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13475  
QUADRUPLICATE

33-634

AUG 16 1972

AUG 16 1972

AGREEMENT

THIS AGREEMENT, entered into this 1st day of August, 1972, by and between the CITY OF PORTLAND, a municipal corporation of the State of Oregon, hereinafter referred to as "City", and the ALBINA MINISTERIAL ALLIANCE, hereinafter referred to as the "Agency";

W I T N E S S E T H :

WHEREAS, the City has entered into a contract with the United States of America to conduct a Comprehensive City Demonstration Program for a certain area (herein referred to as the Model Neighborhood) pursuant to Title I of the Demonstration Cities Metropolitan Development Act of 1966; and

WHEREAS, the Model City Agency has determined that a need exists in the Model Neighborhood for an Emergency Welfare Project to assist residents in financial need who are unable to receive assistance through existing agencies; and

WHEREAS, the Albina Ministerial Alliance has represented that it is capable and willing to administer said Emergency Welfare Project; and

WHEREAS, the City desires to engage the Agency to perform said Emergency Welfare services;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICES

The Agency shall in a satisfactory and proper manner perform the services and duties specified in Exhibit "A" (Project Description) attached hereto to achieve the purpose and reach the beneficiaries described in Exhibit "A".

II. DURATION OF AGREEMENT

—This agreement is for the period from August 1, 1972 and including June 15, 1973.

ORIGINAL DOCUMENT  
DO NOT REMOVE FROM CENTRAL FILES

FORWARDED TO *Special Envoy, Robert Kaubers*  
FROM DIRECTORS OFFICE

DATE *8/22/72*

RECEIVED

AUG 21 1972

MODEL CITIES

### III. COMPENSATION AND METHOD OF PAYMENT

The Agency shall be reimbursed by the City for its costs of performance hereunder, not to exceed the sum of \$44,455.

- A. Notwithstanding the above provision, the City as soon as practical after the execution of this contract shall advance to the Agency \$3,186 for operating expenses and \$8,050 as the initial loan fund. After the initial advancements, the Agency shall be paid on a reimbursable basis. In order to obtain the advance payment of \$3,186 operating expenses, the Agency shall present to the City a line item breakdown of proposed expenditures justifying said advancement.
- B. From and after the advance payments as provided in Part A above, such amounts as may become due to the Agency by the City because of this contract shall be paid on a monthly basis upon receipt by the City of the following:
  1. A written requisition for payment from the Agency; and
  2. Timely receipt of a properly executed report package from the Agency.
- C. The requisition for payment shall be accompanied by a report to the City, in form satisfactory to the City, and shall specify the total work accomplished hereunder in the time period for which payment is requested. It shall state that such work has been completed in conformance with this agreement, and that the Agency is entitled to receive compensation therefor, and each cost shall refer to a specific budget item.
- D. Upon receipt by the City of such a requisition, the Agency shall be entitled to 100 percent of the total eligible cost, as determined by the City, for the work accomplished hereunder.
- E. In performance of this agreement, the Agency agrees not to make any expenditures unless such expenditures are provided for in Exhibit "A" (Budget).
- F. Subject to efficient delivery of all services under this contract, the Agency can, whenever necessary, amend the operating budget in Exhibit "A", provided that the full cost does not exceed the amount stated in this contract, and provided that prior approval of the amended budget by the City has been secured.

G. Prior to disbursement of funds to the Agency or employees, the City shall receive a statement from the Agency's chief fiscal officer or its insurer, insuring that all persons handling funds received or disbursed under this contract are covered by a fidelity bond in the amount of \$10,000.

H. It is expressly understood and agreed that in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum sum of \$4,455 for all of the services required.

#### IV. TERMINATION

This contract may be cancelled at the election of the City for any willful failure or refusal on the part of the Agency to perform faithfully the contract according to its terms.

A. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Agency under this contract shall, at the option of the City, become its property; and the Agency shall be entitled to receive reimbursement for costs incurred in performance of all work satisfactorily completed hereunder.

B. The Agency shall be liable to the City for damage sustained by the City by virtue of any breach of the contract by the Agency, and the City may withhold any payments to the Agency for the purpose of set-off until such time as the exact amount of damage due the City from the Agency is determined.

C. This contract may be cancelled at the option of the Agency for any willful failure or refusal on the part of the City to perform faithfully the contract according to its terms.

D. This contract may be cancelled at the election of the City if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is, for any reason, suspended or terminated.

#### V. GENERAL CONDITIONS

A. Agency agrees to comply with the provisions of the U. S. Department of Housing and Urban Development Supplementary General Conditions for Contracts with Operating Agencies and Contractors (Exhibit "B").

- B. The term "approval by the City" means written approval by the Commissioner in charge of the Model City Program.
- C. All personal property purchased as a cost of this project shall be and remain the sole property of the City and shall carry a City identification tag.
- D. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.
- E. The Agency shall submit to the City Demonstration Agency one copy of monthly progress reports and one copy of all formal documents produced under this agreement.
- F. All statutory, charter and ordinance provisions that are applicable to public contracts in the City of Portland and the State of Oregon shall be followed.
- G. Agency hereby agrees that, pursuant to Oregon Revised Statutes 279.312, Agency shall:
  - 1. Make payment promptly, as due, to all persons supplying to Agency labor or material for the prosecution of the work provided for herein.
  - 2. Pay all contributions or amounts due the Industrial Accident Fund from Agency or any subcontractor incurred in the performance of this contract.
  - 3. Not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished hereunder.
  - 4. Pay to the Department of Revenue of the State of Oregon all sums withheld from employees pursuant to ORS 316.167.
- H. Agency hereby agrees that, pursuant to ORS 279.314, if Agency fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Agency or a subcontractor by any person in connection with this contract as such claim becomes

due, the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Agency by reason of this contract. Agency further agrees that payment by City of such a claim shall not relieve the Agency or its surety from his or its obligation with respect to any unpaid claim.

- I. Agency hereby agrees, pursuant to ORS 279.316, no person shall be employed for more than eight hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it; and, in such cases, the laborer shall be paid at least time and a half for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 187.010, except Veterans Day. However, when specifically agreed to under a written labor-management negotiated labor agreement, a laborer may be paid at least time and a half pay for work performed on Veterans Day or on any legal holiday specified in ORS 187.020.
- J. Agency hereby agrees, pursuant to ORS 279.030, that Agency shall make promptly, as due, payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of Agency, of all sums which the Agency agrees to pay for such services and all moneys and sums which Agency collected or deducted from the wages of its employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

IN WITNESS WHEREOF, the parties hereto have entered into this agreement by and through their authorized representatives as of the date first above written, the City acting pursuant to Ordinance No. 134989.

CITY OF PORTLAND

ALBINA MINISTERIAL ALLIANCE

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Title

By \_\_\_\_\_  
Com'r of Public Safety

By \_\_\_\_\_  
Title

APPROVED AS TO FORM:

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

AGREEMENT - 5

EXHIBIT A

## PROJECT DESCRIPTION

CDA

PORTLAND, OREGON

PROJECT TITLE  
 PROJECT NUMBER  
 PROJECT STATUS ☐ New  
☐ Expanded

EMERGENCY (SUPPLEMENTAL) WELFARE PROJECT  
 15-11

DATE: August 1, 1972

OPERATING AGENCY  
 PLANNING COMPONENT  
 ADMINISTRATIVE NUMBER  
 PROGRAM ACCOUNT  
 CITIZENS WORKING COMMITTEE

Albina Ministerial Alliance  
 Social Environment Area  
 1400

Social Services Working Committee

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

## 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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## 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. residents 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 )
  - b. 100 )
  - c. 8 )
  - d. 10 )
  - e. 280 )
  - f. 200 )
- These numbers are projected upon the requests received over the past ten months operation.

### 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 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 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
<b>TOTALS</b>		<b>44,455.00</b>	<b>44,455.00</b>

$\$14,065 \div 44,455 = 31\%$  Personnel Cost  
 $\$16,281 \div 28,174 = 57\%$  Cost Dispensing  
 $\$28,174 \div 10.5 \text{ mos.} = \$2,682.23$  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, 1973

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave., Portland, Ore. 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
	293.50

\* 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: 150 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 Supplemental Welfare

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: 150 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 Supplemental Welfare

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: 150 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 mo.	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: 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 #65 Furniture & Equipment (Purchase) DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave., 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 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 #79 Misc. Expenses

DATE August 1, 1972

OPERATING AGENCY Albina Ministerial Alliance

ADDRESS 4936 NE Union Ave., 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 ADAQUATELY 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.

# Albion Ministerial Alliance

4835 N.E. Union Avenue 254-7837  
Portland, Oregon 97211

## Social Action Directors

Rev. John H. Jackson  
Bethel African Methodist Episcopal Church

## Executive Board

President  
Rev. John H. Jackson  
Bethel African Methodist Episcopal Church

Vice President  
Rev. Charles G. Gaskin  
St. Andrew's Episcopal Church

Secretary  
Rev. Robert L. Moore  
Beverly Park United Church

Treasurer  
Rev. Dale Smith  
Beverly Park United Church

Chaplain  
Rev. Thomas Strayhorn  
Allen Temple CMC Church

Program & Publicity  
Rev. A.L. Henderson  
Bethel African Methodist Episcopal Church

Education  
Rev. William Adix  
Main, Emanuel Hospital

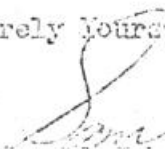
June 6, 1972

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

Dear Mr. Yancey:

Rev. John Jackson, President of the Albion 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

ST/rjh



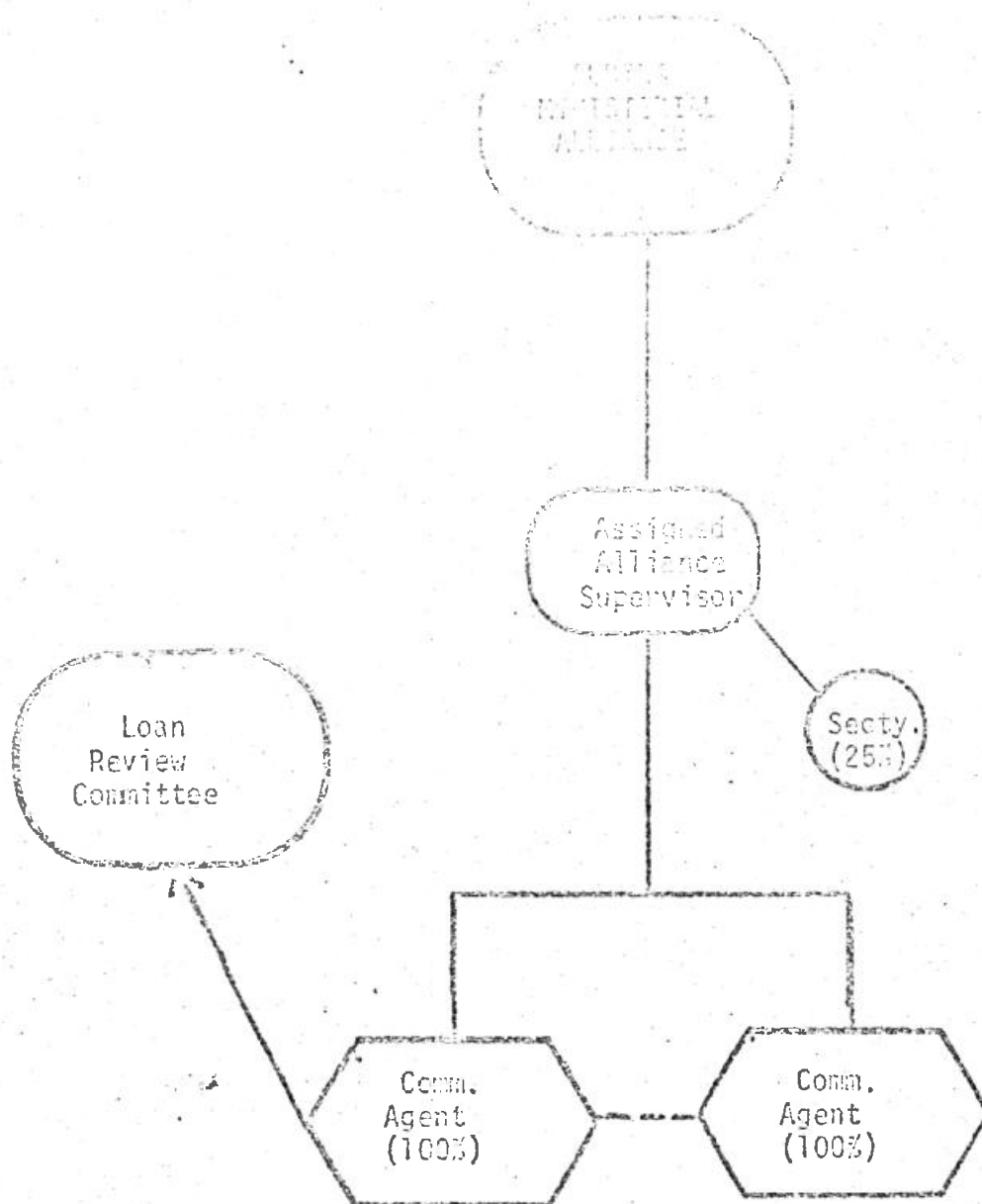
### ELIGIBILITY FOR AID

- 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 on 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 need 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 persons 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 item. (This will be somewhat of a reward factor)

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
MODEL CITIES ADMINISTRATION  
SUPPLEMENTARY GENERAL CONDITIONS  
FOR CONTRACTS WITH OPERATING AGENCIES AND CONTRACTORS\*

EXHIBIT B

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.

OFFICE OF

AUDITOR OF THE CITY OF PORTLAND

PORTLAND, OREGON 97204

ROOM 202  
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 Cravera*

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 1972



Mayor of the City of Portland

Attest:



Auditor of the City of Portland



13475  
QUADRUPLICATE

BUREAU'S COPY

Filed AUG 16 1972

GFC

Andersson ID

By *Myrtle Schuelderman*  
Deputy

8-33-03 N-01  
December 7, 1973

Allan Z. Bowens  
Eastside Bookkeeping  
525 N. E. Killingsworth  
Portland, OR 97212

Dear Mr. Bowens:

Attached for your information is the approved contract change for the Abbina Ministerial Alliance dated August 8, 1973 (and order dated August 20, 1973).

This change adjusts the budget to conform to expenditures. If you have any questions, please contact me.

Sincerely,

Elvin D. Roberts  
Admin. Management Coordinator

EDR:cfc

Attachments

cc: A. Raubeson  
G. Holliday  
A. Sharp  
B. Jones

Official Files ✓



## CONTRACT CHANGE ORDER

DATE Aug. 20, 1973

CONTRACT NO. 13475 CHANGE NO. \_\_\_\_\_  
PROJECT NAME SUPPLEMENTAL WELFARE  
PROJECT NO. 15-11  
OPERATING AGENCY Albina Ministerial Alliance  
REQUESTER Rozell Gilmore

PROGRAMMATIC IMPACT N/A

FINANCIAL IMPACT Adjusting budget to conform to expenditures.

- ☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.
- ☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE IT CAN BECOME EFFECTIVE.
- ☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒ NO ☐

APP. ☒ DISAPP. ☐

X Arden Raker

CDA DIRECTOR

Harold A. Schwab

COMMISSIONER IN CHARGE

DATE \_\_\_\_\_

12/3/73

RECEIVED

DEC 4 1973

MODEL CITIES



# CONTRACT CHANGE REQUEST

—FOR CDA USE ONLY—

IDENT NO. 15-11

CONTRACT NO. 13475

CHANGE NO. 13475

CHANGE TYPE  
BUDGETARY ☐  
PROGRAMMATIC ☒

AGENCY ALBINA MINISTERIAL ALLIANCE

ADDRESS 11. E. Union Avenue, Portland, Oregon

PREPARED BY Allan Z. Bowers, Accountant DATE 08-08-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET
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	+217.79	396.29
50	SPACE (INCLUDING RENOVATION)	441.00		441.00
55	UTILITIES (INCLUDING TELEPHONE)	210.00	+120.63	330.63
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	200.00	+25.82	225.82
70	INSURANCE		+193.00	193.00
71	MAINTENANCE & EQUIPMENT			
75	MISC. EXPENSES	28,174.00	-557.24	27,616.76
TOTALS		44,455.00	-0-	44,455.00

JUSTIFICATION: No insurance provided in original budget. Consumable supplies estimate greatly understated, no provisions were made for printed forms necessary to administer loan program. Utilities originally estimated at less than \$20.00 per month including telephone and therefore was also understated.

*Rozell Gilmore*  
SCHEDULED BY ROZELL GILMORE

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

November 9, 1973

TO: Mike Opton  
Public Affairs Office

FROM: Elvin Roberts  
Admn. Management Coordinator

SUBJECT: UNAPPROVED CONTRACT CHANGES FOR CONTRACTORS MANAGEMENT  
AND SUPPLEMENTAL WELFARE

Enclosed for your information and appropriate action are two contract changes (i.e., Contractors Management and Supplemental Welfare) which have not been approved by the Commissioner.

Your prompt attention to this matter is appreciated.

EDR:cfc Edn

cc: Gary Holliday  
Official Files ✓



PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

November 5, 1973

**TO:** Mike Opton  
Public Affairs Office

**FROM:** Elvin Roberts  
Admn. Management Coordinator

**SUBJECT:** CONTRACT CHANGE REQUEST - SUPPLEMENTAL WELFARE  
CONTRACT #13475

This office has not received a contract change request submitted to your office on behalf of the Supplemental Welfare Project on August 20, 1973.

The Supplemental Welfare project is currently undergoing an audit and, consequently, the auditors need to know whether or not this request is approved.

Your cooperation in this matter is appreciated.

EDR:cfc \_\_\_\_\_

cc: A. Raubeson  
G. Holliday  
Official Files ✓

C  
O  
P  
Y

## PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

## Interoffice Memorandum

August 20, 1973

TO: Mildred Schwab  
Commissioner of Public Affairs

FROM: Andrew Raubeson  
Acting-Director

SUBJECT: SUPPLEMENTAL WELFARE CONTRACT CHANGE REQUEST

The Supplemental Welfare Project has requested a contract change so that their budget might reflect their true expenditures for the Third Action Year.

The expenditures are not substantial in nature and the total costs do not exceed the original contract agreement.

I RECOMMEND approval.

AR:cc

S/ARAttachment

cc: E. Roberts ✓  
G. Holliday ✓  
M. Opton



## CONTRACT CHANGE ORDER

DATE Aug. 20, 1973

CONTRACT NO. 13475 CHANGE NO. \_\_\_\_\_

PROJECT NAME SUPPLEMENTAL WELFARE

PROJECT NO. 15-11

OPERATING AGENCY Albina Ministerial Alliance

REQUESTER Roze'll Gilmore

PROGRAMMATIC IMPACT N/A

FINANCIAL IMPACT Adjusting budget to conform to expenditures.

- ☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.
- ☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE IT CAN BECOME EFFECTIVE.
- ☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒ NO ☐

APP. \_\_\_\_\_ DISAPP. \_\_\_\_\_ ☒ DATE \_\_\_\_\_  
CDA DIRECTOR

\_\_\_\_\_  
COMMISSIONER IN CHARGE



# CONTRACT CHANGE REQUEST

— FOR CDA USE ONLY —

IDENT NO. 15-11

CONTRACT NO. 13475

CHANGE NO. 13475

CHANGE TYPE

BUDGETARY ☐  
PROGRAMMATIC ☒

AGENCY ALBINA MINISTERIAL ALLIANCE

ADDRESS N. E. Union Avenue, Portland, Oregon

PREPARED BY Allan Z. Bowens, Accountant DATE 08-08-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET
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55	UTILITIES (INCLUDING TELEPHONE)	210.00	+120.63	330.63
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	200.00	+25.82	225.82
70	INSURANCE		+193.00	193.00
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	28,174.00	-557.24	27,616.76
TOTALS		44,455.00	-0-	44,455.00

JUSTIFICATION: No insurance provided in original budget. Consumable supplies estimate greatly understated, no provisions were made for printed forms necessary to administer loan program. Utilities originally estimated at less than \$20.00 per month including telephone and therefore was also understated.

X Rozell Gilmore  
SIGNATURE Key, Rozell Gilmore

RECEIVED

FEB 5 1973

MODEL CITIES

**AMA**

Albina Ministerial Alliance

## Social Action Director:

Rev. Samuel Johnson  
Highland United Church of Christ

## Executive Board:

## PRESIDENT

Rev. John Jackson  
Mt. Olivet American Baptist

## VICE PRESIDENT

Rev. Gordon Dickey  
St. Andrew's Catholic

## SECRETARY

Rev. Rozell Gilmore  
Berean Baptist Church

## TREASURER

Rev. Dale Stitt  
Mallory Ave. Christian Church

## CHAPLAIN

Rev. Thomas Strayhand  
Allen Temple CME Church

## PROGRAM &amp; PUBLICITY

Rev. A.L. Henderson  
Bethel African Methodist Episcopal

## EDUCATION

Rev. William Adix  
Chaplain, Emanuel Hospital

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

February 1, 1973

Mr. Andrew Raubeson  
Acting Director  
Portland Model Cities  
City Demonstration Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Raubeson:

Enclosed please find a Contract Change Order form and a Contract Change Request (CDA-132) for the Emergency Supplemental Welfare Program. This contract change request is for the Third Action Year, and not a part of the Fourth Action Year Proposal, which has been completed and submitted to Mrs. LyDay.

We are not requesting an increase in the Third Action Year budget; rather we would like to decrease the budget in some areas and increase it in others, thus keeping the dollar amount balanced.

The reason for the requested change is the financial difficulty we are encountering in administering and operating the Project. Consequently, the Albina Ministerial Alliance is being drained of a substantial portion of its financial resources by expenses incurred by the Supplemental Welfare Program. Described below are the proposed changes by category:

#10 - Salaries

Under the terms of the Third Action Year Proposal, the Project Secretary was designated as spending only 25% of her working day on the Welfare Supplemental Project and 75% on A.M.A. matters. In reality, however, she spends at least 60% of her time on this project--often much more. We are requesting that the Welfare Supplemental Program bear 50% of the cost of her salary -- an increase of \$100.00 per month, or \$1050.00 for the 10½ month period. The Project was originally funded to employ two full time Welfare Aides. We would like to change this to one full time Aide and one part time (50%) Aide. The full time Welfare Aide works totally in the office -- interviewing clients, processing applications, etc. The part time employee is involved in field collection and verification work. This



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### Page 2 - Contract Change Request Mr. Andrew Raubeson

reduction of a half a person from the Welfare Aide Staff would result in a reduction of \$2362 for the 10½ month period in the salaries of these two employees. There is a proposed increase, however, in the salary of the Coordinator (Project Director)--a position originally designated as 25% time. Because of the responsibility involved in administering the project, it is necessary that he spend at least 50% of his time directing the program. Paying him 50% of the \$700 monthly salary rather than 25% would result in an increase of \$1837 for the 10½ month period. To summarize the personnel portion of the change request, an increase of \$599 is requested.

### Category #30 - Local Travel

We are requesting a decrease from \$294.50 (for 10½ months) to \$90.00. This is a reduction of \$203.00. After the past several months of operation, we have found that significantly less local travel is necessary than was originally proposed and approved in the Third Action Year Proposal.

### Category #40 - Consumable Supplies

These expenses have proven to be far greater than anticipated. There is a tremendous amount of paperwork involved in processing the loans and grants and in sending letters to those persons who applications were denied. After reviewing the bills from the office supply and stationery companies, we found that a substantial amount of the money spent was for the Welfare Supplemental Program. As accurately as possible, we divided the cost of office supplies between the A.M.A. and the Welfare Supplemental Project. The result of this evaluation is a request for an increase from \$17.00 per month to \$49.50 per month - totalling an additional \$341.00 for the 10½ month period. One of the most expensive items in the consumable supplies category is the paper, toner, and intensifier used for the Pitney Bowes copying machine.

### Category #55 - Utilities (including telephone)

The telephone bill is running approximately 95.00 per



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### Page 3 - Contract Change Request Mr. Andrew Raubeson

month (exclusive of long distance calls). The Welfare Supplemental Program was budgeted to cover only 20.00 of this amount. However, at least half of the telephone usage is for the Welfare Supplemental Program, and were it not for this project, we could probably eliminate one of the lines and one or two of the telephones. Due to the heavy influx of calls from clients and clients' creditors, as well as numerous outgoing calls for verification of information given by applicants, it is necessary to maintain all of these lines. A more equitable division of the cost of the phones would be a 50/50 arrangement. Therefore, we are requesting an increase from \$20.00 per month to \$50.00 per month to be paid by Welfare Supplemental Project funds. This would result in a total increase in this category of \$315.00 for the 10½ month period.

#### Category #65 - Furniture and Equipment Purchase:

The only item funded in the original approved budget was one dictaphone machine. Since that time, it has been necessary to lease (with purchase option) one Pitney Bowes Copying Machine for making copies of applications, clients' bills, forms, etc. The rental on this machine is 29.00 per month, totalling \$305.00 for the ten and a half month period.

#### Category #70 - Insurance

For some unknown reason, no allowance was made for insurance in the third action year budget. Because it was necessary for the Program to have liability insurance (at \$87.00 per year) and a Blanket Fidelity Bond (\$73.00 per year), the cost of these premiums has already been covered out of the Operating Expense Account earlier in the year, but must be included in the budget.

#### Category #79 - Miscellaneous Expenses

We propose to reduce the loan and grant fund by \$1518.00 in order to make the necessary increases in operational budget categories. This would be a reduction of approximately \$144.50 per month for the ten month period.



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We would sincerely appreciate your study and consideration of this change order, which is vital to the operation of the program and the prevention of the A.M.A.'s Administrative Account being further reduced by expenses which rightfully belong to the Welfare Supplemental Project.

Thank you very much.

Sincerely yours,

Reverend John H. Jackson  
President, Albina Ministerial Alliance

Bishop Joseph C. Foster  
Director, Supplemental Welfare Project

Reverend Samuel Johnson  
Social Action Director

md/Enclosures



## CONTRACT CHANGE REQUEST

—FOR CDA USE ONLY—

AGENCY Emergency Supplemental Welfare  
ADDRESS 4936 N.E. Union Avenue - Portland, Ore.  
PREPARED BY Bishop Joseph C. Foster DATE 1-30-73

IDENT NO. \_\_\_\_\_  
CONTRACT NO. \_\_\_\_\_  
CHANGE NO. \_\_\_\_\_  
CHANGE TYPE  
BUDGETARY ☐  
PROGRAMMATIC ☐

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$14,065	+\$599	\$14,664
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	\$ 893	-	\$ 893
30	TRAVEL, LOCAL	\$ 293	-\$203	\$ 90
35	TRAVEL, OUT OF TOWN			
40	CONSUMABLE SUPPLIES	\$ 178	+\$342	\$ 520
50	SPACE (INCLUDING RENOVATION)	\$ 441	-	\$ 441
55	UTILITIES (INCLUDING TELEPHONE)	\$ 210	+315	\$ 525
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	\$ 200	+305	\$ 505
70	INSURANCE	0	+160	\$ 160
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	\$28,174	-1518.00	\$26,656
TOTALS		\$44,454	0	\$44,454

JUSTIFICATION: Funds are necessary for the continuation of operation and staffing of this program.

SIGNATURE \_\_\_\_\_

CDA-133



## CONTRACT CHANGE ORDER

DATE January 30, 1973

CONTRACT NO. 13475 CHANGE NO. 1  
PROJECT NAME Emergency Supplemental Welfare Project 15-11  
PROJECT NO. 15-11  
OPERATING AGENCY Albina Ministerial Alliance  
4936 N.E. Union Avenue - Portland, Oregon, 97211  
REQUESTER Bishop J. C. Foster

PROGRAMMATIC IMPACT Better service for residents of the  
Model Neighborhood Area.

FINANCIAL IMPACT Allocation of additional funds for salaries (\$599)  
Consumable Supplies (\$342), Utilities (\$315.00) Furniture and  
Equipment Purchase (\$305). Funds being deducted from Local  
Travel (\$203.00) and Miscellaneous Expenses (\$1,358) +Insurance (160  
X THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL  
BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.  
THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE  
IT CAN BECOME EFFECTIVE.  
THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN  
BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES X  
NO       

APP.        DISAPP.        CDA DIRECTOR        DATE       

       COMMISSIONER IN CHARGE

J-33-034  
RECEIVED

FEB 5 1973

MODEL CITIES

**AMA**

Albina Ministerial Alliance

## Social Action Director:

Rev. Samuel Johnson  
Highland United Church of Christ4936 N.E. Union Avenue 284-7887  
Portland, Oregon 97211

February 1, 1973

## Executive Board:

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Mallory Ave. Christian ChurchCHAPLAIN  
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Allen Temple CME ChurchPROGRAM & PUBLICITY  
Rev. A.L. Henderson  
Bethel African Methodist EpiscopalEDUCATION  
Rev. William Adix  
Chaplain, Emanuel HospitalMr. Andrew Raubeson  
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Portland Model Cities  
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### Page 2 - Contract Change Request Mr. Andrew Raubeson

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### Page 3 - Contract Change Request Mr. Andrew Raubeson

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We would sincerely appreciate your study and consideration of this change order, which is vital to the operation of the program and the prevention of the A.M.A.'s Administrative Account being further reduced by expenses which rightfully belong to the Welfare Supplemental Project.

Thank you very much.

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President, Albina Ministerial Alliance

Bishop Joseph C. Foster  
Director, Supplemental Welfare Project

Reverend Samuel Johnson  
Social Action Director

md/Enclosures



## CONTRACT CHANGE REQUEST

— FOR CDA USE ONLY —

IDENT NO. \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_

CHANGE NO. \_\_\_\_\_

CHANGE TYPE  
 BUDGETARY ☐  
 PROGRAMMATIC ☐

AGENCY Emergency Supplemental Welfare

ADDRESS 4936 N.E. Union Avenue - Portland, Ore.

PREPARED BY Bishop Joseph C. Foster DATE 1-30-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$14,065	+\$599	\$14,664
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40	CONSUMABLE SUPPLIES	\$ 178	+\$342	\$ 520
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70	INSURANCE	0	+160	\$ 160
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	\$28,174	-1518.00	\$26,656
TOTALS		\$44,454	0	\$44,454

JUSTIFICATION: Funds are necessary for the continuation of operation and staffing of this program.

SIGNATURE \_\_\_\_\_



## CONTRACT CHANGE ORDER

DATE January 30, 1973

CONTRACT NO. 13475 CHANGE NO. 1  
PROJECT NAME Emergency Supplemental Welfare Project 15-11  
PROJECT NO. 15-11  
OPERATING AGENCY Albina Ministerial Alliance  
4936 N.E. Union Avenue - Portland, Oregon 97211  
REQUESTER Bishop J. C. Foster

PROGRAMMATIC IMPACT Better service for residents of the  
Model Neighborhood Area.

FINANCIAL IMPACT Allocation of additional funds for salaries (\$599)  
Consumable Supplies (\$342), Utilities (\$315.00) Furniture and  
Equipment Purchase (\$305). Funds being deducted from Local  
Travel (\$203.00) and Miscellaneous Expenses (\$1,358) + Insurance (160)  
☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL  
BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.  
☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE  
IT CAN BECOME EFFECTIVE.  
☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN  
BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒  
NO ☐

APP. \_\_\_\_\_ DISAPP. \_\_\_\_\_ DATE \_\_\_\_\_  
CDA DIRECTOR  
\_\_\_\_\_  
COMMISSIONER IN CHARGE