



WASHINGTON COUNTY COMMUNITY ACTION  
ORGANIZATION

245 SE Second, Hillsboro Oregon 97123

(503) 648-6646

May 13, 1983

**Community Self Reliance**

245 S E 2nd  
Hillsboro, Ore. 97123  
648-6646

**Community Services**

• Retired Senior Volunteer Program  
• Low Income Energy Assistance  
245 S E 2nd  
Hillsboro, Ore. 97123  
648-6646

**Emergency Services &  
Shelter House**

210 S E 12th  
Hillsboro, Ore. 97123  
648-0620 & 648-0829  
• Welfare Hotline  
648-0513

**Head Start**

• Education  
• Nutrition  
• Family Services  
245 S E 2nd  
Hillsboro, Ore. 97123  
648-6646

**Washington County  
Energy Conservation, Inc.**

• Weatherization  
• Minor Home Repair  
2575 N E Kathryn #10 & 11  
Hillsboro, Ore. 97123  
640-8811

Enrique J. Medina-Reyes  
Centro Cultural  
P. O. Box 708  
Cornelius, Ore. 97113

Dear Enrique:

At the May 11, 1983 WCCAO Board meeting, the Board became concerned about the lack of progress reported on our \$4,750.00 subgrant to Centro Cultural. The Board directed me to 1) write a letter to Centro asking that the documentation required by the contract be forwarded to WCCAO for payment and 2) determine WCCAO's authority to extend the Centro contract or reallocate the funds to other activities.

Since WCCAO's contract with the State to pass the money to Centro has the same grant period as WCCAO's contract to Centro December 1, 1982 ending April 30, 1983-- WCCAO has no authority to extend the contract. Furthermore, in checking with the State, I learned that SCSP is unwilling to extend their contract or allow WCCAO to reallocate the money. Their position is that the money was given to help Centro through a financial crisis they were having while awaiting United Way money. Since the crisis period has passed, the State wants all of the unspent money returned.

In light of the above, your immediate attention to the following would be appreciated:


1. Return a signed copy of the contract. The only copy we have has not yet been signed by Centro.
2. Forward documentation of completed activities and related expenses in accordance with Schedule A of the contract. Please note that all costs must have been incurred before April 30, 1983.

I would appreciate a response to this letter before May 27, 1983 indicating what WCCAO can expect from Centro concerning this contract. All documentation concerning the contract must be forwarded to WCCAO prior to June 30, 1983 after which time WCCAO will consider the contract closed and refund all unused funds to the State.

Page Two-Enrique Medina Reyes

If you have any questions or would like me to attend your Board meeting to discuss the issue, please contact me.

Sincerely,



Gordon J. Molitor  
Executive Director

CC Jose Solano, Centro Board Chairman  
Angelo Gomez, Centro Board  
Larry Cole, WCCAO Board Chairman  
Sara Packer, WCCAO Board Treasurer  
Fiscal Department

GJM/pk

AGREEMENT FOR THE DELEGATION OF  
COMMUNITY SERVICES BLOCK GRANT  
(CSBG) FUNDS

Between

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION  
(hereinafter referred to as the Grantee)

And

CENTRO CULTURAL DE WASHINGTON COUNTY  
(hereinafter referred to as the  
Sub-Grantee)

By this agreement, the grantee transfers \$4,750.00 to the subgrantee for the period beginning December 1, 1982, and ending April 30, 1983, with the following conditions and requirements.

1. Work to be Performed

All work and activities, under this agreement, shall be performed in accordance with the provisions of the Oregon Administrative Rules (OAR), the Omnibus Reconciliation Act of 1981 (ORA), the approved Work Program, the approved Budget and the terms of this Agreement. In addition, the subgrantee shall comply with all applicable federal laws, state statutes and local ordinances in the performance of this contract.

2. Assurances

The subgrantee assures that (a) no CSBG funds will be utilized for political activities, (b) no person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded, in whole or in part, with funds made available by this contract and (c) no discrimination be made on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973.

3. Fiscal and Program Management

The subgrantee shall maintain financial and program records documenting all its expenditures and activities. These records will be maintained in accordance with generally accepted accounting principles and be open to any and all Federal, State and Agency Auditors and SCSP reviewers. Monthly financial reports will be submitted to the Grantee. These reports will specify amounts expended by program activity. Funds will be released to the Sub-Grantee in accordance with attached Schedule A.

4. Audits

All grant receipts and expenditures, cash and non-cash, federal and non-federal and all assets purchased with grant funds must be audited by an independent and qualified external auditor. A copy of the audit report shall be provided to the grantee no later than 180 days following the end of the subgrantee accounting year or termination of this grant. Payments to the subgrantee under this agreement may be withheld if requirements of this condition are not met. The audit report shall include a Management letter prepared by the external auditor.

5. Changes in Contract and Termination

The grantee or the subgrantee may initiate negotiated changes to this Agreement, the approved Work Program and Budget at any time as stipulated in OAR. All such changes mutually agreed upon will be attached to this contract as amendments. Either party may, upon 30 days written notice, terminate this Agreement, in whole or in part, for cause which may include but not be limited to:

- a. Failure to fulfill obligations under this agreement including compliance with OAR, approved Work Program and approved Budget.
- b. Submission of reports that are untimely, fraudulent, incorrect or incomplete.
- c. Improper or illegal use of funds provided under this agreement and as stipulated in OAR.

In the event of termination, all property documents, data, studies, etc., and unexpended funds relative to this agreement, shall be remitted to the grantee.

Payments under this agreement may be withheld by the grantee for non-compliance with any condition of the Agreement.

This contract, to be valid must be signed by both parties.

It is understood and stipulated by all parties to this agreement, that the funds stated herein are based on the availability of federal funds and are subject to adjustment for changes in federal funds available.

APPROVED:

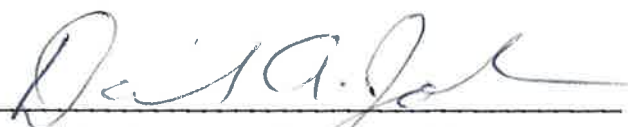
CENTRO CULTURAL DE WASHINGTON COUNTY  
1110 North Adair  
Cornelius, Ore. 97113

WASHINGTON COUNTY COMMUNITY ACTION ORG.  
245 S. E. Second  
Hillsboro, Ore. 97123



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Enrique J. Medina-Reyes, Director

Date: 02/18/83

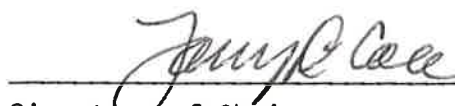


\_\_\_\_\_  
David A. Johnson, Executive Director

Date: 2-8-83

\_\_\_\_\_  
Signature of Chairperson  
Board of Directors

Date: \_\_\_\_\_



\_\_\_\_\_  
Signature of Chairperson  
Board of Directors

Date: 2-9-83

ATTACHED SCHEDULE A

1. Upon receipt of funds from the State, Grantee will pay \$1,775 in personnel services cost; \$20 in travel cost; \$130 in space cost; and \$20 in consumable supplies, based on cost documentation provided by sub-grantee.
2. Upon receipt of service delivery strategy for A) Emergency food and clothing needs in the Washington County Hispanic population; and B) Translation needs in the Hispanic Community; Grantee will pay \$935 based on cost documentation, as per attached Budget A, provided by Sub-grantee.
3. Upon receipt of a plan for training Centro's Executive Director and Board in: Budgets, Financial Record Systems, preparation and use of financial reports, fiscal planning, and cost-effective service delivery, personnel policies, hiring procedures, grievance and termination, staff supervision, and board/staff relations. Grantee will pay \$935 based on cost documentation, as per attached Budget A, provided by Sub-grantee.
4. Upon receipt of a three-year plan for maintaining and developing services for Washington County's Hispanic poor, Grantee will pay \$935 based on cost documentation, as per attached Budget A, provided by Sub-grantee.

BUDGET A

Professional Services (detail above)	\$1,200
Travel (includes per diem)	80
Space Costs	570
Consumable Supplies	80
Other Costs (detail above)	875
TOTAL	<u>\$2,805</u>