

PLANNING GRANT APPLICATION

OMB Approval No. 29-R0218

149738

FEDERAL ASSISTANCE		2. Appli- cant's appli- cation	a. Number	3. State applica- tion identifier (SAI)	a. SAI Number 76042690
1. Type of action (mark appro- box)	<input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Notification of intent (Opt.)		b. Date Yr. mo. day 19 80 4 1		b. Date Yr. mo. day Assigned 19 76 5 14
<input type="checkbox"/> Report of Federal Action		Leave Blank			
4. Legal applicant/recipient			5. Federal employer identification no.		
a. Applicant name : City of Portland b. Organization Unit : Bureau of Economic Development c. Street/P.O box : 620 SW 5th Ave, Rm 610 d. City : Portland e. State : Oregon f. Contact person : Roger Eiss (503) 248-5360 (Name & phone no.)			6. Program (From Federal Catalog)		
			a. Number 11 • 305 b. Title State and Urban Planning		
7. Title and description of applicant's project 302(a) Economic Development Program Planning 1980-81			8. Type of applicant/recipient A-State H-Community Action Agency B-Interstate I-Higher Educational Inst. C-Substate Distr. J-Indian Tribe D-County K-Other (Specify) E-City F-School District G-Special Purpose District (Enter appropriate letter) <input checked="" type="checkbox"/> E		
10. Area of project impact (Name of cities, countries, states, etc.) City of Portland Multnomah County, Oregon			11. Estimated number of persons benefiting 385,000		9. Type of assistance A-Basic grant D-Insurance B-Suppl. grant E-Other (Specify) C-Loan (Enter appropriate letter(s)) <input checked="" type="checkbox"/> A
13. PROPOSED FUNDING		14. CONGRESSIONAL DISTRICTS OF:			
a. Federal	\$ 90,000 .00	a. Applicant	b. Project		
b. Applicant	.00	1 and 3	1 and 3		
c. State	.00	16. Project Start Date		17. Project Duration	
d. Local	30,000 .00	19 Yr 80 mo. day 7		Months 12	
e. Other	.00	18. Estimated date to be submitted to Fed. Agency 19 80 4 1			
f. Total	\$ 120,000 .00	19. Existing Federal identification number			
20. Federal Agency to receive request (Name, City, State, ZIP Code) Economic Development Administration, Washington D.C. 20230					21. Remarks added (See Sec. IV) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SEC. II-CERTIFICATION	22. The Applicant certifies:	a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.			
		b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached: (See remarks - Sec. IV if more than 3 clearinghouses) (1) State of Oregon Clearinghouse <input checked="" type="checkbox"/> (2) Metropolitan Service District <input checked="" type="checkbox"/> (3) Clearinghouse <input type="checkbox"/>			
	23. Certifying representative	a. Typed name and title Connie McCreedy, Mayor		b. Signature	c. Date signed Yr. mo. day 19 80 4 1
SECTION III - FEDERAL AGENCY ACTION	24. Agency name				25. Application received 19
	26. Organizational unit			27. Administrative office	28. Federal application ID
	29. Address				30. Federal grant ID
	31. Action taken		32. FUNDING		33. Action date 19
	<input type="checkbox"/> a. Awarded	a. Federal	\$.00	34. Starting Yr. mo. day date 19	
	<input type="checkbox"/> b. Rejected Denied	b. Applicant	.00	35. Contact for additional information (Name and telephone number)	
	<input type="checkbox"/> c. Returned for Amendment	c. State	.00	36. Ending Yr. mo. day date 19	
<input type="checkbox"/> d. Deferred	d. Local	.00	37. Remarks added (See Sec. IV) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> e. Withdrawn	e. Other	.00			
<input type="checkbox"/> f. Total	f. Total	\$.00			
38. Federal Agency A-95 Action	a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part I, OMB Circular A-95, it has been or is being made.			b. Federal Agency A-95 Official (Name and telephone no.)	

GENERAL INSTRUCTIONS

This is a multi-purpose standard form. First, it will be used by applicants as a required facesheet for preapplications and applications submitted in accordance with Federal Management Circular 74-7. Second, it will be used by Federal agencies to report to Clearinghouses on major actions taken on applications reviewed by clearinghouses in accordance with OMB Circular A-95. Third, it will be used by Federal agencies to notify States of grants-in-aid awarded in accordance with Treasury Circular 1082. Fourth, it may be used, on an optional basis, as a notification of intent from applicants to clearinghouses, as an early initial notice that Federal assistance is to be applied for (clearinghouse procedures will govern).

APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I. If an item is not applicable, write "NA". If additional space is needed, insert an asterisk "*", and use the remarks section on the back of the form. Precede each remark with the applicable cross-reference item no. from page 1. An explanation follows for each item:

- | <i>Item</i> | <i>Item</i> |
|--|---|
| 1. Mark appropriate box. Pre-application and application guidance is in FMC 74-7 and Federal agency program instructions. Notification of intent guidance is in Circular A-95 and procedures from governing clearinghouse(s). Applicant will not use "Report of Federal Action" box. | as State, county, or city. If entire unit affected, list it rather than subunits. |
| 2a. Applicant's own control number, if desired. | 11. Estimated number of persons directly benefiting from project. |
| 2b. Date Section I is prepared. | 12. Use appropriate code letter. Definitions are |
| 3a. Number assigned by State clearinghouse, or if delegated by State, by areawide clearinghouse. All requests to Federal agencies <i>must</i> contain this identifier if the program is covered by Circular A-95 and required by the applicable State/areawide clearinghouse procedures. If in doubt, consult your clearinghouse covering the projects location. | A. New. A submittal for the first time for a new project. |
| 3b. Date applicant notified of clearinghouse identifier.
Leave Blank Reserved for Clearinghouse Special Conditions. | B. Renewal. An extension for an additional funding budget period for a project having no projected completion date, but for which Federal support must be renewed each year. |
| 4a-4h. Legal name of applicant/recipient, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of person who can provide further information about this request. | C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease). |
| 5. Employer identification number of applicant as assigned by Internal Revenue Service. Individuals (as applicants) enter "NA". Do NOT use Soc. Sec. No. | D. Continuation. An extension for an additional funding/budget period for a project the agency initially agreed to fund for a definite number of years. |
| 6a. Use Catalog of Federal Domestic Assistance number assigned to program under which assistance is requested. If more than one program (e.g., joint-funding) write "multiple" and explain in remarks. If unknown, cite Public Law or U.S. Code. | E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged. |
| 6b. Program title from Federal Catalog. Abbreviate if necessary. If applicable, enter "Joint Funding" in title block; enter Prog. Nos. & Titles under REMARKS. | 13. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation), indicate only the amount of the change. For decreases enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in remarks. For multiple program funding, use totals and show program breakouts in remarks. Item definitions; 13a, amount requested from Federal Government, 13b, amount applicant will contribute; 13c, amount from State, if applicant is not a State; 13d, amount from local government, if applicant is not a local government; 13e, amount from any other sources, explain in remarks. |
| 7. Brief title and appropriate description of project. For notification of intent, continue in remarks section if necessary to convey full description. | 14a. Self explanatory. |
| 8. Mostly self-explanatory. "City" includes town, township or other municipality. | 14b. The district(s) where most of actual work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide." |
| 9. Check the type(s) of assistance requested. The definitions of the terms are: | 15. Complete only for revisions (Item 12c), or augmentations (Item 12e). |
| A. Basic Grant. An original request for Federal funds. This would <i>not</i> include any contribution provided under a supplemental grant. | 16. Approximate date project expected to begin (usually associated with estimated date of availability of funding). |
| B. Supplemental Grant. A request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share). | 17. Estimated number of months to complete project after Federal funds are available. |
| C. Loan. Self explanatory. | 18. Estimated date preapplication/application will be submitted to Federal agency if this project requires clearinghouse review. If review not required, this date would usually be same as date in Item 2b. |
| D. Insurance. Self explanatory. | 19. Existing Federal identification number if this is not a new request and directly relates to a previous Federal action. Otherwise write "NA". |
| E. Other. Explain on remarks page (Sec. IV.) | 20. Indicate Federal agency to which this request is addressed. Street address not required, but include ZIP. |
| 10. Governmental unit where significant and meaningful impact could be observed. List only largest unit or units affected, such | 21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached. |

APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete Items 23a, 23b, and 23c. If clearinghouse review is required, Item 22b must be fully completed. An explanation follows for each item:

- | | |
|---|--|
| <p>22b. List clearinghouses to which submitted and show in appropriate blocks the status of their responses. For more than three clearinghouses, continue in remarks section. All written comments submitted by or through clearinghouses must be attached.</p> <p>23a. Name and title of authorized representative of legal applicant.</p> <p>23b. Self explanatory.</p> | <p>23c. Self explanatory.</p> <p><i>Note:</i> Applicant (unless specifically exempted) completes only Sections I and II. Section III is completed by Federal agencies for ALL Federal assistance projects. Indian applicants need not complete Sections I and II, but are encouraged to do so.</p> |
|---|--|

FEDERAL AGENCY PROCEDURES FOR SECTION III

If applicant-supplied information in Sections I and II needs no updating or adjustment to fit the final Federal action, the Federal agency will complete Section III only. An explanation for each item follows:

- | | |
|--|--|
| <p>24. Executive department or independent agency having program administration responsibility.</p> <p>25. Self explanatory.</p> <p>26. Primary organizational unit below department level having direct program management responsibility.</p> <p>27. Office directly monitoring the program.</p> <p>28. Use to identify <i>non-award</i> actions where Federal grant identifier in Item 30 is not applicable or will not suffice.</p> <p>29. Complete address of administering office shown in Item 26.</p> <p>30. Use to identify <i>award</i> actions where different from Federal application identifier in Item 28.</p> <p>31. Self explanatory. Use remarks section to amplify where appropriate.</p> <p>32. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation), indicate only the amount of change (see agency criteria and guidelines for changes not significant enough to report). For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in remarks. For multiple program funding, use totals and show program breakouts in remarks. Item definitions: 32a, amount awarded by Federal Government; 32b, amount applicant will contribute; 32c, amount from State, if applicant is not a State; 32d, amount from local government, if applicant is not a local government; 32e, amount from any other sources, explain in remarks.</p> <p>33. Date action was taken on this request (date of EDA decision).</p> <p>34. Date funds will become available (date applicant accepts EDA's offer or effective date of grant).</p> <p>35. Name and telephone no. of agency person who can provide more information regarding this assistance.</p> | <p>36. Date after which funds will no longer be available (ending date).</p> <p>37. Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks. Response to any comments made in Item 22b is required.</p> <p>38. For use with A-95 action notices only. Name and telephone of person who can assure that appropriate A-95 action has been taken—if same as person shown in Item 35, write "same". If not applicable, write "NA".</p> |
|--|--|

Federal Agency Procedures—special considerations

- A. *Treasury Circular 1082 compliance.* Federal agency will assure proper completion of Sections I and III. If Section I is being completed by Federal agency, all applicable items must be filled in. Addresses of State Information Reception Agencies (SCIRA's) are provided by Treasury Department to each agency. This form replaces SF 240, which will no longer be used. Notwithstanding A-95 applicability TC-1082 always requires SCIRAs be sent SF 424 copy.
- B. *OMB Circular A-95 compliance.* Federal agency will assure proper completion of Sections I, II, and III. This form is required for notifying all reviewing clearinghouses of major actions on all programs reviewed under A-95. Addresses of State and areawide clearinghouses are provided by OMB to each agency. Substantive differences between applicant's request and/or clearinghouse recommendations, and the project as finally awarded will be explained in A-95 notifications to clearinghouses (use Sec. IV).
- C. *Special note.* In most, but not all States, the A-95 State clearinghouse and the (TC 1082) SCIRA are the same office. In such cases the A-95 award notice to the State clearinghouse will fulfill the TC 1082 award notice requirement to the State SCIRA. Duplicate notification should be avoided in such States, but "areawide" clearinghouses must be notified.

PART II

PROJECT APPROVAL INFORMATION

<p>Item 1. Does this assistance request require State, local, regional, or other priority rating?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Name of Governing Body _____</p> <p>Priority Rating _____</p>
<p>Item 2. Does this assistance request require State, or local advisory, educational or health clearances?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Name of Agency or Board _____</p> <p>(Attach Documentation)</p>
<p>Item 3. Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>(Attach Comments)</p> <p>Not yet available. Will be attached to final application.</p>
<p>Item 4. Does this assistance request require State, local, regional or other planning approval?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Name of Approving Agency _____</p> <p>Date _____</p>
<p>Item 5. Is the proposed project covered by an approved comprehensive plan?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Check one: State <input type="checkbox"/></p> <p>Local <input checked="" type="checkbox"/></p> <p>Regional <input type="checkbox"/></p> <p>Location of Plan _____ CEDS. This project conforms.</p>
<p>Item 6. Will the assistance requested serve a Federal installation?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Name of Federal Installation _____</p> <p>Federal Population benefiting from Project _____</p>
<p>Item 7. Will the assistance requested be on Federal land or installation?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Name of Federal Installation _____</p> <p>Location of Federal Land _____</p> <p>Percent of Project _____ %</p>
<p>Item 8. Will the assistance requested have an impact or effect on the environment?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>See instructions for additional information to be provided.</p>
<p>Item 9. Will the assistance requested cause the displacement of individuals, families, businesses, or farms?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Number of:</p> <p>Individuals _____</p> <p>Families _____</p> <p>Businesses _____</p> <p>Farms _____</p>
<p>Item 10. Is there other related assistance on this project previous, pending, or anticipated?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>See instructions for additional information to be provided. See "Funding Sources" listed in Program Narrative.</p>

INSTRUCTIONS

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions:

Item 1 – Provide the name of the governing body establishing the priority system and the priority rating assigned to this project.

Item 2 – Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval.

Item 3 – Attach the clearinghouse comments for the application in accordance with the instructions contained in Office of Management and Budget Circular No. A-95. If comments were submitted previously with a preapplication, do not submit them again but any additional comments received from the clearinghouse should be submitted with this application.

Item 4 – Furnish the name of the approving agency and the approval date.

Item 5 – Show whether the approved comprehensive plan is

State, local or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6 – Show the population residing or working on the Federal installation who will benefit from this project.

Item 7 – Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 – Describe briefly the possible beneficial and harmful impact on the environment of the proposed project. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions if additional data is needed.

Item 9 – State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10 – Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and the amount of each project where there is related previous, pending, or anticipated assistance. Use additional sheets, if needed.

PART III

should contain a breakdown by the object class categories shown in Lines a - k of Section B.

Section A. Budget Summary

Lines 1-4, Columns (a) and (b).

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to *multiple* programs where *none* of the programs *require* a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may not require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. EDA 302 (a)	11.305	\$	\$	\$ 90,000	\$ 30,000	\$ 120,000
2.						
3.						
4.						
5. TOTALS						

SECTION B – BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	– GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Federal Share	(2) local Share	(3)	(4)	
a. PERSONNEL	\$ 59,741	\$ 24,687	\$	\$	\$ 84,428
b. FRINGE BENEFITS	13,614	5,313			18,927
c. TRAVEL	1,025	0			1,025
d. EQUIPMENT	1,665	0			1,665
e. SUPPLIES	200	0			200
f. CONTRACTUAL	500	0			500
g. CONSTRUCTION					
h. OTHER	7,717	0			7,717
i. TOTAL DIRECT CHARGES	84,462	30,000			114,462
j. INDIRECT CHARGES	5,538	0			5,538
k. TOTALS	\$ 90,000	\$ 30,000	\$	\$	\$ 120,000
7. PROGRAM INCOME	\$	\$	\$	\$	\$

INSTRUCTIONS

PART III
(continued)

Management Circular No. 74-4.

one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Line 1-4, Columns (c) through (g).

For new application, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period, *only* if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the previous total authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should *not* equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets were prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a - h — Show the estimated amount for each direct cost budget (object class) category for each column with program, function or activity heading.

Line 6i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost. Refer to Federal

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. When additional sheets were prepared, the last two sentences apply only to the first page with summary totals.

Line 7 — Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Source of Non-Federal Resources

Line 8-11 — Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet. (See Attachment F, Office of Management and Budget Circular No. A-102.)

Column (a) — Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) — Enter the amount of cash and in-kind contributions to be made by the applicant as shown in Section A (See also Attachment F, Federal Management Circular No. 74-7)

Column (c) — Enter the State contribution if the applicant is *not* a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) — Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) — Enter totals of Columns (b), (c), and (d).

Line 12 — Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 — Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 — Enter the amount of cash from all other sources needed by quarter during the first year.

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	\$	\$	\$	\$
9. EDA 302 (a)	30,000			30,000
10.				
11.				
12. TOTALS	\$ 30,000	\$	\$	\$ 30,000

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. FEDERAL	\$ 90,000	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500
14. NON-FEDERAL	30,000	7,500	7,500	7,500	7,500
15. TOTALS	\$ 120,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.				
17.				
18.				
19.				
20. TOTALS				

SECTION F - OTHER BUDGET INFORMATION
(Attach Additional Sheets If Necessary)

21. DIRECT CHARGES:

22. INDIRECT CHARGES: \$5,538

23. REMARKS:

INSTRUCTIONS

PART III
(continued)

submit additional schedules as necessary.

Line 20 — Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Line 15 — Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 — Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuing grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This Section need not be completed for amendments, changes, or supplements to funds for the current year of existing grants.

If more than four lines are needed to list the program titles

Section F. Other Budget Information.

Line 21 — Use this space to explain amounts for individual direct object cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 — Enter the type of indirect rate (provisional, pre-determined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 — Provide any other explanations required herein or any other comments deemed necessary.

PART IV
PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to Item 5b only. Requests for supplemental assistance should respond to Item 5c only

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual

features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

- b. Provide for each grant program, function or activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.
- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in Item 2 are being achieved.
- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

INSTRUCTIONS

149398

PART IV (continued)

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information; name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

there have been significant changes in the project objectives, location, approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded, or if individual budget items have changed more than the prescribed limits contained in Attachment K to Federal Management Circular No. 74-7, explain and justify the change and its effect on the project.

PART V

ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circular No. A-95, and Federal Management Circulars Nos. 74-4 and 74-7, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Federal Management Circular No. 74-7.

302(a) PLANNING GRANT PERSONNEL

<u>Position Title</u>	<u>Annual Salary</u>	<u>Federal Cash</u>	<u>Grantee In-Kind</u>	<u>Total Salary</u>
City Planner III	\$ 25,992	\$ 25,992 ¹ (5,261) ²	\$ 0	\$ 25,992 (5,261)
City Planner II	20,682 (4,543)	20,682 (4,543)	0	20,682 (4,543)
Typist Clerk	13,067 (3,810)	13,067 (3,810)	0	13,067 (3,810)
Director	39,697 (8,243)	0	11,908 (2,314)	11,908 (2,314)
Business Assistance Specialist	27,080 (6,307)	0	9,478 (2,207)	9,478 (2,207)
Administrative Assistant II	22,008 (5,282)	0	3,301 (792)	3,301 (792)
Total Personnel		\$ 59,741	\$ 24,687	\$ 84,428
Total Personnel Burden		(13,614)	(5,313)	(18,927)

¹ All Federal salaries adjusted for 7.9% cost of living increase July 1, 1980.

² Figures in parantheses indicate Personnel Burden.

302(a) PLANNING GRANT BUDGET

<u>Budget Category</u>	<u>Federal</u>	<u>Local</u>	<u>Total</u>
110 Personnel	\$ 59,741	\$ 24,687	\$ 84,428
170 Personnel Burden	13,614	5,313	18,927
210 Professional Services	500	0	500
230 Equipment Rental	1,665	0	1,665
310 Office Supplies	100	0	100
320 Operating Supplies	100	0	100
410 Education	200	0	200
420 Local Travel	175	0	175
430 Out-of-Town Travel	850	0	850
440 Space Rental	3,858	0	3,858
490 Miscellaneous	431	0	431
510 Fleet Services	321	0	321
520 Printing Services	319	0	319
530 Distribution	625	0	625
560 Insurance	805	0	805
570 Telephone Services	1,158	0	1,158
	<hr/>	<hr/>	<hr/>
Total Direct Budget	\$ 84,462	\$ 30,000	\$114,462
Indirect Costs	<u>5,538</u>	<u>0</u>	<u>5,538</u>
Total Budget	\$ 90,000	\$ 30,000	\$120,000

Part IV Narrative

INTRODUCTION

On March 26, 1980, the Portland City Council unanimously adopted the City's first Economic Development Policy (a product of the 302(a) planning program). The Council also directed the Economic Development Bureau to work with the Bureau of Planning to assure that Portland's Comprehensive Plan, scheduled for Council action in a few months, is consistent with the policies contained in the Economic Development Policy.

In view of Oregon's strict land use laws, which give local Comprehensive Plans the force of law, this directive is especially significant. The City's Economic Development Policy will give the Bureau and Council a firm base from which to work to assure that land use decisions give full consideration to economic impact and to the City's urgent need for adequate vacant industrial land. This is particularly important in our efforts to preserve and expand employment opportunities in the inner city core area.

In addition to the Comprehensive Plan, the Economic Development Policy has a major impact on the programs of many City agencies. To clarify these relationships the Economic Development Bureau is now preparing an Implementation Plan listing the many programs and activities that are affected.

The Bureau is also completing the City's third annual Comprehensive Economic Development Strategy (a joint product of EDA Technical Assistance and 302(a) planning programs). CEDS provides the link between economic development policies/planning and the specific programs and projects that result in actual job creation and employment.

HIGHLIGHTS OF PROPOSED 1980/81 PLANNING PROGRAM

The 302(a) planning program for the year beginning July 1, 1980 will include an evaluation of the City's success in implementing its Economic Development Policy and its progress toward accomplishing its priority economic goals. A report that contains recommendations for more effective actions to accomplish this will be released near the end of 1980. This timing will permit City bureaus to consider these recommendations in preparing their fiscal year 1981/82 budgets.

Portland's Bureaus of Economic Development and Human Resources recognize the need for better coordination of City programs for job creation and manpower training. In the coming year a joint project is planned, with support from EDA 302(a) (Economic Development Bureau) and the federal Inter-Agency Coordinating Council (Bureau of Human Resources), to increase the proportion of new jobs filled by unemployed or underemployed inner city residents. The effort will support the City's "First Source" employment policy, under which firms that benefit from City public works or financing assistance agree to use the City's manpower training and placement programs as their first source for new employees.

The City further plans to use 302(a) planning funds to support planning, research and evaluation activities of industrial and commercial district organizations in the inner city.

Our program of assistance to industrial districts started in 1977. Since then projects have been started in the Central Eastside, Lower Albina and the Inner Northeast.

We are now moving into Phase II of our industrial district assistance program. This Phase will stress greater organizational and project self-sufficiency for the district business organizations. It will also include an evaluation of how well the program has succeeded in reversing the trend toward blight and decay in these three industrial areas and the prospects for ongoing independent programs, so the City can become active in other industrial areas.

This effort will draw upon the operational (non-planning) work being carried out under Portland's Industrial District EDA Technical Assistance grant.

The Commercial District Assistance program is a new effort just getting under way. Work done the first year will emphasize research, preparation of informational materials, outreach, and organizational assistance to groups starting commercial district revitalization programs.

In doing this we will stress the need for private sector leadership and commitment of resources. Excepting the research and outreach activities, the City's role will be of a supportive nature. City resources will be committed only as part of a more comprehensive program with substantial private sector investment.

WORK PROGRAM

Staff Resources

Director (30% In Kind)

Business Assistance Specialist (35% In Kind)

Economic Development Planning Program Manager (City planner III/Economist)
(100%)

Economic Development Specialist/Planner (City Planner II) (100%)

Clerk Typist (100%)

Administrative Assistant II (15% In Kind)

1. Policy Implementation: Monitoring Evaluation, Recommendations

1.1 Monitor program for implementing City's Economic Development Policy.

1.1.a. Provide staff support for Economic Development Advisory Committee in its program monitoring and review activities.

1.1.b. Provide staff support to EDAC's Oversight Committee in its efforts to find ways for more involvement of minorities, disadvantaged and women.

- 1.1.c. Provide staff support to public involvement efforts including hearings on CEDS. Work with neighborhood associations, business groups, labor groups, City bureaus and special interest groups to find ways for improved policy implementation.
- 1.2 Evaluate first year's program in policy implementation to determine success in accomplishing each of the following major goals:
 - Creation of new jobs for City's unemployed or underemployed target populations, as defined by Targeted Jobs Demonstration Project; and preservation of existing jobs.
 - Assistance to existing businesses to help them survive and expand while remaining in the inner urban area, despite pressures to relocate outside the City.
 - Reduction or elimination of barriers that prevent women and minorities from full participation in the City's economic mainstream.
- 1.2.a. Develop evaluation criteria to measure how well each of these goals is being met.
- 1.2.b. Collect data necessary to evaluate success in meeting these criteria.
- 1.2.c. Prepare and submit a report providing analysis and conclusions.
- 1.3 Recommend changes in policy, strategy and programs that will help improve the City's success in meeting these goals. Submit written recommendations early enough for consideration in preparing the City Budget for the 1981/82 Fiscal Year.
- 1.4 Work with City bureaus in getting necessary budget changes. Prepare background data for testimony, provide economic impact assessments, act as liaison to concerned business and industrial groups.

FUNDING SOURCES

EDA 302(a) (Planning, oversight, and evaluation activities).

EDA Technical Assistance - CEDS Coordination (Incorporate evaluation into CEDS program, generate primary data, provide link between planning and implementation).

U.S. Inter-Agency Coordinating Council - Targeted Job Demonstration Project (Impact on targeted employment).

- | | | |
|-----|---------------------------------|--------------------|
| 1.1 | Monitor Program | 7/80 through 6/81 |
| 1.3 | Recommend Program Changes* | 7/80 through 10/80 |
| 1.4 | Work with Budget Process* | 11/80 through 5/81 |
| 1.2 | Evaluate Policy Implementation* | 3/81 through 6/81 |
2. Targeted Job Demonstration Program
- 2.1 Participate in a multi-agency effort to design and adopt a joint management plan for implementing the CEDS job creation policy that includes:
- 2.1.a. Development of a program marketing strategy for "First source" employment agreements and other employment and training services.
 - 2.1.b. Development of a procedure for negotiating comprehensive agreements with employers to link job opportunities with economically disadvantaged persons.
 - 2.1.c. Development of a procedure for coordinating CETA planning with CEDS.
 - 2.1.d. Development of other linkages and coordination for marketing economic development, employment and training, and small and minority business assistance activities.
- 2.2 Participate in a multi-agency effort to design and set up a Labor Market Supply/Demand Data System. This activity includes:
- 2.2.a. Establishment and maintenance of a current employment information base by area of City, industry and occupation.
 - 2.2.b. Development of a long-term (3 to 5 years) industry/occupation forecasting procedure which is updated on an annual basis.
 - 2.2.c. Development of an ongoing data base on local unemployment and underemployment by labor skills and area of city.
 - 2.2.d. Development of City and sub-City labor force forecasts, updated at least on a biannual basis.
 - 2.2.e. Work with the effort to establish a labor market supply/demand data system to help assure that the City and regional systems will be compatible and mutually supportive.

*In normal years the sequence of steps will be 1) evaluation; 2) recommendations; 3) budget preparation. Because of the limited time before the 1981/82 Fiscal Year budget process gets underway, the sequence for the coming year is 1) recommendations (based on empirical observation; 2) budget preparation; 3) evaluation (to begin the process for the 1982/83 Fiscal Year).

- 2.3 Participate in a multi-agency evaluation of the feasibility and desirability of encouraging preferential hiring of neighborhood residents by neighborhood employers.

FUNDING SOURCES

EDA 302(a) (Economic Development Bureau participation)

U.S. Inter-Agency Coordinating Council - Targeted Jobs Demonstration Project (Human Resources Bureau participation and project staff).

Oregon Department of Economic Development - Labor Training Grant (Evaluation of Wacker "First Source" program).

CETA Title VII--PSIP (Develop marketing strategy for selling "First Source" to employers).

Port of Portland - Portland SMSA Regional Labor Supply/Demand Data System (Data format and collection procedures).

MSD/EPA - Clean Air Act Section 175 (Neighborhood hiring policy).

SCHEDULE

- | | | |
|-----|--|-------------------|
| 2.1 | Joint Management Plan | 7/80 through 6/81 |
| 2.2 | Labor Market Supply/Demand Data System | 7/80 through 6/81 |
| 2.3 | Preferential Neighborhood Hiring | 1/81 through 6/81 |
3. Industrial District Planning and Assistance
- 3.1 Assist existing Industrial District Organizations in ongoing program planning and development. Provide research, technical assistance, advice and general support as needed, including:
- 3.1.a. Feasibility analysis of industrial redevelopment options in the Russell Street and Interstate Avenue areas of the Lower Albina Industrial District and the eight project areas of Inner Northeast (working in conjunction with the Industrial Site Development Fund project selection and implementation process).
- 3.1.b. Preparation of promotional materials for Inner Northeast and Lower Albina Councils.
- 3.1.c. Analysis of a potential UDAG project in the industrial districts.
- 3.2 Assist existing Industrial District Organizations make a transition to self-sufficiency, including:
- 3.2.a. Helping the 3 local industrial councils to become less dependent upon public resources for administration of on-going redevelopment programs.
- 3.2.b. Helping prepare a proposal for a joint Local Development Corporation to channel loans and development funds to district projects.

- 3.3 Evaluate progress to date in industrial district assistance programs in accomplishing the following major goals:
- Preservation and growth of industrial activity in inner city industrial areas.
 - Existence of industrial district business organizations able to articulate the concerns and problems of district businesses and to work with individual businesses and city agencies to develop solutions.
 - Increased participation by industrial district organizations and by individual businesses in the City's land use and economic development policy decisions.
 - Promotion of city-wide awareness of older industrial districts as important economic resources.
 - Creation of new jobs and preservation of existing jobs for inner city residents.
 - Increased private sector capital investment in target inner city industrial areas.
 - More effective targeting of public sector investment to stimulate inner city industrial development.
 - Maintained and improved business environments in inner city industrial districts so businesses there can compete effectively with businesses in other geographic locations.
- 3.3.a. Develop evaluation criteria to measure how well each of these goals is being met.
- 3.3.b. Collect data necessary to evaluate success in meeting these criteria.
- 3.3.c. Prepare and submit a report providing analysis and conclusions, including recommendations for program improvements.

FUNDING SOURCES

EDA 302(a) (Planning and Evaluation activities)

EDA Technical Assistance - Industrial District Program (Implementation activities)

SCHEDULE

3.1	Ongoing Program Planning	7/80 through 12/80
3.2	Strengthen Self-Sufficiency	7/80 through 12/80
3.3	Program Evaluation	1/81 through 6/81

4. Commercial District Planning and Assistance

- 4.1 Establish and carry out an outreach program to commercial district businesses and organizations.
 - 4.1.a. Establish a task force on commercial revitalization under the City's Economic Development Advisory Committee for policy and program recommendations.
 - 4.1.b. Research successful organization, financial mechanisms and project development in cities that have successfully undertaken commercial revitalization.
 - 4.1.c. Publish and distribute a "Tool Kit" of available city and local resources and services that could be useful in a commercial revitalization program and provide follow-up to interested parties.
 - 4.1.d. Prepare a publication and slide show that illustrates the "success criteria" necessary for lasting revitalization.
 - 4.1.e. Develop a profile of commercial district problems and opportunities as seen by neighborhood and business groups and each of the five neighborhood offices.
 - 4.1.f. Work with city departments (Housing and Community Development, Office of Neighborhood Associations, Portland Development Commission, Planning, and Human Resources) to generate proposals from district business organizations and to help refine them into functional programs that include involvement from both public and private sectors.
- 4.2 Provide organizational assistance to commercial district programs.*
 - 4.2.a. Assist interested commercial district organizations in defining problems and setting program goals.
 - 4.2.b. Provide information about organizational structures and about ways to support staff, raise funds, promote membership and solve problems.
 - 4.2.c. Working with the Office of Neighborhood Association, support efforts to identify private sector resources and to solicit commitments of support.

*Because organizational assistance can be very time consuming, this element will primarily consist of a series of seminars or workshops. One-on-one assistance to individual commercial district organizations will normally be limited to one staff visit each month.

FUNDING SOURCES

EDA 302(a)

SCHEDULE

4.1	Outreach Program	7/80 through 3/81
4.2	Organizational Assistance	1/81 through 6/81

Economic Development Planning Program Manager (City Planner III/
Economist)

- I. Program Direction and Administration (15% of time)
 - A. Overall planning program administration and supervision.
- II. Policy Implementation: Monitoring, Evaluation, Recommendations (10% of time).
 - A. Work with EDAC, Bureau Managers, and the private sector to provide economic development program evaluation and recommendations for improvements.
- III. Targeted Jobs Demonstration Project and Manpower Program Liaison (10% of time).
 - A. Work with Human Resources Bureau, EDAC and CETA Advisory Committee. Supervise EDB's participation in the effort to develop a Joint Management Plan and Labor Market Supply/Demand Data System.
- IV. Industrial District Planning and Assistance (45% of time)
 - A. Supervise and participate in ongoing assistance program and efforts to increase self-sufficiency.
 - B. Supervise and participate in Industrial District program evaluation.
 - C. Provide the program link between the Industrial District planning and implementation efforts.
- V. Commercial District Planning and Assistance (20% of time)
 - A. Establish and carry out the outreach program to commercial district businesses and organizations.
 - B. Provide organizational assistance to commercial district programs.

Economic Development Specialist/Planner (City Planner II)

- I. Policy Implementation: Monitoring, Evaluation, Recommendations (65% of time).
 - A. Provide staff support for EDAC, Oversight Committee, CEDS public involvement efforts.
 - B. Working with EDAC and Bureau Managers, compile recommended changes in policy, strategy and programs that will help the City better meet its CEDS/OEDP goals.
 - C. Help develop program evaluation criteria and assist with evaluation of success in meeting goals.
- II. Targeted Jobs Demonstration Project and Manpower Program Liaison (20% of time).
 - A. Work with Bureau of Human Resources, EDAC and CETA Advisory Committee on Joint Management Plan.
 - B. Work with Human Resources Bureau to design and set up a Labor Market Supply/Demand Data System.
 - C. Provide coordination with Regional Labor Market Supply/Demand Data System.
- III. Commercial District Planning and Assistance (15% of time)
 - A. Provide or assist in research, technical assistance, market studies and other program planning activities.

PAMELA A. MAFFITT
2225 N.E. Wasco Street
Portland, Oregon 97232
(h) 249-5865 (b) 248-4293

WORK EXPERIENCE

June 1979-present

Economic Development Planner, Portland
Bureau of Economic Development.

Economic research and planning in the
areas of labor force data, retail
trade and manufacturing, and land
development. Completed research paper
on the economic status of women in
Portland.

August 1978-June 1979

City Planner, Comprehensive Planning Section.

Research and policy development in urban
growth, annexation economic development, an
and water quality, and natural hazards.
Prepared policy paper for the Oregon Legis-
lature on proposed annexation legislation.
Drafted and negotiated Urban Planning Area
Agreements between Portland and adjacent
cities and counties as part of the Compre-
hensive Planning process.

October 1977-July 1978

Project Manager, Errol Heights Annexation
Study, Portland Bureau of Planning.

Designed and implemented feasibility analysis
for annexation of an underdeveloped area on
fringe of city. Study included analysis of
tax revenue impact, homeowner costs, and a
program of capital improvements to upgrade
the neighborhood.

January 1976-September 1977

Staff assistant, Mayor's Office, City of
Portland.

Case work for citizens needing help dialing
with City agencies. When appropriate, follow-
up research and recommendations for changes
in agency procedures.

EDUCATION

1973-1977

Bachelor of Arts in Political Science, Lewis
& Clark College, Portland, Oregon. Summa
Cum Laude, Phi Kappa Phi.

0514 S.W. Vermont Home: 244-4231
Portland, OR 97219 Work: 248-5359

EMPLOYMENT

Economic Development
Planning Manager
March 1979 - Present

City of Portland
Economic Development Bureau
Portland, Oregon 97204

Responsible for management and policy direction of city-wide technical assistance and special district planning for industrial, commercial, and neighborhood economic development. Supervise support staff; provide liaison to business groups and industrial councils. Manage \$250,000 federal 302(a) and technical assistance grants. Produce district plans, capital improvement programming, feasibility analysis, and promotional materials.

Project Manager
September 1978 - March 1979

Clackamas County Housing & Community Development
Marylhurst, Oregon 97036

Responsible for project development and management of a \$600,000 block grant program for housing and neighborhood conservation in the urban county of south Portland. Coordinate housing recycling and public improvements in conjunction with citizens planning group. Evaluate and up-date of 3-Year Housing and Neighborhood Improvements Plan for the north county, plus liaison with architectural and real estate consultants.

Director of Planning
May 1977 - August 1978

Southeast Development, Inc. & Southeast Community
Organization (SECO)
Baltimore, Maryland 21231

Responsible for management of the planning processes of this non-profit community development corporation; emphasizing commercial revitalization, housing rehabilitation, and job creation. Other duties included grant writing plus supervision of planning, research and information staff (3-5 persons).

- o Prepared \$240,000 technical assistance contract with HUD for housing and neighborhood revitalization planning and informational seminars.
- o Administered \$25,000 National Endowment grant proposing alternative uses for neighborhood commercial spaces.
- o Wrote proposal and secured funding for \$208,000 community anti-crime program.
- o Initiated and coordinated a planning process integrating the 3 areas of economic development activity with committees of residents, businessmen, and professionals.

Community Planner
January 1976 - May 1977

Baltimore City Department of Planning
Baltimore, Maryland 21202

Coordinated preparation of neighborhood plans with the District Planner of the 2nd councilmatic district and the Greater Homewood planning Project. Performed a variety of technical, supervisory, and program design activities needed to include projects into the city's capital improvements schedule. Supervised 3 assistants.

Urban Design Consultant
1976 - 1977

Robinson Associates
Washington, D.C.

Urban design consultant, preparing graphic material and text for several contractual projects including: Discovery Trails, a system of trails and paths for the Washington '76 Bicentennial and Street Games: A Book of Design Standards.

Senior Planning Assistant
August 1974 - June 1975

Baltimore City Department of Planning

- o Bikeway Planning - Responsibilities included preparation of a technical report, development of survey materials, conducted field surveys, and mapping a bikeway network for Baltimore.
- o Downtown Parking Survey - Responsibilities included management of personnel, development of survey materials, and analysis of data for 1975 up-date of facilities in the Metro Center.

Planning Staff Member
June 1974 - January 1976
(part-time)

Neighborhood Design Center
Baltimore, Maryland

Planning and architectural consulting for community projects (e.g. renovation of a rural health clinic, plan for commercial district revitalization,) design of training programs, and liaison with professional volunteers and client groups.

EDUCATION

Bachelor's Degree in Architecture and Fine Arts
University of Maryland at College Park
May 1972

Master's Degree in Urban Planning and Policy Analysis
Morgan State University
Baltimore, Maryland
May 1977

AFFILIATIONS

The American Planning Association

ORDINANCE NO. **149398**

An Ordinance authorizing an application to the United States Department of Commerce, Economic Development Administration, for a 302(a) economic development planning grant in the amount of \$90,000, in aid of the City's economic development planning activities; authorizing contracts; and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. The United States Department of Commerce, Economic Development Administration, makes available 302(a) planning grants to local governments in aid of economic development planning.
2. The Council has directed that the Bureau of Economic Development carry out economic development planning programs. The City's efforts in this direction can be furthered by a grant in aid of such services.
3. Total project cost is estimated at \$120,000. Local match of \$30,000 will be required and can be provided by in-kind match. The grant would include indirect costs of \$5,538.
4. This grant would support economic development planning in FY 1980-81.

NOW, THEREFORE, the Council directs:

- a. The Mayor is authorized to make application to the United States Department of Commerce, Economic Development Administration, for a 302(a) planning grant in the amount of \$90,000 in aid of the City's economic development planning activities, as per Exhibit "A," attached to the original only hereof and by this reference made a part hereof.
- b. Should the described grant be approved, a contract or grant agreement is authorized.
- c. The Mayor is authorized to provide assurances regarding the use of the grant as may be required by the Economic Development Administration.
- d. The Mayor is authorized to provide such information and assurances as required for receipt, expenditure, and accounting for the grant project.
- e. Should the grant be approved and the Council accepts, the supervision of the grant activities shall be provided by the Bureau

ORDINANCE No.

of Economic Development.

Section 2. The Council declares that an emergency exists because regulations governing the grant application require immediate application and delay in application may result in the loss of opportunity to continue work under the planning program funded by the grant; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Council No. 149398

ORDINANCE NO. 149398

Section 2. The Council declares that an emergency exists because regulations governing the grant application require immediate application and delay in application may result in the loss of opportunity to continue work under the planning program funded by the grant; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, APR 9 1980

Mayor Connie McCready
4 April 1980
D. Russell

Attest:

Connie W. McCready
Mayor of the City of Portland

George J. Peterson
Auditor of the City of Portland

Calendar No. 1228

ORDINANCE No. 149398

Title

An Ordinance authorizing an application to the United States Department of Commerce, Economic Development Administration, for a 302(a) economic development planning grant in the amount of \$90,000, in aid of the City's economic development planning activities; authorizing contracts; and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie	/	
Jordan	/	
Lindberg	/	
Schwab	/	
McCready	—	

4

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Filed APR 4 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By *Gordon Crum*
Deputy

INTRODUCED BY
Mayor Connie McCready

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration <i>C. M. [Signature]</i>
Safety
Utilities
Works

BUREAU APPROVAL
Bureau: Bureau of Economic Development
Prepared By: Donella J. Russell Date: 29 March 1980
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: John M. Wright <i>[Signature]</i> Sandra F. Roberts <i>[Signature]</i>

NOTED BY
City Attorney
City Auditor
City Engineer

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