

December 31, 1970

Mr. Pat Sanderlin, Coordinator  
C-CAP Agency  
100 N. E. Morris Street  
Portland, Oregon 97212

Dear Mr. Sanderlin:

Enclosed is a copy of a memorandum to Mr. Charles Jordan, Director of Model Cities, regarding the bonding position of your agency. This finding was in response to an inquiry to the Director from the City Auditor.

If it is the desire of your agency to anticipate further participation in the Model Cities Program during the Second Action Year, it would be advisable to direct some concern toward maintaining your eligibility as required by HUD guide lines.

Sincerely,

C. Watts Yancey,  
Social Coordinator

cc: Terry Kent,  
Staff Advisor

Enclosure

cc: Official Files (2)  
Director/Jordan  
Author/Yancey  
12/31/70 cw

December 30, 1970

Mr. Patrick Sanderlin  
Coordinator C-CAP Program  
106 N.E. Morris Street  
Portland, Oregon 97212

Dear Sir:

Enclosed find invoices from Eastside Bookkeeping for services rendered. These are your receipts and were forwarded to you for your records. They have been paid from previously allocated funds.

May I express my satisfaction on receipt of the monthly report as well as the information regarding the establishment of the Advisory Committee.

The final requirement for approval of payment of funds for the project will await the receipt, by the CDA, of the Compilation report of the Survey as discussed in my correspondence to Mr. Robert Nelson, Director, and dated December 3, 1970.

Thank you for the timely Christmas remarks in the letter forwarded by you. It is comforting, at all times, to learn that one's efforts are appreciated, and all actions are not interpreted negatively.

Sincerely,

C. Watts Yancey  
Social Coordinator

cc: Official Files (2)  
Director/Jordan  
Author/Yancey  
Staff Advisor/T. Kent  
12-31-70 1r

Mr. Yancy

December 28, 1970

Mr. Robert Nelson  
Youth Planning Project  
C-CAP  
106 N. E. Morris  
Portland, Oregon 97211

Dear Bob,

Enclosed are two sets of monthly report forms for your use in reporting for December.

All of the Youth Planning functions will have been fulfilled with the submission of this monthly report.

Please have it in our office no later than January 10, 1971.

Peace,  
  
Terry Kent  
Staff Advisor

Encl.

CC: Official files (2)

12-28-70 fes

*Mr. Yancey*

December 24, 1970

Mr. Bob Nelson  
C-CAP  
106 N.E. Morris  
Portland, Oregon 97211

Dear Mr. Nelson:

Pursuant to a telephone conversation between Pat Sanderlin and myself on December 21, 1970 regarding the receipt of a report on the newly established Youth Advisory Board. The only requirement left before C-CAP can receive reimbursement for November expenses is the submission of a research project on youth activities and programming in the Model Neighborhood area.

You are urged to submit this document as soon as possible.

Sincerely,



Terry W. Kent  
Staff Advisor

cc: Officials (2)  
Director/Jordan  
Coordinator/Yancey  
Author/Kent  
12-24-70 1r

TO: Youth Recreation and Culture Working Committee  
Model Cities Agency

FROM: Youth Planning Project of Church Community Action Center  
106 NE Morris

This list contains the favorable respondents to solicitation for a Youth Advisory Board for the Model Cities area of Portland, Oregon. There are 20 names and addresses.

Two meetings have been held of this board on the 7th of December and on the 16th of December 1970. Both meetings were sparsely attended, but those present seemed to show a fair amount of interest. At the first meeting 5 model neighborhood districts were represented at the second meeting 4 districts.

Although the idea of having a Board from all of the eight districts is desirable and idealistic it is not particularly efficient when dealing with young people as they come from a different environment---the schools. A nucleus has been formed in this group and it will be functioning as Model Cities so deems. At present those attending the meetings are working on a plan to form a youth operated corporation to wrest control of youth programming in the Model Neighborhood from agencies and adults and put them in the hands of the youth.

It is now the responsibility of this working committee to

make this Board a viable organisation. This agency will be available to assist the MCA with this board until the termination date of the contract it holds with MCA.

As more candidates are secured from the neighborhood associations they will be passed on to the working committee.

Wm Patrick Sanderlin  
CCAP YPP

Liaison Agencies Requested to Nominate Candidates for a Youth Advisory Board.

requests were mailed on November 18,1970

Albina Community Action Center

Red Shield Youth Centers

YMCA N.Branch

Mallory Avenue Christian Church

Mazanatha Evangelical Church

Albina Ministerial Alliance

Dishman Community Center PBPR

Jefferson High School

John Adams High School

\* Albina Youth Opportunity School

Albina Art Center

Police Community Relations Project

NAAEP

\*Urban League

Woodlawn Association

Sabin Association \*\* (telephone request)

Elliot Association\*\* (telephone request)

People Against Fascism(Black Panthers)

\*responses

\*\*indicated would nominate candidates as soon as possible.

Mr. James Okawa  
1331 N. E. Liberty  
Portland, Oregon 97211  
Woodlawn

Miss Diane Kearny  
1928 N. E. Bryant  
Portland, Oregon 97211  
Woodlawn

Mr. Reggie Harris  
4326 N. E. Cleveland  
Portland, Oregon 97212  
King

Miss Mary Yelldell  
3913 N. E. Grand  
Portland, Oregon 97212  
King

Miss Diane Davis  
4524 N. E. Mallory  
Portland, Oregon 97211  
King

Mr. Sam Jenkins  
4904 N. E. Tenth  
Portland, Oregon 97211  
King

Mr. Will Brown  
5720 North Kerby  
Portland, Oregon 97217  
Humboldt

Mr. R. V. Poster  
5720 North Kerby  
Portland, Oregon 97217  
Humboldt

Miss Patty McCarthy  
5227 N. E. 14th Avenue  
Portland, Oregon 97201  
Vernon

Miss Yoette Brown  
2215 North Going Street  
Portland, Oregon 97211  
Beech

Miss Deborah Walker  
516 N. E. San Rafael  
Portland, Oregon 97212  
Irvington



Miss Margaurite Boyd  
3280 N. E. 21st Avenue  
Portland, Oregon 97212

Vernon

Mr. Henry Creal  
2927 N. E. 9th Avenue  
Portland, Oregon 97212

King

Miss Helen Lee  
3428 N. Gantenbein  
Portland, Oregon 97227

Boise

Miss Linda J. Summers  
2618 N. E. 8th  
Portland, Oregon 97212

King

Mr. Spurgi Waters  
4405 N. Gantenbein  
Portland, Oregon

Humboldt

Miss Carolyn Walker

Vernon

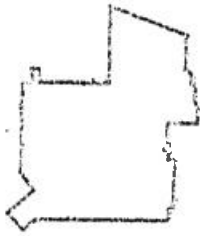
Mr. Gerald DeLoney  
3944 N.E. 8th  
Portland, Oregon 97212

King

Mr. David Heikkinen  
4045 N. Massachusetts  
Portland, Oregon

Beach

CIVILIAN  
WORKING  
COMMITTEES



MODEL CITIES / PORTLAND  
Room 210 5329 N.E. UNION AVENUE OREGON 97211  
Phone 238-6123

YOUTH RECREATION WORKING COMMITTEE  
MINUTES OF MEETING

Model Cities Office  
5329 N.E. Union Ave.

April 23, 1970

The meeting came to order at 8:05 P.M. at the Model Cities Office. The minutes were read and approved by the committee.

Following was a brief explanation of the proposals for an operating agency. C-CAP was voted operating agency for the Youth Activities & Planning

The chairman did not appoint a committee of Recreation Researchers as planned for the meeting. He would decide on a time at his convenience.

It was voted on that meeting days be on Saturdays. The next meeting will be May 9, 1970, at 3 P.M. promptly, at the Model Cities Conference Room #201.

The meeting was adjourned at 10:06 P.M.

Carolyn Walker, Secretary  
Fred Whitlow, Chairman

MODEL CITIES AGENCY

SOCIAL ENVIRONMENT PROGRAM

Date: May 14, 1970  
To: K. Hampton  
Acting Director  
From: C. Watts Yancey  
Social Coordinator  
Re: C-CAP Organization

Per your request earlier, I gleaned the following information for your consideration regarding the Church CAP, that has presented a proposal to become the Operating Agency for planning of the CDA Youth Recreation Program.

1. C-CAP is not sponsored by the Portland Metropolitan Steering Committee (OEO). This fact was confirmed through a telephone check with Miss Erma Hepburn, CAP Director, of PMSC.
2. C-CAP, at present, is an autonomous agency, operating independently of the Council of Churches.
3. It had partial funding, before incorporating, separately, from the Council of Churches of Portland.
4. C-CAP has no supervision by the Council of Churches and is solely responsible for its actions.
5. It has no members of the Council of Churches sitting upon its Advisory Board.
6. There is no financial relations or responsibility of the C-CAP to the Council of Churches.

Enclosed, additionally, are copies of the five (5) proposals that were received, by the Committee, to become the Operating Agency for Youth Planning and Activities.

bjm:

# Coast Janitorial Service, Inc.

DBA

**COAST JANITORIAL SERVICE**  
(Complete Building Maintenance)  
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714 N. E. ALBERTA STREET • BOX 11225 • PORTLAND, OREGON 97211

June 22, 1970

Mr. Kenneth Hampton, Acting Director  
PORTLAND MODEL CITIES PROGRAM  
5329 N. E. Union Avenue  
Portland, Oregon, 97211

Dear Mr. Hampton:

We have been contacted by Mr. Frank Fair, Director of the Church Community Action Program regarding bookkeeping and accounting for their sub-contract with the Model Cities Program and have agreed to:

1. Develop an accounting and financial management procedures guide for their agency.
2. Develop, implement and operate a financial accounting and financial control system that is in accordance with -
  - a. The requirements for financial controls established by the Department of Housing and Urban Development (CD Letter No. 8, Part II) and other governmental agencies.
  - b. Meet the requirements of the City of Portland as a part of their over-all accounting and reporting function.
  - c. Be consistent with the standards of the National Committee on Governmental Accounting.

Our charges for these services shall be on the basis of our standard charge of three and one-half percent of their budget.

Yours very truly,

EASTSIDE BOOKKEEPING SERVICE  
a Division of Coast Janitorial Service, Inc.

  
Allan Z. Bowers, Controller

cc: Mr. Frank Fair, C-CAP  
Mr. Henry D. Scott, President, Coast Janitorial Service.

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

*Yancy*

*From* Ed Warmoth *E* June 25, 1970  
*To* Don Jeffery  
*Addressed to* cc: Fred Markey  
*Subject* Further Information on Work Project for C-CAP

Stated below is more information to describe the work program to be performed by C-CAP for the Youth Activities and Planning Project. It is derived mainly from my June 25 telephone call to Mr. Frank Fair of C-CAP.

FOR AND IN CONSIDERATION of the mutual promises, the undersigned parties do hereby agree, covenant and promise that:

- 1) The Church Community Action Program (C-CAP) shall:
  - a) Perform and carry out in a satisfactory and proper manner the program set out in the Youth Activities and Planning Project (3.161) approved as a part of the Portland Comprehensive City Demonstration Program.
    - 1) Recruit, select, orient, and supervise staff to be engaged in activities for this project. Direction and general supervision for the project shall be provided through the assignment of existing staff personnel. Persons from the Model Cities area with professional experience in the areas of recreation and culture, will be employed to work as Area Coordinators, serving as full-time employees during summer months and part-time employees during the balance of the project. High school youth from the two high schools which serve the Model Cities area will be employed as Planning Assistants, as full-time employees during the summer and part-time employees during the school year, and their selection shall give consideration to recommendations from high school teachers and counselors.
    - 2) Contacts will be made with all agencies and organizations which sponsor existing youth activities to obtain data on current programs and establish a working relationship

fu

for the planning process.

- 3) Expanded or additional summer youth activities will be developed by inviting proposals from agencies and organizations and allocating funds for projects which are determined to provide the best potential recreational and cultural benefits for use of the Model Cities area, and will be responsible for promoting participation by youth in the activities which are funded under this project. A minimum of two of the summer activities will be selected for staff analysis of the planning process and the impact on youth, with results to be used as part of the input for planning future activities.
  - 4) The Area Coordinators and Planning Assistants will make contact with youth on a neighborhood basis during the summer and through school channels after the high schools open again in the fall.
  - 5) The scheduling of special summer activities and the planning for 1971 projects shall be done in cooperation with both the Model Cities Agency and the City Youth Coordinator in the Office of the Mayor.
  - 6) A rough draft of projects and activities proposed for implementation during 1971 will be presented to the Model Cities Agency by September 30 with a final draft to be submitted to the Model Cities Agency by October 15. This information is to include recommendations for a procedure to develop a Youth Advisory Council. A comprehensive report covering the planning process, findings, and recommendations for 1971 involvement of youth and agencies in the Model Cities Program shall be completed and 100 copies submitted to the Model Cities Agency by December 31, 1970.
- b) The Church Community Action Program in performing its tasks hereunder and as a cost hereof shall apply to the City such information as may be required by it for its evaluation of the program. Expenditures of funds included in the project budget for evaluation must be coordinated with the Model Cities master evaluation plan.
  - c) The Church Community Action Program agrees in its performance hereof to comply with the obligations and limitations contained in the contract provisions which are attached.

**Model Cities**

Phone 288-7051

Room 210 • 5329 N.E. UNION AVENUE

**Portland** . OREGON 97211

July 8, 1970

Memorandum

TO: Don Jeffrey  
City Attorney

FROM: C. Watts Yancey  
Social Coordinator

RE: Contract for C-CAP as Operating Agency for Youth Planning & Activities

Enclosed find summary of the essential details of the contract for C-CAP to become O/A for the Youth Planning & Activities Project.

I will forward you a more detailed description of jobs after they have been rewritten.

Ed is anxious for you to receive this today and states that we can go along with the job descriptions attached, he thinks.

There will be enough here for you to go to contract, as the Mayor is anxious for this project to become operational.

If you are desirous of having me and Mr. Nelson in a conference, for further discussions, I will be available at 3:30 PM Thursday, July 9, 1970.

There are some slight changes in word designating in the analysis. I will change them and forward you pages to insert in your copy.

CWY *C. Watts Yancey*

## ESSENTIAL POINTS OF CONTRACT

- I. The Church Community Action Program (C-CAP) agrees to conduct a Model Cities Project for "Youth Activities and Planning", (based on the general principles set forth in 3.161 of the Comprehensive City Demonstration Program for Portland and described in detail in the Project Description booklet submitted to the Mayor.
- II. C-CAP shall be responsible for (a) developing and submitting a plan for youth recreational and cultural activities to be conducted during the 12-months of 1971 as part of the Model Cities Program and (b) planning, implementing and evaluating youth activities during the summer months of 1970. The project will involve, as much as possible, interested youth, residing in the Model Neighborhood, in the planning, participation, and execution of the total activity. Both planning and scheduling, of activities, shall be closely coordinated with the Model Cities Working Committee on Recreation and Culture, the Model Cities Agency, the City Youth Coordinator in the Mayor's Office, Portland Public Schools, the City Park Bureau, the YMCA, and all other projects and agencies offering recreational and social services to Model Neighborhood Youth.
- III. C-CAP shall:
  - a. Recruit, select, orient and supervise staff to be engaged in this project, in accord with the budget included in the Project Description. Perhaps from the Model Cities area with professional experience in the areas of recreation and culture will be employed as Area Coordinators and high school youths representing all areas of the Model Neighborhood will be employed as Planning Assistants.
  - b. Make contacts with all agencies and organizations which sponsor existing youth activities to obtain data on current programs and establish a working relationship for the planning process. Youth will be involved



through individual discussions and group meetings.

- c. Maintain a separate account for the \$6,000.00 allotted in the budget for youth activities. Expenditures from this separate account will be coordinated with and receive approval, in writing, from the Mayor's Youth Coordinator, Mr. Fred Markey. Two of the activities conducted, shall be selected for staff analysis, and evaluation of the planning process and impact on youth, with the results to be used as input for planning future activities.
- d. Prepare a rough draft of projects and activities proposed for implementation during 1971 and submit to the Model Cities Agency by September 30, with a final draft to be submitted to the Model Cities Agency by October 15. The information is to include recommendations for a procedure to develop a Youth Advisory Council. A comprehensive report covering the planning process, findings and recommendations for 1971 involvement of youth in the Model Cities Program shall be completed and 100 copies submitted to the Model Cities Agency by December 31, 1970.
- e. File monthly progress reports and projection of work program for the following month, along with an accounting of project expenditures and the total amount claimed as payment on the partially completed project, with the Model Cities Agency and forward a copy to the City Youth Coordinator.
- f. C-CAP will provide a study, for the establishment of a radio station, if deemed feasible, in its twelve (12) month plan.

OFFICE OF CITY ATTORNEY  
CITY HALL  
PORTLAND, OREGON 97204

MARIAN C. RUSHING  
CITY ATTORNEY

July 8, 1970

Model Cities Office  
C. Watts Yancey  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Yancey:

You will find enclosed part of a copy of Mayor Schrunk's letter describing the Ad Hoc Summer Program Committee. It does not have the detail which you requested, however, it is all I have been able to get ahold of today and then I couldn't find the rest of the letter. I will talk to you about this later.

Very truly yours,



DONALD C. JEFFERY,  
Senior Deputy City Attorney

DCJ:rf  
Encl.

WORK PROGRAM KEY FUNCTIONS

June 29, 1970

1. Provisions to select and orientate staff.

Teachers and Counselors in the high schools serving students in the Model Neighborhood - Jefferson-Adams-Grant-have been requested to recommend those who can serve as program associates. These will be contacted, asked to file application and interviewed. Those selected will meet with Co-directors to define areas of involvement and outline objectives, deadlines and general scope of the project.

Area Coordinators prospects came through the schools and agencies within the community.

People working for various youth related agencies will be asked to meet with the staff to acquaint it with recreational opportunities and needs of the Model Neighborhood.

2. The project will work toward interesting Model Neighborhood youth to take advantage of training programs offered by various agencies involved in recreational activities in the Model Neighborhood. Training opportunities for various types of work being sought by youth will be a part of the 12 months plan developed by the project.

3. Job opportunities and job <sup>responsibilities</sup> for youth will be sought and catalogues. Recreational and cultural activities to be included in the plan for the youth activities complex in the 12 months plan to be developed by the project will seek the maximum number of job opportunities for the youth of the Model Neighborhood.

4. Temporary recreational facilities to immediately serve the youth of the Model Neighborhood will be developed as a part of the \$6000.00 budget item listed on page 6 of the project proposal. Long range facilities needs will be included in the preliminary plan to be ready by October 1, 1970. To access this need, existing facilities, both public and private will be evaluated by the project along with the needs expressed by the youth of the Model Neighborhood.

5. Educational opportunities for the "drop out" provided by both public and private agencies will be evaluated against the total need as the scope of this need is developed by the project. Experiments in educating the "drop out" will be encouraged and plans developed by the project or by other groups, individuals or agencies will be considered for

inclusion in the 12 months plan to be developed by the project.

SUMMARY - PROJECTED ACTIVITIES BUDGET

Facilities for 2 Youth Centers:

Space Rent	\$150 per month - 4 months	\$600.00
Equipment	\$1000 per center	<u>\$2000.00</u>
		\$2600.00

8 Field Trips:

Bus Rental	\$150 per trip	\$1200.00
Food	\$50 per trip	<u>\$ 400.00</u>
		\$1600.00

4 Summer Street Festivals (Dance etc.)

Music	\$150 each	\$ 600.00
Publicity	\$ 50 each	<u>\$ 200.00</u>
Material and Equipment Rental	\$200	<u>\$ 800.00</u>
		\$1600.00

These activities are tentative and are subject to change by the youth on the project staff working with the youth advisory committee and the recreation and culture committee.

July 9, 1970

### AREA PROGRAM COORDINATORS

Each Area Program Coordinator will supervise and direct the activity of two Youth Planning Associates and will have the responsibilities to secure information and suggestions and assess recreational and cultural needs of the youth in two of the elementary school areas in the Model Neighborhood. Each Area Coordinator will enlist volunteers to assist in the gathering of information and to insure representatives of this area on the Youth Advisory Board.

Program Coordinators will meet with various agencies providing recreational and cultural activities to coordinate activities in the twelve months proposal to be developed by the project so that overlapping can be kept to a minimum and areas of need adequately filled.

Area Program Coordinators will be available to speak to various community groups as assigned by the co-directors. There will be a constant effort made to keep the Model Neighborhood informed as the proposal develops so all interested parties can evaluate and suggest. This will insure wide community support for the proposal that will result from the six months planning project.

Area Program Coordinators will write, renew and rewrite components that will make up the proposal.

In addition Area Coordinators will also participate in the planning, execution and evaluation of recreational and cultural activities that are a part of the total project.

Youth Planning Associates will <sup>canvass</sup> the area assigned to them to determine the recreational and cultural needs, wishes and hopes of the youths of the Model Neighborhood. This will require some door to door canvassing, as well as street contact. Planning Associates will attend various community meetings to help inform the youth of the program of the proposal.

Each Youth Planning Associate will secure at least three volunteers to serve on the Youth Advisory Committee. They also will participate in the planning executions and evaluation of the summer activities that are a part of the project.

### EXPERIMENTAL TEST PROJECTS

It is difficult to spell these out in any details until the staff is recruited and orientated. The creativity of the staff will go into these effects.

One will be geared to see how recreation can enhance the learning process both for students and their tutors.

The other will attempt to develop recreational opportunities with a relatively small area using the resources, human and material, of the area.

Model Cities

Phone 288-6923

Room 210 • 5329 N.E. UNION AVENUE

Portland OREGON 97211

July 31, 1970

Mr. Y. F. Booker, President  
Freedom Bank of Finance  
728 N. E. Killingsworth Avenue  
Portland, Oregon 97211

Dear Sir:

The Church-Community Action Program (C-CAP) is the Operating Agency, for the Youth Activities and Planning Project, for the City Demonstration Agency of Portland, Oregon.

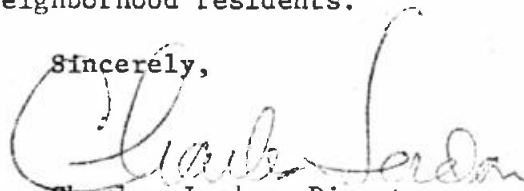
The funds for the Agency's July operating expenses will be allocated, through the regular procedure upon receipt of the required monthly reports. This procedure normally consumes a period of a week or ten (10) days.

I understand that C-CAP has requested a loan, of necessary funds, to meet their July payroll from your institution in order that their staff may be paid before the week end.

If your institution honors the loan request, I will request and ascertain from the City Auditor of Portland, that the Freedom Bank of Finance be listed on the check from the City of Portland, covering the July expenses along with C-CAP.

The CDA is deeply concerned regarding the implementation and successful progress of the Youth Program. Rest assured that this public service act of your institution, is gratefully appreciated, and definitely in accord with the total concept of the City Demonstration Agency's objective of providing desired services to Model Neighborhood residents.

Sincerely,

  
Charles Jordan, Director  
City Demonstration Agency

*Copy of Monthly report must be sent to Ted Markey in the Mayor's office.*

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

July 31, 1970


Model Cities Coordinator  
Office of the Mayor  
Portland, Oregon

Attn: Ed Warmoth

Dear Mr. Warmoth:

We request that the warrant for the payment for the July activities of the Youth Planning Project be issued jointly to C-CAP and Freedom Bank of Finance. This is in keeping with the financial arrangements we made with the Bank regarding emergency financial needs.

Sincerely yours,

  
Robert E. Nelson  
Director

Mr. Jordan —  
I have cleared this matter with Mr. Spear in the auditor's office.  
Please retain copy of this letter for your file.  
arrangements will be made through your requestion to the city for payment.  
Please note names to go on warrant and address for mailing.  
Ed Warmoth

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

August 13, 1970

Mr. Charles Jordan  
Director, Model Cities  
Portland, Oregon 97211

Dear Mr. Jordan:

Our Youth Planning Project is moving ahead and the group has also organized a number of successful "summer things". Our problem is the lack of working capital to carry the heavy load of the summer program items.

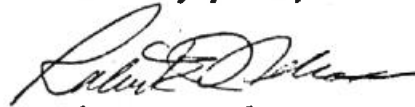
Last Monday I met with Fred Markey and Ed Warmoth and they were going to see if we could be paid for the summer things each week. The first Festival at Jefferson was a part of the July report. Following is the list of other events through this weekend.

August 4 - Skating Party	\$625.00
August 11 - Skating Party	625.00
August 14 - Dance at Unthank	450.00
August 16 - Plane Rides	486.00

All of these events has been approved by Fred Markey of the Mayors' Office. We would appreciate receiving a warrant for these items.

Your help to expedite this will be appreciated.

Sincerely yours,



Robert E. Nelson

REN:rt

cc: Fred Markey  
Ed Warmoth



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY

(Use This Form as a Budget for Each Activity (Including Relocation)  
Funded Under Section 105 of Title I of the Demonstration Cities and  
Metropolitan Development Act of 1966)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CITY DEMONSTRATION AGENCY

BRIEF DESCRIPTIVE TITLE OF ACTIVITY

YOUTH ACTIVITIES & PLANNING MC Project #3.161  
43-01

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

C-CAP  
106 N. E. Morris Street, Portland, Oregon 97212

4. TYPE OF ENTITY - Is the entity a (Check applicable box or boxes):

City Department

Public Agency

Neighborhood-based

Private (Nonprofit)

Private (Profit Making)

Other (Specify)

5. PREVIOUS APPLICATION - Has this activity, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

NO  YES If "YES", attach an explanatory statement.

This project is designed for acceleration of/and increasing the level of recreational activities for youth in the Model Neighborhood.

6. 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 efforts.

This project cost is \$37,330.00. The total amount will be allocated from supplemental funds.

7. 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.



CITY OF PORTLAND  
OREGON

August 14, 1970

~~JORDAN~~  
Yancey  
FILE

Mr. Robert Nelson  
C-CAP  
Model Cities Youth Planning Agency  
106 N. E. Morris Street  
Portland, Oregon 97212

Dear Mr. Nelson:

The entertainment being provided for the Beach Party activity on August 22, 1970 has been approved. The amount of \$180.00 for the entertainment at this activity can be expended.

Model Cities will reimburse you in accordance with its reporting and fiscal system.

Thank you, and we wish you continued success for your "summer things".

Sincerely,

*Fred C. Markey*

Fred C. Markey

Mayor's Assistant for Youth Activities

FCM.1  
cc: Charles Jordan  
Ed Wermoth

COPY

C-CAP

Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

*Yancey*

September 3, 1970

Mr. Yancey  
Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

RECEIVED  
SEP - 4 1970  
MODEL CITIES

Dear Mr. Yancey:

For the week of August 24 thru August 29, 1970  
the following was paid as a part of our summer activity  
budget: Tuesday, August 25, 1970 Skating Party \$625.00  
Imperial Roller Rink.

This was approved by Fred Markey. Please expedite  
payment.

Sincerely yours,

*Robert E. Nelson*  
Robert E. Nelson

*Same reply  
as Sept 9, 1970*

REN:rt  
cc: Ed Warmoth

SV

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

September 9, 1970

Mr. Yancey  
Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

Dear Mr. Yancey:

The Youth Planning Project has completed its calendar of events for the summer. Last night September 8 a Skating Party at the Imperial Rink concluded the schedule. The cost was \$625.00. Please expedite the warrant.

We feel our summer schedule was successful in that it involved large numbers of Model Neighborhood youth in constructive recreation. It also enabled our coordinators and youth associates to tune in on the needs and hopes of the area youth.

Sincerely yours,



Robert E. Nelson

9-11- Note will expedite as soon as fiscal receives bill totaling \$6000.00 expended for Youth activities. Have requested such from Mr. Nelson will write letter. 6 Wats Yancey

REN:rt  
cc: Charles Jordan  
Ed Wormoth

1 Copy

C-CAP

**Church-Community Action Program**

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

Sept 15, 1970

Model Cities  
5329 N.E. Union  
Portland, Oregon

Attn: Mr. Yancey

Dear Mr. Yancey:

This is to confirm our conversation regarding invoices to cover items listed on our request for warrants. I will have these to you by Wednesday, Sept 23, 1970.

Thank you for your cooperation.

Sincerely yours,



Robert E. Nelson  
Co-director

**Model Cities**

Phone 288-6923

Room 210 • 53

*W C Rec. Chairman*  
N.E. UNION AVENUE

**Portland**

OREGON 97211

September 28, 1970

Mr. Robert Nelson  
Director, C-CAP  
106 N. E. Morris Street  
Portland, Oregon 97212

Dear Mr. Nelson:

This communication is being forwarded to your organization for the purpose of clarifying several points of misunderstanding between your agency and the CDA in the following areas:

- a. Billing documentation of expenses of operating the Youth Planning Project.
- b. Summary report of the actual activities conducted during the summer, accompanied by an itemized list, documenting actual expenditures. This report would cover the \$36,000 fund allocated for this activity only.
- c. The issuance of city warrants in two names -- C-CAP and Freedom Bank. The first warrant was issued in this manner because of an emergency loan situation. If you are no longer utilizing Freedom Bank in this capacity, please inform the CDA Social Coordinator and this decision will be communicated to the City Auditor. The warrants will then be issued directly to C-CAP.
- d. Payroll records, of the C-CAP from July 17, 1970 to date. I am in receipt of the bills and invoices you forwarded to my office on September 24, 1970. I am requesting Mrs. Benton, our financial specialist, to tabulate and assemble them chronologically.

In view of the seriousness of the situation, regarding the bookkeeping procedure, it would be desirable for your agency to secure a statement from Eastside Bookkeeping that this omission has been rectified. A statement from them indicating current records should be included. This you indicated would be forthcoming on September 23, 1970.

Again, I would like to emphasize the importance of transmitting this requested information to me at the earliest possible date. It is imperative that the CDA receive this information before approving any additional insurance of funds for C-CAP.

Sincerely yours,

C. Watts Yancey, Coordinator  
Social Program Area

cc: Director/Jordan ✓  
Ed Warmoth/Mayor's Office  
F. Markey/Mayor's Office  
A. Sanders/Staff Advisor  
J. Benton/Fiscal Dept.  
Official Files (2)

CWY:pab  
9/28/70

**C - C A P**  
**106 N. E. MORRIS**  
**PORTLAND, OREGON 97212**

9-29

September 24, 1970

~~SOP DRND~~  
~~Hancey~~  
file

Mr. Yancey  
Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

Dear Mr. Yancey:

Attached is the receipt for the skating parties September 1 and September 8, 1970. Both of these were approved by letter from Fred Markey and we have already made request for payment. This comes with the \$6,000 of summer activity money covered by our contract with the City of Portland.

We had agreed that summer activity funds were payable during the month because of our shortage of working capital. We would appreciate this request being processed so we may receive the warrant before the end of the month.

Your cooperation is appreciated.

Sincerely yours,

  
Robert E. Nelson

REN:rt

cc: Ed Wernoth  
Charles Jordan ✓  
Fred Markey



C-CAP

## Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

Sept 18, 1970

Model Cities Agency  
5329 N.E. Union Ave.  
Portland, Ore 97211

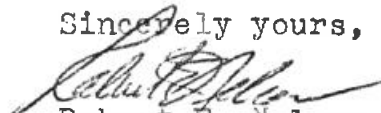
Attn: Mr. Yancey

Dear Mr. Yancey:

I was in touch with Eastside Bookkeeping Service this afternoon and advised them that we would have our books, checks, invoices etc in their office Wednesday, Sept 23, 1970. We still have a few invoices to get in .

Our records should be complete and up to date within a short time. We appreciate your cooperation in this matter.

Sincerely yours,



Robert E. Nelson

cc: Ed Warmoth

December 3, 1970

Mr. Robert Nelson  
Director, C-CAP  
106 N. E. Morris  
Portland, Oregon 97212

Dear Mr. Nelson:

The Director, Mr. Jordan, has asked me to inform you that he is quite disturbed and dissatisfied with the type of survey report that was submitted by C-CAP as a requirement of the contract for Youth Planning.

He has instructed me to inform you that payment of the October payroll will be satisfied and approved at this time. He has also instructed me to inform you that payment of the November payroll will be withheld until satisfactory compliance with the terms of the contract have been made in these two areas:

- (1) The establishment of the Youth Advisory Board.
- (2) Compilation of the two survey and research projects.

As per our conversation of December 3, 1970, the instructions and requirements will be followed to the letter. There will be no exceptions in meeting these requirements.

Sincerely yours,

  
C. Watts Yancey  
Social Environment Coordinator

CWY:lg

cc: Official Files  
Director/Jordan  
Author/Yancey  
12/3/70

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

Nov. 9, 1970

From Auditor's Office  
To Model Cities  
Addressed to Charles R. Jordan, Director  
Subject Fidelity Bond requirement for C-Cap

The O/A requirement that all persons in the employ of the O/A handling funds received or disbursed under a contract, be covered by a fidelity bond is found on page 38 of HUD CDA Letter No. 8, Part II.

The amount of the fidelity bond is to be determined in a "manner consistent with the coverage deemed necessary by the City."

The wording of this requirement is such that each contractor or O/A will have to be considered on an individual basis as to the amount of the fidelity bond required.

It is our recommendation that: the amount of the fidelity bond be such that it covers the average monthly disbursements to be made to the O/A under the terms of the contract.

Therefore, this office would consider a fidelity bond in the amount of \$5,000.00 as meeting this requirement in connection with the C-Cap contract #12857.

Very truly yours,

  
Auditor of the City of Portland

JLH/rfj

cc: Edward J. Warmoth  
Model Cities Co-ordinator

RECEIVED  
NOV 10 1970  
MODEL CITIES

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-6923

November 6, 1970

Mr. Robert Nelson, Director  
C-Cap Agency  
106 N. E. Morris Street  
Portland, Oregon 97212

Dear Mr. Nelson:

As per our conversation of November 5, 1970, I am forwarding the following memorandum for your information.

We are agreed that the following performances of the contract have been dealt with satisfactorily.

- No. 3 - Preliminary project draft - due September 30, 1970
- No. 4 - Refined project draft - October 15, 1970

The following services have not been completed on time.

- 1) July 31, 1970, Field Research and Project Testing
- 2) September 15, 1970, Field Research and Project Testing

There was to be a Youth Advisory Committee formed composed of Model Neighborhood youths within the age group 14-21. This was to be composed of youths to a total of 24. In your monthly progress report forms, there has been no mention of this advisory group formation or any activity of it. An answer to this item of concern will be required.

I am relying on your statement that you will have these items of concern taken care of by the date set by you--11/20/70.

My recommendations to the Director will be to approve disbursement of funds on that date, or before if these terms of the contract are met.

Sincerely,

C. Watts Yancey  
Social Coordinator

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-6923

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106 N. E. Morris Street  
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Social Coordinator

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-6923

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106 N. E. Morris Street  
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Sincerely,

C. Watts Yancey  
Social Coordinator

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

October 7, 1970

Mr. Charles Jordan  
Model Cities Agency  
5329 N.E. Union Ave.  
Portland, Oregon 97211

*JORDAN  
Yancy  
file*

Dear Mr. Jordan:

When you talked to our staff of young people during the summer you indicated that a Youth Program would have a high priority. We also felt the earlier deadline for the rough draft of the proposal also indicated some urgency for something for the Youth Of The Model Neighborhood.

We now understand that the Youth Proposal is down the list of priorities. Far enough that it might not be considered for funding. We have heard various reasons for the change. We would appreciate your reaction to the Youth Proposal, its needs and its possibilities for positive action on the part of Model Cities.

Sincerely yours,

*Robert E. Nelson*  
Robert E. Nelson

REN:rt

cc: Mayor Terry Schrunk  
Ed Wermoth  
Fred Markey

RECEIVED

OCT - 8 1970

10-8 -

MODEL CITIES  
Communicated to Mr. Sandulak and Nelson the priorities set by the CCB.  
Was unit to be substantiated by the telephone conversation with Mr. Sandulak.

C-CAP

## Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

Jordan  
Yancey  
File

Sept 18, 1970

Model Cities Agency  
5329 N.E. Union Ave.  
Portland, Ore 97211


Attn: Mr. Yancey

Dear Mr. Yancey:

I was in touch with Eastside Bookkeeping Service this afternoon and advised them that we would have our books, checks, invoices etc in their office Wednesday, Sept 23, 1970. We still have a few invoices to get in .

Our records should be complete and up to date within a short time. We appreciate your cooperation in this matter.

Sincerely yours,



Robert E. Nelson

cc: Ed Warmoth

LY



from the  
DIRECTOR

10-7

to the coordinator of:

Systems  
 CP  
 Adm.

Social  
 Physical

For your information

Please review and comment

For your approval

Take appropriate action

See me please

10/18 Conference held  
in J rdair office

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212  
Jessie M. Varner, Interim Director  
Phone: 287-3736

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227  
Rance Spruill  
Phone: 287-1092

Mr. Charles Jordan, Director  
Model Cities Portland

*Oct. 2, 1970*

Mr. Jordan,

As the deadline for the final product of the C-CAP Youth Planning Project has been changed the staff and schedule of the Project may have to be reorganized.

To make realistic changes, if they are needed, we must have some very realistic appraisals and impressions about the project. As a key person in the life of this project C-CAP is asking you to attend a 'Chattasqua' meeting concerning the project.

Understanding the schedules of most of the people being called for this meeting we are asking you when it would be convenient for you to attend such a meeting. Hopefully this can take place sometime in the next two weeks. Please reply as soon as possible by telephone or by mail.

CC: Charles Jordan  
Edd Warmuth  
Fred Markey  
Paul Bloom  
C-CAP Board

*Thank You*  
*Pat Sanderlin*  
Pat Sanderlin  
Area Coordinator

*10-9 Conf. held in Directors office - 4 PM -  
Soc. COORD. NOT Present.  
Content - UNKNOWN - 10-12-70.*

*SU*

RECEIVED  
OCT - 6 1970  
MODEL CITIES

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-6923

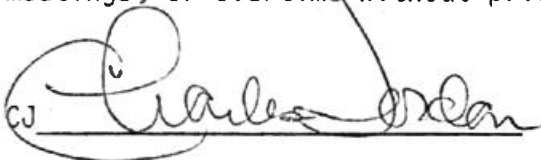
October 20, 1970

## Memorandum

To: CDA Coordinators  
From: Charles Jordan, Director  
Subject: Petty Cash

Petty cash will be used for emergencies only. If a doubt exists as to what constitutes an emergency, I strongly suggest a conference with the Financial Specialist prior to purchase.

At no time will the staff be reimbursed for out-of-pocket spending, night meetings, or overtime without prior approval of the Director.

CJ 

cc:  
Official files (2)  
Director

10/20/70  
gh

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

October 13, 1970

OCT 14 1970

C. Watts Yancey  
Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

Dear Mr. Yancey:

I Believe by now you have received, or will shortly, a statement from Eastside Bookkeeping Service regarding the Youth Planning Project. They have the records, invoices, payroll records etc.

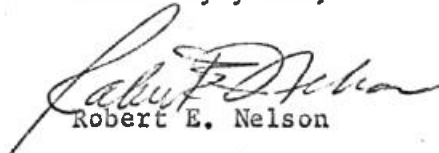
Warrants should still be issued jointly to C-CAP and Freedom Bank of Finance. Our Board of Directors authorized a loan from the bank so we could operate the program.

During the summer we had worked out an arrangement with the City Auditor, your office Mr. Ed Warmoth and Mr. Fred Markey, whereby summer program activities would be reimbursed weekly because of the sizeable amount in a short term program budget. This enabled C-CAP to keep program going.

We still have not received payment on the last two skating parties held September 1 and September 8. We submitted our regular request and then re-submitted it. We would appreciate it very much if the warrant for these activities could be issued promptly so we can meet mid month expenses. The amount is \$1350.00. The expenses for regular September expenses are also due but awaiting clarification of the bookkeeping procedure now in the hands of Eastside Bookkeeping Service.

Your cooperation will be appreciated.

Sincerely yours,

  
Robert E. Nelson

REN:rt

cc: Charles Jordan  
Ed Warmoth  
Fred Markey  
Andrea Sanders  
Mrs. J. Benton

C-CAP

*Yancey files*  
Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

October 13, 1970

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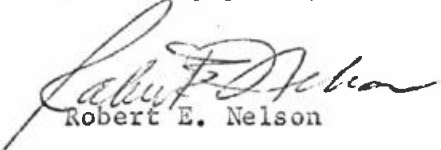
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REN:rt

cc: Charles Jordan  
Ed Warmoth  
Fred Markey  
Andrea Sanders  
Mrs. J. Benton

C-CAP

## Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

October 13, 1970

OCT 14 1970

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Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

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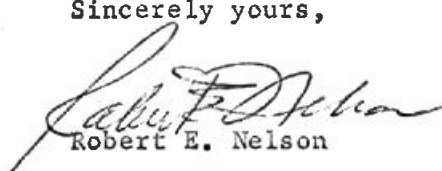
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Robert E. Nelson

REN:rt

cc: Charles Jordan  
Ed Warmoth  
Fred Markey  
Andrea Sanders  
Mrs. J. Benton

P.1

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

October 20, 1970

*From* Ed Warmoth, Model Cities Coordinator **EW**  
*To* Charles Jordan, Model Cities Director  
*Addressed to*  
*Subject* Review of Work To Be Done Under Youth Planning Contract

In glancing through the Youth Planning Contract (Contract #12857, authorized by Ordinance #131085), I find a number of bench marks or items to be completed. It seems to me that some staff persons should probably review the contract and discuss the status of these items with the operating agency.

A final draft of projects and activities proposed along with recommendations was due by October 15, 1970. A comprehensive plan including a description of the planning process, findings and recommendations, plus supporting data, is due prior to December 31, 1970.

The contractor was to gather fairly extensive data on the program of each of several existing agencies. There was to be a technical forecast of future potential use developed in cooperation with the City Planning Commission.

Under coordination, agencies operating youth programs were to be invited to designate a representative to act as liaison in planning. A youth advisory committee was to be established with the size and structure to be submitted to the City through the Model Cities working committee.

Please keep me posted on the results of this review.

EJW.1



CITY OF PORTLAND  
OREGON  
October 23, 1970

~~JORDAN~~  
Yancey  
free

Mr. Robert E. Nelson  
Church-Community Action Program  
106 N. E. Morris Street  
Portland, Oregon 97212

Dear Mr. Nelson:

We are working toward "constructive youth activity" in the model neighborhood as you suggested in your letter of October 20 to me.

I am forwarding for your information a copy of the letter which I have sent to Mr. Lee Kell, Chairman of the Citizens Planning Board, and Model Cities Director Charles Jordan.

Mr. Jordan informs me that a plan for action has developed from the meetings and discussions in the past few days. Steps are being taken to allot funds from the Model Cities Program for expanded youth activities as part of the extension of the First Action Year.

Yours truly,

M A Y O R

TDS.1

Enc

cc: Charles Jordan ✓  
Mildred Kane  
Jonathan Ater  
Vern Summers

COPY



C-CAP

Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

November 4, 1970

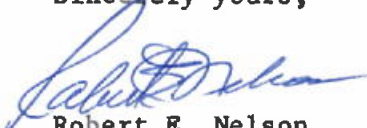
Mr. C. Watts Yancey  
Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

Dear Mr. Yancey:

Inclosed is our report for the month of October. The amount due is \$3,746.60. Our September report and the last two skating parties have not been paid so the total due C-CAP is now \$9,455.28.

What can be done to get warrants issued to take care of these claims?  
We do need payment.

Sincerely yours,



Robert E. Nelson

REN:rt

cc: Mayor Terry D. Schrunk  
Charles Jordan  
Ed Wermoth  
Paul Dixon

~~JORDAN~~  
Yancey  
fee

November 4, 1970

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Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

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Sincerely yours,

  
Robert E. Nelson

REN:rt

cc: Mayor Terry D. Schruck  
Charles Jordan ✓  
Ed Warmoth  
Paul Dixon

November 3, 1970

Mayor Terry D. Schruck  
City Hall  
1220 S.W. 5th  
Portland, Oregon

Dear Mayor Schruck:


As you know, C-CAP is the contract agency for the Model Cities Youth Planning Project. You probably are also aware of the fact that agencies such as C-CAP are always close to the edge financially.

We have not been paid yet for our September expenses of \$4,358.68 or for the last two skating parties of our "summer activities". These totaled \$1,350.00 making \$5,708.68 due for September. We will be making claim for October expenses in the next couple of days.

We feel we have complied with our contract and have done what the Model Cities office has requested in the way of records, etc. Eastside Bookkeeping Service provided a financial statement and statement of compliance.

Whatever your office can do to expedite the payments will be appreciated.

Sincerely yours,



Robert E. Nelson

REN:rt  
cc: Charles Jordan ✓  
Ed Warmoth

RECEIVED

NOV 4 1970  
MODEL CITIES

C-CAP

## Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

November 3, 1970

Charles Jordan  
Model Cities  
5329 N.E. Union Ave.  
Portland, Oregon

Dear Mr. Jordan:

Before the end of October, the Eastside Bookkeeping Service provided a financial statement for the C-CAP Youth Planning Project with a letter of compliance. We were under the impression that this would permit payment of the two claims we have totaling \$5,708.68.

I am sure you can appreciate the crisis we face without these warrants coming through. Our claim for October will be submitted in a couple of days.

May we expect payment of the September amounts in the next few days?

Thank you for your cooperation.

Sincerely yours,



Robert E. Nelson

REN:rt  
cc: Mayor Terry D. Schruck  
Ed Warmoth

RECEIVED  
NOV 4 1970  
MODEL CITIES

④ Over deposit of funds  
HUD funds not allowable  
City would have to  
Locking  
2 - Fidelity Bonding  
- Hud Form - 274 -

PRICE WATERHOUSE & CO.

707 S. W. WASHINGTON STREET

PORTLAND 97205

October 30, 1970

Portland Model Cities Agency  
5329 N. E. Union Avenue  
Portland, Oregon

Attention: Mr. Charles Jordan, Director

Dear Sirs:

As you requested, we have reviewed the accounting system and related internal controls of the Church-Community Action Program, an operating agency of the Portland Model Cities Agency. Our review was limited to the system accounting for Model Cities grant funds and was directed toward evaluating the systems requirements specified by the U. S. Department of Housing and Urban Development (HUD) in CDA Letter No. 8, Part II.

During this review, we discussed procedures now in effect with operating and accounting personnel, reviewed the present duties of personnel involved in financial transactions, and reviewed accounting and reporting systems. We tested a limited number of transactions during the three month period ended September 30, 1970 for compliance with HUD requirements and for determination of proper recording under prescribed procedures.

The Church-Community Action Program is a small private nonprofit organization with all accounting functions handled by one person, Mr. Robert Nelson, Director of the program. Although only one person participates in the recording of transactions, other factors in the system mitigate the possibility of significant weaknesses in internal control, such as cash receipts are deposited by the City of Portland directly to the operating agency's bank account rather than to the agency itself and all checks disbursing funds must be countersigned by another officer or Board member who reviews invoices and other supportive material at the time of disbursement.

Our review, however, did disclose several areas of non-compliance with HUD requirements for adequate internal control and accounting systems. As of the date of this letter, (a) employees of the Church-Community Action Program responsible for handling funds are not covered by fidelity bonding insurance, (b) invoices and other documentation supporting disbursements are not cancelled as payment is made, (c) formal purchase orders for purchases of goods and services are not issued, and (d) Form HUD-274, designating a depository for direct deposit of grant funds, has not been completed and filed with the City of Portland. These areas of

Cross-checked  
by check #  
paid by -

October 30, 1973

noncompliance were discussed with Mr. Robert Nelson, Director, who recognized each point and agreed to take corrective action to bring the systems up to HUD minimum requirements.

Our appraisal of the accounting system and internal controls, as commented on above, is based on our review of the system and controls as they existed at the time of our visit. The continuing effectiveness of the system and controls, as then implemented, require the continuing surveillance of management and can only be substantiated by subsequent auditing procedures.

Based on our review, it is our opinion, except as noted above, that the Church-Community Action Program's accounting system and internal controls are adequate to safeguard the assets of the agency and check the accuracy and reliability of accounting data in all significant respects.

Yours very truly,

*Peter Waterhouse*

# Coast Janitorial Service, Inc.

DBA

COAST JANITORIAL SERVICE  
(Complete Building Maintenance)  
Phone 288-5138

EASTSIDE BOOKKEEPING SERVICE  
(Featuring Data Processing)  
Phone 281-7232

714 N. E. ALBERTA STREET • BOX 11225 • PORTLAND, OREGON 97211

October 27, 1970

Mr. Sal Abraham, Financial Specialist  
Model City Agency  
5329 N. E. Union Avenue  
Portland, Oregon

Re: Church Community Action Program

Dear Mr. Abraham:

We have prepared the accompanying financial statements for C-CAP from their books of original entry. All income and expense items have been verified and documented to the extent we feel were necessary to conform to HUD Handbook #MCGR 3100.8.

Very truly yours,

ALLAN L. BOWENS



Allan L. Bowens

December 9, 1970

**Memorandum**

**TO:** E. C. Ogbuobiri  
Systems Manager

**FROM:** O. G. Rutherford  
Evaluation

**SUBJECT:** Youth Planning and Activities

Project Youth Planning and Activities was administered by C-CAP and funded for \$37,380. Purpose of this project was to develop a planned program of educational and cultural activity of youth of the Model Neighborhood ranging in age 14 to 21. The project was to include:

1. Establish a Youth Advisory Board, composed of 24 youths within age group 14 to 21.  
Data - Files - Letter dated 12-3-70
- 1-2. Compilation of two survey and research projects.  
Data - Files - Letter dated 12-3-70

Neither of the above two have been complied with.

Data - Files - Letter dated 12-3-70

Noncompliance with HUD requirements for adequate internal control and accounting systems

Data - Price Waterhouse letter - 10-30-70

OLD COUNCIL TREE  
UNIONSKIN  
100% COTTON FIBER



According to Eastside Bookkeeping Service audit, Youth Activities were:

- 1. Picnics - \$ 155.00
  - 2. Airplane rides - 972.00
  - 3. Skating parties - 3,850.00
  - 4. Dances - 1,080.00
- Total            \$6,057.00

It must be noted that throughout the history of this project C-CAP has not complied with all the terms of this contract.

- 1. Surveys lacked tabulation
- 1-2. Two separate surveys to be completed July 31 - *Sept 1, 1970*
- 1-3. Combined surveys reported ~~September~~ *November 20, 1970*
- 2. Format poorly constructed

Data - Files

Recommendations:

- 1. The project to be suspended until all clauses of the contract are complied with.
- 2. The project should show more effective supervision if it is to continue.
- 3. The project should employ more efficient cost control if it is to continue.

3-1-Net deficit of funds \$5,279.20

Data - Eastside Bookkeeping Service

OGR 

cc Official files (2)  
Director/Jordan  
Author/Rutherford

sj  
12/9/70

December 8, 1970

Mr. Bob Nelson  
106 N. E. Morris  
Portland, Oregon 97211

Dear Bob:

This letter will confirm the action taken at our meeting on December 4, 1970.

It seemed to be apparent and agreeable to all concerned that the only viable way to proceed regarding the organizational structure of the Youth Service Project is to work on a strictly contract basis; Albina Youth Opportunity School (AYOS) contracting with the City to operate the total project, and AYOS sub-contracting with Multnomah Juvenile Court and with C-CAP to operate their respective components in their program.

Each operating agent (OA) agreed to submit figures, item by item, of the amounts required to fund each component two (2) months in advance. These figures will then be submitted to the City with a request for advance funding. Please get this information in to the Model Cities office as soon as possible. Delay here could only delay receipt of initial funding.

Meanwhile I will draw together the contract details and submit them to the City Attorney's Office. All the data needed is contained in the project description, so no further contact with you will be required in drawing up this data.

Will you please work up the job announcements on the employee positions in your component? See the enclosed sample format which is the standard form for each position. After this project is approved and contracts signed, we will then have the advertising material ready so we can announce the positions without delay.

Sincerely,

This letter sent to: Rance Spruill  
Bob Dahl  
Bob Nelson

Terry W. Kent,  
Social Environment Specialist

cc: Official Files (2)  
TKK/cw Director/Jordan  
Enclosure Coordinator/Yancey  
Author/Kent  
bcc: Pat Sanderlin

C-CAP

# Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

July 14, 1970

RECEIVED

JUL 15 1970

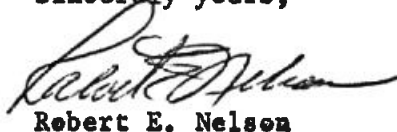
MODEL CITIES

Model Cities  
5329 N. E. Union Ave  
Portland, Oregon 97211

Gentlemen:

The Board of Directors of C-CAP in regular session Thursday July 9, 1970 authorized Paul Dixon, President and Jessie M. Varner, Secretary, to sign the contract for the Youth Planning Activities Project.

Sincerely yours,



Robert E. Nelson

REN:rt  
cc: Mayor Schrunk  
City Attorney

SV

JUN 26 1970

Mr. Andrew J. Bell III  
Assistant Regional Administrator  
U. S. Department of Housing & Urban Development  
P. O. Box 36003  
San Francisco, California 94102

Dear Mr. Bell:

Enclosed is a copy of the project description for project 3.61, Youth Activities and Planning. We request HUD approval for the City to proceed with a contract for this project with the Church-Community Action Program (C-CAP). The Citizens Planning Board designated C-CAP as the operating agency for this project at its June 11 meeting. The City Council authorized the Mayor to sign a contract with C-CAP and its past activities. Also attached is a list of their board members, their organizational structure, articles of incorporation, and designation of fiscal responsibility. I hope this information will be adequate to show C-CAP's ability to operate this project.

The Recreation and Culture Working Committee asked various agencies to submit proposals to operate this project. Four agencies did so. Among those four was the City Park and Recreation Department, and C-CAP. C-CAP was chosen by the Recreation Working Committee for the following reasons: It has successfully operated programs in the Model Cities area since 1964. It has the confidence of the community, particularly the young people. Its role traditionally has been one of planning and starting an innovative program. It has successfully worked with the target population -- the teenage youth of the area, and it was geared to work with teenagers. The Park Bureau, on the other hand, does conduct some summer programs but they are mainly geared to those below teenage years. Their proposal did not indicate that they were ready to move into a new area at this time. The Park and Recreation Department agrees that C-CAP should operate this project. Let me emphasize that this is a six month planning project. Its main thrust is for the youth of the area to plan what they feel is the best program for them. This is best accomplished by having a community based agency. In the Second Action Year Plan, it may be possible for the Parks and Recreation Department to operate this project. We feel very strongly that C-CAP is a capable agency and will provide general community input for the youth of the Model Neighborhood.

C-CAP's board is composed of 14 members. It is a community based board that is selected by those involved in the various C-CAP projects. One member of the board is a member of the CPB and there are no members of the Recreation and Culture Working Committee on the Board.

Page two

We hope that you will approve C-CAP as the operating agency for this project.

Sincerely yours,

SGND. KEN HAMPTON

Ken Hampton,  
Acting Director

Enclosure

bcc: official files (2)  
Author  
Director

C-Cap

OLD COUNCIL TREE  
ONIONSEIN  
COO; COTTON FIBER

December 9, 1970

Memorandum

TO: E. C. Ogbuobiri  
Systems Manager

FROM: O. G. Rutherford  
Evaluation

SUBJECT: Youth Planning and Activities

Project Youth Planning and Activities was administered by C-CAP and funded for \$37,300. Purpose of this project was to develop a planned program of educational and cultural activity of youth of the Model Neighborhood ranging in age 14 to 21. The project was to include:

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- 1-2. Compilation of two survey and research projects.  
Data - Files - Letter dated 12-3-70

Neither of the above two have been complied with.

Data - Files - Letter dated 12-3-70

Noncompliance with HUD requirements for adequate internal control and accounting systems

Data - Price Waterhouse letter - 10-30-70



December 9, 1970

According to Eastside Bookkeeping Service audit, Youth Activities were:

1. Picnics - \$ 155.00
  2. Airplane rides - 972.00
  3. Skating parties - 3,850.00
  4. Dances - 1,080.00
- Total            \$6,057.00

It must be noted that throughout the history of this project C-CAP has not complied with all the terms of this contract.

1. Surveys lacked tabulation
- 1-2. Two separate surveys to be completed July 31
- 1-3. Combined surveys reported ~~September 1~~ 1/00 "
2. Format poorly constructed

Data - Files

**Recommendations:**

1. The project to be suspended until all clauses of the contract are complied with.
2. The project should show more effective supervision if it is to continue.
3. The project should employ more efficient cost control if it is to continue.

3-1-Net deficit of funds \$5,279.20

Data - Eastside Bookkeeping Service

OGR \_\_\_\_\_

cc Official files (2)  
Director/Jordan  
Author/Rutherford

sj  
12/9/70



CITY OF PORTLAND  
OREGON

RECEIVED

JUN 24 1970

MODEL CITIES

June 23, 1970

Mr. Lee Kell  
Chairman  
Citizens Planning Board  
c/o Black, Helterline, Beck & Rappleyea  
Bank of California Tower  
Portland, Oregon 97205

Dear Lee:

I share the desire expressed in your recent letter to get the Youth Planning and Activities Project underway as soon as possible.

Since the month of July is just around the corner, I'm hopeful that a suitable contract for this project to be operated by C-CAP can be prepared and submitted to the City Council for action, yet this week. I'm asking staff to expedite the preparatory work for the contract. Mr. Edward Warmoth and Mr. Fred Markey, Youth Coordinator, met with the Model Cities staff and representatives of C-CAP on Thursday of last week to discuss items related to the contract. Mr. Cecil Yancey is to get the package together and submit it to my office so that we can have an ordinance and contract prepared.

Yours truly,

MAYOR

TDS/amb

cc: Edward Warmoth  
Kenneth Hampton  
Donald Jeffery

COPY



LAW OFFICES OF  
**BLACK, HELTERLINE, BECK & RAPPLEYEA**  
12TH FLOOR  
THE BANK OF CALIFORNIA TOWER  
PORTLAND, OREGON 97205

HARVEY N. BLACK  
JOHN P. APICELLA (1966)  
RUSSELL M. HELTERLINE  
BORDEN F. BECK, JR.  
GUY J. RAPPLEYEA  
PETER B. HIGGINS  
CHARLES J. STRADER  
GEORGE C. SPENCER  
STEPHEN B. HERRELL  
LEE DAVIS KELL  
RICHARD G. MACMILLAN  
STEVEN R. SCHELL  
RICHARD N. ROSKIE

RECEIVED

JUN 15 1970

MODEL CITIES  
CABLE ADDRESS BLACAP  
TELEPHONE 224-5560

*C-16-07a*

June 11, 1970

The Honorable Terry D. Schrunk  
Mayor of Portland  
303 City Hall  
Portland, Oregon 97204

Dear Mayor Schrunk:

Last night the Model Cities Board approved C-CAP as the operating agency for the Youth Planning Council project. This project only requires a contract between the City of Portland and C-CAP, if C-CAP is approved by the City Council.

This is the only Model Cities project available for youth in this community for the summer. Although this project is only a drop in the bucket, it is still extremely important that it be implimented immediately. The summer is upon us and anything that can be done for youth in the Model neighborhood must be done now. I therefore make a personal request that you encourage your staff and the city attorney's office to act as fast as possible in getting this project before the City Council and a contract drawn up. I know you share my concern for the potential problems with the youth in this city that face us this summer.

Very truly yours,



LDK:lm

cc: Edward J. Warmoth  
Ken Hampton ✓

COPY

cc - ~~\_\_\_\_\_~~

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

RECEIVED  
JUN 16 1970  
MODEL CITIES

From Ed Warmoth *E*  
To C. Yancey  
Addressed to Model Cities Agency  
Subject

June 16, 1970

*Ken Hampton  
fyj  
EJW*

Dear Cy:

Attached for your file is a copy of the letter which CPB Chairman Lee Kell sent to Mayor Schrunk, regarding the youth project.

We will work with you to expedite action on the project.

As I discussed with you by telephone, it's my understanding that the selection of an operating agency (although the project content was approved earlier by the City Council and HUD) will still require HUD approval as stated on page 15 in Addendum Supplement Number--2. It would be desirable to initiate a contract immediately after council approval. A check should be made with Zoltan Szigethy to determine the fastest way to get this project going, so it can serve youth during the summer.

EJW/ab  
Enc.

C. Cap  
CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

December 11, 1970

From George Yerkovich  
To Model Cities  
Addressed to Charles Jordan  
Subject Church-Community Action Program Contract No. 12857

The Church-Community Action Program Agreement No. 12857 will expire as of December 31, 1970. In the event that this contract should be renewed, we wish to advise that the \$5,000.00 Blanket Bond required in the terms of this agreement will expire on January 12, 1971.

Will you please advise this office regarding this matter.

Yours very truly,

GEORGE YERKOVICH

Auditor of the City of Portland

By:

*Charles J. Spurr*

Chief Deputy Auditor

*MS*  
MS:dlh

cc - Ed Warmoth

RECEIVED  
DEC 14 1970  
MODEL CITIES

MEMO JUNE 16, 1970

TO: KEN

FROM: TOM

RE: C-CAP

Attached is a copy of a letter Frank Fair sent to the CPB about C-CAP. It contains a considerable amount of information about the agency and what it has done in the past. In a telephone conversation with Mr. Nelson of C-CAP, I obtained the following information:

C-CAP is governed by a 15 member community based Board of Directors. The current chairman is Mr. Paul Dixon, a teacher at a KING school. The Board is selected by those involved in the program. C-CAP is funded through various church organizations, local foundations, and local contributions. Their 1969 budget was \$23,000. Recently their board approved a \$16,00 budget for the remaining 7 months of 1970. They presently employ three full time staff. They intend to employ Eastside Bookkeeping Co., for the accounting they will have to do for the Youth project. C-CAP was incorporated in August 1969 and is responsible only to their board of directors.

C-CAP

## Church-Community Action Program

C-CAP OFFICE  
106 N. E. Morris Street  
Portland, Oregon 97212

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~  
Phone: 287-3736

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227

Rance Spruill  
Phone: 287-1092

May 5, 1970

Model Cities  
Citizens' Planning Board  
Portland, Oregon

Re: Operating Agency Proposal

C-CAP - Church-Community Action Program- started operation in 1964 after two years of meeting and listening sessions through out the Albina Area. Its purpose was to help relate church groups and others to the problems of the area, with special emphasis on youth.

Five pre-schools were in operation prior to the Head Start program and served as a model for the program in Portland.

A work and work-study program for youth on the street was started as a summer program and evelved into Operation Contact and the Opportunity School. These programs operated as a direct part of C-CAP until a year and a half ago when the Albina Youth Opportunity School was incorporated as a seperate, but cooperating, unit. A school for unwed mothers of high school age was started and operated for a year by C-CAP. This was absorbed and expanded by the Portland School District.

Two years ago, C-CAP organized and operated a program at Highland United Church of Christ that became the year-round effort of The Highland Center. Programs for youth of all ages are a part of Highland. Highland is a creative program serving adults as well as youth.

Two years ago, C-CAP operated a summer arts and crafts, recreation and field trip program at Iris Court, working with younger youth but using teen agers as part time and volunteer workers.

The history of C-CAP has been one of developing programs in response to the needs of the community and keeping the programs creative and relatively free from becoming overly institutionalized. Because of this close involvement with the community C-CAP has been able to listen and has become sensitive to the so-called "grass roots." C-CAP personnel have been involved in a great many community efforts directed at improving the schools, police-community relations, and acting as an advocate for the community and individuals within the community.

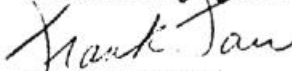
C-CAP has an active, community based Board of Directors. At the present time staff duties are shared by Frank Fair as Staff Coordinator and Robert Nelson. Mr. Fair developed the Opportunity School and Operation Contact as a street worker for C-CAP and directed the school for its first two years. For the past two years he was director of the Upward Bound program at the University of Portland. Mr. Nelson helped organize C-CAP and has served on the staff for the past two years. He has been involved in youth activities in the area and was chairman of the School-Community Action Committee that brought about changes at Jefferson High School and secured School Board approval for an Inter-group Relations director and an added emphasis on recruitment of black teachers and staff.

C-CAP works closely with the Albina Youth Opportunity School and the Highland Center and can utilize the talents of both staffs on a cooperative basis. The services of a competent accounting service will be secured so the funds will be handled in accordance with the regulations of the Model Cities program and H.U.D.

If C-CAP is approved as the operating agency for the Recreation and Culture program, every effort will be made to utilize the talents of the youth as staff personnel. A director and staff will be assigned within two weeks of authorization. Planning would be completed to a point where a proposal would be ready for action within eight weeks of authorization.

We feel that C-CAP, because of its history of service to its community and its philosophy, can best service as the operating agency for this program. C-CAP was incorporated as a non-profit service corporation in August 1969.

Sincerely yours,



Frank Fair  
Staff Coordinator

MODEL CITIES AGENCY  
SOCIAL ENVIRONMENT PROGRAM

1-14-11  
2-Rev-  
3-  
4-

DATE: May 14, 1970

TO: K. Hampton  
Acting Director

FROM: C. Watts Yancey  
Social Coordinator

RE: C-CAP Organization

Per your request earlier, I gleaned the following information for your consideration regarding the Church CAP, that has presented a proposal to become the Operating Agency for planning of the CDA Youth Recreation Program.

1. C-CAP is not sponsored by the Portland Metropolitan Steering Committee (OEO). This fact was confirmed through a telephone check with Miss Emma Hepburn, CAP Director, of PMSC.
2. C-CAP, at present, is an autonomous agency, operating independently of the Council of Churches.
3. It had partial funding, before incorporating, separately, from the Council of Churches of Portland.
4. C-CAP has no supervision by the Council of Churches and is solely responsible for its actions.
5. It has no members of the Council of Churches sitting upon its Advisory Board.
6. There is no financial relations or responsibility of the C-CAP to the Council of Churches.

Enclosed, additionally, are copies of the five (5) proposals that were received by the Committee, to become the Operating Agency for Youth Planning and Activities.