

## PROJECT DESCRIPTION

CDA

PORTLAND, OREGON

PROJECT TITLE

EMERGENCY (SUPPLEMENTAL) WELFARE PROJECT

PROJECT NUMBER

15-11

PROJECT STATUS

☐ New

DATE: August 1, 1972

☐ Expanded

OPERATING AGENCY

Albina Ministerial Alliance

PLANNING COMPONENT

Social Environment Area

ADMINISTRATIVE NUMBER

1400

PROGRAM ACCOUNT

CITIZENS WORKING COMMITTEE

Social Services Working Committee

PROJECT FUNDING	100% SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated	\$ 44,455				\$ 44,455
Affirmed					

## PROJECT INFORMATION

1. Operating Agency ..... Albina Ministerial Alliance
2. Address ..... 4936 NE Union Avenue
3. Telephone..... 288-9254
4. Director..... \_\_\_\_\_
5. Legal Status..... Private - Non-profit
6. Authorized signature..... Rev. John H. Jackson Address: 4936 NE Union  
Phone: 284-9254  
Agency Letter - Attachment #1
7. Dates of Contract..... August 1, 1972 To June 15, 1973
8. CDA Assigned Staff
  - A. Planner..... Faye LyDay
  - B. Evaluator..... Andrea Sharp

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Original

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## SUMMARY

This project will have a duration of 10½ months. It will extend from August 1, 1972 through June 15, 1973.

The Operating Agency for the project will be the Albina Ministerial Alliance Association.

The cost of implementing the project will be \$44,455.00. HUD Supplemental Funds will be 100%.

The services provided to Model Neighborhood residents will be providing grants to residents in emergencies such as:

- 1) Persons on public assistance with exhausted assistance checks
- 2) Persons in need but not able to meet the requirements for public assistance
- 3) Persons in need of a utility deposit on public assistance
- 4) Persons who are in need because of an emergency family need occasioned by a disaster, death, fire destroying household goods, etc.
- 5) Persons requiring emergency shelter

The beneficiaries will be all Model Neighborhood residents but primarily those who would have occasion to apply with a need and are accepted. Past experience gives indication that this number will be approximately 600 in all categories on an annual basis.

The long range objectives would be a justification demonstration indicating the need to encourage the State, County or City to the extent that an activity of this extent would be incorporated and supported by those agencies of government, collectively or individually.

The functional elements of the project are: 1) general administration of the project 2) grant approval of requests for aid.

The project will provide employment for three persons.

## EMERGENCY (SUPPLEMENTAL) WELFARE PROJECT

### I. PURPOSE AND BENEFICIARIES

#### Purpose

To make available a source of funds for the use of Model Neighborhood residents, for emergency and special needs, basic to their existence, that is not geared to Public Assistance grants to be eligible.

#### Beneficiaries

The beneficiaries will be those Model Neighborhood residents who for some reason, beyond their control, have need for emergency funds to aid them. Such persons may be in need of such funds as: (See attachment #1-A.)

- a. persons in need who are not eligible for Public Assistance
- b. persons who have exhausted their monthly welfare check
- c. welfare recipients whose check is temporarily delayed
- d. non-welfare recipient who recently began work and requires aid until he receives a full paycheck
- e. resident requiring aid to make a utility deposit
- f. residents who require aid, shelter, or household items, because of a disaster occurring in the household

Quantitative annual goals for each beneficiary group will be:

- |        |   |  |
|--------|---|--|
| a. 110 | } | These numbers are projected upon the requests received over the past ten months operation. |
| b. 100 |   |  |
| c. 8   |   |  |
| d. 10  |   |  |
| e. 280 |   |  |
| f. 200 |   |  |

### II. CONTENT AND OPERATION

This project will include the following elements:

Function 1--General administration of project

Function 2--Grant/deny approval of request for aid

The key activities within each functional element are:

Function 1--General Administration of Project

Activity 1-1 Advertise, hire and train staff as vacancies occur

Activity 1-2 Prepare reports as required

Activity 1-3 Maintain facility to conduct program

Activity 1-4 Maintain record of number and type of loan requests including identity of recipient of loan, payment schedule agreed upon and reason for loan

Activity 1-5 Maintain liaison with other services to maximize delivery of services.

Function 2--Grant/Deny Approval of Request for Aid

Activity 2-1 Receive loan grant requests from residents

Activity 2-2 Investigate requests for authenticity by community agents

Activity 2-3 Make recommendations to loan/grant committee

Activity 2-4 Grant/Deny request

Activity 2-5 Make referral to other community service agency

Activity 2-6 Implement fund/loan controls as described in attachment #5-1/#5-2/#5-3

Activity 2-7 Secure guarantor loans for citizens from banks where possible

Activity 2-8 Make emergency loans/grants under provisions (see attachment #5-0).

### III. TIMETABLE

The duration of this project will be 10½ months. It will extend from August 1, 1972, through June 15, 1973. A scheduled activity time chart is shown in attachment #2.

### IV. FUNDING

This project will be funded for \$44,455. It will be 100% HUD supplemental funded.

### V. PROJECT ADMINISTRATION

The project will be administered by the Albina Ministerial Alliance Association. The Association is comprised of all ministers of churches in the Albina area. The Association at present operates the Family Day Care Component of the 4-C Child Care project, providing family home child care for 145 children under the supervision of 65 MN mothers.

One member of the Alliance will be assigned administrative responsibility for this project. The two Community Agents, presently employed in the program, will work under the assigned Alliance member's supervision.

A Loan Review Board will be established consisting of five members. The Board will consist of 1 member from the Albina Ministerial Alliance, 1 member from the team concept of the Multi-Service Center, 1 member from the MC Social Services Working Committee, 1 member from the Senior Adult Service Center Advisory Board, and 1 member from the Portland Metropolitan Steering Committee, or representative.

## VI. COORDINATION

The project will effect coordination with the following agencies:

- a. Multi-Service Center Team Concept by securing information certifying the person requesting aid is not a recipient of Public Assistance and suggesting a referral, if possible, where other aid can be secured
- b. Community Care for referral of client if there is an expressed or evident need for food or clothing needs
- c. Consumer protection if there is a recurring need of economic stress, evident by lack of consumer education skills.

## VII. MONITORING AND EVALUATION

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland City Demonstration Agency Overall Evaluation Plan. The monitoring and evaluation will be on a monthly basis. The reports will be recorded on special reporting forms supplied by the City Demonstration Agency Evaluation Unit.

Financial reimbursement, for the execution of the project, will be based upon the timely receipt of these reports. These reports will be due into the City Demonstration Agency, from the operating Agency, by the fifth working day of the month. Failure to comply with requirements will result in the agency not receiving reimbursement until the following month.

The following is a list of the process-output measures, by functional elements, upon which the monitoring and evaluation of the project will be based:

### Function 1-- General Administration of Project

\_\_\_\_ Number of total staff in project  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of professionals  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of paraprofessionals  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of clericals  
a. MNR \_\_\_\_  
\_\_\_\_ Number of unfilled jobs  
\_\_\_\_ Number of newly created jobs  
\_\_\_\_ Number of staff training sessions in the past month (describe)

Function 2--Grant/Deny Approval of Request for Aid

\_\_\_\_ Number of total loan requests  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of total loans approved  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of grants requested  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of grants approved  
a. MNR \_\_\_\_ b. MN Black Females \_\_\_\_ c. MN Black Males \_\_\_\_  
\_\_\_\_ Number of guarantor loans secured  
\_\_\_\_ Number of guarantor loans defaulted  
\_\_\_\_ Number of loans paid in full  
\_\_\_\_ Number approved because of:  
a. \_\_\_\_ Lack of full pay check  
b. \_\_\_\_ Exhausted public assistance check  
c. \_\_\_\_ Emergency shelter need  
d. \_\_\_\_ Utility deposit need  
e. \_\_\_\_ Replacement of household goods  
f. \_\_\_\_ Food supplement need  
\_\_\_\_ Number referred to other agencies  
a. \_\_\_\_ MN Black females b. \_\_\_\_ MN Black Males  
\_\_\_\_ Number referred and assisted by other agencies  
a. \_\_\_\_ MN Black Females b. \_\_\_\_ MN Black Males  
\_\_\_\_ Number of emergency loans/grants made  
a. Types \_\_\_\_ b. Welfare recipient \_\_\_\_ c. Non-welfare  
recipient \_\_\_\_

VIII. CITIZEN PARTICIPATION

The citizen participation functions in the Albina Ministerial Alliance Program include:

Function 1--To keep citizens informed of factors affecting their lives, particularly as it relates to good nutrition

Function 2--Use of citizens in all aspects of our program encourage their participation, ideas and suggestions

Function 3--To enable citizens to obtain employment and become a part of the total work force

Function 4--To encourage all volunteers to feel a strong sense of community involvement and to participate in self-help programs, such as sewing, farming and homemaking

Function 5--To enlist volunteers and all citizens as outreach workers, reaching others in their homes, to share the skills learned through our program.

The Social Services Working Committee approved this project on May 30, 1972.

The Citizens Planning Board approved this project on June 6, 1972.

Each quarter a status report of the project will be prepared by the operating agency and submitted to the appropriate Working Committee for review.

Citizen Participation will be furthered by serving as members of the Loan Review Board.

#### IX. RESIDENT EMPLOYMENT

All positions, which will be created through this project, will be advertised in the Model Neighborhood. Preference in employment will be given to Model Neighborhood residents.

City Demonstration Agency Letter #11, relative to Residential Employment, will be included as a part of this project's contract.

The present staff of this project totals 2. The total number of Model Neighborhood residents employed is 2.

#### X. BUDGET

The cost of this project will be \$44,455.

The budget for this project is shown by line item on the following pages.



**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY**DATE August 1, 1972OPERATING AGENCY Albina Ministerial AllianceADDRESS 4936 N. E. Union Ave., Portland 97211TITLE OF ACTIVITY Supplemental Welfare

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☐ CITY DEPARTMENT☒ PUBLIC AGENCY☐ NEIGHBORHOOD — BASES☐ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☒ YES☐ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT. This project was funded \$57,234 CDA funds during 2nd Action Year as a component of the Multi-Service Center Project (15-03)

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

Funds are necessary to cover staff and operations of this project for the Third Action Year.

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

This project will be funded for \$44,455 from CDA Supplemental Funds for the Third Action Year.

REMARKS—



BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY  
(PAGE 2)

BUDGET—

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	14,065.00	14,065.00
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	893.00	893.00
30	TRAVEL, LOCAL	293.50	293.50
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	178.50	178.50
50	SPACE (INCLUDING RENOVATION)	441.00	441.00
55	UTILITIES (INCLUDING TELEPHONE)	210.00	210.00
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)	200.00	200.00
70	INSURANCE		
71	MAINTENANCE & EQUIPMENT		
79	MISC. EXPENSES	28,174.00	28,174.00
TOTALS		\$ 44,455.00	\$ 44,455.00

\$14,065 ÷ 44,455 = 31% Personnel Cost  
\$16,281 ÷ 28,174 = 57% Cost Dispensing  
\$28,174 ÷ 10.5 mos. = \$2,682.23 Average Monthly funds available for HUD

SUBMISSION—

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE

APPROVAL—

SIGNATURE AND TITLE OF CDA OFFICIAL

DATE





## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #20 Contracted Services (Including Auditing) DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave., Portland 97211

TITLE OF ACTIVITY Supplemental Welfare

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Accounting and payroll services of Albina Ministerial Alliance @ \$85 per mo. x 10½ mos.	893.00
Total	893.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #30 Travel, Local

DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave. Portland 97211

TITLE OF ACTIVITY Supplemental Welfare

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
280 mi. per mo. x 10.5 mos. = 2,940 mi. @ 10¢ per mi.	293.50
Total	293.50

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 160 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #40 Consumable Supplies

DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 N. E. Union Ave. Portland 97211

TITLE OF ACTIVITY Emergency Welfare Aid - Supplemental

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Supplies @ 17.00 per mo. x 10½ mos.	178.50
Total	178.50

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #50 Space (Including Renovation) DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave., Portland 97211

TITLE OF ACTIVITY Emergency Welfare Aid - Supplemental

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
\$42.00 per month x 10.5 mos.	441.00
Total	441.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #55 = Utilities (Including Telephone) DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave., Portland 97211

TITLE OF ACTIVITY Supplemental Welfare

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Telephone - 1 line - \$20 per mo. x 10.5 mos.	210.00
Total	210.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 100 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.





## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #65 Furniture & Equipment (Purchase) DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Avenue, Portland, Ore. 97211

TITLE OF ACTIVITY Supplemental Welfare

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
1 Dictaphone Machine	200.00
Total	200.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADAQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 160 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #79 Misc. Expenses

DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Avenue, Portland, Oregon 97211

TITLE OF ACTIVITY Supplemental Welfare

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
1. Revolving loan fund at \$1,341.61 per mo. x 10.5 mos.	14,087
2. Special needs @ \$1,341.61 per mo. (average) x 10.5 mos.	14,087
Total	28,174

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## Albina Ministerial Alliance

**Social Action Director:**

Rev. Samuel Johnson  
Highland United Church of Christ

4936 N.E. Union Avenue 284-7887  
Portland, Oregon 97211

**Executive Board:**

**PRESIDENT**

Rev. John Jackson  
Mt. Olivet American Baptist

**VICE PRESIDENT**

Rev. Gordon Dickey  
St. Andrew's Catholic

**SECRETARY**

Rev. Rozell Gilmore  
Berea Baptist Church

**TREASURER**

Rev. Dale Stitt  
Mallory Ave. Christian Church

**CHAPLAIN**

Rev. Thomas Strayhand  
Allen Temple CME Church

**PROGRAM & PUBLICITY**

Rev. A.L. Henderson  
Bethel African Methodist Episcopal

**LOCATION**

William Adix  
Main, Emanuel Hospital

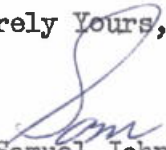
June 6, 1972

Mr. C. Watts Yancey,  
Social Coordinator  
Model Cities  
5329 N. E. Union Avenue  
Portland, Oregon

Dear Mr. Yancey:

Rev. John Jackson, President of the Albina Ministerial Alliance, has been authorized by the Association to sign all legal documents and contracts for the Association.

Sincerely Yours,

  
Rev. Samuel Johnson,  
Director of Social Action

SJ/rjh

#### ELIGIBILITY FOR AID

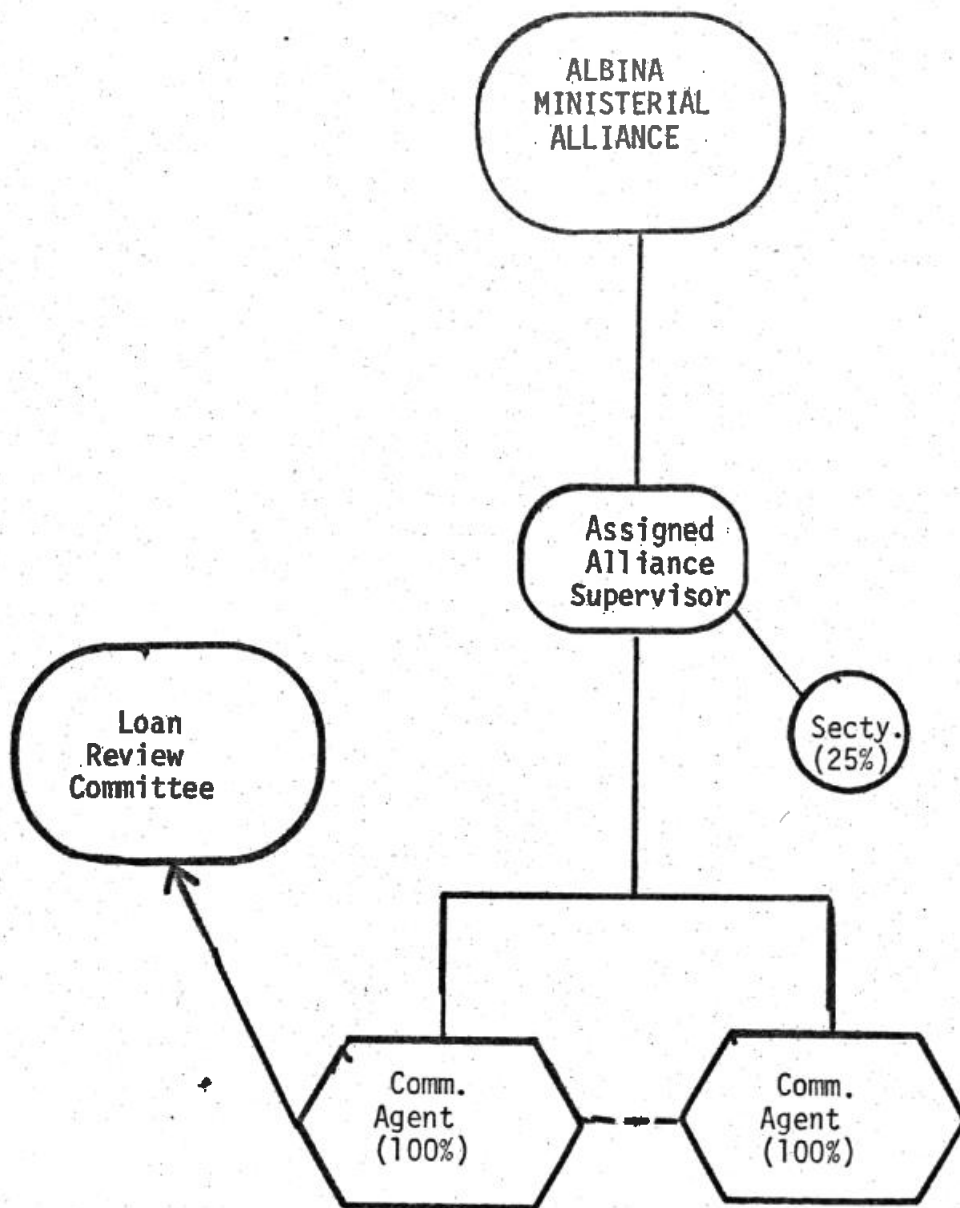
- a. To be eligible for aid under this program an applicant must reside in the Model Neighborhood and must have marginal financial resources, including public assistance to meet a critical financial need.
- b. Non-recipients of Public Welfare Assistance will be required to register for welfare assistance and obtain a referral from a staff member of the Albina Multi-Service Center stating the applicants not being eligible for any form of public assistance, and not being eligible is referred to the Emergency Supplemental fund for assistance.
- c. In every case, in order to determine eligibility, an investigation will be made to insure that all requests for financial assistance are based upon legitimate needs.
- d. That all recipients of funds be in the need status or similar status as described in the project beneficiaries section of the project description listed on page 1, under the categories a, b, c, d, e, and f.



# TIME TABLE

DATE August 1, 1972

ACTIVITY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	1972 JAN	FEB	MAR	APR	MAY	JUNE
Function 1													
1-1 Advertise, hire & train staff													
1-2 Prepare reports as required													
1-3 Maintain facility to conduct project													
1-4 Maintain record of number & type of loan/grant requests													
1-5 Maintain liaison with other services to maximize delivery of services													
Function 2													
2-1 Receive loan/grant requests from residents													
2-2 Investigate request for authenticity by community agents													
2-3 Make recommendations to loan/grant committee													
2-4 Grant/deny request													
2-5 Make referral to other community service agency													
2-6 Secure guarantor loans for residents													



**MODEL CITIES  
SUPPLEMENTAL WELFARE PROJECT**

**NEEDS**

Housing	
Food	
Finances	
Clothing	
Medical	
Counseling	
Utilities	
Others (specify)	

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

Emergency: Yes ( ) No ( )

Deadline: \_\_\_\_\_

Contact: \_\_\_\_\_

Extension: \_\_\_\_\_

**CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**REFERRAL SLIP**

To: \_\_\_\_\_ From: \_\_\_\_\_

Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action completed by: \_\_\_\_\_

## LOAN REVIEW COMMITTEE

The Loan/grant Review Committee of the Supplemental Welfare Project (15-11) will consist of the following:

### A. COMPOSITION OF REVIEW COMMITTEE

- 1) The Committee will consist of (5) members and (5) alternates
- 2) The membership will be comprised of one representative and alternate from the following agencies:
  - a. Albina Ministerial Alliance
  - b. Team Concept of the Multi-Service Center
  - c. Member of the City Demonstration Agency Social Services Working Committee
  - d. Member of the Senior Adult Service Advisory Committee
  - e. Member of a Portland Metropolitan Steering Committee project/or Advisory Board.
- 3) Each group will be requested (in writing) by the Albina Ministerial Alliance to select a representative and an alternate, to serve in an emergency, on the Committee.

### B. MEETING TIME OF THE COMMITTEE

- 1) The responsibilities of the Committee will be:
  - a. Review of applications
  - b. Approve/deny requests
  - c. Request additional information
  - d. May or may not request presence of applicant at request review
  - e. All decisions of Review Committee must be made by a majority vote
  - f. All approvals must fall within guidelines established for loans/grants

NOTE: Any applicant denied a loan by the Review Committee has the right of appeal to the total body or a majority grouping of The Albina Ministerial Alliance



FUND DISBURSEMENT PROCEDURE  
SUPPLEMENTAL WELFARE (15-11)

I. All payment of funds to client after approval by loan committee will be made by check

a. check will require two signatures

1. President of Alliance

2. Coordinator of program

NOTE: A separate checking account will be established for disbursement of approved funds

- Any check over \$25.00 must be signed by two persons.

This can be arranged with the bank.

- Arrangements with bank should be made for the Coordinator to sign checks up to \$25.00 on 1 signature alone to take care of Emergency cases.

- The Coordinator and President should be bonded from \$1000-\$5000.

b. In the event the President or the Coordinator should be inaccessible, the AMA should designate two other members of the Alliance the authority to sign checks. These names are to appear on the bank record card.

II. Maintaining Records

The accountant designated will be responsible for the monthly maintenance of all Journals, general ledger and review of sub-ledger for receivables.

### EMERGENCY LOANS

Emergency loans, up to a maximum of \$25.00 may be granted, without review of the Loan Committee, through the project coordinator, if the applicant meets the requirements stated in the criteria for a loan as stated in attachment #1-A.

This provision is made necessary by the possibility of an urgent of fund aid, and the meeting of the Loan Review Committee regular meeting will be too late for meeting the need.

There must be documented proof, by the coordinator that an emergency exists from both the applicant and creditor. There must also exist a reasonable assurance that the Loan Committee would approve the request.

## PROCEDURE FOR HANDLING LOANS/GRANTS

### I. Classes of Grants/ Loans

- A. Emergency Loans/Grants ----- Max - \$25.00
- B. Unsecured Loans/Grants ----- Max - \$200.00 - no interest
- C. Guarantor Loans/Grants ----- Max - \$200.00

#### Explanation

- A. Emergency Loans/Grants ----- Max - \$25.00

These are loans/grants for emergency use that can be made by the Coordinator without Loan Committee review and definitely must be of an emergency nature as explained in the guidelines for loans in the project description. This loan/grant could be repaid in the same process as an unsecured loan or grant if recipient desired.

- B. Unsecured Loan/Grants ----- Max \$200.00

This type of loan would be made where there is no other way feasible for person to secure funds or help.

#### Repayment:

1. Monthly payments will be determined by loan committee and applicant
2. Time limit for repayment of loan will be 12 months
3. Recipient of loan will make payments directly to Albina Ministerial Alliance
4. AMA will maintain records of payments, issue receipts and deposit payments received intact into the general loan/grant fund. The Coordinator and Secretary will receive payments (only) and issue a receipt (Whiz type). Receipt will indicate
  - a. who paid money
  - b. form of payment
    - cash
    - check
    - money order
    - other
    - balance due
    - balance due after payment
    - signature of who received payment

- C. Guarantor Loans ----- Max \$200.00

The Operating Agency will attempt to stretch its funds and additionally attempt to improve the credit image of Model Neighborhood residents by developing a program of self-aid to Model

Neighborhood residents, who can qualify by entering into an agreement with a Model Neighborhood bank guaranteeing payment of a loan, secured by a low-credit risk resident in need by:

1. arranging with bank to make the loan
2. guaranteeing payment to bank of loan
3. Assuring, by checking with the bank, if regular payments are being made
4. Assuming the balance of note plus accrued interest if defaulted by Model Neighborhood resident
5. If defaulted at bank, and resident desires to pay any sum at all, the procedure outlined in repayment of loan in section B (Unsecured loan will apply)
6. The Operating Agency, upon completion of payment of bank loans, will, to encourage development of citizen responsibility, return to the loanee the amount of interest collected by the bank on this loan. (This will be somewhat of a reward factor)

MODEL CITIES ADMINISTRATION  
SUPPLEMENTARY GENERAL CONDITIONS  
FOR CONTRACT WITH OPERATING AGENCIES AND CONTRACTORS\*

The following conditions take precedence over any conflicting conditions in the Contract:

SEC. 1. Restriction on Disbursements. -- No money under this Contract shall be disbursed by the Agency to any contractor except pursuant to a written contract which incorporates the applicable Supplementary General Conditions and unless the contractor is in compliance with HUD requirements with regard to accounting and fiscal matters, to the extent they are applicable./\*

SEC. 100. Definitions. -- As used in this Contract:

(A) Agency means an entity, whether public or private, which has the responsibility for administering a project or activity.

(B) Area means the model neighborhood designated in the Program.

(C) Contractor means an entity, other than an Agency (except as noted in the Labor Standards Provisions) that furnishes to the City or to an Agency services or supplies (other than standard commercial supplies, office space or printing services).

(D) HUD means the Secretary of Housing and Urban Development or a person authorized to act on his behalf.

(E) Program means the Comprehensive Demonstration Program approved by HUD as the same may from time to time be amended.

SEC. 101. Records. --

(A) Establishment and Maintenance of Records. -- Records shall be maintained in accordance with requirements prescribed by HUD or the City with respect to all matters covered by this Contract. Except as otherwise authorized by HUD, such records shall be maintained for a period of three years after receipt of the final payment under this Contract.

(B) Documentation of Costs. -- All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Contract shall be clearly identified and readily accessible.

\* The conditions must be incorporated in (1) City contracts with operating agencies, (2) City contracts with contractors, (3) Operating agency contracts with contractors.

\*\* The bracketed material should be deleted in contracts with contractors.

SEC. 102. Reports and Information. -- At such times and in such forms as HUD or the City may require, there shall be furnished to HUD or the City such statements, records, reports, data and information, as HUD or the City may request pertaining to matters covered by this Contract.

SEC. 103. Audits and Inspections. -- At any time during normal business hours and as often as the City, HUD and/or the Comptroller General of the United States may deem necessary, there shall be made available to the City, HUD and/or representatives of the Comptroller General for examination all of its records with respect to all matters covered by this Contract and will permit the City, HUD and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

SEC. 104. HUD Requirements. -- Unearned payments under this Contract may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by HUD at any time; or if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is suspended or terminated.

SEC. 105. Conflict of Interest. --

(A) Interest of Members of City. -- No officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, or any other person who exercises any functions or responsibilities in connection with the Program, shall have any personal financial interest, direct or indirect, in this Contract; and the Agency shall take appropriate steps to assure compliance.

(B) The Agency agrees that it will incorporate into every contract required to be in writing the following provision: \*

Interest of Contractor and Employees. -- The Contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Program, has any personal financial interest, direct or indirect, in this Contract. The Contractor further covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the Model Neighborhood Area or any parcels therein, which would conflict in any manner or degree with the performance of his services hereunder. The Contract further covenants that in the performance of this Contract no person having any conflicting interest shall be employed. Any interest on the part of the Contractor or his employees must be disclosed to the Agency and the City. Provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation by residents of the area.

\* The bracketed material should be deleted in contracts with contractors.

SEC. 106. Opportunities for Residents. -- In all work made possible by or resulting from this Contract, affirmative action will be taken to ensure that residents of the model neighborhood area are given maximum opportunities for training and employment and that business concerns located in or owned in substantial part by residents of the model neighborhood are to the greatest extent feasible, awarded contracts.

SEC. 107. Discrimination Prohibited. --

(A) In all hiring or employment made possible by or resulting from this Contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin, and (2) affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. This requirement shall apply to but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices to be provided by HUD setting forth the provisions of this clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(B) No person in the United States shall, on the ground of race, color, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Contract. The Agency and each employer will comply with all requirements imposed by or pursuant to the regulations of HUD effectuating Title VI of the Civil Rights Act of 1964.

(C) The Agency hereby agrees that it will incorporate into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained pursuant to this Contract, the equal opportunity clause which is a part of the labor standard provisions attached hereto.

The Agency further agrees that it will be bound by the equal opportunity clause and other provisions of 41 CFR Chapter 60 with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the Agency so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency agrees that it will assist and cooperate actively with HUD and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish HUD and the Secretary

of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist HUD in the discharge of its primary responsibility for securing compliance.

The Agency further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order. In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the City may take any or all of the following actions: Terminate or suspend in whole or in part this Contract; refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such Agency; and refer the case to the Department of Justice for appropriate legal proceedings.

SEC. 108. Labor Standards. -- There shall be included in all construction contracts, made possible by or resulting from this Contract, with private entities the applicable labor standards provisions, if the work being carried on is not otherwise subject to provision of Federal law imposing labor standards on federally assisted construction and in the case of residential projects if the project is designed for the residential use of eight or more families]\*\*

SEC. 109. Copyrights. -- If this Contract results in a book or other copyrightable material, the author is free to copyright the work, but HUD reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted.

SEC. 110. Patents. -- Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to HUD for determination by HUD as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

SEC. 111. Political Activity Prohibited. -- None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used in the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.

SEC. 112. Lobbying Prohibited. -- None of the funds provided under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress.

\*\* The bracketed material shall be deleted in contracts involving construction, rehabilitation, alteration or repair work with private entities. The attached labor standards provisions shall be inserted in lieu of Sections 107 and 108. In contracts for such work with public entities, only sections 1 - 3 of the labor standard provisions should be included.



AUDITOR OF THE CITY OF PORTLAND

PORTLAND, OREGON 97204

ROOM 203  
CITY HALL

COPY CERTIFICATE

STATE OF OREGON,  
County of Multnomah,  
CITY OF PORTLAND,

} ss

GEORGE YERKOVICH Auditor of the City of Portland, do hereby certify that I have compared the following copy of Ordinance No. 134989, passed by the Council July 27, 1972, being, "An Ordinance authorizing an agreement by and between the City of Portland and the Albina Ministerial Alliance to provide Emergency Welfare services to residents of the Model City Neighborhood for the Third Action Year at a cost to the City of \$44,455, authorizing warrants pursuant thereto, and declaring an emergency",

with the original thereof, and that the same is a full, true and correct copy of such original

ORDINANCE NO. 134989,

and of the whole thereof as the same appears on file and of record in my office, and in my care and custody.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the City of Portland affixed  
this 28th day of July, 1972.

*George Yerkovich*

Auditor of the City of Portland

By

*Edna Cervera*

Deputy

ORDINANCE NO. 134989

An Ordinance authorizing an agreement by and between the City of Portland and the Albina Ministerial Alliance to provide Emergency Welfare services to residents of the Model City Neighborhood for the Third Action Year at a cost to the City of \$44,455, authorizing warrants pursuant thereto, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that pursuant to Ordinance No. 129365 the City entered into a contract with the Department of Housing and Urban Development whereby funds were made available to the City to conduct a Model City Program; that an Emergency Supplemental Welfare Project has been carried out as a part of the Model City Program throughout the second action year; that it is appropriate for the Albina Ministerial Alliance to continue providing said services through the Third Action Year (June 16, 1972 through June 15, 1973); that an appropriate form of agreement for the balance of the Third Action Year (August 1, 1972 through June 15, 1973) is attached hereto, which agreement provides for reimbursement to the Albina Ministerial Alliance for the total cost not to exceed \$44,455; that said amount of \$4,455 is available to the City within the Model City appropriation; now, therefore, the Mayor and the Commissioner of Public Safety are hereby authorized to execute on behalf of the City an agreement with the Albina Ministerial Alliance similar in form to Exhibit "A" attached to the original only hereof, and by this reference made a part hereof.

Section 2. The Mayor and the Auditor are hereby authorized to draw and deliver warrants pursuant to said contract on the Model City Fund.

## ORDINANCE No.

Section 3. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that Emergency Supplemental Welfare needs of Model Neighborhood residents may be met without interruption; therefore, an emergency hereby is declared to exist, and this ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, JUL 27 1935

*Harry A. Schrank*  
Mayor of the City of Portland

Attest:

*George Yerhovick*

Auditor of the City of Portland