

## CONTRACT FOR SERVICES

## SECTION I: PARTIES TO THE CONTRACT

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

URBAN LEAGUE OF PORTLAND, INC. ("Contractor"), 718 West Burnside Street, Portland, Oregon 97204.

## SECTION II: CONTRACT SUMMARY

Contractor agrees to provide a Youth Service Center according to the stipulations of this contract, the Youth Service Center Standards and Guidelines, and the attached Project Narrative for the period July 1, 1980, through June 30, 1983, at a total cost not to exceed the sum of \$157,468 during FY 1980-81, for the northeast Portland community.

## SECTION III: PERIOD OF PERFORMANCE

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

## SECTION IV: AGREED CONTRACTOR: PROJECT OPERATION

- A. Contractor shall by June 30, 1981, meet all goals and objectives stated in the "Project Narrative" (Exhibit A, hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief, and that services be delivered to those most in need.
- C. Contractor shall provide a 3% match (\$4,870) as approved in the budget (refer to Exhibit B). Failure to meet this requirement shall result in a reduction of budget or termination of contract.

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## SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit C, hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed through negotiation.
- B. Contractor shall provide the City with the following reports by the dates stated. Program reports not received by the specified date may result in delayed reimbursement.
  - 1. Director's Monthly Narrative Report -- 10th working day of month;
  - 2. Monthly Characteristic Report -- 10th working day of month;
  - 3. Quarterly Contract Review -- September, December, March, June by 10th working day of month;
  - 4. Annual Program Assessment and Summary -- by July 30, 1981, 1982, and 1983.
- C. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- D. Contractor shall submit to the City for informational purposes copies of all requests for Federal, state or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- E. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- F. Contractor shall submit to the City for informational purposes one (1) copy of all formal documents produced under this contract.
- G. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract except where one is already on file, its current:
  - Personnel Policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;

--List of names and signatures of persons authorized to act as the Contractor's agents;

--Articles of Incorporation and By-Laws;

--List of Board of Directors and Advisory Council members.

Contractor further agrees to submit any changes in these documents to the City within thirty (30) days of their effective dates.

#### SECTION VI: AGREED CITY

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

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

- A. Total compensation under this contract shall not exceed \$157,468.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$26,245, upon receipt of a written request from the Contractor.

- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if required reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed as a result of a City requested audit after reimbursement has occurred, the Contractor shall promptly repay the City.
- G. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit B). Funds not used shall be returned promptly to the City at the end of the budget period. Any costs incurred by the Contractor over and above the agreed sums, as set out in the budget, shall be at the sole risk and expense of the Contractor.
- H. The operating budget may be amended, provided the full cost does not exceed the amount stated in the contract. Budget amendments shall not become effective until the Commissioner-in-Charge has given written approval and filed the approved document with the City Auditor. Budget overruns of five percent (5%) or \$1,000, whichever is less, are allowable without a budget amendment on all line items within the Materials and Services category, excluding Out-of-Town Travel. These line item overruns shall be compensated for within the same category.
- I. Budget amendments shall not be accepted during the last quarter of the budget period (April 1 through June 30).

- J. All items with a purchase price of one hundred dollars (\$100) or more hereunder shall be purchased in the name of the City. Such purchases shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days (refer to Exhibit C), tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain an acceptable and current log of this property and property acquired under previous contracts within the City. All non-expendable items shall be returned to the City within ten (10) days after the contract has terminated.
- K. Contractor shall also maintain a current and acceptable log of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of \$25.00 per item and a maximum value of \$99.99 per item purchased under this contract. All such items shall also be returned to the City within ten (10) days after the contract has terminated.

#### SECTION VIII: GENERAL CONDITIONS

- A. Contractor shall abide by all Federal, state and local regulations/policies governing project operations, management, and service delivery. The funds shall be used solely for the purpose for which they are provided.
- B. Prior to commencement of this contract, Contractor shall deliver to the City Auditor evidence:
  - 1) that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$10,000 or 100% of the estimated sixty (60) day cash flow, whichever is less;
  - 2) of a Standard Liability Insurance Policy in the single limit amount of \$300,000 and provide the City Auditor with an endorsement there-to, naming the City as an additional insured and protecting the City, its agents, and employees from claims for damages arising in whole or in part out of the performance of this contract;
  - 3) that all property and equipment purchased or received by the Contractor pursuant to this contract is insured against fire, theft, and destruction; and
  - 4) that the above policies of insurance are in force and shall not be cancelled without thirty (30) days prior notice to the City.

If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part out of the performance of this contract.

If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of the contract.

- C. The term "approval by the City" means written approval by the Executive Director and/or the Commissioner-in-Charge of the Human Resources Bureau. Unless otherwise specified, documents submitted to the City shall be regarded as received when delivered to the Human Resources Bureau..
- D. Compensatory time accrued by any employee performing services under this contract shall be taken within the budget period to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor. This condition only applies if compensatory time is indicated in the Contractor's approved Personnel Policies and Procedures.
- E. Upon termination (cash out) of any employee performing services under this contract, a maximum of two weeks accrued vacation time shall be an allowable reimbursement cost. Time in excess of the two weeks maximum shall be the sole responsibility of the Contractor upon termination of the employee. Those employees not terminating may carry a maximum of one year of accrued vacation time over to a following year. This vacation may only be taken as time, no cash payments are allowed.
- F. It is expressly understood and agreed by both parties hereto that the City is contracting with the Contractor as an Independent Contractor and that the Contractor, as such, agrees to hold the City harmless and to indemnify it from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by any third party arising out of, or in connection with, the services to be performed by the Contractor under this contract.

## SECTION IX: SPECIAL CONDITIONS

- A. Contractor shall operate the program in compliance with the Youth Service Center Standards and Guidelines.
- B. Contractor shall maintain a Youth Service Center facility acceptable to the City. Adequate space in the facility shall be provided to house a Youth Career Training Services (YCTS) Area Office as mutually agreed on by the Contractor and YCTS.
- C. Contractor shall ensure that appropriate staff, given reasonable notice, will attend meetings, training sessions, and participate in other activities as requested by the City. Such meetings and activities shall not exceed 10% of the Contractor's or designee's time. Contractor shall be responsible for the decisions and actions of staff.
- D. No funds under this contract shall be used in support of any sectarian religious or anti-religious activity.
- E. No employee of the Contractor, or member of the Contractor's governing board or body, or persons who exercise any responsibilities under this contract shall participate in any decision relating to this contract which affects his outside, personal pecuniary interests.

## SECTION X: CONTRACT MODIFICATION

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

## SECTION XI: CONTRACT ASSIGNMENT

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



## SECTION XII: TERMINATION REMEDIES

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

## SECTION XIII: SIGNATURES

The parties witness their consent to be bound by all the terms of this contract, SECTIONS I through XII, by signing below.

APPROVED AS TO CONTENT

CONTRACTOR

By \_\_\_\_\_  
 Executive Director  
 Human Resources Bureau

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

Date \_\_\_\_\_

APPROVED AS TO FORM

CITY OF PORTLAND

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

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

Date \_\_\_\_\_

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

CITY OF PORTLAND  
HUMAN RESOURCES BUREAUAPPLICATION FOR  
PROJECT FUND

1. Short Title of Project: (Do not exceed one typed line) Northeast Youth Service Center	
2. Type of Application (Check One) New Project <input type="checkbox"/> Continuing Project <input checked="" type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>	
3. Responsible HRB Division Social Services	4. Contract Period From 7-1-80 to 6-30-83
5. Budget Period From 7-1-80 to 6-30-81	6. City Support Requested \$ 157,468
7. Applicant Agency (Name, address & telephone) Urban League of Portland, Inc. 718 West Burnside, #404 Portland, OR 97209 (503) 224-0151	8. Project Director (Name, address & telephone) Mrs. Freddie Petett, Executive Director Urban League of Portland 718 West Burnside, #404 Portland, OR 97209 (503) 224-0151
9. Financial Officer (Name, address & telephone) Ed Barton Urban League of Portland 718 West Burnside, #404 Portland, OR 97209 (503) 224-0151	10. Official Authorized to Bind Agency (Name, address & telephone) Mrs. Freddie Petett, Executive Director Urban League of Portland 718 West Burnside, #404 Portland, OR 97209 (503) 224-0151
11. Project Summary: Summarize, in approximately 200 words, the project plan presented in application, briefly covering project goals, objectives, strategy, target population and administration.	

The goals and objectives of the Urban League Youth Service Center, are to provide a wide range of quality services to youth in the Northeast area. This includes youth 18 years of age and younger, who have been referred to the Center by Juvenile Court, Police, Schools, Children's Services Division and Self-Referrals.

The Center's strategy will involve coordinating existing services and appropriate agencies in the community that work to the benefit of youth. Through this coordination, the Center aims to facilitate the sustaining and further development of a community resource network, by providing a variety of options (e.g., information, programs, projects and counseling), that will be available in the Center. It will allow young people to approach responsible adulthood through the elimination and reduction of negative behavior such as: youth crime, drug abuse, dropping out of school and, otherwise behavior that will have an adverse effect on youth development.

The Center will be staffed by qualified individuals, professionals including counselors, community advocates, graduates and practicum students and volunteers, who will strive to offer an array of efficient and effective services.

The Center's borders are: 47th Street to the East; I-5 to the West; Marine Drive to the North and 80-N to the South.

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PROJECT NARRATIVE

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

According to the latest Census (1970), slightly under 10,000 youth reside in the target area of the Northeast Youth Service Center. Also, as documented by Portland Police Crime Index Statistical Data, Northeast Portland has the highest reported rate of juvenile crime in the city.

Northeast Portland community residents, agencies, and the Portland Police, have consistently identified a need for youth services in the areas including diversion, personal and family counseling, employment assistance, and the implementation of projects and programs that involve youth in such a way, that leads to positive self development. Many people are reluctant to work with traditional authorities (e.g., Police, Juvenile Court, Children's Services Division), preferring to deal with more community oriented resources. Coupled with the fact that traditional authorities have neither the manpower or mechanisms to handle prevention and intervention services. Given the stigmatizing impact of interacting with the Juvenile Court and law enforcement entities, it is apparent that these resources may not be the most appropriate component for handling youth who have committed minor status and misdemeanor offenses. A local study conducted by the Regional Research Institute at Portland State University (1972), found that 67.3% of youth referred in Portland to the court for minor offenses did not receive effective counseling nor support services; and 25% were later referred for more serious offenses, thus indicating the continued need for alternatives to the Juvenile Justice system, for juvenile offenders in Northeast Portland.

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

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

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

Objectives:	Productivity Indicators:
1. To reduce the involvement of youth with the juvenile justice system by accepting for services <u>500</u> referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
2. To increase access to services for all youth by accepting <u>320</u> referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self) by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
3. To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth receiving need assessments. b. Unduplicated number of youth referred.
4. To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth attempted to contact for follow-up services. b. Unduplicated number of youth for which follow-up services are completed. c. Unduplicated number of youth referred.
5. To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for <u>300</u> youth by June 30, 1981.	a. Unduplicated number of youth whose cases involved other agencies or who were referred out for services. b. Number of agency coordination and referral services delivered.
6. To reduce the incidence of personal and family problems by providing <u>1500</u> hours of counseling to youth and parents by June 30, 1981.	a. Number of counseling hours provided by type. b. Unduplicated number of youths and parents receiving counseling by type.
7. To increase youth access to educational opportunities by providing education assistance services to <u>100</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving education assistance. b. Number of education assistance services provided.

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Objectives:	Productivity Indicators:
8. To increase youth access to recreational opportunities by providing activities to <u>300</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving activities. b. Number of recreational activities provided.
9. To increase youth access to employment opportunities by placing <u>75</u> youths in <u>125</u> casual labor jobs and providing <u>75</u> youth with employment assistance services by June 30, 1981.	a. Unduplicated number of youth placed in casual labor jobs. b. Number of casual labor jobs developed. c. Unduplicated number of youth served by employment assistance. d. Number of employment assistance services provided.
10. To increase youth access to community resources (legal, recreational, educational, mental health) by responding to <u>1000</u> telephone requests for information and referral by June 30, 1981.	a. Number of telephone responses provided.
11. To increase community involvement and service capability of the YSC by recruiting volunteers to provide <u>5000</u> hours of service to youth by June 30, 1981.	a. Number of volunteer hours provided. b. Unduplicated number of volunteers active. c. Number and type of services provided by volunteers.
12. To provide restitution for <u>75</u> youth through community service work by June 30, 1981.	a. Unduplicated number of youth completing restitution. b. Number of hours of restitution performed.
13. To promote YSC programs in the community through 12 public information activities by June 30, 1981.	a. Number of newspaper articles produced. b. Number of TV/radio appearances. c. Number of special public relations events implemented.
14. To maintain program responsiveness through the initiation of <u>10</u> special youth/community development projects by June 30, 1981.	a. Number of youth/community development projects initiated. b. Type of development projects.

Objective = 1 : (Restate Objective Here)

To reduce the involvement of youth with the Juvenile Justice System by accepting for services 500 referrals from the Police and Juvenile Court of youth under 18 committing status offenses and minor misdemeanors by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1-1	Establish and maintain <u>5</u> Counselor positions.	On-going	Positions established.	5 Counselors
1-2	Accept Police and Juvenile Court referrals. Assign Counselors to diverted youth.	On-going	Referrals accepted and assigned to Counselors.	5 Counselors
1-3	Maintain a working relationship with Portland Police and JDH.	On-going	Participate in training sessions, community forums. Provide follow-up contact on referred youth to the referring agency.	5 Counselors, Director, Community Advocate, Public Information Specialist
1-4	Maintain a record system on diverted youth.	On-going	Records maintained and monitored.	Supervising Counselor, 5 Counselors
1-5	Submit reports to HRB.	Monthly	Reports submitted.	Supervising Counselor, Director

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

To increase access to services for all youth by accepting 320 referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self), by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
2-1	Establish and maintain Community Advocate position.	On-going	Position established.	Community Advocate
2-2	Establish and maintain 5 Counselor positions.	On-going	Positions established.	Counselors
2-3	Assign 5 Counselors to target schools.	On-going	Staff assigned.	5 Counselors
2-4	Establish referral procedures tailored to each target school's needs and accept referrals.	On-going	Referral procedures established. Referrals accepted.	Counselors
2-5	Maintain contact with community agencies and accept referrals	On-going	Contact maintained. Referrals accepted.	Counselors, Community Advocate
2-6	Accept youth referrals from family and self.	On-going	Referrals accepted.	Counselors, Community Advocate
2-7	Record referral information on appropriate forms.	On-going	Forms completed.	Staff
2-8	Submit appropriate reports to HRB.	Monthly	Reports submitted.	Counselors, Community Advocate, Supervising Counselor, Director

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



Objective = 3: (Restate Objective Here)

To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3-1	Assign referred youth to staff.	On-going	Clients assigned.	Supervising Counselor, Counselors, Community Advocate
3-2	Complete needs assessment and develop service plans with clients.	On-going	Needs assessment completed, service plans developed.	Supervising Counselor, Counselors, Community Advocate
3-3	Record needs assessment on appropriate forms.	On-going	Forms completed.	Supervising Counselor, Counselors, Community Advocate
3-4	Monitor needs assessment procedures to insure timely and meaningful completion.	Monthly	Files monitored.	Staff, Supervising Counselor
3-5	Submit reports to HRB.	Monthly	Reports submitted.	Supervising Counselor, Director

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

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Objective # 4 : (Restate Objective Here)

To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4-1	Maintain Closed File Log to access youth needing three month follow-up.	On-going	Log maintained.	Supervising Counselor, Community Advocate
4-2	Assign Counselors to conduct three month follow-ups.	On-going	Counselors assigned. Follow-ups completed.	Supervising Counselor, Counselors
4-3	Record three month follow-ups on appropriate forms.	Monthly	Forms Completed	Supervising Counselor, Counselors
4-4	Monitor follow-up procedures to insure timely and meaningful completion.	Monthly	Files monitored.	Supervising Counselor, Staff
4-5	Submit reports to HRB.	Monthly	Reports submitted.	Supervising Counselor, Director

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

Objective # 5 : (Restate Objective Here)

To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing), or referral for 300 youth by June 30, 1981.

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

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
5-1	Maintain contact with and knowledge of support services by arranging for presentations by community to staff.	Monthly	Presentations arranged.	Director, Staff
5-2	Maintain knowledge of resources available through resource library.	On-going	Library maintained and updated.	Public Information Specialist
5-3	Establish referral and follow-up procedures with significant community service agencies.	On-going	Referral and follow-up procedures established.	Supervising Counselor, Counselors
5-4	Maintain appropriate records.	On-going	Records maintained, monitored.	Supervising Counselor, Counselors
5-5	Submit reports to HRB.	Monthly	Reports submitted.	Supervising Counselor, Director

Objective # 6 : (Restate Objective Here)

To reduce the incidence of personal and family problems by providing 1,500 hours of counseling to youth and parents by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
6-1	Assign clients to Counselors.	On-going	Clients assigned.	Supervising Counselor
6-2	Provide individual, group, and family counseling according to needs identified.	On-going	Counseling provided.	Supervising Counselor, Counselors
6-3	Record progress of counseling on appropriate forms, and number of hours involved.	On-going	Records maintained.	Supervising Counselor, Counselors
6-4	Monitor files to assure that needs identified are being met.	On-going	Files monitored.	Supervising Counselor, Staff
6-5	Submit reports to HRB	Monthly	Reports submitted.	Supervising Counselor, Director

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

Objective # 7 : (Restate Objective Here)

To increase youth access to educational opportunities by providing education assistance services to 100 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
7-1	Establish and maintain Public Information Specialist.	On-going	Staff assigned.	Staff
7-2	Establish and maintain Community Program Developer position.	On-going	Staff assigned.	Staff
7-3	Establish and maintain Counselor positions.	On-going	Positions established.	Counselors
7-4	Maintain Education Bank including information and referral regarding schools, education alternatives, tuition, scholarships.	On-going	Education Bank established.	Staff
7-5	Develop system for transmission of information.	On-going	System established.	Public Information Specialist, Staff
7-6	Maintain contact with Education and Youth Incentive staff--Urban League and community-at-large.	On-going	Contact maintained.	Director, Public Information Specialist
7-7	Maintain In-Center Tutorial Program for youth.	On-going	Tutorial Program developed. Students enrolled.	Staff
7-8	Plan and provide opportunities for youth to visit high school and college campuses.	On-going	Campus visits completed.	Community Program Developer, Staff
7-9	Maintain appropriate records.	Monthly	Reports completed, submitted to HRB.	Staff, Supervising Counselor, Director

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

Objective # 8 : (Restate Objective Here)

To increase youth access to recreational opportunities by providing activities to 300 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
8-1	Establish Community Program Developer position.	On-going	Position established.	Community Program Developer
8-2	Establish and maintain Community Aide position (CETA).	On-going	Position established.	Community Aide (CETA)
8-3	Establish and maintain Open Gym Program.	On-going	Sites established; program developed.	Staff
8-4	Establish special recreation projects for area youth.	On-going	Recreational Projects established.	Staff
8-5	Operate contact centers at 5 area sites: Peninsula Moore Street Matt Dishman Dekum Court King Facility	On-going	Contact Centers operating.	Counselors
8-6	Establish co-ed groups and/or activities for recreational use of leisure time.	On-going	Co-ed groups established, activities provided.	Community Program Developer, Staff
8-7	Maintain appropriate records.	On-going	Records maintained.	Staff
8-8	Submit reports, HRB	Monthly	Reports submitted.	Supervising Counselor, Director

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

119828

Objective # 9 : (Restate Objective Here)

To increase youth access to employment opportunities by placing 75 youth in 125 casual labor jobs and providing 75 youth with employment assistance services by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
9-1	Establish and maintain 5 Counselor positions.	On-going	Counselors assigned.	
9-2	Establish and maintain one Community Program Developer position.	On-going	Community Program Developer assigned.	
9-3	Establish Job Bank information and referral system.	On-going	Job Bank information; 1) system established, 2) referrals made.	Community Program Developer, Staff
9-4	Establish a Job Counseling program, emphasizing work skills assessment, resume development and interviewing techniques.	On-going	Program established.	Community Program Developer, Staff
9-5	Maintain continuous contact with perspective employers.	On-going	Contact with perspective employers made.	Staff, Director
9-6	Maintain appropriate records.	On-going	Records maintained.	Staff
9-7	Submit reports, HRB.	Monthly	Reports submitted.	Supervising Counselor, Director

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

149828

Objective # 10 : (Restate Objective Here)

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

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
10-1	Maintain library of resource directories	On-going	Library maintained.	Public Information Specialist, Director
10-2	Provide resource updates and people at staff meetings.	Weekly	Updates provided; resource people introduced.	Staff
10-3	Provide telephone information and referral to area families, youth and agencies.	On-going	Information provided.	Staff
10-4	Record number of requests serviced.	On-going	Records maintained.	Staff
10-5	Submit reports to HRB.	Monthly	Reports submitted.	Supervising Counselor, Director

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



Objective # 11 : (Restate Objective Here)

To increase community involvement and service capability of the YSC by recruiting volunteers to provide 5,000 hours of service to youth by June 30, 1981.

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

119828

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
11-1	Establish Public Information Specialist position.	On-going	Position established.	Public Information Specialist
11-2	Recruit volunteers from colleges, universities, churches and the community.	On-going	Volunteers obtained.	Director, Public Information Specialist, Staff
11-3	Establish volunteer training and orientation program.	On-going	Complete volunteer training and orientation program; present to volunteers.	Public Information Specialist, Director, Staff
11-4	Assign volunteers to various aspects of the program.	On-going	Volunteers assigned.	Supervising Counselor
11-5	Supervise volunteer work to insure quality service.	On-going	Supervision established.	Supervising Counselor, Staff
11-6	Maintain record of volunteer hours.	On-going	Records maintained.	Staff
11-7	Submit report to HRB.	On-going	Report submitted.	Supervising Counselor, Director

Objective # 12 : (Restate Objective Here)

To provide restitution for 75 youth through community service work and/or creative alternatives by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
12-1	Identify restitution sites.	On-going	Sites identified.	Counselor
12-2	Determine restitution task.	On-going	Tasks determined.	Counselor
12-3	Determine restitution hours.	On-going	Restitution hours determined.	Counselor
12-4	Develop restitution contract.	On-going	Restitution contract developed.	Counselor
12-5	Identify on-site Supervisor.	On-going	Restitution contract developed.	Counselor
12-6	Develop follow-up mechanism for youth involved.	On-going	Follow-up mechanism developed.	Counselor
12-7	Develop follow-up mechanism for restitution site.	On-going	Follow-up mechanism developed. System monitored.	Counselor Supervising Counselor

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

119828

Objective # 13 : (Restate Objective Here)

To promote Youth Service Center Programs in the community through 12 public information activities by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
13-1	Prepare and submit two radio public service presentations.	On-going	Two radio public service advertisements broadcasted.	Public Information Specialist
13-2	Prepare and submit two television public service presentations or present center information on two television programs.	On-going	Two television public service presentations or two television appearances conducted.	Staff Public Information Specialist
13-3	Prepare and submit four newspaper articles on center activities.	On-going	Four newspaper articles printed.	Staff Public Information Specialist
13-4	Conduct four oral presentations on center activities.	On-going	Four oral presentations conducted.	Staff Public Information Specialist
13-5	Maintain record of Public Information activities.	On-going	Record keeping mechanisms established (photographs, recordings and printed materials.)	Public Information Specialist, Director

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

Objective # 14 : (Restate Objective Here)

To maintain program responsiveness through the initiation of 10 special youth community development projects by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
14-1	Establish and maintain Community Program Developer.	On-going	Position established.	Director
14-2	Plan and initiate special youth community development projects.	On-going	Projects implemented.	Community Program Developer, Staff
14-3	Involve Community Advisory Board in planning efforts.	On-going	CAB participation achieved.	Director
14-4	Establish Youth Council and maintain involvement in planning efforts.	On-going	Youth Council established.	Director, Staff
14-5	Appoint Youth Advisor	On-going	Advisor assigned.	Director

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

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

In operating and administering a Youth Service Center in the Northeast target area, the Human Resources Bureau and the YSC Advisory Board have recognized, that the involvement of youth and community groups in developing plans, operating programs, and delivering services that directly affect their lives increases the community's ability to identify and solve it's own problems. HRB, together with the Citizens' Advisory Board and community residents, have expressed the need for community-based alternatives to the Juvenile Justice system. Concurrent with this, the Police Bureau and the Juvenile Court personnel have identified through their continued use of the Northeast Youth Service Center, that the Center is a viable alternative to traditional dispositions of delinquent and pre-delinquent youth. The principles of the Northeast Youth Service Center are basic to the strategy of diversion developed by the City's Human Resources Bureau. Program planning must be developed in accordance with community residents, youth and area agencies. Northeast Youth Service Center will provide services to area youth through counseling, information and referral, recreation activities, etc.

- 7.
6. Service Area, Target Population and Eligibility Criteria for Services:  
(Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.)

#### Service Area

The service area for the Northeast Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 22.01, 22.02, 23.01, 23.02, 24.01, 24.02, 25.02, 30, 31, 32, 33.03, 34.02, 36.01, 36.02, 36.03, 37.01, 37.02, 72, encompassing that area of northeast Portland west of 47th Avenue to I-5 and north of 80N to the City limits.

#### Target Population

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

#### Eligibility Criteria

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

8.

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

The Northeast Youth Service Center has seven (7) full-time staff. In FY 80-81, this contingency will increase to nine (9) full-time staff. This composition includes; one (1) Project Director, one (1) Supervising Counselor, one (1) Public Information Specialist, one (1) Community Program Developer, four (4) Counselors, and one (1) Secretary. The staff will be operated on a team concept requiring close coordination and joint staffing of cases and resource sharing. Training for interpersonal development and counseling techniques will be handled through periodic consultation with qualified consultants. Overall supervision of counseling staff will be the coordinated responsibility of a supervisory counselor. This individual's responsibility will be maintaining the quality of client services and insuring that adequate case management is being carried out.

When a vacancy occurs at this Center, the Program Director notifies the administering agency, an announcement illustrating the position vacant is developed and prospective applicants are notified of the available position through normal Urban League Affirmative Action channels. Resumes are then collected and screened by the Director and chairpersons of the Citizens' Advisory Board and five finalists are selected and interviewed by Project Director. Upon final selection, two (2) individuals are chosen and these names with resumes are forwarded to the Executive Director of the Urban League for selection. The League, when feasible, will inform it's employees of available positions prior to announcing vacancies to the general public. The Center is open during the hours of 8:30 a.m. to 10 p.m., Monday through Friday, and 1:00 p.m. to 10 p.m., Saturday.

Official holidays for the Northeast Youth Service Center are the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. The Center will be closed on these days.

On other, following, holidays specified by UL policy, the Center will maintain only a skeleton staff: Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Veterans Day, Election Day, and the day following Thanksgiving.

- 9.
8. Applicant Agency Administration: (Describe the qualifications of the incorporated agency, including experience, support services to be provided for this project and other related projects operated by the agency. Describe the functions of the Board of Directors as they relate to this project.)

The Urban League, Incorporated, a non-profit social agency, has been providing services to the Portland metropolitan area since 1945, by working to improve interracial understanding and improve the conditions under which minorities and other disadvantaged persons of all ages live. The Urban League will provide for the Northeast Youth Service Center, as it does for its other programs, administrative support through the Executive Director, Deputy Director and Finance Director, in addition to bookkeeping personnel.

The Urban League Guild provides a volunteer source to the Northeast Youth Service Center project. The Urban League of Portland maintains a Public Relations staff person, responsible for publicity of all Urban League projects, through newsletter, brochures, etc., of particular concern in 1980-81 is an assessment of current conditions, a determination of priorities, and an effort to maximize utilization of existing community resources to accomplish the League's goals. Among others, visible areas of community needs include, analysis of educational trends, programs and operation which impact Blacks and other minorities; and an analysis of economic trends in the Urban League's service area noting significant changes in policy of employers which interface with Urban League programs.



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

Residents within the Northeast Youth Service Center target area have been involved with the planning of the Center, along with the Citizens' Advisory Council. The functions of the Citizens' Advisory Council are:

- 1) To continually assess the needs of Northeast Portland and also represent the interest of the youth and families of the community.
- 2) To advise and assist the staff of the Northeast Youth Service Center.
- 3) To make policy recommendations to the Director of the Northeast Youth Service Center.
- 4) To monitor and evaluate the program, and to help prepare the budget.

The use of volunteers to augment paid staff will also continue to be a vital part of the Northeast Youth Service Center program. Volunteers will be recruited through community groups, college placement programs, public service announcements, and alternative work programs. Volunteers will assist regular staff with tutoring, a Big Brother/Sister Program, follow-up on case files, recreational activities, a restitution program and other projects as they are developed.

Staff will participate in significant community forums, including Advisory Council meetings, Neighborhood Improvement and Association meetings, etc.

The Corporate Board will give direction and guidance through on-going development of a Youth Council; the source of future leaders.

- 11.
10. Coordination: (Describe the intentions to coordinate this project with other community organizations and statutory agencies in the service area. Briefly discuss program and service exchanges that may occur. Identify staff positions responsible for these activities.)

The Northeast Youth Service Center is committed to coordinating youth services in their designated area and thusly has projected activities to deal with agencies in both the private and public sector.

Planning meetings are held with area high schools and elementary schools and other significant agencies. Local facilities are utilized for many of the community activities; Moore Street Community Center, King Neighborhood Facility, Jefferson High School, Matt Dishman Community Center, Peninsula Park and other area agencies.

Staff positions involved in these exchanges include the Public Information Specialist, Community Program Developer, Counselors, Practicum Students and Volunteers. The Director of the Center will also be involved in all agency coordination exchanges. The Northeast Youth Service Center has several major agreements; with the Portland Police Department as a deposition/alternative for status offenses, Children's Services Division for the provision of temporary shelter care placements, and with the Juvenile Court for case referrals for juveniles whose offense does not merit the intervention of the Juvenile Court. The Center has been considered an appropriate alternative.

Coordination or networking will occur around but not limited to the following client needs:

- o Medical: evaluation, prescriptions, well-child and emergency care, community education.
- o Psychological: counseling, diagnosis and evaluation.
- o Educational: tutorial, advocacy, alternative resources, enrichment; college search.
- o Activities: recreation, scholarships, transportation, volunteerism.
- o Employment: job counseling and placement, job training.

EXHIBIT B  
BUDGETS AND ATTACHMENTS

## 1. Budget Summary

<u>City Support Requested</u>	<u>Amount</u>
Discretionary Funds	\$157,468
Subtotal	157,468
Required Cash Match	4,870
Program Income	
Subtotal	162,338
<u>Other Project Support</u>	
TOTAL	\$162,338

Urban League United Way Funds - July 1, 1980 - June 30, 1981

Authorized Signature

Xinling P. H. Date 6-6-01

UL/NE YSC

Contract Period: July 1, 1980 - June 30, 1983

Budget Period: July 1, 1980 - June 30, 1981

APPROPRIATION UNIT  
LINE ITEM WORKSHEET

149828

Code	Object Title	CITY DISCRETIONARY FUNDS	REQUIRED CASH MATCH	TOTALS		
110	Full-Time Employees	113,628	4,198	117,826		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	18,180	672	18,852		
190	Less-Labor Turnover					
100	Total Personal Services	131,808	4,870	136,678		
210	Professional Services	1,800		1,800		
220	Utilities					
230	Equipment Rental	3,000		3,000		
240	Repair & Maintenance	300		300		
260	Miscellaneous Services					
310	Office Supplies	1,755		1,755		
320	Operating Supplies	2,000		2,000		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education	1,700		1,700		
420	Local Travel	1,000		1,000		
430	Out-of-Town Travel	500		500		
440	Space Rental	8,905		8,905		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services	1,500		1,500		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	800		800		
570	Telephone Services	2,400		2,400		
580	Intra-Fund Services					
590	Other Services--Internal					
200- 500	Total Materials & Services	25,660	-0-	25,660		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	157,468	4,870	162,338		

## BUDGET JUSTIFICATION

## PERSONNEL

DATE 6/5/80PROJECT NO. CITY DISCRETIONARY FUNDSPROJECT TITLE URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time)	(D) Percent of time on Project	(E) No. of Months on Project	(F) Cost (AxCxDxE)
1	Director	1400.00	100	12	16,800
1	Supervising Counselor	1055.33	100	12	12,664
1	Public Information Specialist	1150.42	100	12	13,805
1	Community Program Developer	956.68	50	12	5,740
1	Secretary	833.33	100	12	10,000
1	Counselor	977.91	100	12	11,735
1	Counselor	1161.08	100	12	13,933
1	Counselor	977.91	100	12	11,735
1	Counselor	977.91	100	12	11,735
1	Urban League Executive Dir.	2667.60	10	12	3,201
1	Urban League Bookkeeper	1058.32	10	12	1,270
1	Director of Finance	1683.33	5	12	1,010
SUBTOTAL, PERSONNEL					113,628
16 * % FRINGE BENEFITS					18,180
TOTAL, PERSONNEL					131,808

\*Indicate fringe benefits as a percentage of "Subtotal, Personnel"

BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE 6/5/80

PROJECT NO. CITY DISCRETIONARY FUNDS

PROJECT TITLE URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	<u>Professional Services</u> A) Audit B) Client Services 1. Medical and diagnostic evaluations	800  1,000	  1,800
320	<u>Operating Supplies</u> A) Special programming supplies for youth: Educational Cultural Recreational Occupational	2,000	2,000
230	<u>Equipment Rental</u> A) Xerox	3000	3000
240	<u>Repair and Maintenance</u> A) Miscellaneous contingency	300	300
310	<u>Office Supplies</u> A) Consumables--paper, desk top supplies	1755	1755
410	<u>Education</u> A) Fees for staff training, conferences, workshops and seminars B) Special programming for youth	500  1,200	  1,700

**BUDGET JUSTIFICATION**  
**MATERIALS AND SERVICES**

DATE 6/5/80

PROJECT NO. CITY DISCRETIONARY FUNDS

PROJECT TITLE URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

To extent possible, use format indicated below

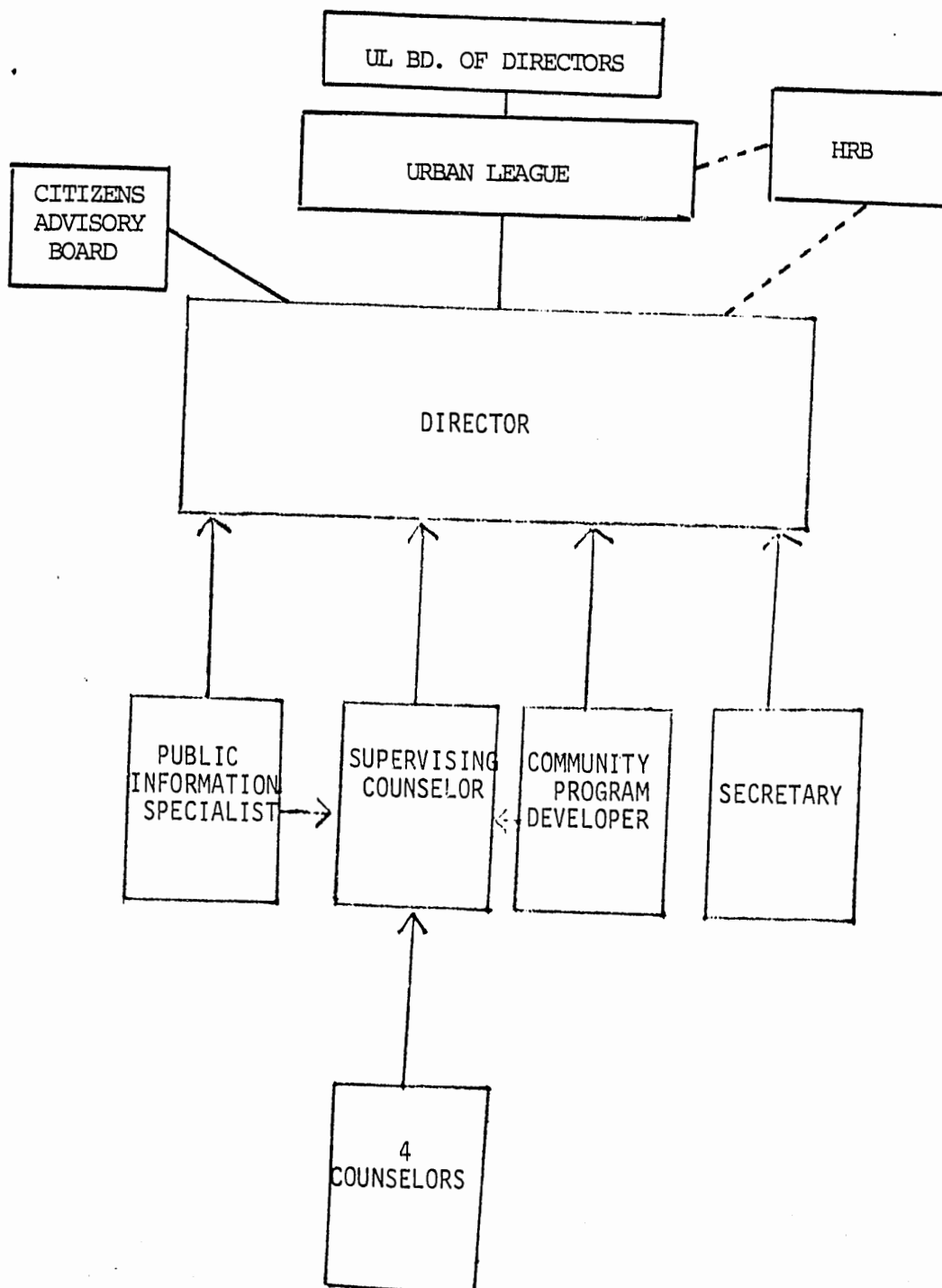
CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
420	<u>Local Travel</u> @ \$.20 per mile (5,000 miles)	1000	1000
430	<u>Out of Town Travel</u> A) Travel for fund raising activities and conferences	500	500
440	<u>Space Rental</u> \$742.08 per month x 12 months	8905	8905
520	<u>Printing Services</u> A) Brochures, fliers, pamphlets, stationery, etc.	1500	1500
570	<u>Telephone Services</u>	2400	2400
560	<u>Insurance</u> A) Bonding and liability	800	800





## URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

## ORGANIZATION CHART:



Job Title: Director

Salary: \$16,800 annually, plus Fringe Benefits

Immediate Supervisor: Director of Education and Youth Incentives

General Job Description:

This is a position responsible for supervision of the Northeast Youth Service Center overall and the maximum provision of services to youth and their families, in Northeast Portland.

Specific Duties and Responsibilities:

1. Supervise and coordinate activities of line staff in accomplishing the case management objectives outlined in the contract with the City of Portland and administered through the Urban League of Portland.
2. Maintain a preventive approach to the resolution of childhood adjustment problems. Provide consistent and effective services by coordinating appropriate community resources.
3. Supervise case monitoring of client records. Conduct periodic audits of cases. Insure timely closure of files as required by policy and or law.
4. Cooperate with and respond to common needs of social agencies, local law enforcement agencies and judicial officials.
5. Develop, implement and review all Center programs on an on-going basis.
6. Evaluate employee performance, prepare appraisals and evaluations, maintain updated employee personnel records.
7. Conduct weekly staff meetings.
8. Conduct employment interviews.
9. Promote and participate in significant community forums and educational programs among community agencies and groups. Develop community awareness and support of Youth Service Center programs.
10. Coordinate Community Advisory Board meetings.
11. Submit reports required by contract and all other reports in a timely manner.

Qualifications Required:

Staff management ability

Ability to organize time

Knowledge of community resource development

Knowledge of Juvenile Justice System

Qualifications Required (cont'd):

Ability to develop training workshops

Knowledge of budget processes

Knowledge of fundraising

Knowledge of Proposal Writing and Grant Management

Knowledge of counseling and crisis intervention

Bachelor's Degree or 2 years management experience

Knowledge of Personnel Practices and Procedures

Knowledge of Affirmative Action Law and Practices

Sensitivity and experience dealing with a multi-cultural population

Oregon Driver's License and automobile

Job Title: Public Information Specialist  
Salary: \$13,805 annually, plus Fringe Benefits  
Immediate Supervisor: Director

General Job Description:

This is a staff position providing information and referral services to youth and their families, in Northeast Portland.

Specific Duties and Responsibilities:

1. Advocate for community support of Center and services to client.
2. Develop staff coordination around information and resource sharing.
3. Perform public relations tasks as designated by Director.
4. Develop public service announcements, press releases, and flyers as designated in contracted service objectives.
5. Participate on committees and significant community forums which impact upon area clients and the Northeast community.
6. Develop Center portfolio, informational packets, and audio and video presentations of Center activities.
7. Continually review, update, or revise informational material regarding Center.
8. Continually review, update, or revise Training and Orientation Manual, with assistance of Supervising Counselor and Director.
9. Develop Northeast Youth Service Center newsletter, and establish on-going distribution.
10. Develop on-going rapport with area churches and organizations.
11. Develop and update mailing list of area churches, organizations, and community groups.
12. Attend staff meetings and participate in on-going training as identified.
13. Attend Citizens Advisory Board meetings.
14. Obtain Proposal Writing and Grant Development skills with regard to identified Center program needs.

Qualifications Required:

Ability to clearly express ideas in writing

Knowledge of Proposal Writing

Qualifications Required (cont'd):

Good oral communication skills

Ability to organize time

Knowledge of community resources

Knowledge of media negotiation and coordination

Knowledge of printing, graphics, etc.

Knowledge of fundraising development

Degree in Journalism/Communication or 2 years experience

Sensitivity and experience dealing with a multi-cultural population

Oregon Driver's License and automobile

Job Title: Counselor

Salary: \$11,319 annually, plus Fringe Benefits  
(entry level)

Immediate Supervisor: Supervising Counselor

General Job Description:

This is a staff position providing services to youth and their families, in Northeast Portland.

Specific Duties and Responsibilities:

1. Work closely with youth primarily between the ages of 10-17 years, in area boundaried by 42nd Street to the East, I-5 to the West, Marine Drive to the North, and Glisan Street to the South.
2. Work closely with Portland Public Schools and other community agencies in developing community and parent resource network.
3. Develop a preventive approach to the resolution of childhood adjustment problems. Provide consistent and effective services, by coordinating appropriate community resources.
4. Accept referrals from non-judicial sources, schools, CSD, other agencies, family and self.
5. Accept referrals from Police and Juvenile Court, of youth under 18, committing status and minor misdemeanor offenses. Work closely with Juvenile Court Counselors and the Court, including Court appearances, as an advocate for youth whenever possible.
6. Complete a needs assessment on referred youth. Provide follow-up services three months after the date of intake.
7. Identify restitution sites, determine tasks, restitution hours. Develop restitution contract, identify on site supervisor. Provide follow-up services.
8. Provide counseling to youth and parents. Establish cooperative group counseling for youth/family, with other area agencies as appropriate.
9. Increase knowledge of community services, i.e., legal, recreational, educational, employment. Identify and participate in significant community forums.
10. Increase youth access to employment opportunities; provide job counseling, with emphasis on assessment, work skills and resume development. Maintain continuous contact with perspective employers and job developers.
11. Assist in supervision of practicum students.
12. Maintain MIS and other appropriate records; submit all reports in a timely manner.

13. Attend staff meetings.
14. Participate in on-going training opportunities.

Qualifications Required:

Ability to clearly express ideas in writing

Ability to organize time

Knowledge of community resources

Knowledge of Juvenile Justice System

Ability to collect and analyze statistical data

Bachelor's Degree or 2 years experience (salaried or volunteer), working with youth in a counseling or related capacity.

Sensitivity and experience dealing with a multi-cultural population

Oregon Driver's License and automobile



Job Title: Supervising Counselor

Salary: \$12,500 annually, plus Fring Benefits

Immediate Supervisor: Director

General Job Description:

This is a staff position supervising a counseling staff and providing services to youth and their families in Northeast Portland.

Specific Duties and Responsibilities:

1. Supervise and coordinate activities of line staff in accomplishing the case management objectives, outlined in the contract with the City of Portland and administered through the Urban League of Portland.
2. Carry out, design, and augment training programs of the Northeast Youth Service Center, to maximize service provision and provide on-going professional educational opportunities to staff.
3. Monitor cases assigned to a staff of trained counselors and para-professionals.
4. Maintain case monitoring records, conduct periodic audits of cases. Activate, transfer, and close files as required by policy and/or law.
5. Collect data and assist in analyzation and compilation for evaluation and required report purposes.
6. Submit reports required by contract and all other reports, in a timely manner.
7. Cooperate with and respond to common needs of social agencies, local law enforcement agencies, and judicial officials.
8. Conduct weekly staff meeting, in absence of Director.
9. Assist in employment interviews.
10. Assist in evaluation of employee performance, appraisals and evaluations.
11. Promote and participate in public relations and educational programs among community agencies and groups. Develop community awareness and support Youth Service Center programs.

Qualifications Required:

Ability to clearly express ideas in writing

Supervision and management skills

Ability to organize time

Qualifications Required (cont'd):

Knowledge of community resources

Knowledge of Juvenile Justice System

Ability to design and augment training programs for counseling staff

Ability to collect and analyze statistical data, 2 years employment experience (salaried or volunteer), in data collection and reporting.

Bachelor's Degree or 2 years experience (salaried or volunteer), working with youth in a counseling or related capacity.

1 year staff supervision

Sensitivity and experience dealing with a multi-cultural population

Oregon Driver's License and automobile

Job Title: Community Advocate (Program Developer)

Salary: \$11,480 annually, plus Fring Benefits

Immediate Supervisor: Director

General Job Description:

This is a staff position providing services to youth and their families, in Northeast Portland.

Specific Duties and Responsibilities:

1. Assess neighborhood needs for youth.
2. Increase access to recreational and educational opportunities.
3. Provide youth advocacy in neighborhood schools, with CSD, Police and Courts.
4. Plan and develop community service projects.
5. Coordinate youth assistance to Senior Adult Service Center Project and programs.
6. Develop special educational programs for youth including coed groups.
7. Develop programs around needs of female adolescents; teenage pregnancy, etc.
8. Assist in development of funding sources for special programs.
9. Provide intake of judicial and non-judicial referrals.
10. Submit reports in timely manner.

Qualifications Required:

Ability to clearly express ideas in writing

Knowledge of community resources

Knowledge of fundraising development

Knowledge of Proposal Writing and Grant Management

2 years employment experience (salaried or volunteer), in data collection and reporting.

2 years employment experience (salaried or volunteer), in development of special educational programs.

Sensitivity and experience dealing with a multi-cultural population for youth

Oregon Driver's License and automobile

4/30/80

Job Title: Secretary

Salary: \$10,000 annually, plus Fringe Benefits

Immediate Supervisor: Director

General Job Description:

This is a staff position providing clerical services to staff and information and referral services to youth and their families, in Northeast program.

Specific Duties and Responsibilities:

1. Perform general secretarial and office duties.
2. Perform basic receptionist duties, involving answering phones, and greeting and directing visitors.
3. Open and sort mail.
4. Type correspondence, reports, proposals, etc., from copy or rough draft.
5. Take, arrange, and type meeting minutes as necessary.
6. Maintain and order office supplies.
7. Maintain accurate filing system.
8. Process and maintain accurate record of employee payroll and accrued vacation, sick, and comp-time.
9. Maintain budgetary transactions.
10. Maintain property records on all City inventory.
11. Be familiar with the use of various office machines.
12. Supervise office help (i.e., Manpower students, CETA employees, practicum students, volunteers).
13. Keep abreast of up-to-date office practices and procedures by participation in appropriate training events.
14. Be able to work well with fellow employees and people of various ethnic and age groups.

Qualifications Required:

Ability to type 60 wpm

Knowledge of up-to-date office practices

Ability to clearly express ideas in writing

Qualifications Required (cont'd):

Ability to perform basic receptionist responsibilities

At least 2 years office experience (salaried or volunteer)

Knowledge of filing systems

Knowledge of budget processes

Ability to organize time

Ability to supervise clerical support staff

Ability to use/maintain office machines

Sensitivity and experience dealing with a multi-cultural population

Oregon Driver's License and automobile

17.

PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

List of Current Board of Directors: (Indicate Chairperson by an asterisk (\*).)

NAME/ADDRESS	TELEPHONE	TERM
*Judge H.J. Belton Hamilton 800 Terminal Sales Building 1220 SW Morrison Portland, OR 97204	221-3278 (W)	1982
Paul Cook 1st State Bank 1212 SW 6th Portland, OR 97204	243-3644 (W)	1981
Gayle Gemmell 222 SW Harrison, 14F (H) Portland, OR 97201	229-5951 (W)	1980
William Hilliard The OREGONIAN 1320 SW Broadway Portland, OR 97201	221-8147 (W)	1981
Benita Stroughter PNWB Lincoln Building (604) 421 SW Oak Portland, OR 97204	242-8381 (W)	1981
Dick Kishimoto Xerox Corporation 1800 SW 1st Portland, OR 97201	221-1850 (W)	1981
Luis A. Alvarez COSSPO 3214 SE Holgate Portland, OR 97202	238-1387 (W)	1982
David Baugh 5701 Arizona Drive (H) Vancouver, WA 98661	(206) 834-4444 (W)	1981

ATTACHMENT #4

17 PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

List of Current Board of Directors: (Indicate Chairperson by an asterisk (\*).)

NAME/ADDRESS	TELEPHONE	TERM
Joan Biggs KGW (Channel 8) 1501 SW Jefferson Portland, OR 97201	226-5000 (W)	1981
Gwen Blake Personnel Department Tektronix Delivery Station 58012 P.O. Box 500 Beaverton, OR 97077	644-0161 X6063 (W)	1982
Robert P. Burns 8809 SW 13th (H) Portland, OR 97219	233-5787 (W)	1982
Larry Campbell KGW Radio 1505 SW Jefferson Portland, OR 97201	226-5055 (W)	1982
Ozella Canada 4227 NE 12th (H) Portland, OR 97211	287-9249 (W)	
Kevin Collins 2103 NE Morgan St. (H) Portland, OR 97211	285-5166 (W)	1980
Nellie Fox State AFL-CIO 530 Center, NE Suite 210 Salem, OR 97301	224-3169 (W)	1982
M/G Richard Miller Military Department 2150 Fairgrounds Rd, NE Salem, OR 97303	378-3981 (W)	1980

17  
 PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

List of Current Board of Directors: (Indicate Chairperson by an asterisk (\*).)

NAME/ADDRESS	TELEPHONE	TERM
Charles Moss 4840 N. Garfield (H) Portland, OR 97213	248-4680 (W)	1980
Bruce K. Posey 900 SW 5th 23rd Floor Portland, OR 97204	224-3380 (W)	1982
Fred Rosenbaum 975 SE Sandy Blvd. Portland, OR 97214	234-6551 (W)	1980
Ted Runstein The Bank of California Tower 707 SW Washington Suite 1330 Portland, OR 97205	222-3531 (W)	1981
Bill Supak United Airlines Portland International Airport Portland, OR 97218	249-4201 (W)	1982
Linda Torrence Pacific Northwest Red Cross Blood Program 4200 SW Corbett Avenue Portland, OR 97201	243-5256 (W)	1981
Lou Williams Oregon Offices Systems 8283 SW Cirrus Drive Koll Business Center Building 15 Beaverton, OR 97005	641-7550 (W)	1981
Jeana Woolley 4205 NE 15th (H) Portland, OR 97211	248-4136 (W)	1981

Ex-Officio Member

Roy Schnaible  
Pacific Northwest Bell  
Lincoln Building (100)  
421 SW Oak  
Portland, OR 97204

ATTACHMENT #4



PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTER

List of Current Advisory Council Members: (Indicate the Chairperson by an asterisk (\*)).

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Marlene Bayless	P.O. Box 3107 Portland, OR 97202	1980	No	Portland Public Schools
Mike Beavers	5022 N. Vancouver Portland, OR 97217	1980	No	Children's Services Div.
Mary Dawkins	9201 NE Fremont Portland, OR 97220	1980	No	Citizen
Carolyn Easterly	4919 NE 17th Avenue Portland, OR 97211	1980	No	Black Educational Ctr.
Lance Fluker	3935 NE Garfield Portland, OR 97212	1980	No	Youth Member
Bobby Foster (Mrs.)	P.O. Box 5455 Portland, OR 97228	1980	No	SKANNER Newspaper
Lucious Hicks	P.O. Box 751, PSU Portland, OR 97207	1980	No	NAACP
James Loving	4815 NE 7th Portland, OR 97211	1980	No	King Neighborhood Facility
John Miller	3807 NE Union Portland, OR 97211	1980	No	Juvenile Court
Betty Overton	8 NE Killingsworth Portland, OR 97211	1980	No	Albina Women's League
Roy Pittman	6400 N. Albina Portland, OR 97217	1980	No	Peninsula Park
*Karen Powell	1817 NE 17th Portland, OR 97212	1980	No	American Friends Service Committee
Lieutenant Roberts	7214 N. Philadelphia Portland, OR 97203	1980	No	Portland Police Bureau
Larry Harding	3807 NE Union Portland, OR 97211	1980	No	Juvenile Court
Rance Spruill	3710 N. Mississippi Portland, OR 97227	1980	No	Albina Youth Opportunity School
Debbie Whitlock	300 Whitesell, #6 Monmouth, OR 97361	1980	No	Youth Member

## APPLICANT AGENCY RESUME

Applicant Agency Legal Name:

URBAN LEAGUE OF PORTLAND

Date of Incorporation:

May 28, 1965

Type of Organization:

Public \_\_\_\_\_

Private Non-Profit \_\_\_\_\_

X

Private-Profit \_\_\_\_\_

Other ( \_\_\_\_\_ ) \_\_\_\_\_

Short Statement of Agency Purpose: Works to benefit total community by improving the conditions under which non-whites and other minorities live and work by creating a better climate of inter-racial understanding and eliminating discrimination in all its forms.

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

First National Bank of Oregon  
Main Branch  
P.O. Box 3438  
Portland, Oregon 97208

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

Edward W. Barton  
Finance Director  
718 W. Burnside #404  
Portland, Oregon 97209

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

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

Yes, Comprehensive General Liability  
500,000/300,000 BI,PD

Fire, 85,000 "all risk"

Policies automatic renewal July 1, 1980

Campbell Galt and Newlands  
921 S.W. Washington, Portland, OR

Are key staff bonded? Yes X No \_\_\_\_\_

(List individuals, by name and position, who are bonded, amount and name of Insuring Agent.)

10,000 all employees (Commercial Blanket Bond)

25,000 (includes additional 15,000) Executive Director, Freddye Petett

718 W. Burnside #404  
Portland, Oregon 97209

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

Term: July 1, 1979 to June 30, 1980 (to be renewed)

Leaser: School District # 1  
Portland, Oregon

ATTACHMENT #6

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

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

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

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

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

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

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or usable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity. The Contractor's programs and activities, when viewed in its entirety, will be readily accessible to handicapped persons.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with Section 504 is given in consideration of and for the purpose of obtaining any and all AAA contracts or other financial assistance extended after the date hereof to the Contractor by the AAA, including installment payments after such date on account of applications for AAA financial assistance which were approved before such date. The Contractor recognizes and agrees that such AAA financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the AAA shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated this 5 day of Nov 1970.

By X. H. V. D. H.

Title Executive Director

715 W. Riverside, # 401

Contractor's mailing address

Atlanta, Ga 30309

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

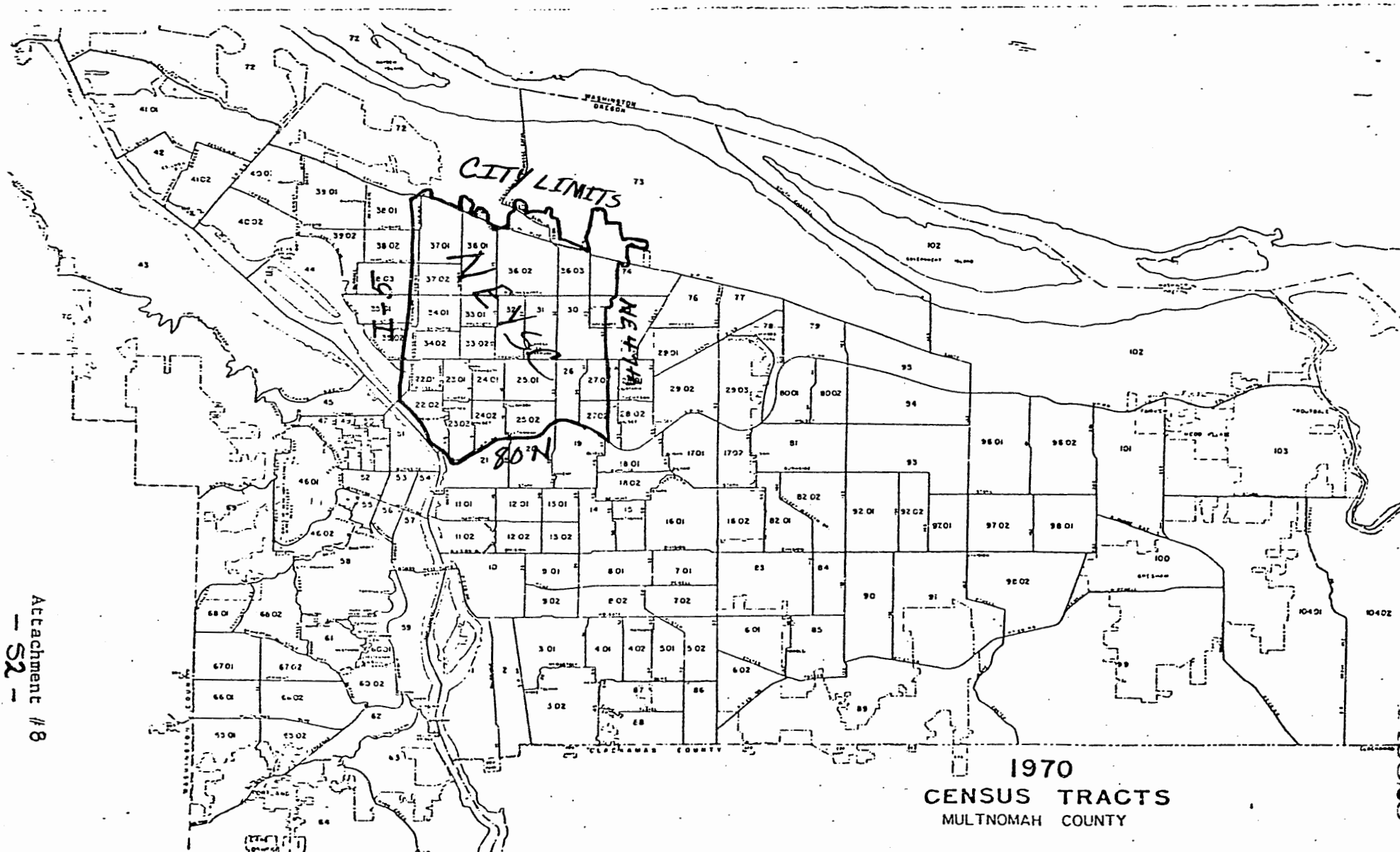


EXHIBIT C  
REQUIRED REPORTING FORMS  
AND  
PROCEDURES

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

149828

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

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

2. Reports not received by the deadline shall not be processed until the next month. This will result in a delay in payment.
3. City forms must be used. If additional forms are needed, please contact the Accounting Unit (248-4752).
4. Materials to be submitted each month are as follows:
  - a) A separate Reimbursement Request Form for each funding source and each service category requiring City reimbursement as included in the approved contract budget.

e.g. -- I & R -- III-B  
Admin. -- OPI  
Admin. -- General Fund  
Meals -- III-C-1  
General Fund  
Other
  - b) A Reimbursement Request Form for Required Match, as included in the approved budget.
  - c) A Reimbursement Form showing Project Income/Contributions collected.
  - d) A Reimbursement Form showing total City reimbursement.
  - e) Supporting documentation showing proof of payment (attached to respective Reimbursement Request Forms). This may include:

copies of checks  
copies of bills  
payroll register  
etc.

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

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

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

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    - Admin. -- OPI
    - Admin. -- General Fund
    - Meals -- III-C-1
    - General Fund
    - Other
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  - c) A Reimbursement Form showing Project Income/Contributions collected.
  - d) A Reimbursement Form showing total City reimbursement.
  - e) Supporting documentation showing proof of payment (attached to respective Reimbursement Request Forms). This may include:
    - copies of checks
    - copies of bills
    - payroll register
    - etc.
5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

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



Please Note: For purposes of fiscal reporting, Match included in the contract requires the same documentation as City Support requested.

6. If a piece of documentation is applicable to more than one funding source (or match), write on the supporting documentation how much is to be applied to each funding source/service category.
7. The "indirect cost" line item may be used to cover any costs incurred in support of the services included in the contract. Documentation/proof of payment must be submitted for each reimbursement requested.
8. Grant or Agency policy requires that expenditures be reported in dollars and cents. *DO NOT ROUND TO THE NEAREST DOLLAR!*
9. Reimbursement requests must be typed or written in ink.
10. Reimbursement Request Forms must be signed in ink by an authorized person designated by the Agency. Each agency must submit to the City the names of all persons authorized to sign these reports. The Agency is responsible for notifying the City in writing of any changes in authorized signatures.
11. The reimbursement request must be made against the current authorized contract. Each agency is responsible for notifying appropriate personnel of budget changes.
12. Incomplete or incorrect Reimbursement Request Forms will be returned to the Contractor for completion or correction.
13. Match expenditures will be analyzed quarterly as part of the monitoring procedures. Corrective action plans will be developed if necessary to assure contract compliance.

Corrective action may include: withholding of funds, suspension, or termination of the contract.

If match is not produced in accordance with the approved contract by the third (3rd) quarter of the budget year, the City will reduce its contribution to maintain the established ratio of shared costs. (For AAA District Centers, this ratio is a minimum of 90/10 City/Agency share for Discretionary Services. For other contracts, the level of required match has been negotiated.)

14. Upon receipt of completed reimbursement forms, the Accounting Unit staff reviews the request for accuracy and compliance with the approved budget, prepares payment authorization, and submits the reimbursement package to the Program staff.
15. Program Staff reviews the package and signs off, if request complies with regard to appropriate service delivery. Reimbursement request will be held until Program reports are received.
16. Principal Accountant reviews the package, approves payment, and forwards the package to Accounts Payable at City Hall.

17. Accounts Payable reviews the package, approves payment, and processes the package for the computer to fill out the warrant (check). Computer runs are made every Tuesday and Thursday evenings.
18. Checks are returned to Accounts Payable for verification of computer run.
19. The computer run is forwarded to the Auditor's Office for auditing and release (mailing) of the warrant.
20. Total estimated turnaround time is two weeks from the time a completed package leaves the Human Resources Bureau. HRB staff can usually complete its work within two days, if the requests are complete and correct, and program reports have been received.
21. In the event of an emergency or other unusual circumstances, as approved by the Principal Accountant, a manual warrant may be issued within 72 hours. A manual warrant process will not be utilized on a regular basis.

We hope that these procedures will clarify what is expected of Agency staff in the filling out and processing of these documents. If you have any questions or need further information, please feel free to call the Accounting Unit or Social Services Contract Management staff at 248-4752.

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

Address \_\_\_\_\_

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

Social Services Division

Accounting Unit

522 SW Fifth Ave., 8th Fl. Yeon Bldg.

Portland, Oregon 97204

Phone: 248-4752

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

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

Advance Received \_\_\_\_\_ Reimbursement Request for \_\_\_\_\_

month &amp; year

CODE	OBJECT TITLE	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET	BALANCE
110	Full-Time Employees				
120	Part-Time Employees				
170	Benefits				
100	Total Personnel Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair and Maintenance				
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				
330	Repair and Maint. Supplies				
340	Minor Equipment and Tools				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
490	Miscellaneous				
520	Printing Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
590	Other Services-Internal				
	Others, Specify Below				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600					
	TOTAL				

ATTACH TO THIS INVOICE:

1. Supporting documentation for all costs or expenditures grouped by expenditure object category. (Attach adding machine tape to each group of supporting documents.)

INVOICE & SUPPORTING DOCUMENTS ARE TO BE SUBMITTED TO THE CITY NO LATER THAN THE FIFTEENTH WORKING DAY FOLLOWING MONTH END.

I certify that the information pertaining to this request is true and complete to the best of my knowledge

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Other procedures specified in Youth Service Center Standards and Guidelines

ON FILE AT HRB

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

ON FILE AT HRB

## CONTRACT FOR SERVICES

## SECTION I: PARTIES TO THE CONTRACT

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

PORTLAND, OREGON, SECTION OF THE NATIONAL COUNCIL OF JEWISH WOMEN, INC. ("Contractor"), 3030 S. W. Barbur Boulevard, Portland, Oregon 97201

## SECTION II: CONTRACT SUMMARY

Contractor agrees to provide a Youth Service Center according to the stipulations of this contract, the Youth Service Center Standards and Guidelines, and the attached Project Narrative for the period July 1, 1980, through June 30, 1983, at a total cost not to exceed the sum of \$119,016 during FY 1980-81, for the southwest and near northwest Portland community.

## SECTION III: PERIOD OF PERFORMANCE

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

## SECTION IV: AGREED CONTRACTOR: PROJECT OPERATION

- A. Contractor shall by June 30, 1981, meet all goals and objectives stated in the "Project Narrative" (Exhibit A, hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief, and that services be delivered to those most in need.
- C. Contractor shall provide a 3% match (\$3,681) as approved in the budget (refer to Exhibit B). Failure to meet this requirement shall result in a reduction of budget or termination of contract.

## SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit C, hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed through negotiation.
- B. Contractor shall provide the City with the following reports by the dates stated. Program reports not received by the specified date may result in delayed reimbursement.
  - 1. Director's Monthly Narrative Report -- 10th working day of month;
  - 2. Monthly Characteristic Report -- 10th working day of month;
  - 3. Quarterly Contract Review -- September, December, March, June by 10th working day of month;
  - 4. Annual Program Assessment and Summary -- by July 30, 1981, 1982, and 1983.
- C. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- D. Contractor shall submit to the City for informational purposes copies of all requests for Federal, state or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- E. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- F. Contractor shall submit to the City for informational purposes one (1) copy of all formal documents produced under this contract.
- G. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract except where one is already on file, its current:
  - Personnel Policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;

--List of names and signatures of persons authorized to act as the Contractor's agents;

--Articles of Incorporation and By-Laws;

--List of Board of Directors and Advisory Council members.

Contractor further agrees to submit any changes in these documents to the City within thirty (30) days of their effective dates.

#### SECTION VI: AGREED CITY

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

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

- A. Total compensation under this contract shall not exceed \$119,016.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$19,836, upon receipt of a written request from the Contractor.

- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if required reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed as a result of a City requested audit after reimbursement has occurred, the Contractor shall promptly repay the City.
- G. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit B). Funds not used shall be returned promptly to the City at the end of the budget period. Any costs incurred by the Contractor over and above the agreed sums, as set out in the budget, shall be at the sole risk and expense of the Contractor.
- H. The operating budget may be amended, provided the full cost does not exceed the amount stated in the contract. Budget amendments shall not become effective until the Commissioner-in-Charge has given written approval and filed the approved document with the City Auditor. Budget overruns of five percent (5%) or \$1,000, whichever is less, are allowable without a budget amendment on all line items within the Materials and Services category, excluding Out-of-Town Travel. These line item overruns shall be compensated for within the same category.
- I. Budget amendments shall not be accepted during the last quarter of the budget period (April 1 through June 30).



- J. All items with a purchase price of one hundred dollars (\$100) or more hereunder shall be purchased in the name of the City. Such purchases shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days (refer to Exhibit C), tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain an acceptable and current log of this property and property acquired under previous contracts within the City. All non-expendable items shall be returned to the City within ten (10) days after the contract has terminated.
- K. Contractor shall also maintain a current and acceptable log of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of \$25.00 per item and a maximum value of \$99.99 per item purchased under this contract. All such items shall also be returned to the City within ten (10) days after the contract has terminated.

#### SECTION VIII: GENERAL CONDITIONS

- A. Contractor shall abide by all Federal, state and local regulations/policies governing project operations, management, and service delivery. The funds shall be used solely for the purpose for which they are provided.
- B. Prior to commencement of this contract, Contractor shall deliver to the City Auditor evidence:
  - 1) that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$10,000 or 100% of the estimated sixty (60) day cash flow, whichever is less;
  - 2) of a Standard Liability Insurance Policy in the single limit amount of \$300,000 and provide the City Auditor with an endorsement there-to, naming the City as an additional insured and protecting the City, its agents, and employees from claims for damages arising in whole or in part out of the performance of this contract;
  - 3) that all property and equipment purchased or received by the Contractor pursuant to this contract is insured against fire, theft, and destruction; and
  - 4) that the above policies of insurance are in force and shall not be cancelled without thirty (30) days prior notice to the City.

If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part out of the performance of this contract.

If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of the contract.

- C. The term "approval by the City" means written approval by the Executive Director and/or the Commissioner-in-Charge of the Human Resources Bureau. Unless otherwise specified, documents submitted to the City shall be regarded as received when delivered to the Human Resources Bureau.
- D. Compensatory time accrued by any employee performing services under this contract shall be taken within the budget period to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor. This condition only applies if compensatory time is indicated in the Contractor's approved Personnel Policies and Procedures.
- E. Upon termination (cash out) of any employee performing services under this contract, a maximum of two weeks accrued vacation time shall be an allowable reimbursement cost. Time in excess of the two weeks maximum shall be the sole responsibility of the Contractor upon termination of the employee. Those employees not terminating may carry a maximum of one year of accrued vacation time over to a following year. This vacation may only be taken as time, no cash payments are allowed.
- F. It is expressly understood and agreed by both parties hereto that the City is contracting with the Contractor as an Independent Contractor and that the Contractor, as such, agrees to hold the City harmless and to indemnify it from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by any third party arising out of, or in connection with, the services to be performed by the Contractor under this contract.

## SECTION IX: SPECIAL CONDITIONS

- A. Contractor shall operate the program in compliance with the Youth Service Center Standards and Guidelines.
- B. Contractor shall maintain a Youth Service Center facility acceptable to the City. Adequate space in the facility shall be provided to house a Youth Career Training Services (YCTS) Area Office as mutually agreed on by the Contractor and YCTS.
- C. Contractor shall ensure that appropriate staff, given reasonable notice, will attend meetings, training sessions, and participate in other activities as requested by the City. Such meetings and activities shall not exceed 10% of the Contractor's or designee's time. Contractor shall be responsible for the decisions and actions of staff.
- D. No funds under this contract shall be used in support of any sectarian religious or anti-religious activity.
- E. No employee of the Contractor, or member of the Contractor's governing board or body, or persons who exercise any responsibilities under this contract shall participate in any decision relating to this contract which affects his outside, personal pecuniary interests.

## SECTION X: CONTRACT MODIFICATION

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

## SECTION XI: CONTRACT ASSIGNMENT

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

## SECTION XII: TERMINATION REMEDIES

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

## SECTION XIII: SIGNATURES

The parties witness their consent to be bound by all the terms of this contract, SECTIONS I through XII, by signing below.

APPROVED AS TO CONTENT

CONTRACTOR

By \_\_\_\_\_  
 Executive Director  
 Human Resources Bureau

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

Date \_\_\_\_\_

APPROVED AS TO FORM

CITY OF PORTLAND

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

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

Date \_\_\_\_\_

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

## PROJECT APPLICATION SHEET

Exhibit A

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) Southwest Youth Service Center			
2. Type of Application (Check One) New Project <input type="checkbox"/> Continuing Project <input checked="" type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>			
3. Responsible HRB Division Social Services		4. Contract Period From 7-1-80 to 6-30-83	
5. Budget Period From 7-1-80 to 6-30-81		6. City Support Requested \$ 119,016	
7. Applicant Agency (Name, address & telephone) National Council of Jewish Women 3030 S.W. Second Avenue Portland, OR 97201 222-5006		8. Project Director (Name, address & telephone) Joan Liebreich 6950 S.W. Capital Highway Portland, OR 97219 245-4441	
9. Financial Officer (Name, address & telephone) Joan Liebreich 6950 S.W. Capital Highway Portland, OR 97219 245-4441		10. Official Authorized to Bind Agency (Name, address & telephone) Amy Tanne President, National Council of Jewish Women 3030 S.W. Second Avenue 222-5006	
11. Project Summary: Summarize, in approximately 200 words, the project plan presented in application, briefly covering project goals, objectives, strategy, target population and administration.			

The NCJW will administer a neighborhood based Youth Service Center which will provide judicially and non-judicially referred youth with an array of services including counseling, employment, education, recreation, advocacy and information and referral. The programs offered will be designed to meet the changing needs of southwest youth and their families. The center, besides providing the above services, will offer intensive services to Teen Parents and seriously disfunctioning families.

Staff operate as an interdisciplinary team, coordinating services within the agency as well as with other community resources. Trained community volunteers, graduate and undergraduate students are incorporated into the service delivery plan so as to increase the center's capabilities. The NCJW insures that clients will receive immediate diagnosis, comprehensive services and follow-up contact. Agency outreach efforts and publicity campaigns will be conducted to maintain high community visibility. Services will be well coordinated with the schools, police, JDH and other youth service providers.

The target population will be those youth aged 10 - 17 and their families residing in the region bounded on the east by the Willamette River, the south by the Clackamas County line, the west by the Washington County line, and the north by NW Vaughn Street extending east to the Willamette River. Services for youth residing in northwest Portland will be geared primarily to those judicially referred.

## PROJECT NARRATIVE

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

There are 7,356 youth aged 10 - 18 residing in the Southwest Youth Service Center target area, and an additional 739 youth reside in Northwest Portland (U.S. Census data). Many problems arise simply in the process of growing up, however, certain of these needs must be addressed on a community level to assist youth and their families in handling their lives positively. This project will focus on the following problems of our target population: interpersonal and family problems, criminal activity, unemployment, constructive use of leisure time and problems facing teen parents.

The results of these problems affect every member of our society. The obvious people effected are the victims of criminal actions, the families of troubled youth and the youth themselves who are bored and/or frustrated and/or unemployed. However every member of the community pays a price for those youth who fail to constructively handle the problems that life presents them. The price is one of taxpayer supported prisons, expensive welfare programs and the loss of the creativity these youth could potentially contribute for the good of society.

Most of the juvenile crimes committed in Southwest Portland are either status or minor misdemeanor offenses (Portland Police Crime Index). The number of youth referred for these offenses over the past five years has been 280 youth per year (Youth Service Center Reports). Over 25% of all youth referred to the Juvenile Court reappear for subsequent offenses (Donald E. Long Annual Report, 1974). This high recidivism rate indicates a need for an effective diversion program for Southwest youth.

In the other problem areas it is harder to quantifiably document the need. However several reports tend to suggest that we are focusing this project on the right areas.

A study comparing delinquent and non-delinquent youth resulted in the conclusion that delinquent youth tend to have more problems in the following areas: school attendance and performance, peers, financial demands and parents. The study went on to prove that if these problems could effectively be addressed, youth were likely to remain free of subsequent law violations (Rehabilitation Research Projects, Auburn University, 1976). Furthermore, a local survey indicated that youth, parents and social service professionals identify boredom, family, school, employment and personal feelings as the areas of major concern for youth (Reassessment Project, Human Resource Bureau, 1980). And finally, thirty-one percent of all youth enrolled in public schools fail to graduate. Among female students, pregnancy is the main reason for dropping out. (Portland Public Schools).

This data and the past six years of operation tend to suggest that there is a need for 1.) diversion services to offer first and second time offenders, 2.) individual, family and group counseling to assist in the resolution of personal and interpersonal problems, 3.) recreational activities to provide positive uses for leisure time, 4.) truancy and tutoring programs designed to increase school attendance and performance, 5.) a need for employment assistance

and placement services to help youth earn money and stay employed and 6) support groups for teen-age parents.

These services are the heart of this Center's programs. They comprise a comprehensive community based prevention and diversion project, designed to meet the needs of Southwest youth.

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

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

To provide services to teen parents designed to increase their parenting skills and reduce the likelihood of subsequent unwanted births.

To provide support services to parents of youth aged 10 - 18 so as to increase their skills, improve family interactions and prevent the need for out-of-home placements.



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

Objectives:	Productivity Indicators:
1. To reduce the involvement of youth with the juvenile justice system by accepting for services <u>275</u> referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
2. To increase access to services for all youth by accepting <u>410</u> referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self) by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
3. To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth receiving need assessments. b. Unduplicated number of youth referred.
4. To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth attempted to contact for follow-up services. b. Unduplicated number of youth for which follow-up services are completed. c. Unduplicated number of youth referred.
5. To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for <u>200</u> youth by June 30, 1981.	a. Unduplicated number of youth whose cases involved other agencies or who were referred out for services. b. Number of agency coordination and referral services delivered.
6. To reduce the incidence of personal and family problems by providing <u>1500</u> hours of counseling to youth and parents by June 30, 1981.	a. Number of counseling hours provided by type. b. Unduplicated number of youths and parents receiving counseling by type.
7. To increase youth access to educational opportunities by providing education assistance services to <u>100</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving education assistance. b. Number of education assistance services provided.

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

Objectives:	Productivity Indicators:
8. To increase youth access to recreational opportunities by providing activities to <u>300</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving activities. b. Number of recreational activities provided.
9. To increase youth access to employment opportunities by placing <u>125</u> youths in <u>200</u> casual labor jobs and providing <u>50</u> youth with employment assistance services by June 30, 1981.	a. Unduplicated number of youth placed in casual labor jobs. b. Number of casual labor jobs developed. c. Unduplicated number of youth served by employment assistance. d. Number of employment assistance services provided.
10. To increase youth access to community resources (legal, recreational, educational, mental health) by responding to <u>750</u> telephone requests for information and referral by June 30, 1981.	a. Number of telephone responses provided.
11. To increase community involvement and service capability of the YSC by recruiting volunteers to provide <u>5,000</u> hours of service to youth by June 30, 1981.	a. Number of volunteer hours provided. b. Unduplicated number of volunteers active. c. Number and type of services provided by volunteers.
12. To provide restitution for <u>75</u> youth through community service work by June 30, 1981.	a. Unduplicated number of youth completing restitution. b. Number of hours of restitution performed.
13. To promote YSC programs in the community through 12 public information activities by June 30, 1981.	a. Number of newspaper articles produced. b. Number of TV/radio appearances. c. Number of special public relations events implemented.
14. To maintain program responsiveness through the initiation of <u>5</u> special youth/community development projects by June 30, 1981.	a. Number of youth/community development projects initiated. b. Type of development projects.

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

Objectives:	Productivity Indicators:
15. To provide support services to 20 teenage mothers and their children by June 30, 1981.	a. Unduplicated number of youth involved in Young Mom's Group. b. Number and type of services provided to teenage parents.
16. To provide 40 seriously disfunctional families with intensive family intervention services by June 30, 1981.	a. Unduplicated number of families enrolled in IFI program b. Number and type of services provided to IFI families.
17. To offer 6 self-enhancement/peer counseling groups in five neighborhood schools to 100 youth by June 30, 1981.	a. Number of groups initiated in local schools b. Number of schools having groups.
18. To provide by June 30, 1981 75% of all diverted youth with two assessment interviews, one before and one six months after intake.	a. Unduplicated number of diverted youth receiving pre and post assessments. b. Unduplicated number of youth referred for diversion services.

Objective # 1: (Restate Objective Here)

To reduce the involvement of youth with the juvenile justice system by accepting for services 275 referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1.1	Maintain two counselors who provide counseling services to diverted youth.	ongoing	Two counselors maintained	Counselors
1.2	Maintain good working relationship with Central Precinct officers, Sergeants and Lieutenants through roll call presentations, personal contacts, monthly director's reports, and in-service trainings and police ride-a-longs.	ongoing	Ride-a-longs, roll calls, written correspondence, personal contacts and in-service trainings completed. Youth diverted to SWYSC.	Director, counselors and practicum student counselors.
1.3	Maintain good working relationship with Juvenile Court intake staff, southwest counselors, and Juvenile Court administrators through regular communication and coordinated service delivery.	ongoing	Good working relationships maintained. Cases referred.	Director, counselors and practicum student counselors.
1.4	Accept appropriate referrals from the Juvenile Court and the Police.	ongoing	Referrals submitted to counselors daily.	Office manager, counselors.
1.5	Provide intake coverage at Central Precinct during peak times.	as requested	Staff assigned to work special shifts.	Counselors, Director, Practicum students
1.6	Maintain client files	ongoing	Files maintained.	Counselors, practicum students, office manager
1.7	Submit appropriate reports to HRB	monthly	Reports submitted.	Director, office manager

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

Objective # 2: (Restate Objective Here)

To increase access to services for all youth by accepting 410 referrals of youth under 18 from non-judicial sources (school, CSD, other agencies, family and self) by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
2.1	Maintain staff of 6 3/4 employees to accept appropriate referrals.	ongoing	6 3/4 staff position filed	Director
2.2	Assign trained volunteers to center programs.	quarterly	Volunteers assigned.	Volunteer Coordinator, Director
2.3	Publicize available services through flyers, newspapers, TV, public speaking engagements, and community forums.	ongoing	Flyers, articles, ads, public speaking provided.	Staff
2.4	Plan and develop services responsive to Southwest needs.	bi-annually	Planning sessions completed.	Staff
2.5	Accept referrals and assign to appropriate center services.	daily	Clients referred and enrolled in Center programs.	Staff
2.6	Maintain client files	ongoing	Files maintained.	Staff
2.7	Submit appropriate reports to HRB.	monthly	Reports submitted.	Director, Office Manager

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

Objective # 3 : (Restate Objective Here)

To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
3.1	Train counselors and support staff to provide needs assessments to youth referred through judicial and non-judicial sources.	ongoing	Trainings completed.	Director, Head Counselor
3.2	Assign and train graduate students to assist with needs assessments.	ongoing	Graduate students trained and assigned.	Volunteer Coordinator, Head Counselor
3.3	Provide supervision and training through weekly counselors meeting	weekly	Counselors meeting held.	Director, Head Counselor
3.4	Conduct needs assessments and develop service plans.	ongoing	Needs assessments conducted and service plans developed.	Counseling staff
3.5	Maintain files on clients.	ongoing	Files completed as required.	Staff
3.6	Submit appropriate reports to HRB.	monthly	Reports submitted to HRB.	Director, Office Manager

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

Objective # 4 : (Restate Objective Here)

To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.

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

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
4.1	Assign three trained staff members to the Follow-up Team	ongoing	Three staff members trained and assigned.	Director, Office Manager, Volunteer Coordinator
4.2	Office Manager prepares monthly follow-up list	monthly	List completed.	Office Manager
4.3	Complete follow-up for clients three months after closing of case referred.	monthly	Three month follow-up calls completed.	Follow-up Team
4.4	Record information on three month follow-up forms as required.	monthly	Information recorded.	Follow-up Team
4.5	Office Manager monitors follow-up procedures and implementation.	monthly	Files monitored.	Office Manager
4.6	Submit appropriate reports to HRB.	monthly	Reports submitted.	Office Manager, Director

Objective # 5 : (Restate Objective Here)

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

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
5.1	Identify through outreach and resource development programs and resources available to youth.	ongoing	Resource files updated.	Staff
5.2	Train staff regarding referring youth to other services.	ongoing	Training completed.	Director, Head Counselor
5.3	Train staff regarding coordination of services with other agencies.	ongoing	Training completed.	Director, Head Counselor
5.4	Have monthly presentations at staff meetings by other agencies	monthly	Presentations made.	Head Counselor, Director
5.5	Make referrals as necessary based on needs of youth	ongoing	Referrals made.	Staff
5.6	Purchase services for individual youth when necessary	ongoing	Services purchased.	Director
5.7	Record referrals to other agencies	ongoing	Referrals recorded.	Staff
5.8	Monitor number of youth referred out for services.	monthly	Files monitored.	Director
5.9	Submit appropriate reports to HRB.	monthly	Reports submitted.	Director, Office Manager

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



Objective # 6 : (Restate Objective Here)

To reduce the incidence of personal and family problems by providing 1500 hours of counseling to youth and parents by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
6.1	Maintain 2 counselors to provide counseling services to diverted and non-diverted youth	ongoing	Two counselors maintained.	Director
6.2	Assign part-time graduate students to provide counseling services.	Sept.1980	Two graduate students assigned.	Head Counselor, Volunteer Coordinator
6.3	Provide counseling services to youth and parents.	ongoing	Counseling services provided.	Counseling staff
6.4	Provide supervision and training through weekly counselors meetings	ongoing	Counselors' meeting held	Head Counselor, Director
6.5	Maintain files on clients as required by HRB, SSD	ongoing	Files maintained	Counseling staff
6.6	Submit appropriate reports to HRB.	monthly	Reports submitted.	Director, Office Manager

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

Objective # 7: (Restate Objective Here)

To increase youth access to educational opportunities by providing education assistance services to 100 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
7.1	Recruit and train work-study student to coordinate education program	9/1/80	Education coordinator recruited and trained	Volunteer Coordinator, Director
7.2	Assign and train volunteer tutors	10/5/80	Tutors trained	Volunteer Coordinator, Education Coordinator
7.3	Meet with local school personnel to recruit students.	ongoing	Tutorees recruited.	Education Coordinator
7.4	Match tutors and tutorees	ongoing	Matches completed.	Education Coordinator
7.5	Design and implement individual tutoring programs	ongoing	Tutoring programs designed.	Education Coordinator, Tutors
7.6	Provide ongoing follow-up with teachers and parents.	monthly	Follow-ups completed.	Tutors, Education Coordinator
7.7	Maintain client files	ongoing	Files completed	Tutors, Education Coordinator
7.8	Submit appropriate reports to HRB.	monthly	Reports submitted.	Director, Office Manager

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

Objective # 8 : (Restate Objective Here)

To increase youth access to recreational opportunities by providing activities to 300 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
8.1	Assign staff and volunteers to recreational programs	ongoing	Staff assigned.	Volunteer Coordinator, Director
8.2	Implement recreation program at Hillsdale Terrace	quarterly	Residents participating in program	Youth Advocate
8.3	Develop after-school clubs	quarterly	Students attending clubs	Volunteers
8.4	Operate seasonal DayCamp at Robert Gray	Summer, Winter, Spring	Day Camp attended	Director, Camp Coordinator
8.5	Day trips to Mt. Hood, Oaks Park, etc.	quarterly	Youth go on trips	Youth Advocate
8.6	Maintain appropriate client files	ongoing	Files maintained.	Staff
8.7	Submit monthly reports	monthly	Reports submitted.	Director, Office Manager

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

Objective # 9 : (Restate Objective Here)

To increase youth access to employment opportunities by placing 125 youth in 200 casual labor jobs and providing 50 youth with employment assistance by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
9.1	Assign Youth Advocate and two practicum students to provide employment counseling to youth referred for employment reasons.	ongoing	Staff assigned.	Director, Volunteer Coordinator
9.2	Provide employment workshops	ongoing	Workshops completed.	Youth Advocate
9.3	Recruit 200 employers through media and personal contact	ongoing	200 employers requests submitted	Youth Advocate
9.4	Recruit 125 youth through school and club presentations	ongoing	125 youth enrolled in program	Youth Advocate, Practicum students.
9.5	Match youth and job requests	ongoing	Youth complete jobs	Youth Advocate
9.6	Follow-up call to employer	ongoing	Calls completed.	Youth Advocate
9.7	Maintain appropriate records	monthly	Client files updated	Youth Advocate
9.8	Submit reports to HRB	monthly	Reports submitted	Director, Office Manager

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

Objective # 10 : (Restate Objective Here)

To increase youth access to community resources (legal, recreational, educational, mental health) by responding to 750 telephone requests for information and referral by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
10.1	Compile current information on activities and resources available to southwest Portland families	ongoing	Information compiled	Office Manager
10.2	Train all staff to enable them to respond to telephone request	ongoing	Staff trained	Office Manager
10.3	Respond to phone requests for information	ongoing	Requests responded to	Staff
10.4	Maintain appropriate records	ongoing	Records maintained	Staff
10.5	Submit appropriate reports to HRB monthly	monthly	Reports submitted.	Director, Office Manager

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

Objective # 11 : (Restate Objective Here)

To increase community involvement and service capability of the YSC by recruiting volunteers to provide 5000 hours of service to youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
11.1	Maintain full-time Volunteer Coordinator	ongoing	Volunteer Coordinator maintained	Director
11.2	Maintain contacts with professors at universities and colleges who supervise student field placements	ongoing	Contact maintained	Volunteer Coordinator
11.3	Interview practicum students for volunteer positions	quarterly	Practicum students interviewed	Volunteer Coordinator
11.4	Interview high school students and community volunteers	ongoing	Potential volunteers interviewed	Volunteer Coordinator
11.5	Orient, train and supervise all volunteers through regular training sessions	weekly	Training sessions held	Volunteer Coordinator, Staff
11.6	Review of volunteer program by Center Director	quarterly	Review completed	Director, Volunteer Coordinator
11.7	Record volunteer hours and activities	monthly	Hours and activities recorded	Volunteer Coordinator
11.8	Submit appropriate reports to HRB	monthly	Reports submitted	Director, Office Manager

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

Objective # 12 : (Restate Objective Here)

To provide restitution for 75 youth through community service work by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
12.1	Recruit and train work-study student to coordinate restitution program.	July 15	Restitution Coordinator trained	Director, Volunteer Coordinator
12.2	Review current restitution sites and expand if necessary	Aug. 1	A minimum of eight restitution sites developed	Restitution Coordinator
12.3	Assign referred youth to restitution sites	ongoing	Youth assigned.	Restitution Coordinator, Counseling staff
12.4	Monitor placements through phone contacts and completed evaluation cards.	ongoing	Calls made and cards returned.	Restitution Coordinator
12.5	Record results of placement in client files.	ongoing	Files updated.	Restitution Coordinator
12.6	Monitor number of monthly placements.	monthly	Data evaluated.	Director, Office Manager
12.7	Submit reports to HRB	monthly	Reports submitted	Director, Office Manager

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

Objective # 13 : (Restate Objective Here)

To promote YSC programs in the community through 12 public information activities by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
13.1	Maintain a Public Relations person to develop publicity for the entire system.	11/1/80	One public relations person employed.	Project Director, Volunteer Coordinator
13.2	Designate Volunteer Coordinator as Public Relations Coordinator	7/1/80	Volunteer Coordinator assigned.	Project Director, Director
13.3	Assign one YSC staff person to each school to coordinate public relations activities	9/1/80	Staff assigned.	Volunteer Coordinator
13.4	24 newspaper articles for the promotion of various programs submitted to newspapers - daily, neighborhood agency, organizations, PTA Bulletins.	6/30/81	Articles submitted.	Project Director, Director, Volunteer Coordinator
13.5	Three TV and radio appearances on local talk shows.	6/30/81	Appearances scheduled.	Project Director, Director, Volunteer Coordinator
13.6	12 presentations given to community groups.	6/30/81	Presentations given.	Project Director, Director Staff Select volunteers
13.7	one TV spot written and submitted to T.V. stations	6/1/81	TV spot written and submitted	Project Director Director, Volunteer Coordinator
13.8	5 radio spots written and aired	6/30/81	Radio spots written and aired	Project Director, Director, Volunteer Coordinator
13.9	Promotion fundraising event sponsored at zoo sponsored by CAB and S.W. Community Relations Team of Pacific NW Bell to increase visibility of SWYSC and raise funds.	11/1/80	Event occurred	Project Director, Director, Staff, Volunteers

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

Continued on next page.



Objective # 13: (Restate Objective Here)

To promote YSC programs in the community through 12 public information activities by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
	(continued from previous page.)			
13.10	Produce and distribute 5,000 program related posters	6/30/80	Posters produced and distributed.	Staff, Volunteers
13.11	Submit appropriate reports to HRB	monthly	Reports submitted.	Director, Office Manager

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

Objective # 14 : (Restate Objective Here)

To maintain program responsiveness through the initiation of 5 special youth/community development projects by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
14.1	Attend community meetings to stay abreast of youth/community needs.	ongoing	Meetings attended.	Director, Staff
14.2	Designate three projects to be initiated with youth support	quarterly	Projects selected	Director, Staff
14.3	Gather input from CAB and other community agencies	ongoing	Input gathered	Director
14.4	Develop projects (e.g. employment, teen parenting, education, career planning legislative)	ongoing	Projects implemented	Staff
14.5	Maintain appropriate records	ongoing	Records maintained	Staff
14.6	Submit appropriate reports	monthly	Reports submitted	Director, Office Manager

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

Obj ective # 15 : (Restate Objective Here)

To provide support services to 20 teenage mothers and their children by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
15.1	Operate weekly Young Mom's group	weekly	Young Mom's group attended	Counseling staff
15.2	Provide transportation and childcare	weekly	Transportation and childcare provided	Volunteer Coordinator
15.3	Outreach efforts with other agencies serving teen parents	monthly	Meetings with agency staff	Counseling staff
15.4	Advocate for individual client needs (shelter, education, employment, etc.)	ongoing	Advocacy conducted	Counselors
15.5	Present 4 special topic workshops or outings	6/30/81	Workshops presented	Counseling staff
15.6	Maintain client files	monthly	Files updated	Counseling staff
15.7	Submit appropriate HRB reports	monthly	Reports submitted	Director, Office Manager

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

Objective # 16: (Restate Objective Here)

To provide 40 seriously dysfunctional families with intensive family intervention services by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
16.1	Recruit and receive referrals from client caseload and other agencies	quarterly	Clients enrolled in IFI program	Supervising Counselor
16.2	Assign counselors and practicum students to IFI program	ongoing	Staff assigned	Supervising Counselor
16.3	Run weekly parents and adolescents group	weekly	Groups completed	Counseling staff
16.4	Evaluate client programs	quarterly	Evaluations completed	Counseling staff
16.5	Complete client files	ongoing	Files maintained	Counseling staff
16.6	Submit appropriate reports to HRB	monthly	Reports submitted	Office Manager, Director

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