants (year to date) _____

2. Number of home-delivered meals that were: Hot Meals _____
Cold Meals _____

Signature _____ Date _____

Contract Agency _____

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

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

154992

Reimbursement Request for _____
month & year

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

ATTACH TO THIS REIMBURSEMENT REQUEST:

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

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

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

Signed _____ Date Signed _____

Title _____ Phone _____

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



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

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

114801

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



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

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

7/

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

151892

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

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

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

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

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

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

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

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

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

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

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

PORTLAND HUMAN RESOURCES BUREAU
SOCIAL SERVICES DIVISION

PROCEDURES FOR CONTRACT MODIFICATIONS

WHY?

Contract modifications are required in the following situations:

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

HOW?

Contracts may be modified in 3 ways:

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

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

PROCEDURE:

A. Initiated by City:

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

2. City staff shall be responsible for obtaining necessary materials from the Contractor or shall prepare revised materials (to include revised contract or project applications pages) and amendment form, as necessary.
 3. Contractor shall review material and indicate approval formally or informally.
 4. If an Ordinance is required:
 - City staff shall prepare and file Ordinance
 - City shall notify Contractor of action on Ordinance
 - If authorized by City Council, Contractor shall sign three (3) copies of amendment (if not already signed) and return to designated City office
 - City staff shall obtain necessary City signatures
 - Amendment goes into effect when both parties have signed and the changes are documented in the City Auditor's Office
 - Fully signed copy shall be returned to the Contractor
 5. If change order procedure is utilized:
 - City staff shall prepare change order
 - Program Staff, Accountant, Division Manager , HRB Executive Director, and Commissioner-in-Charge shall review and indicate approval
 - Contractor shall sign Amendment and return to City
 - Amendment goes into effect when City and Contractor signatures are obtained
- B. Initiated by Contractor:
1. Contractor shall submit a letter to the Unit Director requesting modification. This letter should contain the following information:
 - a. Specific changes desired (e.g. increase printing by \$500, decrease local travel by \$200 and decrease office supplies by \$300).
 - b. Reason or need for changes (e.g. the newsletter mailing list has doubled so more copies are printed; counselors are carpooling in an effort to save gasoline).
 - c. Statement regarding how these changes will affect the provision of services (e.g. line item changes are more consistent with actual spending patterns and services will continue to be delivered as specified in the contract).

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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.

CONTRACT FOR SERVICES

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and URBAN INDIAN COUNCIL ("Contractor"), 1634 S. W. Alder Street, Portland, Oregon 97205.

SECTION II: CONTRACT SUMMARY

Contractor agrees to provide meals, transportation, education, and recreation services to elderly residents in Portland/Multnomah County and further agrees that the total cost shall not exceed the sum of \$44,919.

SECTION III: PERIOD PERFORMANCE

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

SECTION IV: AGREED CONTRACTOR - PROJECT OPERATION

- A. Contractor shall, by June 30, 1982, meet all goals and objectives stated in the "Project Narrative" (Exhibit "A," hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a minimum 5% match (\$2,365), as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of service.
- E. The use or disclosure by an party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration of or program evaluation by the City, is prohibited, except on written consent of the recipient or the recipient's attorney.

SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

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

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

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

SECTION VI: AGREED CITY

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

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$44,919.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$7,487, upon receipt of a written request from the Contractor.

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

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

SECTION VIII: GENERAL CONDITIONS

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

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

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

SECTION IX: SPECIAL CONDITIONS

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

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

- P. The Contractor shall, within ten (10) days of the execution of this contract, notify the City, in writing, of the staff person who shall be responsible for the performance of the Contractor's staff under this contract and the staff person to whom official correspondence regarding performance under this contract shall be sent.
- Q. The Contractor shall submit all menus at least one month in advance of their use. Any substantial changes will be approved by the AAA prior to their use.
- R. The Contractor shall be able to identify source of all funds expended by providing accurate fiscal records.
- S. The Contractor agrees to accept modification of the USDA reimbursement rate for the period October 1, 1981, through June 30, 1982. The USDA rate contained in Exhibit "B" is an estimate for that period and the City will set the appropriate rate when appropriations are finalized.

SECTION X: CONTRACT MODIFICATION

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

SECTION XI: CONTRACT ASSIGNMENT

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

SECTION XII: TERMINATION REMEDIES

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

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

SECTION XIII: SIGNATURES

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

APPROVED AS TO CONTENT

CONTRACTOR

By Emma E. Hopburn
Executive Director

By _____
Authorized Representative

APPROVED AS TO FORM

CITY OF PORTLAND

By _____
City Attorney

By _____
Commissioner of Public
Utilities

By _____
City Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

-
1. Project Title Native American Services
-
2. Type of Application (check one) New XX Continuing
-
3. Applicant Agency:
- Name Urban Indian Council, Inc.
- Address 1634 S. W. Alder, P. O. Box 3198
Portland, OR 97208
- Phone Number 503 248-4561
- Project Director Pearle Haymond
- Official Authorized to Bind Agency Richard A. Gallegos or Faith Mayhew
- Financial Officer Mary Parrish, Comptroller
-
4. Contract Period: From July 1, 1981 To June 30, 1982
-
5. Budget Period: From July 1, 1981 To June 30, 1982
-
6. City Support Requested \$44,919.00
-

1. Summary of Project

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

Address:

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

Compared to other age groups, Indians often experience a wide array of problems related to the physical process of aging at an earlier age. This, combined with the social and economic developments associated with the senior years, results in important implications for nutritional status.

Surveys of the American population indicate many of the elderly consume less fruits, vegetables, meat, milk/milk products. Consequently, nutritional disorders related to these vitamin and mineral inadequacies are common among the aged. This type of dietary intake produces a number of nutritionally related diseases: obesity, diabetes, gall bladder disorders, anemia, hypertension, and dental diseases. Indian individuals suffer more general health problems like depression and fatigue which can be related to nutritional needs.

Due to inflation and escalating food prices, the purchase of a balanced diet can be difficult for elderly Americans living on a fixed income. A loss of physical mobility or inadequate transportation often make food shopping a problem. Loneliness and anxiety, two problems of emotional nature encountered by many seniors today, may affect appetite adversely.

The main challenge is to provide good nutrition while not losing sight of the individual's taste and culture uniqueness. Imagination, planning, federally-funded food programs and nutrition education are required to avoid the nutritional pit-falls aging can create. Some adjustments of life-long dietary habits may also be necessary to assure that adequate quantities of food from each of the four basic groups are consumed without exceeding caloric needs.

Urban Indian Council, Inc., will attempt to increase sound nutritional habits among Indian elderly by providing daily congregate meals, reduce loneliness and anxiety by providing recreational/educational activities, provide transportation to and from meals to ensure participation in the nutrition program. Although the meal site program's primary focus is elders living in Portland/Multnomah County, we provide services and assistance to those Indian elders living in UIC's service area. The population of elders in the service area is 2,000.

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

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

Service Area:

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

Target Population:

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

Eligibility Criteria:

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

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

1. To increase sound nutrition habits among Older Native Americans by providing 4,092 meals to 50 different eligible people during the period July 1, 1981, to June 30, 1982

A. Monthly reporting on Client Tracking System

- A. Hire, train and supervise personnel.
Staff: Project Coordinator
FTE: 25
- B. Maintain records and reporting requirements.
Staff: Project Coordinator
FTE: Counselor 20
- C. Develop and provide training, support for staff and volunteers.
Staff: Project Coordinator
FTE: 25
- D. Monitor program service to ensure contract compliance and quality of service.
Staff: Project Coordinator
FTE: 10
- E. Provide meals to include 1/3 recommended Dietary Allowance (RDA), diets to meet special needs arising from health, religious or ethnic backgrounds.
Staff: Cateress
FTE: 7
Volunteer
FTE: 25
- F. Receive, cook and serve meals to meal participants.
Staff: Cateress
FTE: 63
Volunteer
FTE: 25
Counselor
FTE: 20

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

2: Maintain access to the nutrition site by providing 442 rides at least 15 different individuals who require the service to ensure participation in the nutrition program during the period July 1, 1981 to June 30, 1982

- A. Hire, train and supervise personnel. Maintain records and reporting requirements.
Staff: Project Coordinator
FTE: .5
- B. Transport participants to and from meal site and on other excursions
Staff: Driver (volunteer)
FTE: 50
- C. Monitor transportation service to ensure contract compliance and quality of service.
Staff: Project Coordinator
FTE: .5

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

3. To reduce isolation among elderly Native American residents by providing the following support services during the period July 1, 1981 to June 30, 1982.

A. 816 recreation services to 50 different individuals.

B. 68 education services to 50 different individuals.

A. Monthly reporting on Client Tracking System

A. Hire, train and supervise personnel. Maintain records and reporting requirements.

Staff: Project Coordinator
FTE: 1

B. Develop, maintain activities in recreation and education to include the following activities: field trips, crafts movies, speakers, nutrition, health, safety education, classes and health screening.

Staff: Coordinator
FTE: 4.5
Counselor
FTE: 10

C. Monitor activities to ensure contract compliance and quality of service.

Staff: Coordinator
FTE: 4.5

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

Staffing Pattern:

The Urban Indian Council, Inc. is a multi-service agency with six major departments. The elders "Older Native American Project" is a component of the Community Services Department, under the direction of the Community Services Director.

There are supervisors for each component in a department. The coordinator is responsible for the administration, supervision and day to day operation of the ONA project. This includes direct supervision of ONA staff, summer youth participants, volunteers, practicum and work/study placements, older work placements, plus other staff as directed.

The Urban Indian Council, Inc. is open for services 8:30-5:30 Monday thru Friday. There are some exceptions to the hours, with the senior project open from 10AM thru 3 PM for senior activities. The center may close for staff development and training on a 3 times per year basis, may close for inclement weather conditions that would endanger client or staff, and the following holidays:

New Years Day	Battle of Little Big Horn, June 25
President's Day	Independence Day
Memorial Day	Labor Day
Jim Thorpe's Birthday, May 29	United Indian Day 4th Friday in September
	Christmas Day

If a holiday falls on a Saturday, the previous Friday shall be observed and on Sunday the following Monday shall be observed in lieu thereof.

Safety procedures are maintained by the Building Committee which meets monthly. The Committee is responsible for fire exit routes, building safety, building inspections on a regular basis.

Medical emergencies are handled by the UIC Health Clinic Staff. Other Emergencies are handled by the Supervisor or Director. In the absence of a Supervisor or Director the Executive Director will be called to handle the emergency.

Community Service staff receive instructions and training in CPR, Multi-media first aid to handle several kinds of emergencies. Mental Health staff are available on call for assistance and emergencies.

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

The Urban Indian Council, Inc. was established in 1969 as a multi-service agency serving the Urban Indian Community. UIC has six major departments: Health Program, Legal Services, Employment and Training, Day Labor, Community Services and Administration.

The Urban Indian Council gives administrative support through its Executive Director, Comptroller, Attorney, Bookkeeper/Fiscal staff, Business Development and Planner. All support services are readily available to clients and located within the same building, with exception of the Health Program.

The role of "Advocate" for Indian people is a major emphasis of UIC services. This includes advocating for employment, housing, medical/Health needs, obtaining benefits, transportation and improving social living conditions. Due to highly transient populations and lack of access to services, it is important to keeping the network of the Urban Indian population active as a means of reaching areas not otherwise available.

Providing support services by the UIC, helps reach the majority of the 17,000 individuals within the service area, and the estimated 2,000 elders age 50 plus. By identifying new individuals in need of services, UIC is able to define its goals and objectives to meet the current needs of the people.

Current funding situations for all Federally funded Programs is a major consideration for planning and evaluation of programs. Fund-raising at various levels by each department and grassroot levels are being developed to increase non Federal dollars. Development of non-federal money is the goal for UIC and with an emphasis on becoming a self sustaining agency.

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.)

Indian citizens of the community formed United Indian Council in 1969, which became Urban Indian Council in 1972. The governing board or "Council" is made up of representatives of Indian and Alaskan/Native organizations, and members at large from the general population.

Community involvement is the major factor at UIC. The Council appoints each department a Chairperson and a Standing Committee. At present there are 8 standing committees which provide various functions at the agency: Employment & Training, Community Services, Personnel, Public Affairs, Finance, Legal, Health and Executive Committee.

The members of CS standing committee are community members, members of other agencies, governmental, business and private sector, with elders as our advisors. Meetings are held monthly before the regular Council meetings held on the fourth Thursday of each month.

Staff involvement with the standing committee is provided by the supervisors and the Director of CS. The committee reviews, comments on new grants, contracts, proposals, staff training, client policies, energy concerns and other areas directly related to the Community Services Department.

A valuable resource for UIC programs is provided by the community involvement in reaching segments of the Indian Community not normally reached by staff. Due to the extensive involvement of the standing committee structure, we feel it not necessary to have advisory councils for each grant or contract. The broad representation on the committee provides a balance of each sector of the community.

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.)

Coordination with other community organizations and agencies is provided by working relationships developed by staff on a daily basis. Agencies are: Adult and Family Services, Social Security, Veterans Administration, Bureau of Indian Affairs, Indian Health Service, Tribal Governments plus other social service agencies such as: FISH, Salvation Army, Sunshine, Catholic Family Services and within UIC.

An exchange of meal site is provided on occasion for meal participants to the Warm Springs Indian Reservation meal site. The Warm Springs Reservation has sent their participants to Portland to share a meal with us. This type of exchange includes the Beaverton site, Clatskanie Center and others that want a culture exchange.

Loaves and Fishes provides training and technical assistance to our project by giving staff the following options: center management, cooking, meal preparation and serving techniques. This assistance is provided to kitchen staff and managers on a monthly schedule.

The establishment of working relationships with organizations have helped to serve Indian elders by using the most appropriate resources available. The staff involved are the coordinator/supervisor, plus training for the kitchen staff.

EXHIBIT B
Budgets and Attachments