

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 _____

151698

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 _____

11
 11
 11
 11
 11
 11

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

151992

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 MODIFICIATIONS

WHY?

Contract modifications are required in the following situations:

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

HOW?

Contracts may be modified in 3 ways:

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

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

PROCEDURE:

A. Initiated by City:

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

2. City staff shall be responsible for obtaining necessary materials from the Contractor or shall prepare revised materials (to include revised contract or project applications pages) and amendment form, as necessary.

3. Contractor shall review material and indicate approval formally or informally.

4. If an Ordinance is required:

- City staff shall prepare and file Ordinance
- City shall notify Contractor of action on Ordinance
- If authorized by City Council, Contractor shall sign three (3) copies of amendment (if not already signed) and return to designated City office
- City staff shall obtain necessary City signatures
- Amendment goes into effect when both parties have signed and the changes are documented in the City Auditor's Office
- Fully signed copy shall be returned to the Contractor

5. If change order procedure is utilized:

- City staff shall prepare change order
- Program Staff, Accountant, Division Manager, HRB Executive Director, and Commissioner-in-Charge shall review and indicate approval
- Contractor shall sign Amendment and return to City
- Amendment goes into effect when City and Contractor signatures are obtained

B. Initiated by Contractor:

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

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

a. BUDGET CHANGES

(1) Budget Worksheet

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

current
+ or -
revised

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

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

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

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

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

(SEE SAMPLE)

(2) Budget Justification Sheets

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

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

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

Each budget justification sheet must be completed in full:

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

PROJECT NUMBER - contract number assigned by the City.

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

(3) Miscellaneous Comments on Budget Changes

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

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

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

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

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

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

b. SERVICE CHANGES

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

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

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

Revised activities pages must be submitted only if changes are made. These activity pages will be used as a basis for monitoring the provision of services, so they should reflect current practices and procedures.

c. OTHER PROGRAM OR MANAGEMENT CHANGES

Other program or management changes will be handled on a case by case basis. Consult the City Staff responsible for contract development for specific requirements.

- 3. Contractor shall submit letter and revised pages as described above to Human Resources Bureau Unit Director.
- 4. Social Service Unit staff shall review the request for completeness and impact and shall make a determination about which modification procedure shall be utilized.

- a. If Unit Staff supports the requested change and if an Ordinance is required, City Staff shall prepare the contract amendment prepare the ordinance and complete the regular Human Resources Bureau ordinance review process. If authorized by City Council, the Contractor shall sign 3 official copies and return to the City for City signatures and processing. A signed copy will be returned to the Contractor.

- b. If unit staff supports the request and if a change order is to be used, City staff shall prepare the change order.

The contract change order along with the letter of request and modified pages shall be submitted for review and approval to our Accountant, Manager of Social Services, Human Resources Bureau Executive Director and the Commissioner-in-Charge.

If approved, the original change order shall be filed in the City Auditor's Office. Copies shall be provided to the Contractor, the Fiscal Unit and the responsible Program Unit.

The Contract change order becomes effective when all City signatures have been obtained.

- c. If Unit Staff does not support the request, the Contractor shall be notified. The request may be denied or additional information or documentation may be requested.

SCHEDULE OF MODIFICATIONS

Contract modifications will be accepted within 30 days of receipt of completed quarterly progress reports or at other times as directed or approved by the responsible Program Unit.

CONTRACT FOR SERVICES

SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and COMMITTEE OF SPANISH SPEAKING PEOPLE OF OREGON ("Contractor"), 1806 S. E. Grand Avenue, Portland, Oregon 97214.

SECTION II: CONTRACT SUMMARY

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

SECTION III: PERIOD PERFORMANCE

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

SECTION IV: AGREED CONTRACTOR - PROJECT OPERATION

- A. Contractor shall, by June 30, 1982, meet all goals and objectives stated in the "Project Narrative" (Exhibit "A," hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief; and that it shall target these services to those most in need.
- C. Contractor shall provide a minimum 5% match (\$2,632), as approved in the budget (refer to Exhibit "B"). Failure to meet this requirement shall result in a reduction of budget or termination of contract.
- D. Contractor shall retain client records for a minimum of five years and shall make said documents available at all reasonable times to the City, or its duly authorized representative, for evaluation through inspection of the quality, appropriateness, and timeliness of service.
- E. The use or disclosure by an party of any information concerning a recipient of services purchased under this contract, for any purpose not directly connected with the administration of or program evaluation by the City, is prohibited, except on written consent of the recipient or the recipient's attorney.

SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

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

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

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

SECTION VI: AGREED CITY

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

SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$50,000.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$8,333, upon receipt of a written request from the Contractor.

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

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

SECTION VIII: GENERAL CONDITIONS

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

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

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

SECTION IX: SPECIAL CONDITIONS

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

151892

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

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

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

151000

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 Erma E. Hyslop
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

151898

1. Project Title Hispanic Elderly Nutrition Program

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name Committee of Spanish-Speaking People of Oregon

Address 1006 SE Grand Ave.

Portland, Oregon 97214

Phone Number 238-1387

Project Director Helmuth Tapia

Official Authorized to Bind Agency Luis A. Alvarez

Financial Officer Larry Buyers

4. Contract Period: From 7/1/81 To 6/30/82

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

6. City Support Requested \$50,000.00

HISPANIC ELDERLY NUTRITION PROGRAM

SUMMARY OF PROJECT

I. Statement of Problem

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 contributes to malnutrition and loss of normal independent functioning. Many elderly persons, particularly minority individuals, do not eat adequately because: (1) they cannot afford to do so; (2) they lack the knowledge and/or skill to select and prepare nourishing and well-balanced meals; (3) they have limited mobility which may impair their capacity to shop and cook for themselves; or (4) they have feelings of rejection and loneliness which obliterates the incentive necessary to prepare and eat a meal alone. It is estimated that around 40-45% of older people suffer from poor nutrition.

In addition to poor nutrition, the elderly may also lack transportation to get them to and from health, nutrition, and other community services. It is estimated that 30% of all elderly have mobility limitations and are unable to use the normal transportation system. Elderly persons who become isolated from community services because of lack of transportation or lack of accompaniment may suffer from neglect or may be institutionalized at a greater personal and economic cost.

According to national priorities, preference for AAA service is given to older persons with greatest economic or social need. A recent analysis showed that around 32% of Oregon's Hispanic elderly (age 65+) lived in Multnomah County. This group is relatively poor; around 32.7% of Hispanic seniors age 65+ are in poverty. Since many Hispanic elders have different dietary preferences, meals served through the area-wide nutrition programs do not address their particular needs. A survey of County Hispanic seniors revealed 80% wanted a hot meal program and 67% were interested in group meals, where food to which they are accustomed would be served.

Finally, due to language and cultural barriers, Hispanic elderly tend to be more isolated from the social service system than are Anglo Americans. In a study conducted by Portland State University, AAA and COSSPO in 1978, it was found that over one-half of the respondents were not even aware of services which are offered to the county's elderly. As a result of the lack of knowledge and awareness concerning existing services, Hispanic elderly tend not to utilize services that are available to them.

151892

SUMMARY OF PROJECT
Page Two

II. Project Goals

- A. To reduce social isolation and poor nutrition habits among the Hispanic elderly;
- B. To increase the ability of Hispanic elderly to gain access to community services and activities.

The above stated goals relate to the overall goals of AAA inasmuch as AAA has concentrated much of its efforts on trying to reach the minority community, and to improving the service delivery system by locating and serving more isolated, at-risk older people in greatest social and economic need.

III. Strategies for Delivering Services

In order to meet the goals stated above, COSSPO will do the following:

- A. Provide 5200 nutritious meals to 75 different individuals in a congregate setting;
- B. Provide necessary assistance to Hispanic elderly such as transportation, escort, and outreach, to help them in obtaining appropriate health and human services.

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

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

Service Area:

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

Target Population:

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

Eligibility Criteria:

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

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

1. To increase sound nutrition habits among elderly Hispanic residents by providing 5200 meals to at least 75 different individuals on a one per day, five days per week schedule during the period July 1, 1981 through June 30, 1982.

Number of meals served.

1. Provide on-going supervision of contract staff through weekly staff meetings
Staff: Program Coordinator - .05 FTE
2. Develop individual job descriptions, training plans, and evaluation procedures for all contract staff.
Staff: Program Coordinator - .05 FTE
3. Provide on-site Latin style lunches 5 days a week for approximately 20 individuals per day.
Staff: Program Coordinator - .46 FTE
Outreach Worker - .15 FTE
Cook - .50 FTE
Assistant Cook .25 FTE
Van Driver - .30 FTE
4. Plan, schedule, and implement a nutrition education program in response to the needs of the participants
Staff: Program Coordinator - .10 FTE
5. Accept referrals from other agencies and meal sites for eligible participants.
Staff: Program Coordinator - .10 FTE
6. Maintain records of all budgetary transactions and process all accounts paid out and accounts receivable.
Staff: Program Coordinator - .05 FTE
7. Monitor and maintain records on meals service to ensure contract compliance
Staff: Program Coordinator - .05 FTE

A-5

36621

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

2. To maintain access to needed services by providing 84 escort services to at least 20 different individuals who require accompaniment to ensure successful trips during the period July 1, 1981, to June 30, 1982.

Number of escort services provided.

Number of different individuals served.

1. Provide approximately 7 escort services per month to elderly Hispanics who need accompaniment.

Staff: Outreach worker - .12 FTE
 Vam driver - .04 FTE

2. Monitor escort services to ensure contract compliance and quality of service

Staff: Program coordinator - .01 FTE

15-903

OBJECTIVE	PERFORMANCE INDICATORS	PROGRAM ELEMENTS/STAFFING PATTERNS
<p>3. To reduce isolation among elderly Hispanic residents by identifying 52 new Hispanic individuals and performing 52 outreach activities during the period July 1, 1981 to June 30, 1981.</p>	<p>Number of outreach activities done. Number of individuals reached.</p>	<ol style="list-style-type: none"> 1. Conduct approximately 4 public outreach activities on a montly basis and document in a written report Staff: Program Coordinator - .04 FTE 2. Identify approximately 4 individual elderly Hispanics as new program participants Staff: Program Coordinator - .02 FTE Outreach Worker - .10 FTE 3. Develop a plan for locating and contacting elderly Hispanics to identify those needing service Staff: Program Coordinator - .04 FTE Outreach Worker - .10 FTE 4. Monitor outreach services to ensure contract compliance and quality of service. Staff: Program Coordinator - .02 FTE

A-7

151902

OBJECTIVE

PERFORMANCE INDICATORS

PROGRAM ELEMENTS/STAFFING PATTERNS

4. To maintain access to needed services for elderly residents by providing 1,144 one-way rides to at least 50 different individuals who need assistance to get to the meal site during the period July 1, 1981 through June 30, 1982.

Number of rides given.

Number of different individuals served.

1. Provide approximately 95 one-way rides per month to individuals needing transportation
Staff: Driver - .16 FTE
2. Develop a list of clients needing transportation.
Staff: Outreach Worker - .02 FTE
3. Write reports and maintain records on one-way rides to project administration.
Staff: Outreach Worker - .01 FTE
(Local Match)
4. Monitor rides to ensure contract compliance and quality of service.
Staff: Program Coordinator - .01 FTE

A-8

151008

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

Staffing for the Hispanic Elderly Nutrition Program will include a full-time Program Coordinator and a part-time Outreach Worker, Cook, Assistant Cook, and Van Driver. The Nutrition Center is open from 8:00 a.m. to 5:00 p.m. week days except for holidays which include New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and Columbus Day. Lunch is normally served between 12:30-2:00.

The Center has been inspected for both health and fire safety and all codes have been met.. The Center is also covered by liability insurance in the event of an accident. The Program Coordinator will be responsible for developing safety procedures for the Center within the first two months of operation.

151292
~~151292~~

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.)

COSSPO will provide assistance to the Nutrition Center in the areas of advocating on behalf of Hispanic elderly and their needs, developing fund-raising strategies to supplement City monies, providing staff training to Center personnel as part of COSSPO's training to its employees, providing volunteer support for the program from COSSPO's extensive volunteer network, providing furniture for the Center such as desks, chairs, tables, etc., conducting periodic evaluations, and providing overall supervision and management to ensure that the program is being run effectively.

In addition to the areas of support listed above, COSSPO will also place two youth workers at the site this summer to help in organizing Center activities.

6. Community Participation (Describe the citizen involvement in planning this project and the ways the community will be involved in the project's operation. Describe staff, Advisory Council, and Corporate Board relationships.)

The COSSPO Aging Advisory Committee, made up of 8 elderly individuals, has been instrumental in planning nutrition center activities since the inception of the program one year ago. The Committee has closely monitored the progress of the program and has made recommendations to the administration for improving program operations. The Committee recognizes the need for expanding the activities and services of the center beyond what is specified in the contract, and, as a result, many additional programs have been initiated to involve the Hispanic elderly. These additional programs and activities include a raffle to raise money, arts and crafts which are now being sold both inside and outside of the Center, dominoes for the men, and a back yard garden where elderly individuals are growing vegetables and flowers, and finally, participation in actually helping to run the Center. The Program Coordinator serves as staff to the Advisory Committee, however all program staff are encouraged to participate.

Community members are encouraged to volunteer their time to help in operation the Nutrition Center. There are currently two volunteers who work daily in carrying out center responsibilities.

Information about the Center's activities and progress are reported by the agency's Executive Director to the Board of Directors on a monthly basis. The Nutrition Program Coordinator is responsible for submitting a monthly internal progress report to the Community Services Director who, in turn, analyzes the report and reports on findings to the Executive Director.

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.)

One of the greatest needs of the Hispanic elderly is for information concerning the services and benefits that are available to them in the Portland area.

COSSPO will help Hispanic elderly to identify the services and benefits that are available to them, and will establish linkages with other agencies to assure that the agency is aware of the needs of Hispanic elderly, and is capable of dealing with them.

COSSPO will also accept and encourage referrals from other agencies for the services that COSSPO provides. In addition to nutrition services and the related supportive services such as escort and transportation, COSSPO has a senior Bilingual Job Developer to help elderly in finding work that meets their special needs.

COSSEPO

81-82

156893

EXHIBIT B

Budgets and Attachments

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

a. City Support Requested

<u>Title III C-1</u>	<u>39,837</u>
<u>Title III B</u>	<u>5,081</u>
<u>City/County General Fund</u>	<u>5,082</u>
_____	_____
_____	_____
Subtotal	<u>50,000</u>
Required Match (Cash and/or Inkind)	<u>2,632</u>
Program Income	<u>2000</u>
U.S.D.A.	<u>2457</u>
Subtotal	<u>57,089</u>

Other Resources:

	<u>Cash</u>	<u>In-Kind</u>	
Source of revenue: <u>Volunteers</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(one only)
Funding source: <u>Title III-C1</u>			
Service category: <u>Meals</u>			
Administration: _____			
Service: <u>4,000</u>			
Total	<u>4,000</u>		\$ <u>4,000</u>
Source of revenue: <u>COSSPO General Fund</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Funding source: <u>Title III - C1</u>			
Service category: <u>Meals</u>			
Administration: <u>10</u>			
Service: _____			
Total	<u>\$10</u>		\$ <u>10</u>

171003

Other Resources Con.

	<u>Cash</u>	<u>In-kind</u>
Source of Revenue: <u>COSSPO Gen. Fund</u>		
Funding Source: <u>Title III-B (Office Supplies)</u>		
Service Category: <u>Escort</u>		
Administration: <u>10</u>		
Service: _____		
Total: \$10		<u>\$ 10</u>

Source of Revenue: <u>COSSPO Gen. Fund</u>		
Funding Source: <u>Title III-B (Office Supplies)</u>		
Service Category: <u>Transportation</u>		
Administration: <u>10</u>		
Service: _____		
Total: \$10		<u>\$10</u>

Source of Revenue: <u>COSSPO Gen. Fund</u>		
Funding Source: <u>City county General Fund (office supplies)</u>		
Service Category: <u>Outreach</u>		
Administration: <u>10</u>		
Service: _____		
Total: \$10		<u>\$10</u>

Source of Revenue: <u>Community Services Administration</u>		
Funding Source: <u>Title III C-1 (10% of Fiscal Director)</u>		
Service Category: <u>Meals</u>		
Administration: <u>1,888</u>		
Service: _____		
Total: \$1,888		<u>\$1,888</u>

Sub-total Other Resources	5,928
Grand Total	<u>\$63,017</u>

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

The in-kind match provided by COSSPO for 'Meals and Administration' will be taken from COSSPO's General Fund. Funding duration will extend the length of the contract budget (7/1/81 to 6/30/82). Match for 'Transportation Administration' will also come from COSSPO's General Fund, and will last the period of one year.

COSSPO's source of revenue for the 'Other Resources Category' is volunteer time. COSSPO General Fund, and Community Services Administration. All sources of revenue will last the duration of the project.

Statement of Certification

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

Luis A Alvarez Date 5/15/81
Authorized Signature

Code	Object Title	Title III-C1 Meals Services	Title III-C1 Meals Administ.	Title III-B Escort Services	Title III-B Escort Administ.	Title III-B Transportation Services
110	Full-Time Employees	9504	2880		144	
120	Part-Time Employees	9840		1536		1728
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	3177	605	184	28	207
190	Less-Labor Turnover					
100	Total Personal Services	22,521	3485	1720	172	1935
210	Professional Services					
220	Utilities	902		150		
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	120				
320	Operating Supplies	436		75		75
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools	200				
350	Clothing & Uniforms					
380	Other Commodities-External	7100				
410	Education					
420	Local Travel	240		253		100
430	Out-of-Town Travel					
440	Space Rental	4400		100		
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	253		247		
570	Telephone Services	180		40		40
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	13,831	0	865	0	215
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay	0	0	0	0	0
700	Other					
	TOTAL	36,352	3485	2585	172	2150

Hispanic Elderly Nutrition Program
 COSSPO
 7/1/81 - 6/30/82

APPROPRIATION UNIT
 LINE ITEM WORKSHEET

151892

Code	Object Title	Title III B Transportation Administration	City/County General Fund Outreach Serv.	City/County General Fund Outreach Admon.	Total City Support	Cash Match Transportation Administration
110	Full-Time Employees	144	1440	288	14,400	
120	Part-Time Employees		1920		15,024	96
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	30	532	60	4,823	11
190	Less-Labor Turnover					
100	Total Personal Services	174	3892	348	34,247	107
210	Professional Services					
220	Utilities		388		1,440	
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies				120	
320	Operating Supplies		254		840	
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools				200	
350	Clothing & Uniforms					
380	Other Commodities-External				7,100	
410	Education					
420	Local Travel		100		693	
430	Out-of-Town Travel					
440	Space Rental				4,500	
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				500	
570	Telephone Services		100		360	
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	0	842	0	15,753	0
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay		0	0	0	
700	Other					
	TOTAL	174	4734	348	50,000	107

5/15/81

Code	Object Title	Cash Match Meals Admin.	Total Match	USDA Meals Services	Total USDA	Program Income Meals Services
110	Full-Time Employees	2,100	2,100			
120	Part-Time Employees		96			
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	425	436			
190	Less-Labor Turnover					
100	Total Personal Services	2,525	2,632	0	0	0
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External			2,457	2,457	1,800
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	0	0	2,457	2,457	1,800
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay	0	0			
700	Other					
	TOTAL	2,525	2,632	2,457	2,457	1,800

Code	Object Title	Program Income Transportation Services	Other Resources In-kind	Total Contract		
110	Full-Time Employees		1,560	18,060		
120	Part-Time Employees		4,000	19,120		
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits		328	5,587		
190	Less-Labor Turnover					
100	Total Personal Services	0	5,888	42,767		
210	Professional Services					
220	Utilities			1,440		
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies		40	160		
320	Operating Supplies			840		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools			200		
350	Clothing & Uniforms					
380	Other Commodities-External			11,357		
410	Education					
420	Local Travel	200		893		
430	Out-of-Town Travel					
440	Space Rental			4,500		
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			500		
570	Telephone Services			360		
580	Intra-Fund Services					
590	Other Services-Internal					
200- 500	Total Materials & Services	200	40	20,250		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	200	5,928	63,017		

5/15/81

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Meals Services

FUNDING SOURCE TITLE III-C1

Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordinator	1200	66	12	9504
1	Outreach Worker	800	15	12	1440
1	Cook	640	50	12	3840
1	Assistant Cook	560	25	12	1680
1	Van Driver	800	30	12	2880
SUB-TOTAL, PERSONNEL					19,344
21 full-time/12 part-time					* % FRINGE BENEFITS 3177
TOTAL, PERSONNEL					22,521

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

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

151802

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Meals Administration
Service Category (if applicable)

FUNDING SOURCE Title III-C1

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordinator	1200	20	12	2880
SUB-TOTAL, PERSONNEL					2880
21 * % FRINGE BENEFITS					605
TOTAL, PERSONNEL					3485

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

151892

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Escort Services

FUNDING SOURCE Title III-B

Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Outreach Worker	800	12	12	1,152
1	Van Driver	800	4	12	384
SUB-TOTAL, PERSONNEL					1,536
* % FRINGE BENEFITS					184
TOTAL, PERSONNEL					1,720

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Escort Administration

FUNDING SOURCE Title III-B

Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordinator	1,200	1	12	144
SUB-TOTAL, PERSONNEL					144
21 full-time/12 part-time		* % FRINGE BENEFITS			28
TOTAL, PERSONNEL					172

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

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

151892

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Transportation Service
Service Category (if applicable)

FUNDING SOURCE Title III B

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Outreach Worker	800	2	12	192
1	Van Driver	800	16	12	1536
SUB-TOTAL, PERSONNEL					1728
			12	* % FRINGE BENEFITS	207
TOTAL, PERSONNEL					1935

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Transportation Administration
Service Category (if applicable)

FUNDING SOURCE Title III-B

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordinator	1,200	1	12	144
SUB-TOTAL, PERSONNEL					144
		21	* % FRINGE BENEFITS		30
TOTAL, PERSONNEL					174

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Outreach Services

Service Category (if applicable)

FUNDING SOURCE City/County General Fund

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordinator	1200	10	12	1440
1	Outreach Worker	800	20	12	1920

SUB-TOTAL, PERSONNEL					3,360
21 full-time/12 part-time * % FRINGE BENEFITS					532
TOTAL, PERSONNEL					3,892

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Outreach Administration
Service Category (if applicable)

FUNDING SOURCE City/County General Fund

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordin.	1200	2	12	288
SUB-TOTAL, PERSONNEL					288
21 full-time/12 part-time	* % FRINGE BENEFITS				60
TOTAL, PERSONNEL					348

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Total City Support

FUNDING SOURCE _____

Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordin.	1200	100	12	14,400
1	Outreach Worker	800	49	12	4704
1	Cook	640	50	12	3840
1	Assistant Cook	560	25	12	1680
1	Van Driver	800	50	12	4800
SUB-TOTAL, PERSONNEL					29,424
21 full-time/12part-time					* % FRINGE BENEFITS 4823
TOTAL, PERSONNEL					34,247

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Transportation Administration
 Service Category (if applicable)

FUNDING SOURCE Cash Match

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Outreach Worker	800	1	12	96
SUB-TOTAL, PERSONNEL					96
			12 * % FRINGE BENEFITS		11
TOTAL PERSONNEL					107

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Meals Administration
Service Category (if applicable)

FUNDING SOURCE Cash Match

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Executive Director	2000	5	12	1200
1	Operations Manager	1500	5	12	900
SUB-TOTAL, PERSONNEL				2100	
21 * % FRINGE BENEFITS				425	
TOTAL, PERSONNEL				2525	

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

CONTRACT BUDGET JUSTIFICATION

151892

PERSONNEL

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Total City Contract
Service Category (if applicable)

FUNDING SOURCE _____

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Program Coordinator	1200	100	12	14,400
1	Outreach Worker	800	50	12	4800
1	Cook	640	50	12	3840
1	Assistant Cook	560	25	12	1680
1	Van Driver	800	50	12	4800
1	Executive Director	2000	5	12	1200
1	Operations Manager	1500	5	12	900
	Volunteers (other resources)				4,000
1	Fiscal Director	1300	10	12	1,560
	(other resources)				

SUB-TOTAL, PERSONNEL 37,180

* % FRINGE BENEFITS 5,587

TOTAL, PERSONNEL 42,767

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

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Meals Services
Service Category (if applicable)

FUNDING SOURCE Title III C1

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities (oil,electricity, gas, garbage)	902	902
310	Office Supplies	120	120
320	Operating Supplies (paper towels, postage, stationary, misc. goods)	436	436
340	Minor Equipment & Tools (light fixtures, tables, charts, serving trays, mosc. items)	200	200
380	Other commodities External (raw food)	7100	7100
420	Local Travel @\$.18/mile	240	240
440	Space Rental 367/mo.	4400	4400
560	Insurance (liability coverage)	253	253
570	Telephone	180	180

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Escort Services

FUNDING SOURCE Title III B

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities (oil, electricity, gas, garbage)	150	150
320	Operating Supplies	75	75
420	Local Travel @\$.18	253	253
440	Space Rental 8/mo.	100	100
560	Insurance (liability)	247	247
570	Telephone	40	40

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Transportation Services
Service Category (if applicable)

FUNDING SOURCE Title III B

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
320	Operating Supplies	75	75
420	Local Travel @\$.18	100	100
570	Telephone	40	40

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE 5/15/81

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Outreach Services

FUNDING SOURCE City County General Fund

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities	388	388
320	Operating Supplies (paper, pencils, postage, misc.)	254	254
420	Local Travel @\$.18	100	100
570	Telephone	100	100

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Total City Support
Service Category (if applicable)

FUNDING SOURCE _____

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities (oil, lectricity, gas, garbage)	1440	1440
310	Office Supplies	120	120
320	Operating supplies	840	840
340	Minor Equipment & Tools (light fixtures, tables, chairs, serving trays misc. items)	200	200
380	Other commodities External (Raw Food)	7100	7100
420	Local Travel @ .18	693	693
440	Space Rental @ 375/mo.	4500	4500
560	Insurance (liability)	500	500
570	Telephone	360	360

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Meals Services
Service Category (if applicable)

FUNDING SOURCE USDA

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
380	Meals-USDA 5200 meals @ .4725	2457	2457**
<p>** Estimate only. Actual figure specified upon determination of rate by AAA after the 1st quarter.</p>			

CONTRACT BUDGET JUSTIFICATION

151892

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Meals Services
Service Category (if applicable)

FUNDING SOURCE Program Income

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
380	Meal Donations	1800	1800

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrtrion

AGENCY COSSPO

Transportation Services
Service Category (if applicable)

FUNDING SOURCE Program Income

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
420	Transportation Donations	200	200

151892

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. _____

DATE May 15, 1981

PROJECT TITLE Hispanic Elderly Nutrition

AGENCY COSSPO

Total Contract _____
Service Category (if applicable) _____

FUNDING SOURCE _____

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	Utilities (oil, electricity, gas, garbage)	1440	1440
310	Office Supplies	120	120
320	Operating supplies	840	840
340	Minor equipment and tools (light fixtures, tables, chairs, serving trays, misc. items)	200	200
380	Other commodities external		
	Raw foods	7100	11,357
	USDA 5200@.4725	2457	
	Donations	1800	
420	Local Travel @ .18	693	893
	donations-transportation	200	
440	Space Rental @ 375/mo.	4500	4500
560	Insurance (liability)	500	500
570	Telephone	360	360
	Other resources	40	40

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

COSSPO (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 14th day of May, 1981.

By Luis A. Alvarez

Title Executive Director

1006 SE Grand Ave., Portland, Oregon 97214

Contractor's mailing address

ASSURANCE OF COMPLIANCE
WITH THE CITY OF PORTLAND
AFFIRMATIVE ACTION PLAN

151892

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

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

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

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

Dated 5/14/81

By Luis A. Alvarez *Luis A. Alvarez*

1006 SE Grand Ave, Ptld., Or 97214 Title Executive Director
(Contractor's mailing address)

The Board of Directors of the COSSIP

has reviewed the proposal for senior services to be provided by

COSSIP - The Young Executive Mentors Program

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

✓ The Board of Directors approves the proposal.

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

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

Jose M. [Signature]
Signature of Board Chairperson

5/15/81
Date

151892

ADVISORY COMMITTEE REVIEW

The Advisory Committee of the Senior Elderly Nutrition Program
has reviewed the proposal for senior services to be provided by CCS

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

Comments are attached.

The Advisory Committee approves the proposal.

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

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

Paul J. Nagel
Signature of Chairperson

5-14-81
Date

EXHIBIT C
Required Reporting Forms
and
Procedures

151892

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

Contract Agency _____

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____

Area Agency on Aging
Youth Service Centers
Accounting Unit
522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204
Phone: (AAA) 248-4752 (YSC) 248-4350

45-992

Service Category _____

Reimbursement Request for _____
month & year

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

ATTACH TO THIS REIMBURSEMENT REQUEST:

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

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

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

Signed _____ Date Signed _____

Title _____ Phone _____

CONTRACTOR RECORD OF CAPITAL EQUIPMENT PURCHASED
 (Items with value in excess of \$200.00 per item)



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

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

Revised 6/2/81
 15892
 26892

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



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

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

Revised 6/22/81
 1541992

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.

151892

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

151892

PROCEDURES FOR CONTRACT MODIFICATIONS

WHY?

Contract modifications are required in the following situations:

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

HOW?

Contracts may be modified in 3 ways:

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

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

PROCEDURE:

A. Initiated by City:

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

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

B. Initiated by Contractor:

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

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

a. BUDGET CHANGES

(1) Budget Worksheet

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

current
+ or -
revised

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

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

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

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

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

(SEE SAMPLE)

(2) Budget Justification Sheets

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

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

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

Each budget justification sheet must be completed in full:

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

PROJECT NUMBER - contract number assigned by the City.

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

(3) Miscellaneous Comments on Budget Changes

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

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

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

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

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

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

b. SERVICE CHANGES

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

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

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

Revised activities pages must be submitted only if changes are made. These activity pages will be used as a basis for monitoring the provision of services, so they should reflect current practices and procedures.

c. OTHER PROGRAM OR MANAGEMENT CHANGES

Other program or management changes will be handled on a case by case basis. Consult the City Staff responsible for contract development for specific requirements.

- 3. Contractor shall submit letter and revised pages as described above to Human Resources Bureau Unit Director.
- 4. Social Service Unit staff shall review the request for completeness and impact and shall make a determination about which modification procedure shall be utilized.
 - a. If Unit Staff supports the requested change and if an Ordinance is required, City Staff shall prepare the contract amendment prepare the ordinance and complete the regular Human Resources Bureau ordinance review process. If authorized by City Council, the Contractor shall sign 3 official copies and return to the City for City signatures and processing. A signed copy will be returned to the Contractor.
 - b. If unit staff supports the request and if a change order is to be used, City staff shall prepare the change order.

The contract change order along with the letter of request and modified pages shall be submitted for review and approval to our Accountant, Manager of Social Services, Human Resources Bureau Executive Director and the Commissioner-in-Charge.

If approved, the original change order shall be filed in the City Auditor's Office. Copies shall be provided to the Contractor, the Fiscal Unit and the responsible Program Unit.

The Contract change order becomes effective when all City signatures have been obtained.

- c. If Unit Staff does not support the request, the Contractor shall be notified. The request may be denied or additional information or documentation may be requested.

SCHEDULE OF MODIFICATIONS

Contract modifications will be accepted within 30 days of receipt of completed quarterly progress reports or at other times as directed or approved by the responsible Program Unit.

EXHIBIT A

A-1	Loaves and Fishes Centers, Inc.	\$ 782,154
A-2	Urban Indian Council, Inc.	44,919
A-3	Japanese Ancestral Society	50,000
A-4	Committee of Spanish Speaking People of Oregon, in.	50,000

ORDINANCE No. 151892

An Ordinance authorizing contracts with Loaves and Fishes Centers, Inc.; Urban Indian Council, Inc.; Japanese Ancestral Society; and Committee of Spanish Speaking People of Oregon, Inc. to provide nutrition services and support services for older persons in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982 at a cost not to exceed \$927,073 under the Human Resources Bureau, AU 380, Area Agency on Aging, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance No. 151654, the City approved the FY 81-82 Annual Plan of Action which includes the provision for nutrition and support services for the elderly in Portland/Multnomah County for the period July 1, 1981, through June 30, 1982.
2. Funds have been budgeted in the Fiscal Year 81-82 City Budget to continue these services for the period July 1, 1981 through June 30, 1982 subject to its adoption by Council.
3. Costs of the nutrition contracts shall not exceed the amounts herein indicated: Loaves and Fishes Centers, Inc., \$782,154; Urban Indian Council, Inc., \$44,919; Japanese Ancestral Society, \$50,000; Committee of Spanish Speaking People of Oregon, Inc., \$50,000.
4. These organizations are duly constituted and legal non-profit corporations and are certified by the Bureau of Financial Affairs Contract Compliance Division as an EEO Affirmative Action Employer.
5. Each organization has demonstrated in the past that they are capable of delivering these services.
6. It is therefore appropriate that the Commissioner of Public Utilities and the Auditor execute, on behalf of the City contracts with Loaves and Fishes Centers, Inc.; Urban Indian Council, Inc.; Japanese Ancestral Society; and Committee of Spanish Speaking People of Oregon, Inc. to provide nutrition services and support services for older persons in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982 at a cost not to exceed \$927,073 under the Human Resources Bureau, AU 380, Area Agency on Aging, similar in form to Exhibit "A."

ORDINANCE No. 151892

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and the City Auditor are hereby authorized to execute on behalf of the City, contracts with Loaves and Fishes Centers, Inc.; Japanese Ancestral Society, Urban Indian Council, Inc., and Committee of Spanish Speaking People of Oregon, Inc. to provide nutrition services and support services for older persons in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982 at a cost not to exceed \$927,073 under the Human Resources Bureau, AU 380, Area Agency on Aging similar in form to Exhibit "A."
- b. The Mayor and the Auditor are hereby authorized to draw and deliver warrants chargeable to the FY 81-82 City Budget, Human Resources Bureau, AU 380, Area Agency on Aging when demand is presented and approved by the proper authorities.

Section 2. The Council declares that an emergency exists because delay in the enactment of this Ordinance will result in disruption of service delivery to the elderly; therefore this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, **JUL 1 1981**

Commissioner Margaret Strachan
BP:ahj
6/18/81

Attest:


Auditor of the City of Portland

Calendar No. 2192

ORDINANCE No. 151892

Title

An Ordinance authorizing contracts with Loaves and Fishes Centers, Inc.; Urban Indian Council, Inc.; Japanese Ancestral Society; and Committee of Spanish Speaking People of Oregon, Inc. to provide nutrition services and support services for older persons in Portland/Multnomah County for the period July 1, 1981 through June 30, 1982 at a cost not to exceed \$927,073 under the Human Resources Bureau, AU 380, Area Agency on Aging, and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN		
LINDBERG	1	
SCHWAB		
STRACHAN	1	
IVANCIE	1	

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

Filed JUN 25 1981

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

George Yerkovich
Deputy

INTRODUCED BY
COMMISSIONER STRACHAN

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>Margaret D. Strachan</i>
Works <i>JP</i>

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <i>BPC</i> Date: Barbara Patrick 6/18/81
Budget Impact Review:
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <i>Erma E. Hepburn</i> Erma E. Hepburn

CALENDAR	
Consent	Regular <input checked="" type="checkbox"/>

NOTED BY
City Attorney
City Auditor
City Engineer