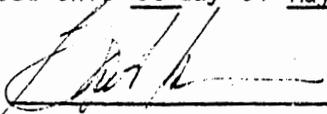


- 5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

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 usable 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.

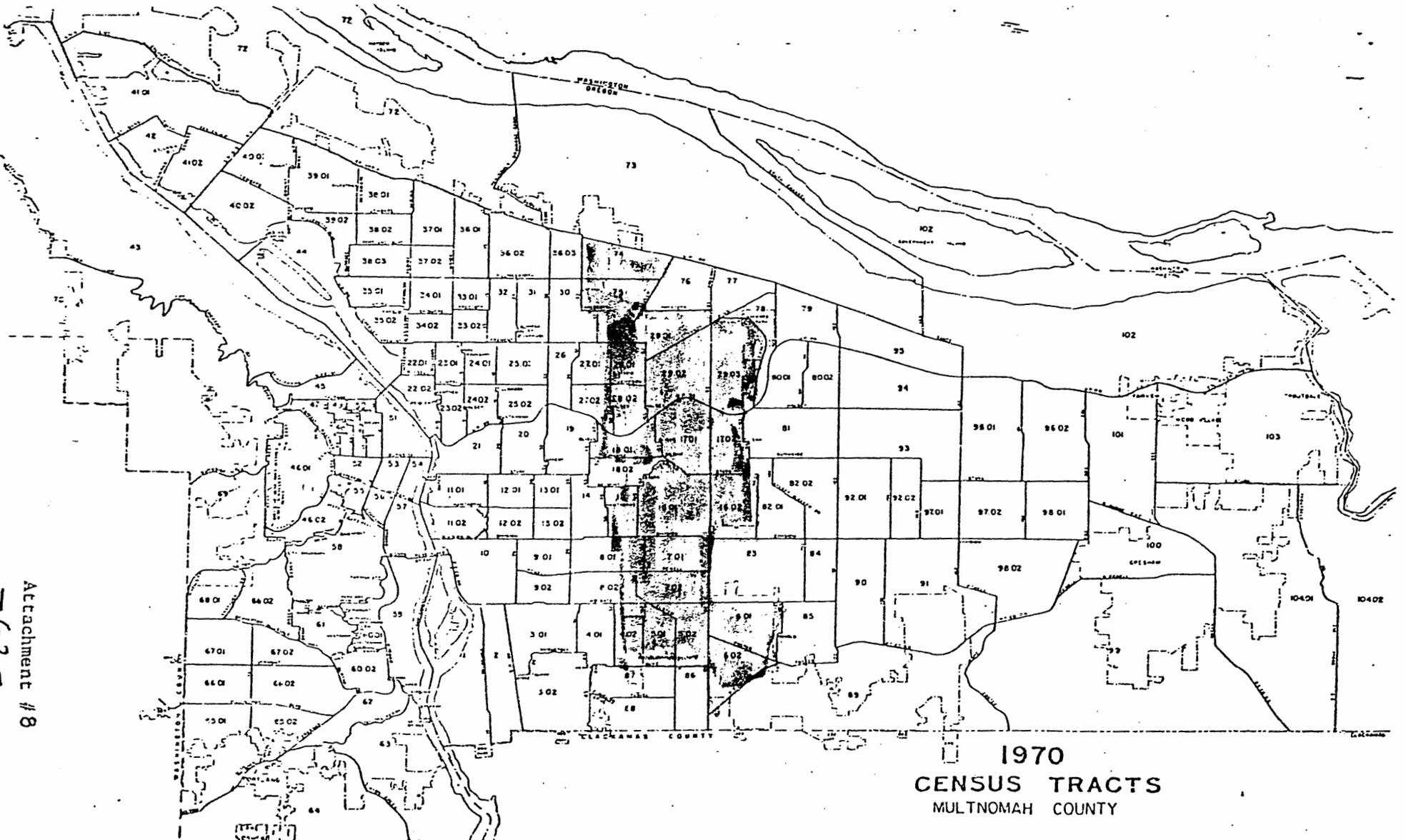
Dated this 05 day of May ~~197~~ 1980

By   
 Bart Roen

Title Associate Metropolitan Executive  
Community Services Division  
 2831 S.W. Barbur Blvd.  
 Portland, Oregon 97201

Contractor's mailing address

Map of Service Area (Draw the boundaries of the service area of this project in heavy black lines on the map provided below.)



1970  
CENSUS TRACTS  
MULTNOMAH COUNTY

Attachment # 8  
- 62 -

149828

EXHIBIT C  
REQUIRED REPORTING FORMS  
AND  
PROCEDURES

Contract Agency \_\_\_\_\_

Social Services Division  
Accounting Unit  
522 SW Fifth Ave., 8th Fl. Yeon Bldg.  
Portland, Oregon 97204  
Phone: 248-4752

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Contract # \_\_\_\_\_ Contract Period: From \_\_\_\_\_ To \_\_\_\_\_

Funding Source \_\_\_\_\_ Service Category \_\_\_\_\_

Advance Received \_\_\_\_\_ 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				
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				
590	Other Services-Internal				
	Others, Specify Below				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600					
	TOTAL				

ATTACH TO THIS INVOICE:  
 1. Supporting documentation for all costs or expenditures grouped by expenditure object category. (Attach adding machine tape to each group of supporting documents.)  
 INVOICE & 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 \_\_\_\_\_

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

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

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

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

copies of checks  
 copies of bills  
 payroll register  
 etc.

5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

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

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.

Other procedures specified in Youth Service Center Standards and Guidelines

ON FILE AT HRB

Other required reporting forms specified in "Management Information System  
Training Manual"

ON FILE AT HRB

## CONTRACT FOR SERVICES

## SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and

DELAUNAY MENTAL HEALTH CENTER, INC. ("Contractor"), 5215 North Lombard Street, Portland, Oregon 97203.

## SECTION II: CONTRACT SUMMARY

Contractor agrees to provide a Youth Service Center according to the stipulations of this contract, the Youth Service Center Standards and Guidelines, and the attached Project Narrative for the period July 1, 1980, through June 30, 1983, at a total cost not to exceed the sum of \$138,007 during FY 1980-81, for the north Portland community.

## SECTION III: PERIOD OF PERFORMANCE

Performance under this contract shall commence July 1, 1980, and continue through June 30, 1983, unless extended by City Council action. Activities and budget shall be negotiated annually.

## SECTION IV: AGREED CONTRACTOR: PROJECT OPERATIONS

- A. Contractor shall by June 30, 1981, 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 services be delivered to those most in need.
- C. Contractor shall provide a 3% match (\$4,268) 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.

## 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 through negotiation.
- B. Contractor shall provide the City with the following reports by the dates stated. Program reports not received by the specified date may result in delayed reimbursement.
1. Director's Monthly Narrative Report -- 10th working day of month;
  2. Monthly Characteristic Report -- 10th working day of month;
  3. Quarterly Contract Review -- September, December, March, June by 10th working day of month;
  4. Annual Program Assessment and Summary -- by July 30, 1981, 1982, and 1983.
- C. 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.
- D. Contractor shall submit to the City for informational purposes 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.
- E. 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.
- F. Contractor shall submit to the City for informational purposes one (1) copy of all formal documents produced under this contract.
- G. 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;

--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 administer the Youth Service Center Contracts in compliance with the Youth Service Center Standards and Guidelines.
- B. City shall be responsible for Youth Service Center City-wide planning, coordination of services, and maintaining liaison relationships with the Juvenile Court, Portland Police Bureau, Portland Public Schools, Children Services Division, and Metropolitan Youth Commission.
- C. City shall monitor the services provided under this Contract by conducting quarterly reviews of contract compliance, including on-site monitoring of client case files and Center facilities. On-site monitoring will be pre-arranged with each Contractor.
- D. City shall give written notification of problem areas related to the performance of this Contract, including requirements for corrective action.
- E. City shall maintain a standardized Management Information System and provide all necessary reporting forms.
- F. City shall conduct monthly Contractor's meetings, as necessary.
- G. City shall process monthly reimbursement requests and Contract amendments in a timely manner.
- H. City shall conduct training as necessary to ensure quality service delivery and effective program management.
- I. City shall provide technical assistance upon request.

#### SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$138,007.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$23,001, 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 appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if required 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 as a result of a City requested audit after reimbursement has occurred, the Contractor shall promptly repay the City.
- 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 of one hundred dollars (\$100) or more hereunder shall be purchased in the name of the City. Such purchases shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days (refer to Exhibit C), tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain an acceptable and current log of this property and property acquired under previous contracts within the City. All non-expendable items shall be returned to the City within ten (10) days after the contract has terminated.
- K. Contractor shall also maintain a current and acceptable log of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of \$25.00 per item and a maximum value of \$99.99 per item purchased under this contract. All such items shall also be returned to the City within ten (10) days after the contract has terminated.

#### SECTION VIII: GENERAL CONDITIONS

- A. Contractor shall abide by all Federal, state and local regulations/policies 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 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.

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 they agree 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.

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.

- C. 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.
- D. Compensatory time accrued by any 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.
- E. 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 upon termination of the employee. Those employees not terminating may carry a maximum of one year of accrued vacation time over to a following year. This vacation may only be taken as time, no cash payments are allowed.
- F. 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 any 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. Contractor shall operate the program in compliance with the Youth Service Center Standards and Guidelines.
- B. Contractor shall maintain a Youth Service Center facility acceptable to the City. Adequate space in the facility shall be provided to house a Youth Career Training Services (YCTS) Area Office as mutually agreed on by the Contractor and YCTS.
- C. Contractor shall ensure that appropriate staff, given reasonable notice, will attend meetings, training sessions, and participate in other activities as requested by the City. Such meetings and activities shall not exceed 10% of the Contractor's or designee's time. Contractor shall be responsible for the decisions and actions of staff.
- D. No funds under this contract shall be used in support of any sectarian religious or anti-religious activity.
- E. 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.

## SECTION X: CONTRACT MODIFICATION

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

## SECTION XI: CONTRACT ASSIGNMENT

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

## SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.
- B. The contract may also be terminated at any time by the City by giving written notice if its Federal, state or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.
- C. Nothing in this contract shall be construed to limit the City's legal contract remedies including, but not limited to, the right to sue for damages or specific performance should the Contractor materially violate any 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 \_\_\_\_\_  
Executive Director  
Human Resources Bureau

By \_\_\_\_\_  
Authorized Representative

Date \_\_\_\_\_

APPROVED AS TO FORM

CITY OF PORTLAND

By \_\_\_\_\_  
City Attorney

By \_\_\_\_\_  
Commissioner-in-Charge

Date \_\_\_\_\_

By \_\_\_\_\_  
Auditor

## PROJECT APPLICATION SHEET

Exhibit A

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) North Portland Youth Service Center			
2. Type of Application (Check One) New Project <input type="checkbox"/> Continuing Project <input checked="" type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>			
3. Responsible HRB Division Human Resources Bureau		4. Contract Period From 7-1-80 to 6-30-83	
5. Budget Period From 7-1-80 to 6-30-81		6. City Support Requested \$ 138,007	
7. Applicant Agency (Name, address & telephone) Delaunay Mental Health Center 5215 N. Lombard Portland, Oregon 97203 (285-9871)		8. Project Director (Name, address & telephone) Dolores Morgan, ACSW, Executive Director Delaunay Mental Health Center 5215 N. Lombard Portland, Oregon 97203 (285-9871)	
9. Financial Officer (Name, address & telephone) Kathy Hames Delaunay Mental Health Center 5215 N. Lombard Portland, Oregon (285-9871)		10. Official Authorized to Bind Agency (Name, address & telephone) Donald J. Friedman 3100 First National Bank Tower Portland, Oregon 97201 (221-0550)	
11. Project Summary: Summarize, in approximately 200 words, the project plan presented in application, briefly covering project goals, objectives, strategy, target population and administration.			

Delaunay Mental Health Center will maintain a Youth Service Center in north Portland to effectuate the diversion of youth from the juvenile justice system, and to provide a community human resource for youth, their families, and public and private agencies. By accepting referrals from the police, Juvenile Court, and other law enforcement, YSC will be in a position to assess the variety of needs exhibited by these youth and families. YSC will attempt to meet these needs within the community by maintaining its role as a central source of information about youth needs, resources, and youth serving agencies in north Portland, and where appropriate will refer youth out for services. When resources are unavailable or inappropriate, YSC will maintain direct service capabilities in counseling, employment, recreation, and various volunteer services to meet the needs of north Portland youth.

Through public relations, outreach, effective service delivery, and agency coordination, YSC will maintain an optimum balance between law enforcement and community referrals that will project an image in the community as a resource for the needs of all youth. YSC's target population will be those youth between 10 and 17 in north Portland as specified in the body of this description. Priority will be given middle school aged youth.

Hiring, training, and supervision of staff as well as implementation of programs to achieve project objectives will be the responsibility of the Program Director. Maintaining payroll and fiscal records and providing other administrative support will be the responsibility of Delaunay Mental Health Center.

PROJECT NARRATIVE

1. Statement of Problem/Documentation of Need: (Provide a concise description of the conditions and problems to be addressed by the project. Quantifiable, measurable terms should be used. Verify that the problem exists with documentation.)

According to latest available U. S. Census data, 9085 youth, aged 10-17, reside in the target area of the North Portland Youth Service Center. The North Portland area experiences 17.5% of the City's juvenile delinquency dispositions. As documented through Crime Index Statistical Data from the Portland Police Bureau and an HEW Regional Research Institute Study (1975), the North Portland area has the second highest rate of reported juvenile crime in the City.

North Portland community residents and the Portland Police have consistently identified a need for youth services in the area, including diversion, personal and family counseling, employment services, activities, and mediation of neighborhood problems involving youth. Many persons, however, are reluctant to work with traditional juvenile authorities, preferring to deal with youth problems in a community oriented, alternative setting. In addition, the fact that the Juvenile Court cannot provide early intervention services, coupled with the stigmatizing effect involvement with the Juvenile Court may have on youth, indicates that the Juvenile Court is not the most appropriate resource for youth committing status and minor misdemeanor offenses. A local study conducted by the Regional Research Institute at Portland State University (1972) found 67.3% of youth referred in Portland to the Court for minor offenses did not receive effective counseling nor support services, and 25% were later referred for more serious offenses. There is continuing need for alternatives to the juvenile justice system for juvenile offenders in North Portland.

(Taken from North Portland Youth Service Center 1979 - '80 Grant Proposal)

2. Statement of Project Goals: (The project goal is a brief statement of the intent of the project to change, reduce or eliminate the problem identified above. The goal should relate to overall goal statement of HRB's Divisional Unit and to the general purpose of the project.)

To reduce involvement with the juvenile justice system of youth committing, or likely to commit, status and minor misdemeanor offenses in the north area of the City by providing an array of community-based direct intervention and support services designed to increase opportunities for positive youth development and to reduce juvenile crime.

To provide short-term counselling for self, family, friend, or business referred youth in the north area of the City by providing an array of community-based direct intervention and support services designed to increase opportunities for positive youth development and to reduce juvenile crime.

To utilize, advocate for, and when necessary to develop recreational opportunities for youth to enhance their self-image by providing positive group experiences.

To develop work skills in youth by connecting youth with casual labor jobs and providing employment assistance.

To promote youth assuming responsibility for their own actions throughout all activities and in particular by supporting a restitution service.

To develop increasing community involvement in NPYSC by utilizing volunteers whenever feasible and by strengthening the Advisory Board especially in the members from residents and youth.

To enhance service delivery through quality assurance, staff training, and administrative support.

3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebounded statements the desired results of program operations. For each objective listed, state the productivity indicator, or unit of measurement, by which the objective can be evaluated.)

Objectives:	Productivity Indicators:
1. To reduce the involvement of youth with the juvenile justice system by accepting for services <u>315</u> referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
2. To increase access to services for all youth by accepting <u>385</u> referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self) by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
3. To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth receiving need assessments. b. Unduplicated number of youth referred.
4. To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth attempted to contact for follow-up services. b. Unduplicated number of youth for which follow-up services are completed. c. Unduplicated number of youth referred.
5. To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for <u>200</u> youth by June 30, 1981.	a. Unduplicated number of youth whose cases involved other agencies or who were referred out for services. b. Number of agency coordination and referral services delivered.
6. To reduce the incidence of personal and family problems by providing <u>1,500</u> hours of counseling to youth and parents by June 30, 1981.	a. Number of counseling hours provided by type. b. Unduplicated number of youths and parents receiving counseling by type.
7. To increase youth access to educational opportunities by providing education assistance services to <u>100</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving education assistance. b. Number of education assistance services provided.

- 4
3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebounded statements the desired results of program operations. For each objective listed, state the productivity indicator, or unit of measurement, by which the objective can be evaluated.)

Objectives:	Productivity Indicators:
8. To increase youth access to recreational opportunities by providing activities to <u>300</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving activities. b. Number of recreational activities provided.
9. To increase youth access to employment opportunities by placing <u>125</u> youths in <u>200</u> casual labor jobs and providing <u>75</u> youth with employment assistance services by June 30, 1981.	a. Unduplicated number of youth placed in casual labor jobs. b. Number of casual labor jobs developed. c. Unduplicated number of youth served by employment assistance. d. Number of employment assistance services provided.
10. To increase youth access to community resources (legal, recreational, educational, mental health) by responding to <u>1,000</u> telephone requests for information and referral by June 30, 1981.	a. Number of telephone responses provided.
11. To increase community involvement and service capability of the YSC by recruiting volunteers to provide <u>5,000</u> hours of service to youth by June 30, 1981.	a. Number of volunteer hours provided. b. Unduplicated number of volunteers active. c. Number and type of services provided by volunteers.
12. To provide restitution for <u>75</u> youth through community service work by June 30, 1981.	a. Unduplicated number of youth completing restitution. b. Number of hours of restitution performed.
13. To promote YSC programs in the community through <u>12</u> public information activities by June 30, 1981.	a. Number of newspaper articles produced. b. Number of TV/radio appearances. c. Number of special public relations events implemented.
14. To maintain program responsiveness through the initiation of <u>7</u> special youth/community development projects by June 30, 1981.	a. Number of youth/community development projects initiated. b. Type of development projects.

Objectives:	Productivity Indicators:
15. To enhance quality of service by providing 1,000 hours of training to support, service and volunteer staff by 6/30/81.	a. Hours spent in approved training programs by staff b. Hours spent in approved training programs by volunteers.
16. To assure quality of service by developing a utilization review plan minimally to include a review of City service audit results by all staff members each quarter by 6/30/81.	a. Minutes of utilization review b. Completed plan for utilization review.
17. To increase Advisory Board participation by recruitment of youth and development of goals and activities by 6/30/81.	a. Board attendance at regularly scheduled meetings. b. Number of new board members by type.

Objective # 1 : (Restate Objective Here) To reduce the involvement of youth with the juvenile justice system by accepting for services 315 referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-1	Schedule service staff to be available to accept referrals during all hours of operation	Ongoing	Staff assigned	Director
1-2	Train all staff in appropriate intake procedures	Ongoing	Staff trained	Counselor
1-3	Contact judicial referral sources to clarify referral procedures, to educate about changing services, and to identify and discuss referral problem areas.	Quarterly	Contacts completed	Director and Counselor
1-4	Accept and/or contact all eligible judicial referrals made to Center	Ongoing	Referrals accepted	All Staff
1-5	Complete appropriate intake forms	Ongoing	Records completed	All Staff
1-6	Assign all requests for services to appropriate Staff	Ongoing	Referrals assigned	Counselor
1-7	Monitor intake procedures to insure timely and meaningful services	Monthly	Files monitored	Office Manager
1-8	Submit appropriate reports to Human Resources Bureau	Monthly	Reports submitted	Office Manager

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Objective # 2 : (Restate Objective Here) To increase access to services for all youth by accepting 385 referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self) by June 30, 1981

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
2-1	Schedule service staff to be available to accept referrals during all hours of operation.	Ongoing	Staff assigned	Director
2-2	Train all staff in appropriate intake procedures	Ongoing	Staff trained	Counselor
2-3	Contact local schools, CSD and local youth serving agencies to clarify referral procedures, educate regarding changing services and to identify and discuss working agreements.	Quarterly	Contacts completed	Director/Counselors
2-4	Continue truancy and dropout agreements.	Ongoing	Referrals made	Counselors/Director
2-5	Accept and/or contact all eligible non-judicial referrals made to the youth service center.	Ongoing	Referrals accepted	All Staff
2-6	Complete appropriate intake forms	Ongoing	Records completed	All Staff
2-7	Assign all requests for services to appropriate staff	Ongoing	Referrals assigned	Counselor
2-8	Monitor intake procedures to insure timely and meaningful youth and family services.	Monthly	Files monitored	Office Manager
2-9	Submit appropriate reports to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 3 : (Restate Objective Here) To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3-1	Assign staff to provide needs assessment	Ongoing	Staff assigned	Director
3-2	Train assigned staff in effective needs assessment procedures	Ongoing	Staff trained	Counselor
3-3	Contact all eligible referrals within 5 days of receiving referrals	Ongoing	Referral contacted	Assigned Staff
3-4	Complete needs assessment for each referral contacted	Ongoing	Assessments completed	Assigned Staff
3-5	Record needs assessment information on appropriate forms	Ongoing	Forms completed	Assigned Staff
3-6	Monitor needs assessment procedures to insure timely and appropriate services	Monthly	Files monitored	Office Manager
3-7	Submit appropriate reports to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 4 : (Restate Objective Here) To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-1	Assign staff to follow-up team	Ongoing	Staff assigned	Director
4-2	Train follow-up team in appropriate follow-up procedures	Ongoing	Staff trained	Counselor
4-3	Complete follow-up contacts with all clients three months after the case is closed	Monthly	Contacts made	Follow-up Team
4-4	Complete appropriate follow-up forms	Monthly	Forms completed	Follow-up Team
4-5	Monitor files to insure follow-up procedures are followed and services are timely and appropriate	Monthly	Files monitored	Office Manager
4-6	Submit appropriate reports to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 5 : (Restate Objective Here) To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for 200 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
5-1	Update all present working agreements with youth serving agencies.	9/1/80	Updated Agreements	Director
5-2	Complete three new working agreements with new youth serving resources to define referral procedures and services offered	11/15/80	Agreements	Director
5-3	Train all staff in available youth resources and existing working agreements	Ongoing	Staff trained	Director
5-4	Staff obtain support services through case sharing and by making referrals	Ongoing and Case Sharing	Referrals made	All Staff
5-5	Record case sharing and referrals on appropriate forms	Monthly	Forms completed	All Staff
5-6	Monitor referrals and case sharing procedures to insure procedures are followed	Monthly	Forms monitored	Office Manager
5-7	Submit appropriate forms to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 6 : (Restate Objective Here) To reduce the incidence of personal and family problems by providing 1,500 hours of counseling to youth and parents by June 30, 1981.

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
6-1	Assign counselors to all requests for counseling services	Ongoing	Request assigned	Counselor
6-2	Continue parent support/education group to serve twenty parents by June, 1981.	Ongoing	Number of group participants	Counselor
6-3	Continue youth support/education group to serve thirty-five youth by June, 1981	Ongoing	Number of group participants	Counselor
6-4	To conduct quality assurance reviews for all cases after thirty days of service	Monthly	Cases reviewed	Counselor/Director
6-5	Record counseling information on appropriate forms	Monthly	Forms completed	Counselor
6-6	Monitor files to insure timely and meaningful services	Monthly	Files monitored	Office Manager
6-7	Submit appropriate reports to Human Resource Bureau	Monthly	Reports submitted	Office Manager

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Objective # 7 : (Restate Objective Here) To increase youth access to educational opportunities by providing education assistance services to 100 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
7-1	Recruit volunteer tutoring staff	Ongoing	Tutors available	Volunteer Coordinator
7-2	Train volunteer tutor staff in appropriate tutoring approach and use of educational materials.	Ongoing	Tutors trained	Volunteer Coordinator
7-3	Contact appropriate schools to insure close coordination of tutoring services and schools	Ongoing	Schools contacted	Volunteer Tutors
7-4	Contact local schools to promote referrals to tutoring program.	Ongoing	Schools contacted	Volunteer Coordinator
7-5	Record educational services on appropriate form	Monthly	Forms completed	Volunteer Tutors
7-6	Monitor files to insure appropriate educational services	Monthly	Files monitored	Volunteer Coordinator
7-7	Submit appropriate reports to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 8 : (Restate Objective Here) To increase youth access to recreational opportunities by providing activities to 300 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
8-1	Develop a youth interest survey to identify activity interest of clients and other youth.	9/15/80	Survey completed	Activity Coordinator
8-2	Poll clients and community for youth interest during NPYSC event.	Ongoing	Youth polled	All Staff
8-3	Develop and/or advocate for appropriate youth activities in response to youth interest survey.	Ongoing	Activities attended	Activity Coordinator
8-4	Record activities services on appropriate forms.	Monthly	Records completed	Activity Coordinator
8-5	Develop youth satisfaction survey to document youth reaction and input to activities.	11/15/80	Survey completed	Activity Coordinator
8-6	Analyze completed surveys and develop referrals or advocate for appropriate activities.	Monthly	Surveys analyzed	Activity Coordinator/Director
8-7	Submit appropriate reports to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 9 : (Restate Objective Here) To increase youth access to employment opportunities by placing 125 youths in 200 casual labor jobs and providing 75 youth with employment assistance services by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
9-1	Train employment coordinator in appropriate employment procedures	Ongoing	Staff trained	Director
9-2	Identify potential employers and develop employer's list	Ongoing	Employers identified and list completed	Employment Coordinator
9-3	Publicize employment and casual labor programs through three News Releases, a program flier, a poster, and other methods.	Ongoing	News Release, fliers, posters, and other methods completed	Employment Coordinator
9-4	Continue job readiness training program in cooperation with North Portland Youth Career Training Office.	9/15/80	Youth attended	Employment Coordinator
9-5	Meet with all youth requesting employment assistance	Ongoing	Youth counseled	Employment Coordinator
9-6	Record employment services on appropriate forms	Monthly	Forms completed	Employment Coordinator
9-7	Monitor all employment records	Monthly	Records monitored	Office Manager
9-8	Submit appropriate reports to Human Resources Bureau	Monthly	Records submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 10 : (Restate Objective Here) To increase youth access to community resources (legal, recreational, educational, mental health) by responding to 1,000 telephone requests for information and referral by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
10-1	Maintain center coverage during open hours with at least one paid staff at all times.	Ongoing	Staff assigned	Director
10-2	Develop information and referral library	Ongoing	Referral sources information available	Volunteer Coordinator
10-3	Re-establish and develop written referral agreements to define referral procedures and working agreement	Ongoing	Agreements on file	Director
10-4	Train all staff in use of resource library, referral agreements, and documentation procedures	Ongoing	Staff trained	Director
10-5	Record all telephone requests for information and referral	Ongoing	Forms completed	All Staff
10-6	Monitor information and referral records to insure library services provided.	Monthly	Records monitored	Office Manager
10-7	Submit records to Human Resources Bureau	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 13 : (Restate Objective Here) To promote YSC programs in the community through 12 public information activities by June 30, 1981

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
13-1	Publish two News Releases about overall Youth Center services	October and April	Articles published	Director
13-2	Publish two News Releases about volunteer needs at Youth Center	November and March	Articles published	Volunteer Coordinator
13-3	Publish two News articles about employment services at Youth Center	September and February	Articles published	Employment Coordinator
13-4	Publish seasonal newsletter and activity calendar and distribute to local youth serving agencies and past clients	Quarterly	Newsletter mailed	Director
13-5	Hold "Open House" to educate community about new youth services	December	Open House held	All Staff
13-6	Contact press regarding news services and human interest stories	Ongoing	Articles published	All Staff

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 14 : (Restate Objective Here) To maintain program responsiveness through the initiation of 7 special youth/community development projects by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
14-1	Participate in North Portland truancy agreement with police, schools and court.	Ongoing	Truancy referrals received	All Staff
14-2	Develop North Portland Southeast Asian Outreach program to inform youth about Service Center activities and to survey needs.	May, 1981	Referrals made	Director
14-3	Develop North Portland Youth Service Agency Coordination group to develop youth service network.	May, 1981	Meetings held	Volunteer Coordinator
14-4	Participate in two undefined special youth/community development projects.	June, 1981	Projects developed	All Staff
14-5	Record and report development projects	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 15 : (Restate Objective Here) to enhance quality of service by providing 1,000 hours of training to support, service and volunteer staff by 6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
15-1	Conduct in-service training for all service staff. a. Effective intake procedures b. Use of need assessment c. Use of resources	9/1/80 9/1/80 1/1/81	Training Log Director Report by hours spent by staff members.	Director, All paid staff
15-2	Develop (hopefully in conjunction with other City YSC) specialized training for: a. Tutoring staff b. Activity coordinator c. Employment coordinator d. Volunteer coordinator e. Restitution coordinator	Ongoing	Training Log Director Report by hours spent by staff members.	All Paid Staff
15-3	Utilize DMHC in-service training regarding youth services	Ongoing	Training Log Director Report by hours spent by staff members.	Director
15-4	Attend two seminars on counseling techniques	6/30/81	Training Log Director Report by hours spent by staff members.	DMHC Staff
15-5	Train Volunteer in appropriate procedures	6/30/81	Training Log Director Report by hours spent by staff members.	Volunteer Coord.

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 16 : (Restate Objective Here)

To assure quality of service by developing a utilization review plan minimally to include a review of City service adult results by all staff members each quarter by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
16-1	Develop utilization review plan	6/30/81	Plan completed	Director
16-2	Review City service audit results and implement coorrective measures	Quarterly	Minutes of review	Director
16-3	Submit all required HRB reports on time.	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 17 : (Restate Objective Here) To increase Advisory Board participation by recruitment of youth and development of goals and activities by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
17-1	Recruit 8 new advisory board members especially local residents and youth	6/30/81	Number of advisory board members	Director/Advisory Board
17-2	Increase development of Advisory Board by mutual setting of goals and objectives.	6/30/81	Number of Board members attending meetings	Director

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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5. Strategy/Method: (Briefly describe the general approach to meeting the stated goals and objectives. Discuss the rationale of this approach and how it relates to the overall strategy of the responsible HRB Divisional Unit.)

Overall strategy in the initial year of this project will be to stabilize NPYSC by providing limited administrative support and consistent financial management. Should additional monies become available for '80-'81 the administrative support will be further upgraded.

Contacts to date with the present Center Director indicate a combination of skill and experience essential to NPYSC operation. No plan for replacement of the Center Director is anticipated. Management style at DMHC is to clearly delegate operations to the "one-in-charge" and to provide adequate supervision/consultation to insure that maximum utilization of service providers and service quality is maintained. The unique qualities of NPYSC will be maintained.

Delaunay Mental Health Center strongly endorse the concept of youth and all ages to recognize responsibility for their behavior. The goal of diverting youth from societys' stigmatizing institutions is consistent with present functioning. Confidentiality and expunction of records both aid positive self-image another value consistent with DMHC philosophy.

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6. Service Area, Target Population and Eligibility Criteria for Services:  
(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

The service area for the North Portland Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 35.01\*, 35.02\*, 38.01\*, 38.02\*, 38.03\*, 39.01, 39.02, 40.01, 40.02, 41.01, 41.02, 42, 43\*, and 44 (\*portions of), encompassing that area west of I-205 to the Willamette River and the Linton area.

Target Population

The population to be served during FY 1980-81 is youth between the ages of 10-17, with emphasis on youth referred from Police and Juvenile Court for committing status and minor misdemeanor offenses. Method of identification for Youth Service Center clients are referrals from judicial and non-judicial sources. Schools, families, agencies, and self are sources of non-judicial referrals.

Eligibility Criteria

There are no fee requirements or income guidelines for clients of the North Portland Youth Service Center. Services are available to youth between the ages of 10-17, and their families, living within the designated service area. Priority for services is to be given to youth aged 10 to 14. Exceptions to the eligibility criteria may be made if they do not detract from the quality of services delivered to the target population.

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7. Organization: (Briefly describe the staffing pattern, selection procedures and administrative procedures.)

The Program Director supervises all staff and is himself supervised by the Project Director. Staff with program accountability may supervise other staff or volunteers as assigned. One person will be designated as the person-in-charge in the absence of the Program Director. Job openings are announced in the press, throughout YSS, and the Employment Division is contacted. Resumes are reviewed by the director and staff representatives and candidates are selected for interview. Hiring is done solely on the basis of qualification for the position that is vacant.

The center will maintain on-going training procedures to assure each paid and unpaid staff is trained for his/her job function. Funds have been budgeted for staff training, and for each paid staff to attend workshops in their job area. Informal arrangements with other Centers will permit occasional sharing of staff skills and resources.

The hours of operation of the Center will be 10:00 a.m. to 10:00 p.m., Monday through Friday, and 10:00 p.m. to 10:00 p.m. Saturday. Official holidays observed by the Center are: New Year's Day, January 1; Memorial Day, May 30; Independence Day, July 4; Labor Day, 1st Monday in September; Thanksgiving Day, last Thursday in November; Christmas Eve, December 24th, and Christmas Day, December 25th.

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8. Applicant Agency Administration: (Describe the qualifications of the incorporated agency, including experience, support services to be provided for this project and other related projects operated by the agency. Describe the functions of the Board of Directors as they relate to this project.)

Delaunay Mental Health Center has served the citizens of Portland since 1947. First as part of the University of Portland and for the last seventeen years as a completely separate not-for-profit mental health agency. For all this time DMHC has been located in North Portland and the majority of clients reside in the same census tracts as those served by NPYSC.

The present Executive Director, to be named Project Director, has been in that position for six years, during which time the total budget has grown considerably. The prospective Financial Officer has been an employee of DMHC for eight years and has constant advice and counsel from the CPA's on the DMHC board as well as our annual audit funded by DMHC. DMHC presently is funded both by United Way of Columbia-Willamette as well as with State funds through Multnomah County Mental Health. Both require regular financial reporting. These requirements are met in a timely manner.

Support service includes use of IMB memory typewriter and typist for 1 hour a week, as well as a Savin copier all housed at DMHC.

The function of the Board of Directors is to oversee and approve the expenditure of funds, develop policy and hire and fire the Executive Director. DMHC Board is composed of individuals who have been willing to give generously of their time to specified functions of DMHC. The quality of their contribution has enhanced service and fiscal functions. This commitment to community service will extend to NPYSC to the extent necessary.

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9. Community Participation: (Describe the citizen involvement in planning this project, the methods and expectations for community involvement in the project's operation. Describe the functions of the Advisory Council as they relate to this project. Describe staff, Advisory Council and Corporate Board relationship.)

DeLaunay Mental Health Center will be a support base for the NPYSC functioning to this time as a mutual referral system, the awarding of this contract to DMHC will facilitate a greater exchange of information than heretofore feasible.

The pivotal source of greater community participation will be the reutilization of the Citizens Advisory Board. Goals for recruitment of 8 new members and for the development by the CAB and the NPYSC Program Directors of goals and objectives are a top priority. Regularly scheduled meetings and adequate meeting notices are essentials. Preliminary commitment for a North Portland resident who will serve on both DMHC and NPYSC boards has been obtained.

Some 5,000 hour of service to youth by volunteers is projected for during 1980-81.

10. Coordination: (Describe the intentions to coordinate 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.)

Below are stated the Coordination intentions of last year's NPYSC proposal. It can be safely assumed that a contract with DMHC will enhance the intentions.

Statutory Agencies: Using Youth Service System agreements with Police, juvenile court, schools, and Children's Services Division as a guide, local informal working agreements are developed by the Center Director and the appropriate local manager. Specific program and service exchanges are then decided by YSC counselors and line workers within the local guidelines.

Other Agency Coordination: All YSC staff assume responsibility for coordination among agencies on the needs of individual clients. An agreement for sharing appropriate information is developed by the Director and the appropriate agency personnel.

Specific Agreements: A North Portland Youth Service System agreement with Youth Manpower coordinates, exchanges services and shares space and equipment. NPYSC and Jefferson High School have an agreement to work toward identifying and contacting youth not in school to facilitate their entry back into an educational or vocational setting. NPYSC and Roosevelt have an agreement to recruit and train students to be used as service volunteers to be given school credit for the experience. YSC and the Housing Authority of Portland (Columbia Villa) have an agreement for provision of activities.

**EXHIBIT B**  
**BUDGETS AND ATTACHMENTS**

12  
FISCAL SECTION

1. Budget Summary

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

<u>City Support Requested</u>	<u>Amount</u>
Discretionary Funds	\$138,007
Subtotal	138,007
Required Cash Match	4,268
Program Income	
Subtotal	142,275
<u>Other Project Support</u>	
TOTAL	142,275

b. Funding Statement: (Briefly describe the duration of funding from each source listed above.)

Intensive Family Intervention via Morrison Center - \$3,820 through June 30, 1981

Fund raising - \$448 through June 30, 1981

Total \$4,268

2. Statement of Certification

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

Authorized Signature *Dolores Morgan*

Date 6/9/80

DeLaunay Mental Health Center/NP YSC  
 Contract Period: July 1, 1980 - June 30, 1983  
 Budget Period: July 1, 1980 - June 30, 1981

APPROPRIATION UNIT  
 LINE ITEM WORKSHEET

Code	Object Title	City Discretionary Funds	Required Match	Total		
110	Full-Time Employees	108,383	468	108,851		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	13,933		13,933		
190	Less-Labor Turnover					
100	<b>Total Personal Services</b>	122,316	468	122,784		
210	Professional Services	2,520		2,520		
220	Utilities	1,850	144	1,994		
230	Equipment Rental					
240	Repair & Maintenance	500		500		
260	Miscellaneous Services					
310	Office Supplies	768	532	1,300		
320	Operating Supplies	1,000		1,000		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education	900		900		
420	Local Travel	800		800		
430	Out-of-Town Travel					
440	Space Rental	3,233	1656	4,889		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous	120	240	360		
510	Fleet Services					
520	Printing Services	100	540	640		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	1,700		1,700		
570	Telephone Services	2,200	240	2,440		
580	Intra-Fund Services					
590	Other Services--Internal					
200-500	<b>Total Materials &amp; Services</b>	15,691	3352	19,043		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment		448	448		
600	<b>Total Capital Outlay</b>		448	448		
700	Other					
	<b>TOTAL</b>	138,007	4268	142,275		



BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE June 9, 1980PROJECT NO. City Discretionary FundPROJECT TITLE North Portland Youth Services Center/DMHC

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	<u>Professional Services</u>		
	- Purchase of services for youth	720	
	- PSU workstudy program	400	
	- Janitor services	400	
	- Audit	1000	2520
220	<u>Utilities</u>		
	- Oil	1100	
	- Electricity & Water	600	
	- Trash Disposal	150	1850
240	<u>Repair and Maintenance</u>		
	- Van repair and maintenance	340	
	- Building maintenance	100	
	- Typewriter repair contract	60	500
310	<u>Office Supplies</u>		
	- Paper & Envelopes	400	
	- Duplicating supplies	200	
	- Pen, Pencils, Folders, Clips	168	768
	(NO SINGLE ITEM TO EXCEED \$99.99)		

BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE June 9, 1980

PROJECT NO. City Discretionary Fund

PROJECT TITLE North Portland Youth Services Center/DMHC

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
320	<u>Operating Supplies</u> - Arts & Crafts supplies - Group supplies - Graphics supplies - Gasoline - Food for annual community event - Coffee for clients (NO SINGLE ITEM TO EXCEED \$99.99)	100 100 100 400 100 200	1000
410	<u>Education</u> - Workshops and training seminars for 8 staff - Professional journals and books	800 100	900
420	<u>Travel</u> - 4320 miles @18.5¢ a mile	800	800
440	<u>Space Rental</u> - \$269.42 a month x 12 months	3233	3233
490	<u>Miscellaneous</u> - 466 Stamps - Other postage	70 50	120
520	<u>Printing</u> - Stationary, brochures, pamphlets, fliers	100	100
570	<u>Telephone</u> - \$183.33 per month x 12 months	2200	2200
560	<u>Insurance</u> - Van Insurance - Group liability and fire insurance - Bonding	1300 350 50	1700



BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE June 9, 1980PROJECT NO. Required Match--CashPROJECT TITLE North Portland Youth Services Center/DMHC

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
220	<u>Utilities</u>		
	- Oil	144	144
310	<u>Office Supplies</u>		
	- Duplicating	400	
	- Paper	132	532
440	<u>Rent</u>	1656	1656
490	<u>Miscellaneous</u>		
	- Stamps	240	240
520	<u>Printing</u>	540	540
570	<u>Telephone</u>	240	240

## BUDGET JUSTIFICATION

## CAPITAL OUTLAY

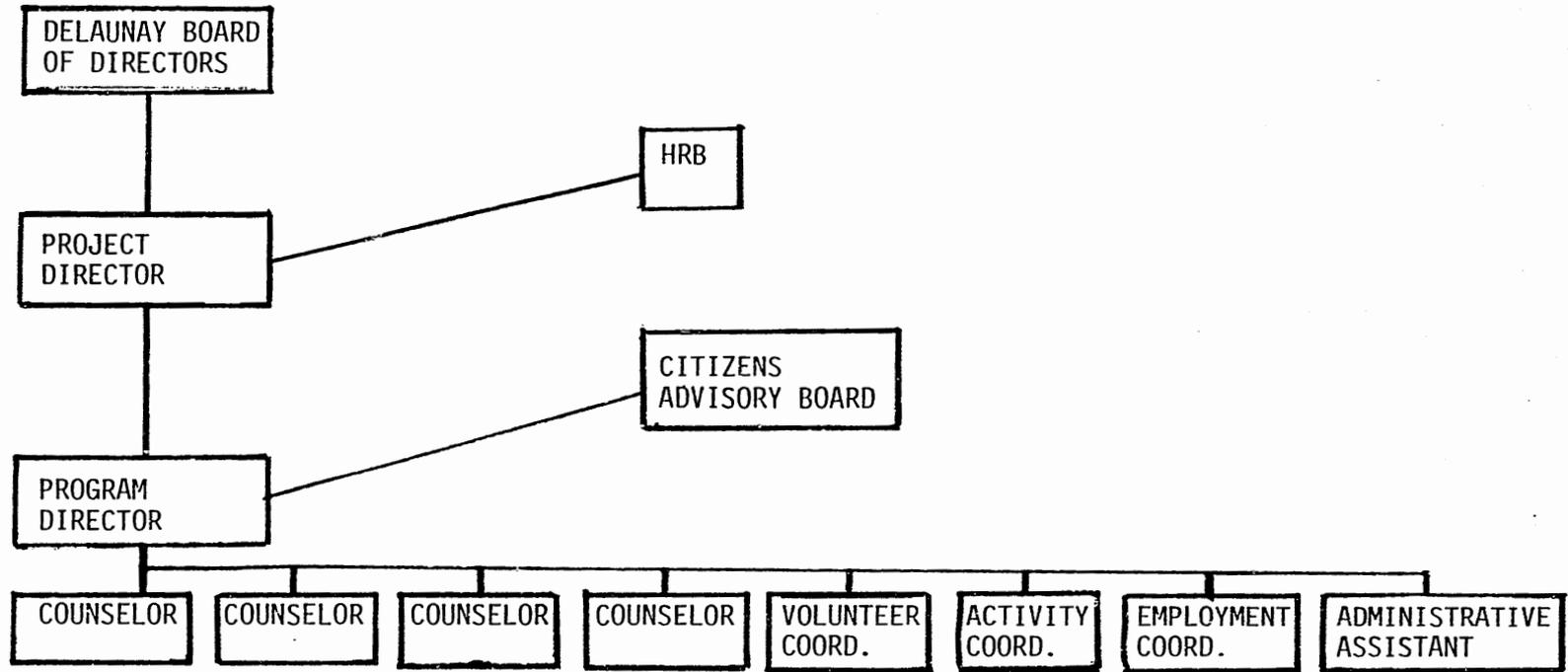
DATE June 9, 1980PROJECT NO. Required Match--CashPROJECT TITLE North Portland Youth Services Center/DMHC

To extent possible, use format indicated below

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
640	<u>Furniture and Equipment</u> - Miscellaneous	448	448

PROJECT TITLE: North Portland Youth Services Center

PROJECT ORGANIZATION CHART:



## JOB DESCRIPTION

PROGRAM DIRECTOR

Salary 17,000

With supervision of the Delaunay Mental Health Center executive director, is responsible for the overall day to day operation of the North Portland Youth Service Center, supervises all youth center staff, participation in community planning, organization, and education.

FUNCTIONS:

1. Maintains staff sufficient to meet approved program objectives.
2. Supervises all youth center staff including jointly preparing quarterly work plans and annual job performance evaluations.
3. Develops and maintains ongoing working relationships with local youth service agencies including the Portland Police and juvenile division, CSD, Multnomah juvenile court, and all local schools.
4. Develop and maintains effective community advisory board comprised of agency, community and service consumers.
5. Submits required reports to Executive Director and human resources bureau.
6. Is responsible for all property and assets of the youth service center.
7. Write and submits annual program application and budget to the Human Resources Bureau.
8. Is responsible for the development of fund raising activities to insure required agency match.
9. Keep Executive Director apprized of changes in services and community youth needs.

QUALIFICATIONS:

Two years experience in the youth counseling field, two years experience in a supervisory and/or administrative setting and a Master degree in the human services field or equivalent.

5/5/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

NPYSC DIRECTOR

Salary Range 15,000  
to 19,000

With supervision of the Delaunay Mental Health Center executive director, is responsible for the overall day to day operation of the North Portland Youth Service Center, supervises all youth center staff, participation in community planning, organization, and education.

FUNCTIONS:

1. Maintains staff sufficient to meet approved program objectives.
2. Supervises and trains all youth center staff including jointly preparing quarterly work plans and annual job performance evaluations.
3. Develops and maintains ongoing working relationships with local youth service agencies including the Portland Police and juvenile division, CSD, Multnomah juvenile court, and all local schools.
4. Develop and maintains effective community advisory board comprised of agency, community and service consumers.
5. Submits required reports to Executive Director and human resources bureau.
6. Is responsible for all property and assets of youth service center.
7. Write and submits annual programs application and budget to the Human Resources Bureau.
8. Is responsible for the development of fund raising activities to insure required agency match.
9. Keep Executive Director apprized of changes in services and community youth needs.
10. Develops and maintains current policies and procedures, and training manuals.

QUALIFICATIONS:

Two years experience in the youth counseling field, two years experience in a supervisory and/or administrative setting and a Master degree in the human services field or equivalent.

5/5/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

TRAINING COUNSELOR

Salary Range 12,000-15,000

With supervision from the director, provides individual group and family counseling services, coordinates practicum program; shares in center coverage; and participates in program planning and evaluation.

FUNCTIONS:

1. Provides crisis intervention, intake, counseling services and follow-up in response to requests for counseling services.
2. Provides information and referral services upon request.
3. Contacts assigned schools to promote center services at least twice a year.
4. Shares responsibility for center coverage to insure service availability during all phases of operation.
5. Supervise practicum program including recruitment, training, and supervision and evaluation of all counseling students.
6. Participates in program planning and evaluation.
7. Attends appropriate meetings and documents all services provided.
8. During periods of low amount of counseling requests, develops or augments other center services including youth activities, educational programs or others.
9. Promotes NPYSC services and participates in community planning.
10. Performs other appropriate tasks.

QUALIFICATIONS:

Masters degree in counseling or related field, 1 years training experience, and two years experience in counseling youth.

6/9/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

COUNSELOR

Salary Range 12,000-15,000

With supervision from the Director, provides individual, group and family counseling services; shares in center coverage, and participates in program planning and evaluation.

FUNCTIONS:

1. Provides crisis intervention, intake, counseling services and follow-up in response to requests for services.
2. Develops support and education groups in response to identified youth and family needs.
3. Provides informational and referral services upon request.
4. Contacts assigned schools to promote center services at least twice a year.
5. Shares responsibility for center coverage to insure service availability during hours of operation.
6. Attends appropriate meetings and documents all services provided.
7. Supervises counseling assistance and/or practicum students.
8. During periods of low amount of counseling requests, develops or augments other youth services including youth activities, educational programs and others.
9. Promotes NPYSC services sufficient to meet contracted judicial and non-judicial objectives.
10. Provides other appropriate tasks.

QUALIFICATIONS:

Masters Degree in counseling field and 2 years experience in counseling youth.

6/9/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

COUNSELOR - (Short-term)

Salary Range - \$11,000 - 13,500

With supervision from the Director, provides individual, group counseling and diversion services; shares in center coverage and participates in program planning and evaluation.

FUNCTIONS:

1. Provides short-term crises intervention, intake, counseling services and follow-up in response to requests for counseling services.
2. Develops and maintains support and educational groups in response to identified youth needs.
3. Provides informational and referral services upon request.
4. Contacts assigned schools to promote center services at least twice a year.
5. Coordinates restitution program.
6. Supervises counseling assistant and/or practicum student.
7. Coordinates summer daycamp program.
8. Advocates for youth needs in North Portland within community groups and through youth participation projects.
9. Shares responsibility for center coverage to insure services availability during hours of operation.
10. Promotes NPYSC services sufficient to meet contracted judicial and non-judicial objectives.
11. Represents NPYSC at YSS Staff Committee meetings.
12. Attends appropriate meetings and documents all services provided as described in policy and procedures manual.
13. Develops and augments other youth services including youth activities, educational programs and other.
14. Provides other appropriate tasks.

DESIRABLE QUALIFICATION:

Bachelors degree in counseling field or equivalent, plus one year experience in counseling youth.

6/9/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

VOLUNTEER COORDINATOR

Salary Range \$10,500 - \$13,000

Under the supervision of the Director, responsible for the maintenance of NORTH PORTLAND YOUTH SERVICE CENTER'S Volunteer Program, provides center coverage and participates in program planning and evaluation.

FUNCTIONS:

1. Provides short-term intervention services that include screening, evaluation, crisis intervention, intake, and referral or service linkage.
2. Provides informational services upon request.
3. Maintains an ongoing Big Brother/Big Sister program.
4. Maintains a pool of volunteers, who assist staff in the delivery of program services.
5. Contacts community individual groups and agencies in order to recruit a sufficient number of volunteers to fulfill contracted volunteer objectives.
6. Works closely with the training counselor to develop a volunteer training program that will insure appropriate orientation and training for all volunteers.
7. Completes all required reports and records as described in NORTH PORTLAND YOUTH SERVICES CENTER'S policy and procedures manual.
8. Participates in program planning and evaluation through attendance at staff meetings and other sessions.
9. Responsible for sharing equally with all NPYSC direct service staff coverage during hours of operation, as described in approved program contract.
10. Works closely with activities coordinate to develop and deliver a variety of activities for youth.
11. Develops public relation activities including quarterly NPYSC newsletter.
12. Coordinates tutoring program.
13. Provides other appropriate tasks.

QUALIFICATIONS:

Masters Degree in social science or equivalent, one (1) years experience in working with volunteers and an understanding of North Portland resources and agencies.

6/9/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

EMPLOYMENT COORDINATOR

Salary - \$8,500

With supervision from the director, coordinator (3/4 time) employment program shares in center coverage and participates in program planning and evaluation.

FUNCTIONS:

1. Provides short-term intervention services that include screening, evaluation, crisis intervention, intake, referral, and follow-up.
2. Provides informational services upon request.
3. Provides job related counseling and linkage with potential employers sufficient to meet contracted employment assistance objective.
4. Develops and coordinates casual labor program sufficient to meet contracted casual labor objective.
5. Supervises employment assistant and other practicum students.
6. Works closely with Youth Career Training Program in order to remain apprised of available resources and to work on joint programs.
7. Shares responsibility for center coverage to insure service availability during hours of operation.
8. Participates in program planning and evaluation, attends staff meetings and documents all services delivered as described in policies and procedure manual.
9. Maintains ongoing list of employment resources in North Portland.
10. Performs other appropriate tasks.

DESIRABLE QUALIFICATIONS:

One year experience in the job development field, bachelors degree in social service field and a knowledge of employment resources.

6/9/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

ACTIVITIES COORDINATOR

Salary Range - \$10,000 - 12,500

Under the supervision of the Director, develops and implements North Portland Youth Service Center's Activities programs, provides Center coverage, and participates in program planning and evaluation.

FUNCTIONS:

1. Provides short-term intervention services that include screening evaluation, crisis intervention, intake, referrals, and follow-up.
2. Provides informational services upon request.
3. Participates in program planning and evaluation by attending staff meetings, and through other methods.
4. Maintains records in accordance with current policies and procedures.
5. Shares responsibility for Center coverage to insure service availability during hours of operation.
6. Develops, administers and evaluates youth interest survey.
7. Coordinates activity meetings and completes monthly center activities calendar.
8. Develops an on-going activities program including regular meeting youth activities and personnel activities sufficient to meet contracted activities projective.
9. Remains apprised of youth activities in North Portland.
10. Performs other appropriate tasks.

DESIRABLE QUALIFICATIONS:

Two years experience in providing youth activities and an understanding of North Portland resources and agencies.

6/9/80

## NORTH PORTLAND YOUTH SERVICE CENTER

## JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Salary - \$9,000

With supervision from the Youth Service Center Director, compiles reports, provides reception services, and insures a smooth running office.

FUNCTION:

1. Provides reception services for youth center during daytime hours.
2. Provides intake in informational services upon request.
3. Monitors and orders office materials and supplies.
4. Prepares Monthly Characteristic Report to City.
5. Keeps Minutes at all staff meetings.
6. Provides secretarial duties for Director and staff.
7. Coordinates staff schedules and compiles monthly staff activity report.
8. Shares responsibility for center coverage to insure service availability during hours of operation.
9. Participates in program planning and evaluation.
10. Performs other appropriate tasks.

QUALIFICATIONS:

One year secretarial experience and an interest in youth.

6/9/80

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PROJECT TITLE: North Portland Youth Service Center/DMHC, Inc.List of Current Board of Directors: (Indicate Chairperson by an asterisk (\*).)

NAME/ADDRESS	TELEPHONE	TERM
Phyllis Berger, 2521 N.W. Westover Road, Ptld.	223-4950	1/82
James H. Briles, 511 S.W. 10th, Ptld.	223-9645	1/82
Gordon A. Caron, 8250 N. Lombard, Ptld.	286-5805	1/82
Cindy Campbell, 1 S.W. Columbia, Ptld.	243-6333	1/83
Nancy L. Cowgill, 2300 Georgia Pacific Bldg., Ptld.	224-3380	1/81
J. M. Deeney, 8200 S.W. Barnes Road, Ptld.	297-4858	1/82
Harry L. Demorest, 111 S.W. Columbia St., Ptld.	226-1331	1/81
*Donald J. Friedman, 3100 First Natl. Tower, Ptld.	221-0550	1/82
Peter Friedman, 2408 S.W. Halsey, Ptld.	665-0157	1/83
Barry Ketrenos, 7522 N. Lombard, Ptld.	286-1661	1/83
Catherine Lingas, 5260 S.W. Humphrey Blvd., Ptld.	292-0451	1/82
Garrett Long, 8132 N. Denver, Ptld.	283-3794	1/82
Darryl Love, 6414 S.W. Barnes Road, Ptld.	248-4303	1/83
Rowe Mortimer, 700 N.E. 47th, Ptld.	234-8211	1/82
Alice McCartor, 6506 S.W. Barnes Road, Ptld.	648-8775	1/82
James Michels, 1922 N. Terry, Ptld.	283-1600	1/81
Brian Murphy, 111 S.W. Columbia St., Ptld.	226-1331	1/82
Robert Norquist, 3611 S.W. Hood, Ptld.	228-9229	1/81
Nancy Rangila, 2300 S.W. 1st., Ptld.	241-1200	1/83
Alice Shannon, 2800 N. Vancouver, Ptld.	287-2681	1/82
Rochelle Silver, 4608 S.W. 29th Place, Ptld.	682-3111	1/81
Daniel Skerritt, 1331 S.W. Broadway, Ptld.	226-1191	1/81
Stephen Waldram, 3332 N. Lombard, Ptld.	283-1198	1/81
Sam Whittemore, Jr., 1800 S.W. Harrison, Ptld.	224-1800	1/81
Florence Yospe, 40 S.W. DaVinci, Lake Oswego	635-4015	1/82
William Zieverink, 700 N.E. 47th, Ptld.	234-8211	1/83

ATTACHMENT #4



## APPLICANT AGENCY RESUME

19

Applicant Agency Legal Name: Delaunay Mental Health Center	Date of Incorporation: 4/30/62
---	-----------------------------------

## Type of Organization:

Public \_\_\_\_\_  
 Private Non-Profit \_\_\_\_\_  
 Private-Profit \_\_\_\_\_  
 Other ( Sub-Contract agency.  X

## Short Statement of Agency Purpose:

To provide out-patient Mental Health services

Major Agency Bank Account  
 (give name of bank, address and  
 contact person):

U.S. NATIONAL BANK  
 Lombard/Emerald Branch  
 3233 North Lombard 97203

Fiscal Accounting Arrangement  
 (give name of staff responsible  
 or, if by contract, name of  
 agency, address and contact  
 person):

Kathy Hames

Does Applicant Agency have federal tax exempt status? Yes  x  No \_\_\_\_\_

Does Applicant Agency have liability, fire and theft insurance? (List the kind of insurance, the amount, expiration date and name of Insuring Agent.)

1. Building	318,000.00	Agent: Burdick Hunter of Oregon, Inc.
2. Contents	56,000.00	
3. Fence	2,500.00	

Are key staff bonded? Yes  x  No \_\_\_\_\_  
 (List individuals, by name and position, who are bonded, amount and name of Insuring Agent.)

Dolores Morgan, Executive Director  
 Kathy Hames, Executive Assistant  
 Sue Richards, Secretary Typist  
 Barbara Cox, Receptionist  
 Loretta Korsun, Receptionist (P.M.)

Description of Lease Arrangement: (Describe terms of lease agreement, e.g., dates, excluded activities and other conditions or other arrangements for space availability.)

TO BE NEGOTIATED

ATTACHMENT #6

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

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

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

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

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

- 5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or usable 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 5 day of May ~~197~~ 1980.

By Donald Friedman *Donald J. Friedman*

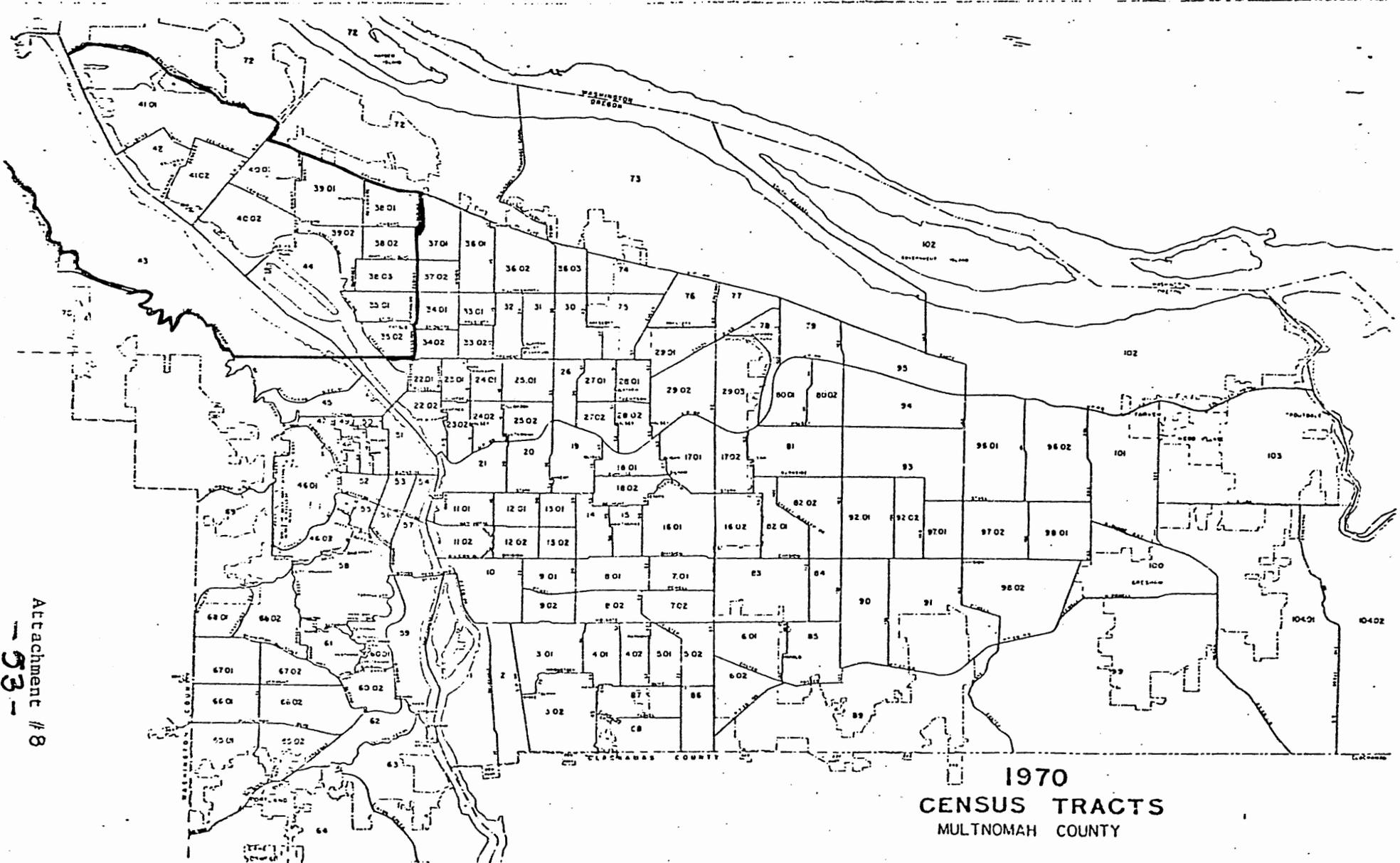
Title Chairman

Board of Directors

Contractor's mailing address

5215 N. Lombard, Portland, Ore. 97203

Map of Service Area (Draw the boundaries of the service area of this project in heavy black lines on the map provided below.)



Attachment # 8  
-53-

1970  
CENSUS TRACTS  
MULTNOMAH COUNTY

149828

EXHIBIT C  
REQUIRED REPORTING FORMS  
AND  
PROCEDURES

Contract Agency \_\_\_\_\_

Social Services Division  
 Accounting Unit  
 522 SW Fifth Ave., 8th Fl. Yeon Bldg.  
 Portland, Oregon 97204  
 Phone: 248-4752

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Contract # \_\_\_\_\_ Contract Period: From \_\_\_\_\_ To \_\_\_\_\_

Funding Source \_\_\_\_\_ Service Category \_\_\_\_\_

Advance Received \_\_\_\_\_ 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				
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				
590	Other Services-Internal				
	Others, Specify Below				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600					
	TOTAL				

ATTACH TO THIS INVOICE:  
 1. Supporting documentation for all costs or expenditures grouped by expenditure object category. (Attach adding machine tape to each group of supporting documents.)  
 INVOICE & 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 \_\_\_\_\_

149828

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

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

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

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

copies of checks  
copies of bills  
payroll register  
etc.

5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

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

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.

Other procedures specified in Youth Service Center Standards and Guidelines

ON FILE AT HRB

Other required reporting forms specified in "Management Information System Training Manual"

ON FILE AT HRB

## EXHIBIT "A"

<u>Contractor</u>	<u>Amount of Contract</u>	<u>Total Cost to City</u>
A-1. Urban League of Portland, Inc.	\$ 162,338	\$ 157,468
A-2. Portland, Oregon, Section of National Council of Jewish Women, Inc.	122,697	119,016
A-3. Portland Action Committees Together, Inc.	143,771	139,458
A-4. Young Men's Christian Association of Columbia-Willamette, Inc.	138,172	134,027
A-5. Delaunay Mental Health Center, Inc.	142,275	138,007

## ORDINANCE NO. 149828

An Ordinance authorizing agreements with the Urban League of Portland, Inc. (UL); the Portland, Oregon, Section of the National Council of Jewish Women, Inc. (NCJW); Portland Action Committees Together, Inc. (PACT); the Young Men's Christian Association of Columbia-Willamette, Inc. (YMCA); and the Delaunay Mental Health Center, Inc. (DMHC) to provide Youth Service Centers in specified areas of the City of Portland for the period July 1, 1980, through June 30, 1983, in the amount of \$687,976 for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance No. 147919, the City entered into respective contracts with five community-based agencies to provide five Youth Service Centers in specified areas of the City of Portland for the period July 1, 1979, through June 30, 1980, under the Human Resources Bureau.
2. Funds have been appropriated in the FY 1980-81 Budget within the Human Resources Bureau to continue the provision of five Youth Service Centers, subject to Council's adoption of the City's FY 1980-81 Budget.
3. Continuation of the Youth Service Centers during the three year contract period is contingent upon the approval of funds by Council on a year-to-year basis.
4. Costs of the Youth Service Centers to the City of Portland for FY 1980-81 shall not exceed the following amounts: Northeast (UL) \$157,468; Southwest (NCJW) \$119,016; Southeast (PACT) \$139,458; Outer East (YMCA) \$134,027; and North Portland (DMHC) \$138,007; for a total amount of \$687,976. Contractors shall provide matching funds as follows: UL \$4,870; NCJW \$3,681; PACT \$4,313; YMCA \$4,145; and DMHC \$4,268.
5. It is appropriate that the City contract with private, non-profit community service organizations to provide Youth Service Centers.
6. The Human Resources Bureau has utilized a bidding process following the procedures in Chapter 5.68 of the City Code regarding professional, technical, and expert services in selecting contractors for the Youth Service Centers.
7. It is therefore appropriate that the Commissioner-in-Charge and the Auditor authorize, on behalf of the City, agreements with the specified contractors as set forth in Exhibit "A", for the period July 1, 1980, through June 30, 1983.

NOW, THEREFORE, the Council directs:

- a. The Commissioner-in-Charge and the Auditor are hereby authorized to execute

# ORDINANCE No.

on behalf of the City, agreements with the specified contractors, as set forth in Exhibit "A", for the period of July 1, 1980, through June 30, 1983.

Section 2. The Council declares an emergency exists because delay in the implementation of the contracts will result in disruption of services to the youth and families of Portland who make use of the Youth Service Centers; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, **JUN 25 1980**

Commissioner Francis Ivancie  
June 18, 1980  
B.A.Patrick:mem

Auditor of the City of Portland

Calendar No. 2209

**ORDINANCE No. 149828**

**Title**

An Ordinance authorizing agreements with the Urban League of Portland, Inc. (UL); the Portland, Oregon, Section of the National Council of Jewish Women, Inc. (NCJW); Portland Action Committees Together, Inc. (PACT); the Young Men's Christian Association of Columbia-Willamette, Inc. (YMCA); and the Delaunay Mental Health Center, Inc. (DMHC) to provide Youth Service Centers in specified areas of the City of Portland for the period July 1, 1980, through June 30, 1983, in the amount of \$687,976 for the period July 1, 1980, through June 30, 1981, under the Human Resources Bureau, and declaring an emergency.

Filed JUN 19 1980

**GEORGE YERKOVICH**  
Auditor of the CITY OF PORTLAND

By Gordon Cruell  
Deputy

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie	1	
Jordan	1	
Lindberg	1	
Schwab	1	
McCready	1	

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
Commissioner Francis Ivancie
NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <u>FJIMK</u>
Works
BUREAU APPROVAL
Bureau:
Human Resources
Prepared By: <u>[Signature]</u> Date: <u>6-18-80</u>
Barbara Patrick
Budget Impact Review:
<input type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head:
<u>E.E.H.</u>
Erma E. Hepburn
NOTED BY
City Attorney
City Auditor
City Engineer <u>[Signature]</u>