

CITIZENS PARTICIPATION

GOALS AND OBJECTIVES

The long-range goal of the Citizens Participation project is to ensure that Model Neighborhood residents will have sufficient knowledge and skills to work and plan together with local City government, as well as public and private agencies, to resolve community problems; and that using these skills will thus create an on-going relationship between the City and the Model Neighborhood residents in community problem solving.

Short-range objectives intended to get citizens involved now in meaningful participation are as follows:

1. To provide citizens of the Model Neighborhood with technical assistance and tools to develop a planning process for their individual neighborhoods, in order that they may function as a decision-making body. This will also strengthen the Model Cities Citizens Participation structure (Neighborhood Organizations, Citizens Working Committees, Citizens Planning Board) and other volunteer groups (P.T.A., other agency advisory councils)
2. To facilitate MNA residents' that will keep them informed of factors affecting their lives
3. To ensure that the overall objectives of the CDA are incorporated in Neighborhood Organization activities and that the planning process is clearly understood and utilized
4. To provide consultants and CDA staff expertise to enhance resident contact with governmental structures, thus developing sensitivity of those structures to concerns of MNA residents
5. To ensure fair employment practices towards all Model Neighborhood residents in order that they may become a part of the work force
6. To disseminate public information throughout the Portland metropolitan area as well as the Model Neighborhood, through full utilization of the Model Cities Newsletter, local news media and the Model Cities Speakers Bureau
7. To ensure coordination of MNA based agencies through regular inter-agency luncheons
8. To facilitate dialogue among MNA residents, the CDA Citizens Participation staff and other Model Cities agencies in order to stimulate ideas and to improve the effectiveness of Citizens Participation.

Third Action Year will be a refining of First Action Year and Second Action Year activities to ensure that residents take the leadership role with their individual citizen groups.

MAJOR ACCOMPLISHMENTS DURING SECOND ACTION YEAR

Major accomplishments during the past year include significant input to program categories and program monitoring by the CPB and CWC's. The CPB established a Budget Review Committee to assist its Evaluation Committee with recommendations for project implementation during Third Action Year. Intensive orientation of new Board members by senior CPB members and staff is one of the comprehensive efforts to keep all members "tuned in" to action previously taken by the Board. As a result of the orientation sessions, CPB members are more prepared to engage in dialogue regarding Model Cities projects, thus stimulating increased interaction of citizen to citizen rather than staff to citizen.

Increasing awareness of methods to implement organizational structures, parliamentary procedures and use of resources has been apparent in the total citizens structure (Neighborhood Organizations, CWC's, CPB). The demonstrated capability of gathering news from each individual neighborhood and producing a Neighborhood Organization Newsletter reflects the awareness by each neighborhood that local news is the base not only for distributing information, but also for gaining input from residents.

During Second Action Year there were two major activities planned and implemented by Citizens Participation Working Committee and CDA staff. The CP Workshop held at Cascade College was a means of disseminating information to Model Neighborhood residents. Guest speakers were present to discuss with residents other CDA and City Council information. Approximately 300 residents were in attendance.

In the Fall the Model Neighborhood Rally provided an opportunity for CDA Operating Agencies to explain services being provided by their O/A. Candidates for the CPB 1971-72 elections were at their peak in campaigning and had an opportunity to present their platform to residents. Entertainment at Alberta Park for the Rally was provided by three talent groups from MNA.

Attendance at City Council meetings by area residents has increased throughout the past year in part because of the issues in question but also because of a growing spirit of "take our concerns to City Council, our elected officials". Residents are showing a marked increased awareness to City government's structure.

PROGRAM STRUCTURE AND COORDINATION

The CDA's Citizens Participation structure has been questioned by residents who desire a greater flow of information about issues discussed and decisions reached by the CPB. During Second Action Year, a special Task Force was established to review the CDA Citizens Participation structure. Recommendations are expected before the end of Second Action Year so that implementation may begin with Third Action Year.

Citizens Participation Division structure and staffing is stable. A great turnover in staff was experienced early in Second Action Year. Since then however, the staff has remained constant and is beginning to demonstrate a team effort in day-to-day activities.

The Citizens Participation staff works to coordinate the joint use of information by agencies and residents so that all will be sensitive to the problems of the community and will form a partnership to provide support and resources that will assist in meeting basic needs and solving problems.

Other agencies and groups involved in Citizens Participation activities on a day-to-day basis are the Multi-Service Center, Portland Metropolitan Steering Committee, Urban League, Portland Development Commission, Neighborhood Development Offices and a host of others. All religious, charitable, private and public organizations are invited to participate within the Model Cities framework. These organizations also assist Model Neighborhood residents to become involved in the planning process. Many of the CPB and CWC members are affiliated with other agencies serving the Model Neighborhood and Portland metropolitan area, consequently facilitating more effective coordination.

Coordination with other CDA divisions is a continuing activity with the Citizens Participation Division in order to provide supportive services that encourage citizens to become involved with the planning process of program categories.

TECHNICAL ASSISTANCE

Technical assistance is available to Citizens Participation by extensive utilization of all other CDA divisions. Housing and Urban Development memorandums, local speakers and dialogue with other city demonstration agencies in the region.

The Citizens Participation Division has given substantial clerical assistance to CDA by assuring that all Citizens Working Committees, Neighborhood Organizations and Citizens Planning Board members receive Minutes of meetings, CDA reports, job announcements, Housing and Urban Development memorandums, etc. Citizens Participation is also responsible for the distribution of information to MNZ residents regarding every aspect of the Model Cities program.

It is planned that during Third Action Year outside consultants, staff seminars and field trips to other city demonstration agencies will be utilized more extensively to train and instruct staff members in community organization. A systematic approach to routine clerical duties will hopefully be eliminated within the new citizens participation structure to be developed.

EVALUATION OF CITIZENS PARTICIPATION

The CDA's Evaluation Department evaluated the Citizens Participation project on a continuing basis. Technical assistance from the Evaluation Department has increased awareness of the Model Cities Program among citizens by:

1. On-going evaluation of CDA projects
2. Actual on-site visits to projects to gain insight for decision making
3. Encouragement of citizen-to-citizen interaction regarding Model Neighborhood issues.

The Citizens Participation Division has been encouraged by evaluation to:

1. Participate in a review and discussion of Citizens Participation structure
2. Documentate Citizens Participation activities more accurately and fully
3. Withdraw extensive clerical assistance and concentrate on a form of community organization that emphasizes one-to-one relationships among residents and staff; this shift in emphasis will stimulate residents to become aware of and actively participate in their local Neighborhood Organization.

CITY OF PORTLAND
STATEMENT OF MISSION AND OBJECTIVES

FISCAL YEAR 1972/ 1973

Department PUBLIC SAFETY	Bureau MODEL CITIES
Division CITIZENS PARTICIPATION	Page <u>1</u> of <u>2</u>
<p>Bureau Mission:</p> <p>To improve the quality of life in the Model Neighborhood through services to upgrade the physical environment, providing improved social services that impact on model neighborhood residents and providing residents with means to take part in decisions that affect their lives.</p>	
<p>Division Mission:</p> <p>To ensure that Model Neighborhood residents will have sufficient knowledge and skills to work and plan together with local city government as well as public and private agencies to resolve community problems.</p>	
<p>Objectives & Evaluation Measures:</p> <ol style="list-style-type: none"> 1. To provide consultants to insure that citizens of Model Neighborhood will have adequate technical assistance and tools to develop a planning process for their individual neighborhoods. (Number of consultants provided.) 2. To stimulate ideas of Model Neighborhood residents that will keep them informed of factors affecting their lives. (Number of new ideas facilitated.) 3. To provide intensive meaningful dialogue with area neighborhood organizations to insure that the planning process and overall objectives of Model Cities Agency is pronounced in Neighborhood Organization Activities. (Number of Neighborhood Organization Meetings where planning process and overall objectives were discussed.) 4. Widespread public information to Model Neighborhood residents and Portland Metropolitan Area thru new avenues of Public Information other than those already being used. (number of new methods used for dissemination of public information.) 	

5. Number of Inter-Agency Luncheons held to enhance Agency coordination of Model Neighborhood based Agencies.

6. Number of dialogue sessions held with Portland Model Cities Citizens groups and other City Demonstration Agency citizens groups.



BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY

DATE April 15, 1972

OPERATING AGENCY MODEL CITIES

ADDRESS 5329 N. E. Union Avenue, Portland, Oregon

TITLE OF ACTIVITY Citizen Participation

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> CITY DEPARTMENT | <input type="checkbox"/> PUBLIC AGENCY | <input type="checkbox"/> NEIGHBORHOOD-BASES |
| <input type="checkbox"/> PRIVATE (NONPROFIT) | <input type="checkbox"/> PRIVATE (FOR PROFIT) | <input type="checkbox"/> 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.

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.

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.

REMARKS —

THIRD ACTION YEAR BUDGET



BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY
(PAGE 2)

BUDGET -- Citizens Participation

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	114,611	114,611
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	40,322	40,322
30	TRAVEL, LOCAL	601	601
35	TRAVEL, OUT OF TOWN	3,000	3,000
40	CONSUMABLE SUPPLIES	23,064	23,064
50	SPACE (INCLUDING RENOVATION)	4,528	4,528
55	UTILITIES (INCLUDING TELEPHONE)	2,160	2,160
60	FURNITURE & EQUIPMENT (RENTAL)	10,800	10,800
65	FURNITURE & EQUIPMENT (PURCHASE)	1,802	1,802
70	INSURANCE	212	212
71	MAINTENANCE & EQUIPMENT	1,350	1,350
79	MISC. EXPENSES		
TOTALS		202,450	202,450

SUBMISSION --

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE

APPROVAL --

SIGNATURE AND TITLE OF CDA OFFICIAL

DATE



PERSONNEL

DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 N. E. Union, Portland, Oregon

TITLE OF ACTIVITY Citizens Participation

#10

(A) NUMBER OF PERSONS	(B) POSITION OR TITLE	(C) AVERAGE SALARY/MONTH	(D) PERCENT OF TIME ON UNDERTAKING	(E) MONTHS TO BE EMPLOYED	(F) COST (CxDxE)
1	Coordinator	1,449	100	12	17,389
1	CP Specialist	932	100	12	11,177
1	Information Specialist	867	100	12	10,400
3	Planning Assistants	657	100	12	23,652
1	Senior Steno	615	100	12	7,384
1	Steno Clerk	562	100	12	6,739
1	1 Information and Referral Clerk	546	100	12	6,552
10	Community Workers				
	4160 hours x 3.50		20%	12	14,560
COST OF FRINGE BENEFITS (INDICATE BASIS FOR ESTIMATE)					97,853
	Retirement @ 7.5 x 83,293 =	6,247			
	FICA 5.45 x 85,887 =	4,681			
	M.C. 1.5 x 97,853 =	1,468			
	S.U.I. .3 x 97,853 =	294			
	H.I. 4.52 x 9	4,068			
			Fringe Benefits 17.125.68%		16,753
TOTAL, PERSONNEL					114,611



BUDGET JUSTIFICATION

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

CATEGORY #20 Consultant and Contract Services DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 N. E. Union Avenue, Portland, Oregon

TITLE OF ACTIVITY Citizen Participation

	DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
City Account #		
399	Training and consultation for evaluation of staff and on going resident training sessions	4,500
399	Speakers Bureau	2,000
399	Citizens Reimbursement (Eligible cost) Citizens, babysitting, transportation, job loss and stipends for residents attending training sessions (10.00).	7,168
399	Reimbursement for Citizens Planning Board members 27 at 50x12 mos.	16,200
399	Reimbursement w/committee chairmen 9 @ \$15 x 12 mos.	1,620
399	Workshops & Seminars 4 sessions x \$1500 per session (250 participants includes space, training, speakers, meals, supplies).	6,000
399	Publicity	2,784
	Total	40,272

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

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



BUDGET JUSTIFICATION

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

CATEGORY #35 Travel, out-of-town

DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Ave., Portland, Oregon

TITLE OF ACTIVITY Citizen Participation

DESCRIPTION OF ITEM ^{**} AND BASIS FOR VALUATION ^{**}	AMOUNT OR VALUE OF ITEM
C/Account # 310 (Staff and Residents)	
2 Consumer Health Conferences @ \$300 = \$600	
1 Sickle Cell Conference @ \$304 = \$304	
2 C.P. Conferences @ \$200 = \$400 (Held by HUD Regional Office)	
Other conferences (unidentifiable at this time) \$1696	
Total	3,000.00

* 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: 160 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



BUDGET JUSTIFICATION

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

CATEGORY #40 Consumable Supplies DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Avenue, Portland, Oregon

TITLE OF ACTIVITY Citizen Participation

	DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
250	Stationary, printing supplies, paper & office supplies @ \$420 x 12 mos. 5,040	
399	Magazines & periodicals @ \$204 per yr 216	
	<u>Printing</u>	
375	450 per mo x 12 mos. 5,400 (Flyers, newsletters, press releases, job announcements, information booklets)	
	<u>Postage</u>	
370	1st class mail 670 per mo x 12 mos. 8,040 Bulk rate 364 per mo x 12 mos. 4,368	
	Total	23,064

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

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



BUDGET JUSTIFICATION

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

CATEGORY #50 Space (Including Renovation) DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Ave., Portland, Oregon

TITLE OF ACTIVITY Citizen Participation

DESCRIPTION OF ITEM** AND BASIS FOR VALUATION**		AMOUNT OR VALUE OF ITEM
325	Office \$240 x 12 mos.	2,880
420	Renovation @ 10%	288
325	Polling sites for Citizens Planning Board Election	1,000
325	Neighborhood organization meetings \$30 x 12 mos.	360.00
Total		4,528.00

* 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: 160 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



BUDGET JUSTIFICATION

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

CATEGORY #55 Utilities (Including Telephone) DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Ave., Portland, Ore.

TITLE OF ACTIVITY Citizen Participation

	DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
355	9 Telephones @ \$20 mo. x 12 mos.	\$2,160.00
	Total	\$2,160.00

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

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



BUDGET JUSTIFICATION

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

CATEGORY #60 Furniture & Equipment (Rental) DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Ave., Portland, Ore.

TITLE OF ACTIVITY Citizen Participation

DESCRIPTION OF ITEM** AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
.320 Xerox - \$900. per mo x 12 mos.	10,800.00
Total	10,800

* 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: 100 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



BUDGET JUSTIFICATION

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

CATEGORY #70 Insurance

DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5339 NE Union Ave., Portland, Ore.

TITLE OF ACTIVITY Citizen Participation

	DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
640	1-van @ per annum \$106 1-car @ per annum 106	
	Total	\$212.00

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

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



BUDGET JUSTIFICATION

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

CATEGORY #71 Maintenance of Equipment DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Ave., Portland, Ore.

TITLE OF ACTIVITY Citizen Participation

	DESCRIPTION OF ITEM** AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
235	1-van \$50 x 12 mos. = 600 1-car \$50 x 12 mos. = 600 <div style="text-align: right; border-top: 1px solid black;">1200</div>	
430	3 typewriters @ \$50 eac. per year 150	
	Total	\$1,350.00

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

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



BUDGET JUSTIFICATION

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

CATEGORY #65 Furniture & Equipment (Purchase) DATE April 15, 1972

OPERATING AGENCY Model Cities

ADDRESS 5329 NE Union Ave., Portland, Ore.

TITLE OF ACTIVITY Citizen Participation

	DESCRIPTION OF ITEM** AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
720	5 book cases x \$45	\$225
	9 Desk Lamps x 18	162
	24 office chairs x 25	600
	1 small black board	15
	4 fans @ 25	100
	1 P. A. System	700
	2 Wall Clocks @ \$25	50
	Total	\$1,852

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

** DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADOUATELY 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.

1. PURPOSES AND BENEFICIARIES

The purpose of this project is to get a workable number (24-40) of persons involved in each component of Model Cities Program and provide them with the necessary tools to do the work. Citizens Participation emphasis will be quality participation which will produce meaningful citizens input. To develop better relations between residents within Model Cities area and residents of entire metropolitan area. A good working relationship is needed to effectively solve problems of the Model Neighborhood, whether it be in employment, economic development, housing, education, recreation and culture, transportation, law and justice, health or other social services.

The participants are the citizens of the Model Neighborhoods (without exception on the basis of race, color, creed or national origin) and all operating agencies of the Portland Model Cities Program. Sufficient information and staff support will be given to those citizens who are directly involved in Portland Model Cities Program citizen structure, Citizens Planning Board, Working Committees and Neighborhood Organizations.

2. CONTENT AND OPERATION

1. Keeping residents informed of factors affecting their lives.
2. More adequately prepare residents to organize and function as meaningful decision making body.
3. Use of citizens in total Model Cities Program; utilization of citizens in decision making roles.
4. To assist Model Neighborhood residents in obtaining employment and be part of the work force.
5. To take advantage of every opportunity to involve the various volunteer groups, with the Model Cities area, in the Citizens Participation structure.

Key Activities with Functional Elements

1. Keeping residents informed of factors affecting their lives by:
 - 1-1 Constant flow of information of all important meetings and issues.
 - 1-2 Insure that monthly and quarterly progress reports, minutes of Citizens Planning Board and Working Committees are received by members of Citizens Planning Board, Working Committees and Neighborhood Organizations.
 - 1-3 Mail and distribute monthly newsletters designed to provide information of related interest to Model Neighborhood residents.

To assist Neighborhood Organizations with their individual Neighborhood Organization newsletter.
 - 1-4 Operate an information center.
 - 1-5 Organize a Speakers Bureau for events where speakers are requested from City Demonstration Agency to discuss information regarding

Portland Model Cities Program. The Speakers Bureau will be composed of Model Neighborhood residents, Citizens Planning Board members, and City Demonstration Agency staff. However, another element of the Speakers Bureau will include governmental officials (local and federal) to appear and engage in meaningful dialogue with Model Neighborhood residents. The City Demonstration Agency will carry out requests of the Citizens Participation Working Committee for speakers of their choice and other Working Committees will submit their request for speakers the request will be granted at the discretion of Citizens Participation Working Committee.

- 1-6 Publish news items in mass media, and such other advertising as is necessary.
- 1-7 Conduct a door to door campaign to explain Model Cities Program to seek understanding and support from residents.
2. More adequately prepare residents to organize and function as a meaningful decision making body.
 - 2-1 By sponsoring more workshops and intensified training for Portland Model Cities Working Committees, Citizens Planning Board, Neighborhood Organizations, Citizen Monitoring Team members and others.
 - 2-2 Intensify the concept of a concerted effort to promote sincere cooperation between the City of Portland and Model Neighborhood residents in resolving community problems.
 - 2-3 Enhance the knowledge and skills of those Model Neighborhood residents who attend Working Committee and Neighborhood Organization meetings thus create a feeling of belonging to its membership.
 - 2-5 Provide financial assistance for allowable Citizens Participation expenses, i.e. baby sitting, transportation, time loss from work and bus fees (where applicable for Model Cities related sanctioned meetings).
 - 2-6 Encourage voters' registration and education to obtain proper representation in municipal state and Federal elections.
 - 2-7 Strengthen Neighborhood Organizations by personal contact of community workers to get citizens involved.
 - 2-8 Assist appointed Election Committee with election procedures for Citizens Planning Board Elections. Urge strong support from the mass media. Publishing of candidates photographs, and campaign platform. Distribute information for candidates upon request. Provide transportation for Model Neighborhood residents on election day.
 - 2-9 Provide technical assistance to residents, members of Citizens Planning Board and Working Committees.

- 2-10 Effectively establish a Citizens Monitoring Committee to function along with Evaluation Department or City Demonstration Agency.
- 3. Use of citizens in total Model Cities Program; utilization of citizens in decision making roles.
 - 3-1 Where feasible Citizens Participation City Demonstration Agency staff will meet with individual Task Force members on a one-to-one basis in order to enhance citizen participation.
 - 3-2 Provide for the involvement of citizens and citizens structures in decision making with regards to planning, execution, evaluation and monitoring.
 - 3-3 Generate mechanism whereby citizens can form special Task Force so that they will have "first hand information" to better enhance decision making.
- 4. To assist Model Neighborhood residents in obtaining employment and be part of the work force.
 - 4-1 Obtain vacancy announcement of available jobs generated by Model Cities Program and distribute in neighborhood churches, laundromats, beauty shops, and all other media of neighborhood publicity as well as employment agencies through the Model Neighborhood.
 - 4-2 To sustain close coordination with all operating agencies funded by Model Cities Program to insure Model Neighborhood residents are provided priority and preference for employment.
 - 4-3 Review employment reports of Model Neighborhood based agencies for the purpose of negotiating for institutional change.
- 5. To take advantage of every opportunity to involve the various volunteer groups, within the Model Cities area in the Citizens Participation structure.
 - 5-1 Accept voluntary contributions of personnel service, technical skills and finance to support neighborhood organizations and Citizens Planning Board activities.
 - 5-2 Encourage citizens to participate in all Model Neighborhood based voluntary action projects.
 - 5-3 Coordinate with other Model Neighborhood agencies who are sensitive to the needs of the community to stimulate and support action programs under the Citizens Participation umbrella.

The Citizens Working Committees and Neighborhoods Organizations will function under the auspices of the Citizens Planning Board. The rules and procedure for recognition of these bodies provided for in the by-laws of the Citizens Planning Board. Citizens Participation staff will be housed in the headquarters of the Portland Model Cities Program located within the Model Neighborhood.

Citizens Planning Board, Working Committees and Neighborhood Organization meetings are held and will continued to be held at locations within the Model Neighborhood area that will ease the transportation problems of Model Neighborhood residents. Transportation and babysitting funds will be provided for those residents who need such service in order to participate in Portland Model Cities Program planning process.