

Objective # 17: (Restate Objective Here)

To offer 6 self enhancement/peer counseling groups in five neighborhood schools to 100 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
17.1	Develop and plan six school groups	Sept. 1	Plans developed	Supervising Counseling
17.2	Initiate programs in five schools	ongoing	Students enrolled in groups	Supervising Counseling
17.3	Evaluate groups	6/30/81	Evaluations completed	Counseling staff
17.4	Complete client files	ongoing	Files completed	Counseling staff
17.5	Submit monthly 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.)

Objective # 18 : (Restate Objective Here)

To provide by June 30, 1981 75% of all diverted youth with two assessment interviews, one before and one six months after intake.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
18.1	Train all staff in administering EDS interview	8/1/80	Training completed.	Counseling staff
18.2	Administer interview to diverted youth	ongoing	Interviews conducted	Staff
18.3	Assign and train three students to conduct follow-up interviews	9/1/80	Students trained	Volunteer Coordinator Counseling staff
18.4	Refer client files to follow-up team six months after intake	ongoing	Files referred	Office Manager
18.5	Complete follow-up interviews	ongoing	Interviews completed	Follow-up Team
18.6	Evaluate pre and post tests	quarterly	Evaluation completed	Counseling staff
18.7	Maintain appropriate records	ongoing	Records maintained	Staff

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many 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.)

A. Operational Beliefs

There are several principles underlying the methodology employed by the National Council of Jewish Women and the Southwest Youth Service Center staff in accomplishing the objectives of the Center. In this section the principles are listed and followed by examples of how these principles translate into program strategies.

1. It is imperative to remain responsive to the changing needs of the community.

Responsiveness to the community is maintained through interagency liaisons, the Citizen's Advisory Board process, local community needs assessments and client feedback. Quarterly planning sessions attended by the staff, project administrator and volunteers allow the center to revise programs, develop new projects and incorporate community needs into the program. An example of this process in action is the Southwest Youth Service Center Adventure Camp. Through parent and teacher input, we learned of the need for structured recreation and crafts programs during Spring, Winter and Summer vacation. Many young children in SW Portland have no where to go when school is not in session. The SWYSC Adventure Camp was created to serve these youth and their parents. This program provides a day camp setting for six to eleven year olds and creates jobs, as junior counselors, for high school students.

Another example of this Center's responsiveness and flexibility in programming is the Downtown Diversion project. Through meetings with Police, Human Resource Bureau and the SWYSC staff, a need surfaced to offer diversion services at Central Precinct. The idea was accepted by the other Youth Service Center's and a fifteen week trial period was implemented. The program was discontinued due to the low number of police referrals. This responsiveness and flexibility in programming is a reflection of the Human Resource Bureau's priority that the Centers be community based and respond to the changing needs of its target area.

2. Natural support systems, especially family and peers, be identified and used as primary resources.

Experience has shown that the most effective way to assist change within a system is by dealing with the entire system. Counselors attempt to involve the entire family in the treatment plan when working with either judicial or non-judicial referrals. Besides involving the families in counseling sessions, the Center offers other services for parents. The tutoring, employment and recreation programs all demand either parental release and approval or in some cases meetings with parents to develop specific action plans for their children. Another major support system for our clients are their peers. To impact and further develop this support system, the Center has a variety of groups at high schools, middle schools, and at the Center.

(Operational Beliefs, continued)

In addition to the group counseling activities, several other services are offered in a group setting. Cross country ski trips, field trips, employment workshops and group tutoring sessions are examples of group programs this center has offered in the past and will continue to offer. In summary, our goal through family and peer involvement, is to assist youth and their families in becoming more self-sufficient and better able to utilize their own natural support systems. Ideally youth and families will develop the skills to take care of themselves.

3. Youth are accountable for their actions.

This premise governs the attitude the center holds towards its clients, and is most evident in the treatment of diverted youth. Judicially referred youth make an agreement with the Center to complete the following three requirements. They and their families must attend a minimum of one counseling session, and agree to do a pre- and post-test evaluation, and do community restitution. Community restitution is a service whereby youth who have violated the law "pay back" the community through some form of social service. The pre- and post-test *(Environmental Deprivation Scale), predicts the likelihood of further criminal activity and highlights the areas in the youth's life that are in need of attention. The pre-test allows the counselors to develop detailed case plans and to provide intensive services to those who are in serious need. The post-test, administered six months after intake, evaluates the effectiveness of this Center's intervention. This is the mechanism that allows the staff to be accountable for the quality of services we offer.

This diversion model is consistent with several findings of the Human Resource Bureau Reassessment Project. The suggestions were made that diverted youth should be held more accountable and that center's should have some method of assessing service outcome. This model is receiving a trial run at the Center and if the EDS tests prove effective the entire Youth Service System may incorporate it as a standard operating procedure.

4. Avoid labeling youth negatively and provide youth with meaningful social roles.

Programs at the center are consistently designed to include both diverted and non-diverted youth. This creates positive role modeling and avoids the stigmatizing effect that can occur as a result of violating the law. Additionally whenever possible, youth are used as volunteers and employees at the Center. Jobs are created for youth as day camp counselors, receptionists, tutors, CAB members and recreation aides. Diverted youth are encouraged to apply for these openings when appropriate.

These premises form the core of this Center's operational beliefs. They are consistent with the Bureau's goals and the method of implementation is in line with the Bureau's standards.

* See appendix

B. Implementation

All services are delivered by either professional staff or volunteers who are trained and supervised by the staff. All clients receive a needs assessment at the onset of service delivery. The client then receives services designed to meet their individual needs. A great deal of emphasis is placed on establishing a trusting relationship with clients, the staff let the clients know that they are cared for and are important. Services are delivered on demand (without waiting lists) and continue until the need no longer exists. All services are delivered in a caring and professional manner. Youth are treated with respect for their uniqueness and concern for their problems. The Reassessment Project report showed that systemwide, a higher number of former southwest clients would "go to a counselor for help" (81%) and knew "it was a place to get help" (35%) before they came in for services. This graphically demonstrates the center's reputation in the community as a safe and professionally run place to receive help. Finally, all center activities are monitored on a monthly basis by the Center Director, to assure high quality and compliance with the activity plan. Through these monthly reviews service gaps and staff training needs are identified and corrective measures are taken when needed.

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 Southwest Portland Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 46.02, 52, 53, 54, 55, 56, 57, 58, 59, 60.01, 60.02, 61, 62, 63, 64, 65.01, 65.02, 66.01, 66.02, 67.01, 67.02, 68.01, 68.02; including the following census tracts in northwest Portland: 46.01, 47, 48, 49, 50, 51 and portions of 45 south of N. W. Vaughn Street.

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 justification 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 Southwest Portland 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 those youth living in southwest Portland between the ages of 10 and 14. Exceptions to the eligibility criteria may be made if they do not detract from the quality of services delivered to the target population.

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

Staff Supervision

There are six paid positions at the Center (see attachments for job descriptions) which include the Director, two Counselors, a Volunteer Coordinator, an Office Manager and a part-time Youth Advocate (additionally, two Saturday relief workers are utilized). Each staff member has a job description which is periodically reviewed. All paid staff are supervised by the director through weekly staff meetings, individual supervisory sessions and yearly formal evaluations. The staff develop quarterly work plans and then fulfillment of these plans is evaluated as well as their day-to-day job performance. Additionally, one counselor is designated as supervising counselor. He/she is responsible for clinical supervision of all counseling activities. Graduate counseling students are assigned to each counselor who in turn supervises their progress. The supervising counselor conducts weekly counseling staff meetings, at which time group supervision and case sharing takes place. He/she monitors all open files through monthly individual meetings with those providing counseling. Other supervision is provided by the Volunteer Coordinator. She/he provides each volunteer with a job description and work plan. The volunteers receive training and group supervision at weekly meetings and they are each assigned to a staff member for direct supervision. Finally, on a monthly basis, the director and office manager review every open file to monitor individual and overall agency performance.

Staff Training

A three pronged approach is used to provide paid and volunteer staff with additional training.

- 1) Professional consultants are hired to provide staff development in areas such as family counseling skills, group facilitation, organizational development and any other area identified as necessary.
- 2) On a monthly basis staff provide in-house training at the staff meetings. Each staff member has the opportunity to share their skills and receive experience as a trainer. Topics covered have ranged from interviewing skills to stress management to personality assessment. This type of training is useful for team building as well as skill enhancement.
- 3) Staff members have training allocations in the budget which may be spent for workshop or course attendance. This training plan leads to a well trained staff that is continuously expanding their horizons and improving their skills.

Staff Selection

When vacancies occur the director notifies the project administrator. Job announcements are sent to minority recruitment sites, Youth Service Centers and the Oregonian. Resumes are then reviewed by the Director and key staff. The hiring team (including the director and two staff) conducts standardized interviews with a minimum of five applicants. After a decision has been made all finalists receive telephone notification and the other applicants receive rejection letters.

Working Hours and Holidays

The Center is officially open Monday through Thursday 9:00 a.m. to 10:00 p.m., Friday 9:00 a.m. to 11:00 p.m., and Saturday from 4:00 p.m. to 11:00 p.m. Official holidays for the Center staff are: Christmas Eve Day, Christmas Day, Thanksgiving Day, Labor Day, Independence Day, Memorial Day and New Year's Day.

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 National Council of Jewish Women (NCJW) has been giving service to this community since 1896 and has a history of dependability and success. In addition to social action and education, the Council has focused its attention on such social services as day care (Iris Court Day Care Center, the Children's Club), the Multnomah County Detention Home (eighteen years). It has been involved with Women in Community Service (Job Corps) both nationally and locally, and was responsible for all promotion for Sesame Street.

The NCJW affiliated with the City of Portland in 1976 when we contracted to administer the SWYSC, and have demonstrated our ability to successfully operate the Center. This is evidenced by the quarterly reviews attached.

In 1978 the NCJW also operated the Southwest Youth Recreation Program funded by a CETA Special Projects Grant and successfully served the youth of southwest Portland with a drop-in Center and planned activities emanating from that Center.

In response to the need stated in the Youth Service Center Reassessment Project for more YSC visibility, NCJW has contracted with CETA to employ a Public Relations Person for a six month period. This person's responsibility will be to do public relations for the entire Youth Service Center System.

The NCJW's style of administering the Southwest Youth Service Center differs from other agencies. Our Project Director has an office in the YSC facility and interacts with the staff of the agency as another staff person. She attends all staff meetings and is an integral part of the decision making process in terms of program planning. She personally processes all payroll and payroll records. She does the bookkeeping, and organizes and submits the city invoices in a timely manner. She is advised by a CPA and an attorney and is responsible to the Executive Committee of the NCJW.

She is expected to do public relations for the SWYSC and advocacy for youth throughout the State of Oregon. In addition she is a fundraiser for the YSC and is currently coordinating the fundraising event sponsored by the Citizen's Advisory Board (CAB), the NCJW and the S.W. Community Relations Team of Pacific NW Bell.

The NCJW has committed their volunteer corp for publicity, public relations, and fundraising. The Board of Directors of NCJW will make all major fiscal decisions for the SWYSC and approve any contracts entered into on its behalf. They will always act as advocates for youth diversion and alternatives to incarceration and will continue as advocates for the Youth Service Center. They will continue to have two NCJW members on the CAB. In addition to taking an active part on the CAB these people are responsible to keep the NCJW Board informed of the activities of the SWYSC. NCJW Board has budgeted monies for allocation to the SWYSC and plans to do so again during the next fiscal year.

The National Council of Jewish Women's National Resolutions include the following:

1. To give priority to human need.
2. To promote the welfare and rehabilitation of children by working for
 - a. special services for them and their families.
 - b. an adequate number of community based treatment facilities as an alternative to incarceration.
3. To promote and support a system of programs and services which meet the needs of all families including single parents.
4. To promote programs concerning family planning, reproductive choice and teenage pregnancy.

Toward these ends the NCJW is committed to continuing the administration of the Southwest Youth Service Center and will encourage the expansion of such programs as recreation, education and employment. A special emphasis will be placed on teenage pregnancy and single parent families will be a major concern.

As is stated in #9 Community Participation the NCJW is part of a Federal Grant proposal for advocacy throughout the State of Oregon and is exploring the possibilities of acting as advocates for children in foster care proceedings in the Multnomah County Juvenile Court.

Our commitment to children and youth is a long standing one. NCJW's policy is "to fill the need". The need for service and advocacy for youth has been clearly demonstrated throughout our state. NCJW is willing to accept the responsibility.

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.)

The National Council of Jewish Women (NCJW) and the Southwest Youth Service Center (SWYSC) have a history of actively involving community residents in our activities. We project that we will continue our high level of community participation through the use of community volunteers in recreational activities and programs, day care for the Young Mom's who attend support groups, tutoring and the Big Brother/Big Sister Program.

The SWYSC has an active advisory board comprised of parents, former clients, staff of other community agencies such as counselors from Jackson and Wilson High Schools, the Housing Authority of Portland, CSD, JDH and the Police. This group meets monthly to advise the staff and provide the following:

1. To continually assess the needs of the southwest Portland geographic area to be served that relate to youth and youth serving agencies, and review the Youth Service Center programs in relation to those needs;
2. To revise the goals, objectives, and programs of the SWYSC as the needs of the community and youth change, within the Standards and Guidelines of the SWYSC;
3. To work with the Center Director to meet the presently identified needs of the community and youth;
4. To work with the Center Director to assist in the provision of services and advocate for those services the Center cannot meet or which are not available in the community.

The goals and objectives stated in this project description have been reviewed and approved by the CAB. As particular activities are scheduled, youth and adult participants are asked to provide input into the structuring of the group activity. All programs are intended to be a responsive step to meeting the needs of southwest residents. This year the commitment of the SWYSC Advisory Board has been fundraising. Toward that end the Advisory Board has joined with the Southwest Community Team of Pacific NW Bell and NCJW to sponsor a fundraising event for the SWYSC. Another event is planned for fiscal year 1980 - 1981.

The plan for utilizing volunteers is one that is flexible and adapts to the needs and interests of the community volunteers. We use volunteers in all areas of our program depending on their level of skill and interest. For example:

1. Big Brothers and Big Sisters
2. Casual Labor
3. Tutoring
4. Recreation
5. Counseling
6. Citizen's Advisory Board

A unique aspect of our plan is that we provide two hours of training once a week for our volunteers. This training includes a workshop on communication skills, value clarification and an opportunity to do role playing in order to improve helping skills.

Another aspect of our plan is that our volunteers receive direct supervision and support from project staff and Volunteer Coordinator.

Community support and advocacy for youth are priority areas for the NCJW and the SWYSC. We have spoken publicly at PTA meetings, before school advisory boards, church groups and service clubs. We also maintain an active CAB.

The staff of the YSC attempt to influence and improve service for youth throughout the city and state. The Project Director sits on the Steering Committee of the State Juvenile Justice Advisory Committee, has helped in the planning of the Conference on Women in the Justice System. She has also applied for membership on the County Juvenile Services Commission and the MSD Criminal Justice Advisory Committee.

The Center Director sits on the Wilson High School Advisory Board, the Portland Public Schools Youth Services Committee, the City County Youth Policy Committee, and is chairperson of the Tri-County Youth Consortium. He also participated in the Metropolitan Youth Commission "Plan for Youth Services for the '80's".

The Volunteer Coordinator is on the Ecumenical Ministries of Oregon Committee on Foster Care as well as chairperson of the Tri-County Teen Pregnancy Services Network. She is also on the Teen Pregnancy State Task Force.

Since 1976, when NCJW affiliated with the City of Portland they have participated with the Citizen's for Children on their Juvenile Concerns Committee and presented a forum on status offenders and their relationship to the juvenile justice system. Recently they ran two candidates for the White House Conference on Families and played an active role in the State Conference on Families. They also participated in the coalition for school integration. They are currently involved with the Oregon Youth Work Alliance in developing an educational day in which leaders of the social service community will learn about youth diversion and alternatives to incarceration. NCJW is also part of a federal proposal submitted to the office Juvenile Justice to provide advocacy for youth throughout the State of Oregon. We are now exploring the possibilities of acting as advocates for children in foster care proceedings in the Multnomah County Juvenile Court.

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 Southwest Youth Service Center has committed much time and energy towards coordinating services in SW Portland as well as throughout the County. Coordination takes place within every program area at the Center. Listed below is a description of this process.

1. Counseling:

Throughout the year counselors meet with teachers, school counselors and social workers and school administrators. These meetings lead to referral of clients as well as the formation of counseling groups in the schools (see attached letters from Wilson and Jackson High Schools). This past year the counseling staff received referrals from every school in the southwest and northwest area and operated groups in Metropolitan Learning Center, Hayhurst, Robert Gray, Wilson, Jackson and Smith Schools. Lincoln High counselors have invited the counselors to form a group at their school in the Fall of 1980.

Throughout the year a staff person is assigned as a liaison to the neighborhood schools and serves as the Center representative to that school. This linkage allows the Center to stay in close communication and assists the Center in meeting the needs of each school's students.

The IFI program is another example of this Center's commitment to service coordination. The Morrison Center and the Youth Service Center have entered into a formal working agreement that provides for sharing of staff, space and referrals. This agreement brings a much needed counseling service to southwest residents.

Finally, this Center coordinates counseling services with CSD, local churches, Outside-In, County Mental Health, Harry's Mother, the Health Service Center, the Psychology Center, Friendly House, and Neighborhood House. Counseling staff have planned in-service trainings, jointly sponsored groups, received and referred clients, and competently provided services to residents of the Westside by successfully coordinating its services with these agencies.

Formal working agreements exist with Harry's Mother, Portland Public Schools, Children's Services Division, Portland Police Bureau and Multnomah County Juvenile Court.

2. Recreation, Employment and Education:

The Youth Advocate is responsible for coordinating services in these areas. This Center will receive federal scholarship money from P.A.C.T. to assist low-income youth this summer. Additionally, the Youth Advocate has arranged to serve free lunches from Portland Public Schools, at the Hillsdale Terrace Summer Recreation Program. Field trips are planned in conjunction with Neighborhood House, the YWCA/YMCA, Catholic Family Services, the other Youth Service Centers, and the Portland Parks Department. These jointly planned recreation activities continue throughout the year.

Employment and educational activities are planned by the Youth Advocate through coordination with the School Work Experience Coordinators, teachers, and local businesses. There are no formal agreements governing these types of interactions, yet there is a long history of mutual planning and implementation.

3. Restitution:

The Restitution Coordinator has established twelve community service restitution sites. Youth assigned for restitution are placed at these sites and the coordinator receives follow-up information through use of feedback forms. The coordinator expands the number of sites throughout the year as the need arises.

4. Tri-County Coordination:

Staff at the Youth Service Center (Director and Volunteer Coordinator) have been instrumental in establishing two service delivery consortiums. One is the Tri-County Youth Services Consortium, the other is the Teen Pregnancy Task Force. Both of these networks are comprised of service providers and their aim is to enhance service delivery, share information, provide for multi-agency group trainings and advocate for institutional change. Both Youth Service Center staff serve as chairpersons of their respective consortiums and plan to continue in that capacity during the coming year.

In summary, this Center has worked actively with other service providers to ensure comprehensive planning and delivery of services. Each staff person is responsible for serving as a liaison to specific agencies and schools. The Director monitors the staff's coordination efforts on a monthly basis and assists in identifying the areas where additional coordination is necessary.

EXHIBIT B
BUDGETS AND ATTACHMENTS

FISCAL SECTION

1. Budget Summarya. Funding Recap: (List all sources of funding by amount and source.)

<u>City Support Requested</u>	<u>Amount</u>
City Discretionary Funds	119,016.00
Subtotal	119,016.00
Required Cash Match	3,681.00
Program Income	
Subtotal	122,697.00
<u>Other Project Support</u>	
Additional Support	5,822.00
TOTAL	128,519.00

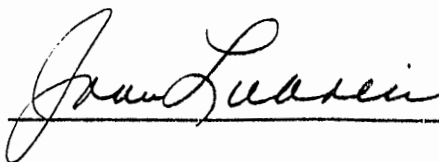
b. Funding Statement: (Briefly describe the duration of funding from each source listed above.)

119,016.00 City Discretionary Funds
 4,640.00 Morrison Center
 2,000.00 National Council of Jewish Women
 1,200.00 Church Donations
 1,663.00 Grants from Community Groups

2. Statement of Certification

The information provided herein is, to the best of my knowledge, certifiable and correct.

Authorized Signature



Date

6-2-'80

NCJW/SW YSC

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

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

**APPROPRIATION UNIT
LINE ITEM WORKSHEET**

Code	Object Title	CITY DISCRETIONARY FUNDS	REQUIRED CASH MATCH	TOTAL CITY CONTRACT	OTHER NCJW PROJECT SUPPORT	TOTAL
110	Full-Time Employees	67,950		67,950		67,950
120	Part-Time Employees	28,575	2,000	30,575		30,575
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	14,864	320	15,184		15,184
190	Less-Labor Turnover					
100	Total Personal Services	111,389	2,320	113,709	-0-	113,709
210	Professional Services	900	1,200	2,100		2,100
220	Utilities	1,077	161	1,238	2,022	3,200
230	Equipment Rental					
240	Repair & Maintenance	200		200		200
260	Miscellaneous Services					
310	Office Supplies	500		500	1,000	1,500
320	Operating Supplies	300		300		300
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education	1,200		1,200		1,200
420	Local Travel	1,000		1,000	1,500	2,500
430	Out-of-Town Travel	200		200		200
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous	350		350		350
510	Fleet Services					
520	Printing Services	200		200	300	500
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	500		500		500
570	Telephone Services	1,200		1,200	1,000	2,200
580	Intra-Fund Services					
590	Other Services--Internal					
200- 500	Total Materials & Services	7,627	1,361	8,988	5,822	14,810
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	119,016	3,681	122,697	5,822	128,519

BUDGET JUSTIFICATION

PERSONNEL

DATE June 3, 1980PROJECT NO. NCJW/SW YSCPROJECT TITLE City Discretionary Funds

(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)
one	Director	1500.00	100%	12	18,000.00*
one	Counselor	1183.33	100%	12	14,200.00*
one	Counselor	1083.33	100%	12	13,000.00*
one	Volunteer Coord.	1062.50	100%	12	12,750.00 *
one	Office Manager	833.33	100%	12	10,000.00*
one	Counselor	498.33	50%	12	5,980.00 *
one	Recreation Spec.	866.65	62.5%	8.3	4,500.00
one	Employment Spec.	866.65	62.5%	12	6,500.00
one	Sat. Reception	537.33/3.10ph	17.5%	12	1,129.00 **
one	Sat. Intake Person	693.32/4.00ph	17.5%	12	1,456.00 **
one	Relief Person	537.33/3.10ph	15%	12	967.00 **
one	Project Director	1340.50	50%	12	8043.00 **
SUBTOTAL, PERSONNEL					96,525.00
** 11% Fringe Benefit					14,864.00
*16 * % FRINGE BENEFITS					
TOTAL, PERSONNEL					111,389.00

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

(41)

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 3, 1980

PROJECT NO. NCJW/SW YSC

PROJECT TITLE City Discretionary Funds

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	A. Medical diagnostic evaluations emergency shelter care - special service to clients B. ½time work-study student C. accounting consultant	100 400 400	900
220	<u>Utilities</u> a. water and electricity	1077	1077
240	<u>Repair and Maintenance</u> Building repair and maintenance	200	200
310	<u>Office Supplies</u> a. stationary, envelopes, pens, pencils, desk equipment - no single item to exceed \$99.99 b. contractor's supplies	400 100	500
320	<u>Operating Supplies</u> a. training materials for CAB b. arts and crafts supplies for recreation program c. janitorial supplies d. miscellaneous consumable supplies (no single item to exceed \$99.99)	50 75 50 125	300

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 3, 1980

PROJECT NO. NCJW/SW YSC

PROJECT TITLE City Discretionary Funds

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
410	<u>Education</u>		
	a. staff training \$150.00 per day to provide technical assistance for professional and volunteer staff	600	
	b. individual fees for training classes and conferences for 5 people at \$100.00 per person	500	
420	c. books, professional publications, subscr. <u>Local Travel</u>	100	1200
	a. reimbursement for local travel 18¢ per mile x 83.33 miles per month x 5 people for 12 months	900	
	b. contractor's mileage 18¢ per mile x 46.34 miles per month for 12 months	100	1000
430	<u>Out of Town Travel</u>		
	a. trip to Seattle for 2 staff to attend a three day conference with lodging.	200	200
490	<u>Miscellaneous</u>		
	a. postage for 194 items x 12 months at 15¢ per item	350	350
520	<u>Printing Services</u>		
	public relations brochure	200	200
570	<u>Telephone Service</u>		
	\$184.61 per month for 6.5 months	1200	1200
560	<u>Insurance</u>		
	bonding, liability, and group	500	500

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 3, 1980

PROJECT NO. NCJW/SW YSC

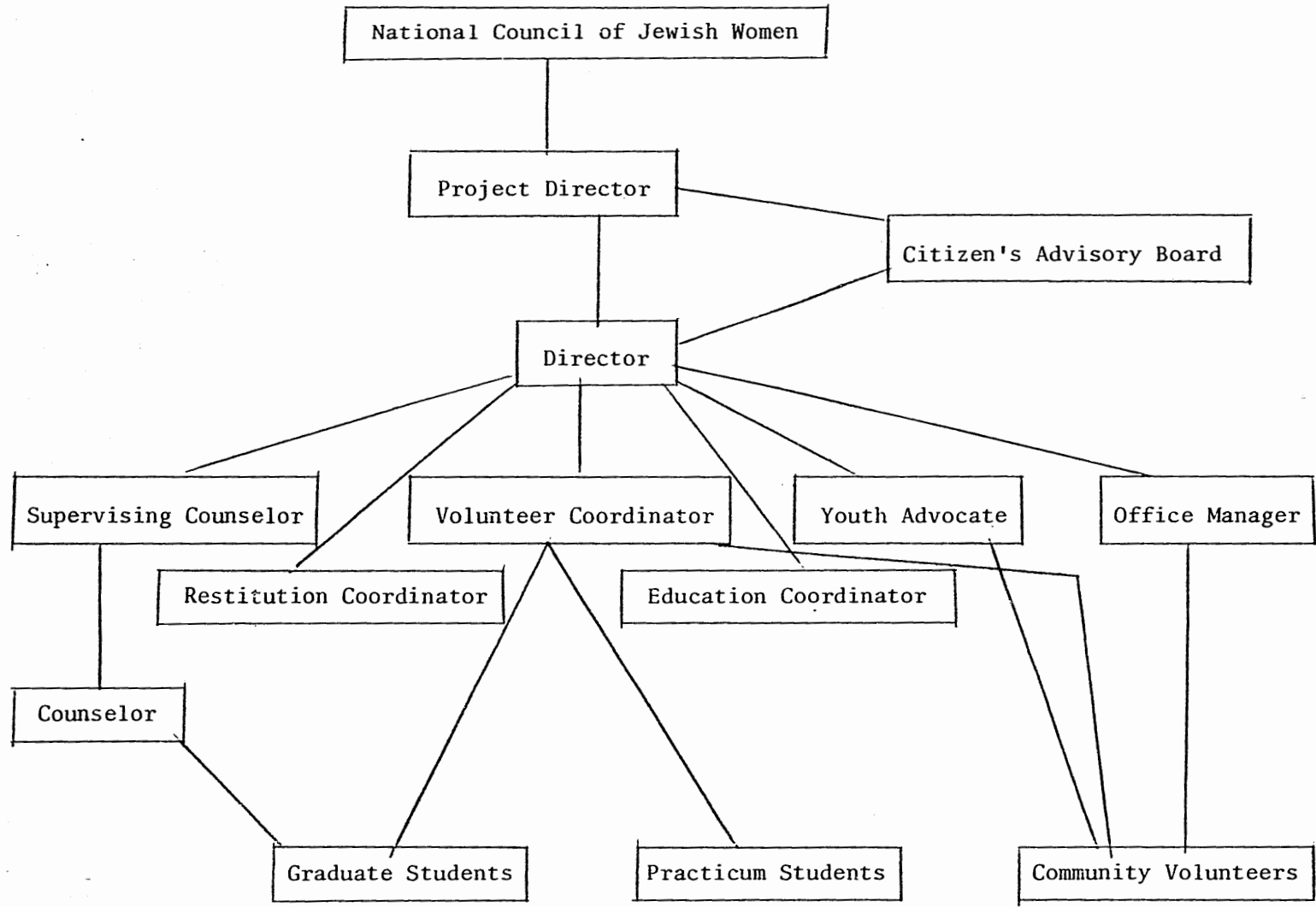
PROJECT TITLE REQUIRED CASH MATCH

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. Janitor 4.6 hours per week at \$5.00 per hour x 52 weeks	1,200	1,200
220	<u>Utilities</u>		
	a. Oil	161	161

PROJECT TITLE: NCJW/SWYSC

PROJECT ORGANIZATION CHART:





NATIONAL COUNCIL OF JEWISH WOMEN
PORTLAND SECTION

3030 S.W. SECOND AVENUE • PORTLAND, OREGON 97201

TELEPHONE: (503) 222-5006

JOB DESCRIPTION

Title: NCJW Project Director

Salary: \$8,043.00

The Project Director of the SWYSC is responsible for overseeing the management of the Contract, the fiscal administration of the Center, and for serving as a liaison between the YSC and the City.

Responsibilities of the Project Director:

- to prepare and submit monthly reports as required by the Contract and detailed in the MIS procedures
- to prepare and submit monthly reimbursement requests as required by the Contract
- to attend monthly Contractor's meetings, as conducted by HRB, and additional budget and/or planning meetings as deemed necessary up to the amount of time specified in the Contract
- to insure that Center staff accomplish all contracted objectives
- to process all payroll and payroll taxes
- to maintain all personnel records
- to be responsible for all insurance matters, both for employees and the Center/agency
- to be responsible for safety provisions for the facility and equipment
- to advocate for the Center's program in the community
- to develop resources, both financial and material, for the Center, i.e. furniture and equipment for the Center, additional funding
- to evaluate the performance of the Center Director
- to maintain and provide staff assistance to CAB
- to attend all CAB meetings
- to attend all SWYSC staff meetings
- to attend NCJW Board meetings at which YSC, Youth Advocacy issues are discussed
- to be an advocate for youth issues throughout the state
- to initiate fundraising efforts for SWYSC
- to coordinate all fundraising activities for SWYSC

Qualifications:

- administrative skills
- basic accounting skills
- familiarity with YSC System Policies
- familiarity with NCJW Policies
- supervisory skills
- good communication skills
- public relations experience

Supervisor: Executive Committee of NCJW



**SOUTHWEST
YOUTH
SERVICE
CENTER**

a neighborhood counseling center
6950 s.w. capital hwy. • portland, oregon 97219 • 245-4441

alan cohn, director

JOB DESCRIPTION

Title: Youth Service Center Director

Salary: \$17,500

AREAS OF RESPONSIBILITY:

A. Staff Supervision

- hire and fire staff
- develop job descriptions
- develop work assignments
- offer consultation to staff
- review performance of staff
- develop work schedule
- conduct weekly staff meetings
- develop staff training workshops

B. Program Planning and Development

- prepare project description and budget (annually)
- develop a strategy for meeting project description objectives
- develop quarterly work plan
- discuss new program ideas

C. Program Implementation

- develop timeline of events
- assign staff to projects
- monitor progress of projects

D. Community Relations

- maintain good working relationships with statutory agencies, i.e. Portland Police, Multnomah County Juvenile Court, CSD, and schools
- do outreach to civic groups, PTA's, neighborhood associations, schools, churches, etc.
- share information through brochures, flyers, posters
- provide for media coverage of center activities
- maintain interagency coordination
- maintain good working relations with Hillsdale Community Church

E. Liaison with Human Resources Bureau and National Council of Jewish Women

- maintain good working relations with Human Resources Bureau and National Council of Jewish Women
- provide monthly statistical reports and Director's Reports to HRB
- attend required meetings

- 2 -

F. Support to Citizen's Advisory Board

- present Director's Report at monthly CAB meeting
- assist in planning program for CAB meetings
- keep CAB Executive Committee informed regarding Center activities including hiring and firing of staff
- locate new Board members

G. Needs Assessment and Youth Advocacy

- assess needs of youth on an ongoing basis in southwest Portland
- develop resources for needed programs and activities
- advocate for youth services in City of Portland

H. Building Maintenance

- provide building security
- arrange for janitorial services
- provide for maintenance of equipment

QUALIFICATIONS:

- Master's Degree or equivalent experience in counseling or social work
- Two years experience administering youth serving agency
- Knowledge of Portland social service resources

Supervisor: Project Director
National Council of Jewish Women

Salary: \$17,500



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alan cahn, director

JOB DESCRIPTION

Title: Supervising Counselor
Hours: Day and evening shifts
Salary: \$13,500

DUTIES AND RESPONSIBILITIES:

The Counseling Supervisor's primary function is in supervising all the counseling activities in the Center. He/she is responsible for the quality and delivery of counseling services. The Counseling Supervisor also provides direct services to agency clients.

Specific Job Duties:

- provide individual and family counseling
- conduct client needs assessments
- develop intervention plans with clients
- develop and conduct group counseling programs in the Center and community
- maintain client files
- provide information and referral services
- supervise and evaluate counselors and practicum students
- provide in-house trainings
- conduct weekly counselors meetings
- write monthly report to Director on all counseling activities
- program development and planning
- develop and implement counseling evaluation tool
- act as liaison with Juvenile Court, Schools and Police
- evaluate community needs, provide community education
- provide consultation and training to other youth serving agencies
- participate in weekly staff meetings
- provide Center coverage
- recreation and activities

QUALIFICATIONS:

- Master's Degree in Counseling or Social Work
- Two years experience working with youth and families
- Knowledge of social service resources in Portland area
- Experience in supervising in a clinical setting

Supervisor: Director, SWYSC



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alan cahn, director

JOB DESCRIPTION

Title: Counselor
Hours: Day and evening shifts
Salary: \$12,500

DUTIES AND RESPONSIBILITIES:

The primary function of the counselor is to offer individual, family and group counseling services to agency clients. The counselor shares with other staff members the responsibility for the overall quality of the center's operation.

Specific job duties:

- conduct client needs assessments
- develop intervention plans with clients
- provide individual and family counseling
- develop and conduct group counseling programs in the Center and the community
- maintain files for all clients on caseload
- provide information and referral services
- coordinate delivery of services with other agencies
- liaison work with Juvenile Court, Police and schools
- supervise practicum students
- provide in-house trainings
- program development and planning
- community education
- recreation and activities
- provide Center coverage
- participate in staff meetings

QUALIFICATIONS PREFERRED:

- Master's Degree in Counseling or Social Work
- Two years experience working with youth and families
- Knowledge of social service resources in Portland area

Supervisor; Supervising Counselor and Director

JOB DESCRIPTION

Title: Volunteer Coordinator

Salary: \$12,000

Duties and Responsibilities:

Primary functions of Volunteer Coordinator are to supervise, support and recruit volunteers and to coordinate designated programs. Volunteer Coordinator shares with other staff the responsibility for the overall quality of the center's operation.

Specific Job Duties:

- Recruitment, supervision, training and support of volunteers and practicums.
- Program development
- Public relations
- Coordination of specific projects
- Coordination of Partner's Program
- Liaison with local colleges
- Center coverage
- Overseeing recreation programs
- Liaison with Citizen's Advisory Board
- Contact with other agencies
- Contact with other Volunteer Coordinator's in Youth Service System

Qualifications:

- Experience working with volunteers
- B.A. (minimum)
- Knowledge of public relations system
- Experience developing and coordinating programs

Supervisor: Director, SWYSC



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alan cahn, director

JOB DESCRIPTION

Title: Office Manager
Hours: Generally 9 a.m. - 5 p.m., evenings occasionally
Salary: \$9,773

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Office Manager fall broadly into two categories - clerical and participation in Center activities and planning. In many cases it is the job of the Office Manager not simply to 'do' things, but to insure that they are done and done well. This includes sharing with the other staff members the responsibility for a high quality of Center operation.

Specific job duties as follows:

- reception of clients and visitors
- answering phone/message taking
- supervision of case file system
 - setting up, closing, and destroying of case files
 - monitoring of case files to insure service delivery and 'proper' recording
- supervision of three month follow-up
- compiling of Monthly Characteristic Report
- time keeping/payroll records
- keeping track of supplies and ordering as necessary
- typing and filing
- providing Center coverage
- overseeing the front area
- supervising of clerical and janitorial aides
- assisting CAB (typing, mailing, calling, etc.)
- monitoring petty cash
- providing staff input/program planning
- resource referral
- participation in Center programs
- assisting the Director
- special projects

QUALIFICATIONS PREFERRED:

- Bachelor's Degree or comparable experience
- experience working with youth
- knowledge of social service resources in Portland area
- minimum typing speed of 40 WPM
- organizational and communication skills

Supervisor: Director, SWYSC



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alan cohn, director

JOB DESCRIPTION

Title: Youth Advocate
Hours: Half-time, day and evening shifts
Starting Salary: \$4680.00

DUTIES AND RESPONSIBILITIES:

The Youth Advocate acts as an advocate for youth in a variety of ways. He/she coordinates employment services and provides recreational programs for southwest Portland youth.

Specific: Job Duties:

- maintain Casual Labor program
- develop jobs for youth through soliciting of neighborhoods
- develop and implement employment workshops
- maintain client files
- liaison with neighborhood groups and schools
- coordinate recreational activities in the Center
- develop after-school clubs
- plan and implement recreational outings
- develop sports league for economically deprived youth
- participate in weekly staff meetings
- provide Center coverage

QUALIFICATIONS:

- Organizational skills
- Desire to work with youth
- Some experience with youth in social service setting is desirable

Supervisor: Director, SWYSC



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alan cahn, director

JOB DESCRIPTION

Title: Restitution Coordinator
Funding: Work-study position
Hours: 10 hours per week
Supervisor: Director, Volunteer Coordinator

DUTIES AND RESPONSIBILITIES:

The Restitution Coordinator is responsible for maintaining and enhancing the Center's restitution program. He/she is responsible for every phase of these activities.

Tasks:

- develop and maintain community service sites
- process restitution requests
- conduct values clarification process with clients
- develop group restitution sites
- liaison with counselors, clients and parents
- maintain files for all restitution clients
- follow-up restitution placements
- monthly reports

QUALIFICATIONS:

Experience and interest in working with youth



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alan cahn, director

JOB DESCRIPTION

Title: Education Coordinator
Funding: Work-study position
Hours: 10 - 20 hours per week
Supervisor: Director, Volunteer Coordinator

DUTIES AND RESPONSIBILITIES:

The Education Coordinator is responsible for all educational activities at the Center. This may range from individual work with clients to developing special education related projects.

Tasks:

- interview perspective tutees
- recruit and interview tutors
- supervise tutors
- develop individualized educational programs for clients
- liaison with parents and teachers
- maintain updated educational resource list
- program development
- tutoring
- maintain client files
- submit monthly report

QUALIFICATIONS:

Experience and interest in working with youth



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alan cahn, director

JOB DESCRIPTION

Title: Youth Advocate - Employment

Hours: Day and evening shifts, 25 hours per week

Salary: \$6,500/year

Duties and Responsibilities:

The Employment Coordinator is responsible for all employment services offered to the community including recruitment, training and job development. He/she shares with other staff the responsibility for the overall quality of the Center's programs.

Specific Job Duties:

- Recruit referrals for casual labor programs
- Develop casual labor jobs through neighborhood and media campaign
- Develop and implement employment workshops
- Liaison with businesses, schools and neighborhood groups
- Advocate for youth needs with employers
- Job development
- Develop individualized employment plans
- Program development
- Train and supervise volunteers
- Participate in weekly staff meetings
- Provide Center coverage

Qualifications:

- Organizational skills
- Experience working with youth, community groups and business world
- Training skills
- Bachelor's Degree or equivalent experience

Supervisor: Director, Southwest Youth Service Center

(58-A)



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alan cahn, director

JOB DESCRIPTION

Title: Youth Advocate - Recreation

Hours: Day and evening shifts

Salary: \$6,500.00 per year

Duties and Responsibilities:

The Recreation Coordinator is responsible for developing and maintaining the recreation program offered to the southwest community. His/her duties range from planning programs to directly supervising specific activities. He/she shares with other staff the responsibility for the overall quality of the center's programs.

Specific Job Duties:

- Publicize recreational activities
- Maintain calendar of activities and events
- Develop after-school clubs
- Plan recreational outings
- Develop sports leagues
- Program development
- Advocate for recreational needs of southwest youth
- Develop individualized recreational plans
- Train and supervise volunteers
- Liaison with neighborhood groups and schools
- Participate in weekly staff meetings
- Maintain client files
- Provide Center coverage

Qualifications:

- Ability to relate well to youth and adults
- Prior recreational experience
- Organizational skills
- Bachelor's Degree or equivalent experience

Supervisor: Director, Southwest Youth Service Center

(58-B)

PROJECT TITLE: National Council of Jewish Women BoardList of Current Board of Directors (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Amy Tanne*/6517 Buena Vista Dr. Vancouver, WA	285-6099	6/30/81
Rose Rustin/2866 NW Fairfax Terrace, 97210	223-1342	6/30/81
Elaine Weinstein/5520 SW Menefee Dr., 97201	244-2969	6/30/81
Linda Nelson/2108 SW Laurel St., 97201	227-1859	6/30/81
Lesley Glasgow/8490 SW Cecelia Terrace, 97223	246-4073	6/30/81
Leslie Peltz/3421 SW Boundary, 97201	245-2517	6/30/81
Sharon Brenner/2411 SW Arden Rd., 97201	221-0842	6/30/81
Janet Gordon/4162 SW 44th, 97221	292-6520	6/30/81
Evelyn Maizels/6575 SW Scholls Ferry Rd., 97223	246-1618	6/30/81
Linda Veltman/7430 SW Pineridge Court, 97225	292-0376	6/30/81
Laura Berlin/9116 SW Pony Place, Beav.	644-3699	6/30/81
Charlene Sherwood/17900 SW Chippewa Trail, Tualatin	638-8926	6/30/81
Aline Greenblatt/3320 SW 70th, 97225	292-4555	6/30/81
Gayle Marger/8875 SW Oak Lane, 97223	244-6976	6/30/81
Eleanore Rubinstein/9785 SW Melnore, 97225	292-4701	6/30/81
Laurie Rogoway/2770 SW 107th, 97225	292-6985	6/30/81
Barbara Cohen/9665 SW Melnore, 97221	297-2832	6/30/81
Wendy Liebreich/7755 SW Wilson, Beaverton	644-1681	6/30/81
Leah Nepom/4300 S.W. Downsview Court, 97221	292-6552	6/30/81
Sylvia Pearlman/5331 SW Santa Monica Ct., 97221	292-5122	6/30/81
Debbie Kovsky/9150 S.W. Alpine Terrace, 97225	292-5683	6/30/81
Reena Davis/2524 SW 17th, 97201	224-5621	6/30/81
Nikki Director/9792 SW Arbor Crest Way, 97225	292-3061	6/30/81
Jan Milstein/3036 NE 59th, 97213	287-0785	6/30/81
Elinore Froehlich/3504 SW Jerold Ct., 97221	223-5515	6/30/81
Joann Marks/7045 SW 84th, 97223	244-9985	6/30/81
Sydney Baer/01316 SW Mary Failing Dr., 97219	636-6367	6/30/81
Fay Menashe/7035 SW Brennelane, 97225	297-3883	6/30/81
Selma Duckler/3137 SW Fairmont Blvd., 97201	244-5700	6/30/81
Betsy Romain/930 York Rd, Lake Oswego, 97034	636-6181	6/30/81
Joan Weil/14670 SW Forest Dr, Beaverton	643-3181	6/30/81
Ty Rosenberg/864 NW Albermarle Terrace, 97210	224-3319	6/30/81
Linda Lambert/2474 NW Overton, 97210	228-6789	6/30/81
Patti Nemer/11955 SW Faircrest, 97225	643-1494	6/30/81
Sherri Cordova/18867 SW Indian Springs, L.O., 97034	639-0853	6/30/81
Sherry Gold/3803 SW Kanan Dr., 97221	246-1875	6/30/81
Patti Berger/8450 SW 71st Place, 97223	246-7992	6/30/81
Suzanne Henry/8916 NE 11th St., Vancouver, 98664	892-5477	6/30/81

ATTACHMENT #4

PROJECT TITLE: Citizen's Advisory Board

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.)
Shirley Bankston*	1122 SW Stevenson	6/30/81	no	Hillsdale Church
Alice Doyle	335 NW 19th	6/30/81	no	Housing Authority of Ptld
Ken Magnuson	3631 SW Admiral	6/30/81	no	parent
Dorothy Alexander	6905 SW 26th	6/30/81	no	parent
Dorothy Fedde	2210 SW Bertha Blvd. #2	6/30/81	no	parent
Phyllis Manning	14005 SW Allen, Beav.	6/30/81	no	parent
Fred Stock	7035 SW 34th	6/30/81	no	parent
David Fuks	6202 SE 21st	6/30/81	no	former Director
Diane Bennett	3941 SW 43rd Ave.	6/30/81	no	youth
Mike Piazza	18850 SW Farmington	6/30/81	no	youth
Sid Burt	2562 NE 48th	6/30/81	no	Wilson High School
Margaret Shannon	2517 SW Beaverton-Hillsdale	6/30/81	no	Jackson High School
Lee Block	1401 NE 68th	6/30/81	no	JDH
Joan Liebreich	6950 SW Capital Hwy.	6/30/81	no	NCJW
Betsy Romaine	930 York Rd.	6/30/81	no	NCJW
Bernice Shulevitz	4125 SW Westdale Dr.	6/30/81	no	NCJW
Sargent Jerry Bennett	222 SW Pine	6/30/81	no	Juvenile Div. - Ptld. Poli.
Joe Wahner	PO Box 17407	6/30/81	no	CSD
Low Winchester	5022 N. Vancouver Ave.	6/30/81	no	Albina Human Resource Ctr
Donna Nokua	6350 SW Canby St.	6/30/81	no	(minority) parent
Barbara Archibald	2205 SW Canby Ct.	6/30/81	no	parent
Margaret Cabby	5951 SW Hamilton	6/30/81	no	parent
Anna Harnett	5525 SW Idaho St.	6/30/81	no	parent
Patti DeVito	4660 SW Flower Place	6/30/80	no	youth

APPLICANT AGENCY RESUME

Applicant Agency Legal Name: Portland, Oregon section of National Council of Jewish Women	Date of Incorporation:
---	------------------------

Type of Organization:

Public _____
 Private Non-Profit X
 Private-Profit _____
 Other (_____) _____

Short Statement of Agency Purpose:

The National Council of Jewish Women is a volunteer organization dedicated to advancing human welfare and the democratic way of life. Through education service, advocacy and social action NCJW works in the community, locally, nationally, and internationally.

Major Agency Bank Account (give name of bank, address and contact person): First National Bank Raleigh Hills 6785 SW Beaverton-Hillsdale Highway Portland, Oregon	Fiscal Accounting Arrangement (give name of staff responsible or, if by contract, name of agency, address and contact person): Roberta Taskar Main Nurdman & Cranston 121 S.W. Salmon Portland, Oregon
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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.)
 Comprehensive general liability "all risk" including fire and theft \$2000.
 Limit on liability is \$300,000 combined single limit. Alfred J. Davis insuring agent.

Are key staff bonded? Yes X No
 (List individuals, by name and position, who are bonded, amount and name of Insuring Agent.)

Joan Liebreich, Project Director
 \$10,000.00
 Alfred J. Davis, Insuring Agent

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

The Hillsdale Community Church agrees that the Southwest Youth Service Center use their old sanctuary. The Southwest Youth Service Center is responsible for the utility bills and maintenance of the building.

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

National Council of Jewish Women (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 1 day of May 1972.

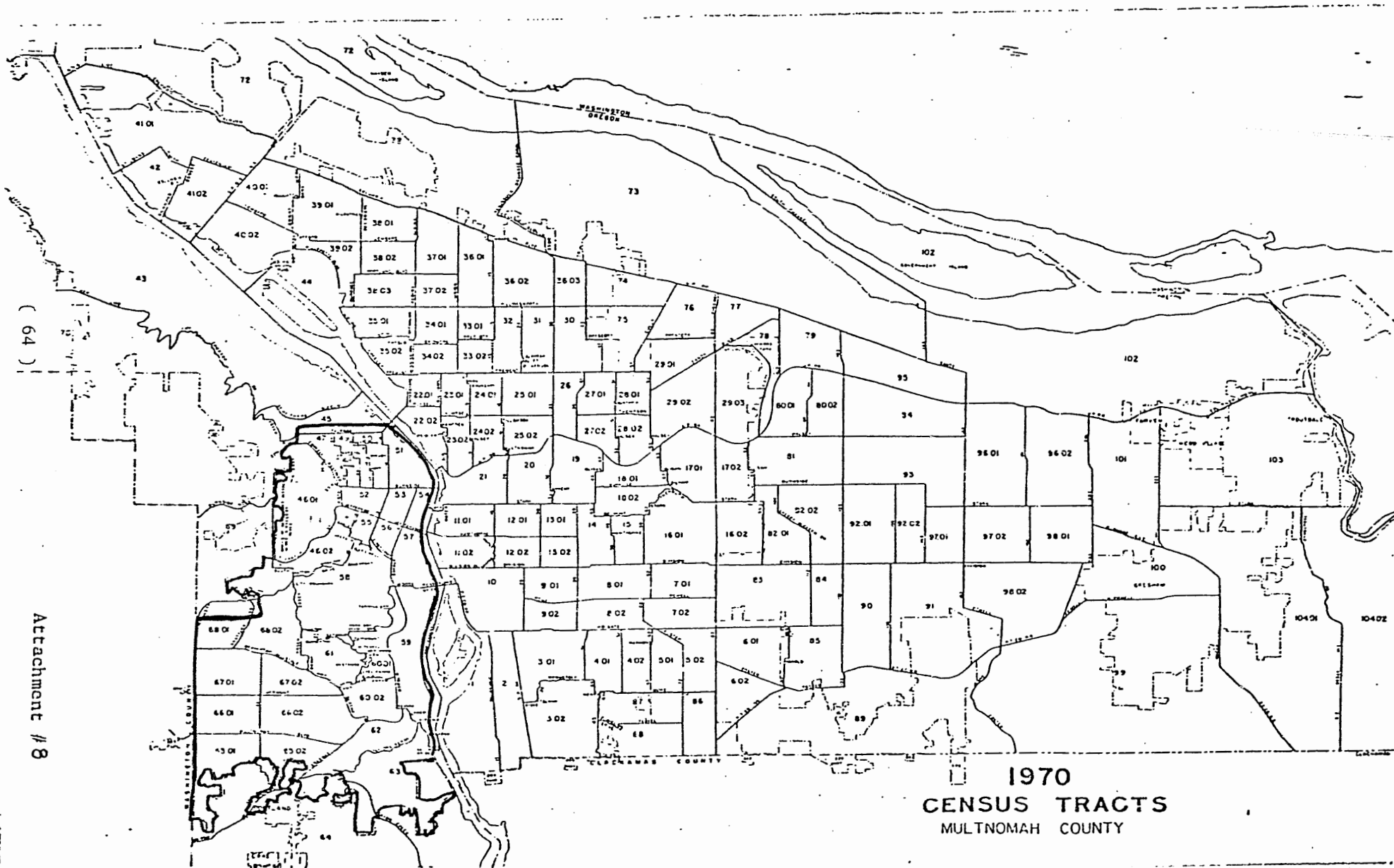
By [Signature]

Title Project Director

6950 SW Capital Highway, Portland, OR 97219

Contractor's mailing address

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



19828

EXHIBIT C
REQUIRED REPORTING FORMS
AND
PROCEDURES

Contract Agency _____

Social Services Division

Accounting Unit

Address _____

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

Portland, Oregon 97204

City _____ State _____

Phone: 248-4752

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Advance Received _____ Reimbursement Request for _____ month & 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 _____

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

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.)

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.

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 ACTION COMMITTEES TOGETHER, INC. ("Contractor"), 3534 S. E. Main Street, Portland, Oregon 97214.

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 \$139,458 during FY 1980-81, for the southeast 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 (\$4,313) 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 \$139,458.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$23,243, 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 thereto, 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

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) Southeast 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 \$ 139,458	
7. Applicant Agency (Name, address & telephone) 233-8491 Portland Action Committee's Together 3534 SE Main St. Portland, Oregon 97214		8. Project Director (Name, address & telephone) James McConnell, Director PACT, Inc. 3534 S.E. Main St. Portland, OR 97214 233-8491	
9. Financial Officer (Name, address & telephone) Carol Lentz 233-8491 Accountant - PACT 3534 SE Main St. Portland, OR 97214		10. Official Authorized to Bind Agency (Name, address & telephone) Kent Snyder 233-8491 Chairperson- Board of Directors PACT 3534 SE Main St. Portland, Oregon 97214	
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 SE Youth Service Center is an integral part of the Youth/Family component of PACT, designed to offer multiple services & programs to strengthen the family & provide youth development opportunities for young residents of the area. Identified needs are addressed by:

1. providing direct positive experiences (to youth 10-18) in the areas of counseling, employment, recreation, and crisis assistance;
2. accessing youth/families into other appropriate existing programs thru an existing system of intra/inter agency agreements & available referral resources
3. advocating for system changes that inhibit positive youth development
4. involving youth in program planning & peer support services

PACT's goal is to improve the quality of life for residents of SE Portland. PACT, Inc. manages a "system of components" in SE Portland - multiple options for the residents of the area, toward the achievement of that goal.

PACT's system wide planning, fiscal & administrative capabilities allows for consistent, quality program operation, the development of new & innovative programs, supplementary funding for existing programs and fiscal accountability.

PROJECT NARRATIVE

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.)

Planning Process:

- A. In July of 1979, the PACT Board of Directors, interested community residents & agency representatives began initial discussion & planning for determining the needs of residents of inner SE Portland & to develop three year goals/strategies to address those needs. In order to best determine the needs it was determined that a broad variety of input was needed. In order to facilitate this, a Survey of Unmet Needs was developed. This survey was sent to:
 - 70 Representatives of Agencies serving SE Portland;
 - 5000 Residents of SE Portland; and
 - used as a research tool for review of all PACT client personal needs assessments in files at the five PACT Program Sites.

Thirty percent of the Agencies & eight percent of the residents responded to the survey. This information was tabulated in conjunction with the information gleaned from over 1000 unduplicated clients files. The results, after priority computation, resulted in identification of the top priority needs/problems of residents of the PACT target area:

These problem priorities were then cross-checked with:

- Census data;
- Demographic data;
- Telephone surveys of helping agencies, media, educational institutions, consumer groups, utility companies, & governmental offices (for statistics).

After thorough analysis of all available data, the PACT Board of Directors determined that the following fifteen problems were a fair & accurate representative of needs of the residents of inner SE Portland.

Problem & Needs Assessment

Priority #	Problem
1	Inflation
2	Red-Tape
3	High Cost of Food
4	High Cost of Utilities
5	Drug abuse
6	Ability to Purchase Home
7	High Cost of Health Care
8	High Cost of Housing
9	Availability of Low Cost Housing
10	Juvenile Delinquency
11	High Property Taxes
12	Lack of Fuel for Heating
13	Crime Victims
14	Lack of \$ for Home Repair
15	Energy Problems

- B. In January & February of 1980 the Youth Service Center Citizen Advisory Board, composed of adults from Police, Schools, CSD, Private Business, other various professions (homemakers, mothers, fathers) and youth held several meetings to prioritize the needs of SE area youth. During this same time period the SE Youth Council (implemented by the YSC Staff) held meetings to prioritize needs as they perceived them.

In coordination with the above planning process the staff of the SE Youth Service Center spent time reviewing statistics & gathering data from the previous five years of operation that would give indications as to the need of the youth in SE Portland.

As a result of the PACT Board Planning Process the following Multi-Year Plan was developed for PACT, Inc. to address the Problems of Red-Tape, Drug Abuse, Juvenile Delinquency (46% of the needs assessment respondents rated indiv. delinquency as a prime or secondary concern) & Crime Victimization.

Three Year Goal: To Maintain & improve the ability of the SE residents to live independantly & interdependently, which is threatended by crime victimization juvenile delenquency & substance abuse.

Three Year Strategy: -Provide Prevention Services & Diversion Services to Youth & their families

- Provide Supportive Counseling Services
- Informing & educating the community about services available
- Organizing socialization & recreation activities for youth/elderly/others

One Year Goal/Programs: -Operate & Maintain the Youth Service Center in accordance with existing Standards & Guidelines

- Provide Comprehensive Emergency Assistance to SE residents, in all PACT facilities
- Provide Individual & family Advocacy to assist provision of services to eligible residents
- Provide organizing & Social Action Advocacy to address issues that effect the lives of inner SE residents

Specific Conditions & Problems to be Addressed by Operation of the SE Youth Service Ctr.

1. Problem: Large numbers of Youth becoming involved with the Juvenile Justice System for status offenses or minor misdemeanors, leaving negative labeling of the youth & over loading the Court System:
 - A) Approximately 5,358 youth in 78-79 & estimated 5,100 in 79-80 have been involved with the System for these offenses (Juv. Court Statistics).
 - B) The SE YSC has diverted 2379 SE area youth for these offenses since 1973 & provided preventive service to many times this amount.
 - C) The Portland Youth Service System in the City has diverted 25,822 youth since 1974.

Identified Need: A Community based Program for the diversion of youth out of the Juvenile Justice System which will provide counseling, support activities & follow-up for the youth & their families.

2. Problem : Large number of SE families with youth "at risk" of entering the Juvenile Justice System. Many have no or poor family support systems, live in poverty, are unaware of available options (or can't get to them), or don't fit into existing systems (public schools, "normal" recreational programs, etc).

- A) Studies show a high correlation between poor socio-economic conditions & "delinquency".* SE Portland has been designated a "Poverty Pocket" by the Federal Community Services Administration.

-45% of the population of SE Portland live below the poverty level or have marginal incomes & are considered new-poor (1970 census data).

- B) Studies show a high correlation between single parent-families & "delinquency"* -significantly higher than the rest of the city are SE residents who are one parent families with young children living in poverty & poor families with children involved in domestic violence cases (demographic overview of Inner SE Portland, PACT, Inc. 1979).

- C) The dropout rate for SE area schools is greater than the rest of the City.

- D) The Youth Service System Reassessment Project identified the following problems as perceived by a random sample of youth in SE Portland:

- getting along at home 51%
- problems related to boredom 57%
- handling painful feelings 46%
- handling pressure from friends 43%
- knowing how to get a job 37%

- E) The YSC Citizen Advisory Board, Youth Council & Staff have identified the following specific problems of youth in SE Portland:

- intra-family relationships & family communications
- lack of education regarding; family life, responsible sexuality, drug & alcohol employment laws, child abuse, parenting
- lack of options for leisure time activities
- lack of Shelter Care
- lack of Alternative Schools

* Rose Giallonbaydo, Juvenile Delinquency, a Book of Readings, Second Edition, John Wiley & Sons, Inc. New York, New York.

Identified Need: A Community Based Program, easily accessible to youth & families of SE Portland, that can provide preventive services (recreation, education, employment) & advocacy for youth & families and be a focal point (non-threatening place) to go when in need of assistance of Information/Referral.

The above Problems are further varified by Tri-County Community Council Report, Community Needs Assessment- Human Services for the 1980's, which identified the following problems (in priority) by category:

Social Functioning

1. Family breakdown
2. Inadequately prepared parents
3. Children requiring outside care
4. Bored & unoccupied youth
5. Children requiring substitute living situations
6. Teenage pregnancy ..

Crime & Justice

1. Domestic Violence
2. Rape
3. Status Offenders...

"... Families may be broken by divorce or separation, or may be together, but still unable to provide for the psychological and/or physical needs of their members.

Evidence of youth problems, such as runaways, dependence on alcohol & drugs, & crime and delinquency, are indications that families are unable to carry out their functions ..." (pg. 20)

"The Juvenile Justice System is overburdened by the caseloads of youth who have committed acts which if committed by an adult would not be considered unlawful. The present system (which treats criminal & non-criminal juvenile violators alike) helps to create a delinquent identity for the status offender" (pg. 26)

- 3
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 southeast 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.

To maintain & improve support systems for families & youth in SE Portland.

To reduce the affects of *Negative Labeling, Stereotyping, Retrospective Interpretation & Negotiation (which can cause continued delinquency) after apprehension for a status or misdemeanor violation.

To increase participation of youth in programs & decisions that effect their lives.

To develop new & innovative programs & approaches which effect positive youth development.

To increase Public awareness of issues that effect youth.

*Edwin M. Shcur, Radical Non-Intervention-Rethinking the Delinquency Problem, Prentice Hall, Inc. 1973.

- 4
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>315</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>385</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>1000</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>75</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving education assistance. b. Number of education assistance services provided.

- 4 .
3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebouded 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>350</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>150</u> youths in <u>250</u> casual labor jobs and providing <u>150</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>1,000</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>7</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 (continued)

Objectives:

15. To maintain effective leadership and administrative management of SE YSC by subcontracting agency by accomplishment of the activities listed in Section 4 by 6-30-81.

Obj: ive # 1: (Restate Objective Here) To reduce the involvement of youth with the juvenile justice system by accepting for services 315 referrals from the Police and Juvenile Court of youth under 18 committing status & misdemeanor offenses by 6/30/81 (NOTE* number of referrals from judicial system is in part contingent on referrals from Juvenile Court; analysis should be reflected in the YTD total.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain adequate staff to accept justice referrals	on-going	Center open 306 days per fiscal year, 12 hrs. per day; Mon thru Fri; 9 hrs. on Sat	Director & Office Manager
1-2	Assign case management of judicial referrals	on-going	cases assigned	Senior Advocate
1-3	Work with PPB precinct sergeants to inform and encourage officers to utilize the center. Work with PPB Juvenile Division sergeants to inform and encourage officers to utilize the center.	on-going	Meetings with PPB sergeants	Senior Counselor & Director
1-4	Work with juvenile court in-take supervisor to insure appropriateness of referrals	on-going	Number & type of referrals	Senior Advocate
1-5	Provide supervision & training to staff & volunteers in diversion policies & procedures	on-going	Training sessions held at orientation & at periodic staff trainings	Senior Counselor
1-6	Keep PPB informed of progress of clients through letters of information & phone coordination	on-going	Letters sent	All Staff
1-7	Arrange for annual ride-alongs for staff	quarterly	Ride alongs completed	Office Manager
1-8	Maintain all appropriate records	on-going	Reports submitted monthly	All staff
1-9	Accept referrals from Police & Juvenile Court	on-going	Referrals by source reported monthly	All staff

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

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
1-10	Submit reports required by HRB	monthly	Monthly Characteristics reported monthly	Director & Office Manager

Objective # 1 cont'd (Restate Objective Here)

Obj cive # 2 : (Restate Objective Here) To increase access to services for all youth by accepting 385 referrals of youth under 18 from non-judicial sources (i.e. schools, CSD, other agencies, family & self) by 6/30/81

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
2-1	Prepare work schedules that insure monthly adequate staffing during center hrs.		Schedules completed with a minimum of 2 persons at all times	Director & Office Manager
2-2	Plan & implement joint efforts with on-going schools; which prevent or provide early intervention in problems likely to result in delinquency (e.g. provide group counselling in middle schools during the school year)		Program descriptions & progress reported monthly	Junior Counselor
2-3	Initiate contact with CSD, schools, & other agencies, & businesses encouraging them to utilize the Ctr.	on-going	Contacts completed & reported	Director
2-4	Review & revise working relations with non-judicial agencies	Sept. 80- Dec. 81	Relationships formulated & reported	Director
2-5	Accept referrals from non-judicial sources	on-going	Referrals by source reported monthly	All Staff
2-6	Negotiate with CSD for provision for shelter care	on-going	Quarterly reports submitted	Director
2-7	Maintain all appropriate records	monthly	Reports submitted monthly	All Staff
2-8	Submit reports required by HRB	monthly	Monthly Characteristics Report submitted	Director & Office Manager

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 6/30/81.

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
3-1	Assign responsibility & supervision for needs assessments	on-going	Responsibility assigned & supervision evaluated quarterly	Senior Counselor
3-2	Training for volunteers and staff in counseling skills needed	on-going	Needs assessment training sessions held quarterly	Senior Counselor
3-3	Maintain liaison with other human services agencies to insure accurate needs assessments & delivery of services.	on-going	Number of agency contacts	Senior Counselor
3-4	Assign staff to provide on-going follow-up & advocacy	on-going	Number of on-going follow-ups	Youth Advocates
3-5	Maintain all appropriate records	on-going	Reports submitted monthly	All Staff
3-6	Provide needs assessments	on-going	Number of needs assessments completed	All Staff
3-7	Submit reports required by HRB	monthly	Monthly Characteristics Report submitted	Director & Office Manager

Objective # 4: (Restate Objective Here) To provide follow-up services three months after the case termination date to 90% of all youth referred by 6/30/81.

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	Train staff in three-month follow-up procedures & monitor procedures	on-going	Training sessions held at orientation & at periodic staff trainings.	Senior Advocate
4-2	Report results & additional needs to counselors	monthly	Records kept & reported on follow-up form	All Staff
4-3	Maintain records on appropriate forms	monthly	Reports submitted monthly	All Staff
4-4	Provide follow-up services	on-going	Number of follow-up provided	All Staff
4-5	Submit reports required by HRB	monthly	Monthly Characteristics Report submitted	Director & Office Manager

Obj live # 5____: (Restate Objective Here) To reduce the number of unmet youth needs by obtaining services support through inter-agency coordination (case sharing) for referral for 200 youth by 6/30/81.

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 & update resource file	on-going	Resource file available	Junior Advocate
5-2	Train staff in utilization & updating of resource file.	quarterly	Training sessions held	Junior Advocate
5-3	Coordinate & plan with appropriate youth serving agencies to address client needs	on-going	Number of case consultation &/or number of referrals	All Staff
5-4	Staff and participate in Project Care	monthly	Monthly reports submitted	Senior Advocate
5-5	Provide transportation directly or through bus tickets where appropriate	on-going	Number of transportation services provided	Youth Advocate
5-6	Advocate for/with clients to insure referral services are provided	on-going	Number of clients advocacy has been provided for	All Staff
5-7	Follow-up on each referral made & report results	on-going	Results reported on appropriate form	All Staff
5-8	Maintain all appropriate records	on-going	Reports submitted monthly	All Staff
5-9	Submit reports required by HRB	monthly	Monthly Characteristics Report submitted	Director & Office Manager

15.

Obj.ive # 6: (Restate Objective Here) To reduce the incidence of personal & family problems by providing 1000 hours of counselling to youth & parents by 6/30/81.

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
6-1	Assign responsibility for training & supervision of all counselling services	on-going	Monthly Reports submitted to Director	Senior Counselor
6-2	Up-grade skills of staff by participating in training opportunities offered in skills applicable to counselling	on-going	Number of trainings completed	All Staff
6-3	Provide direct counselling services which may include individual, parent, family, or group counselling to peer groups, & parent training	on-going	Number & type of counseling	Counselling Staff
6-4	Provide 70 hours of intensive parent group counselling in conjunction with the Intensive Family Intervention Program	on-going	Monthly Reports	Morrison Ctr. Involved Staff
6-5	Provide 70 hours of intensive adolescent group counselling in conjunction with the Intensive Family Intervention Program	on-going	Monthly Report	Morrison Ctr. Involved Staff
6-6	Provide 25 hours of intensive family counselling in conjunction with the Intensive Family Intervention Program	on-going	Monthly Reports	Morrison Ctr. Involved Staff
6-7	Maintain staff trained in crisis intervention during YSC operating hours	on-going	Schedule for YSC coverage completed	Director & Senior Counselor

Objective #6 cont'd (Restate Objective Here)

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
6-8	Participate in system-wide Counselor's meeting and training	on-going	Quarterly Reports submitted to Director	Senior Counselor
6-9	Maintain all appropriate records	on-going	Records submitted monthly	All Staff
6-10	Submit required reports to HRB	monthly	Monthly Characteristics Report submitted	Director & Office Manager

Objective # 7: (Restate Objective Here) To increase youth access to educational opportunities by providing education assistance services to 75 youth by 6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
7-1	Offer assistance to public high schools & middle schools by providing training which augments their educational programs (e.g. facilitation skills, juvenile rights, family life & parent training, employment laws)	on-going	Annual Report	Junior Counselor
7-2	Provide advocacy to clients to insure access to due process in suspension or expulsion hearings	on-going	Reports submitted monthly	Senior Advocate
7-3	Provide referrals to educational alternatives	on-going	Reports submitted monthly	All Staff
7-4	Provide training to peer tutors	monthly	Reports submitted monthly	Vista Volunteers
7-5	Provide tutoring services	on-going	Reports submitted monthly	Volunteers
7-6	Provide referrals to Project Boost for aid for college	on-going	Referrals made, Reports submitted monthly	All Staff
7-7	Maintain all appropriate records	on-going	Reports submitted monthly	All Staff
7-8	Submit reports required by HRB	monthly	Monthly Characteristics Report 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 live # 8: (Restate Objective Here) To increase youth access to recreational opportunities by providing activities to 350 youth by 6/30/81.

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
8-1	Assign responsibility and supervision for the provision for recreational opportunities	on-going	Appropriate staff assigned	Junior Advocate
8-2	Maintain an updated recreation-resource file	on-going	Reported monthly	Junior Advocate
8-3	Provide information & referral to available recreational resources	on-going	Reported monthly	All Staff
8-4	Provide weekly activity groups (e.g. bowling, basketball, swimming)	on-going	Reported monthly	Junior advocate & Volunteers
8-5	Recruit volunteers to provide recreational & cultural opportunities for youth	on-going	Volunteer hours & number of volunteers reported monthly services reported monthly	Volunteer Coordinator
8-6	Maintain appropriate records	monthly	Monthly report submitted	All Staff
8-7	Provide outdoor education day trips monthly	on-going	Reported monthly	Junior Advocate & volunteers
8-8	Submit reports required by HRB	monthly	Monthly Characteristics Report	Director & Office Manager
8-9	Access low income youth into existing summer recreational programs by providing financial assistance.	June-Aug	Report at project termination	CSA Summer Youth Advocate

Objective # 9: (Restate Objective Here) To increase youth access to employment opportunities by placing 150 youth in 250 casual labor jobs & providing 150 youth with employment assistance services by 6/30/81.

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
9-1	Maintain a casual labor program (e.g. carwashes, file of jobs etc.)	on-going	Staff assigned :number of jobs and placements reported monthly	Junior Advocate
9-2	Disseminate information to the community concerning youth employment needs	on-going	Information distributed and meetings attended	Junior Advocate & Director
9-3	Coordinate YSC efforts with other youth employment agencies	on-going	coordinate efforts reported monthly	Junior Advocate
9-4	Assess employment and career resources in the SE area to be used in job counseling and youth employment advocacy	Quarterly	Quarterly Reports submitted to Director	Junior Advocate
9-5	Provide job counseling and placement services (e.g. quarterly employment skills training to casual labor clients)	on-going	Services reported quarterly	Junior Advocate
9-6	Offer assistance to area middle and high schools by providing training which augments their educational programs (e.g. employment laws and job search techniques)	on-going	Annual report	Senior Counselor
9-7	Submit required reports to HRB	monthly	Monthly Characteristics Report	Director & Office Manager

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 & referral by 6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
10-1	Maintain an updated resource file	on-going	Resource file updated every four months	Junior Advocate
10-2	Provide information and referral services by telephone contacts	on-going	Records kept of contacts; reported monthly	All Staff
10-3	Maintain all appropriate records	on-going	Reports submitted monthly	All Staff
10-4	Maintain trained staff	on-going	Schedule for YSC coverage completed and followed	Senior Counselor
10-5	Submit required reports to HRB	monthly	Monthly Characteristics Report	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 & service ability of the YSC by recruiting volunteers to provide 5000 hours of service to youth by 6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
11-1	Assign staff to recruit, train, and supervise volunteers	on-going	Volunteer Coordinator assigned	Volunteer Coordinator
11-2	Maintain Citizen Advisory Board with staff assistance	on-going	Minutes of the Citizen Advisory Board meetings	Director & Office Manager
11-3	Assign person to provide additional support to youth representatives to Advisory Board	on-going	Person Assigned, report submitted quarterly	Senior Counselor
11-4	Provide staff support and materials to local initiative programs which provide service to youth for families	on-going	Services reported monthly	Volunteer Coordinator
11-5	Maintain volunteers for Big Brother/Big Sister services	on-going	Volunteer hours and number of volunteers reported monthly	Volunteer Coordinator
11-6	Recruit volunteers to provide recreational and cultural opportunities for youth	on-going	Volunteers hours, number and services reported	Volunteer Coordinator
11-7	Provide training and support sessions for volunteers as needed	on-going	Training and support services held	Volunteer Coordinator
11-8	Participate in system-wide Volunteer Coordinator meetings	on-going	Quarterly Reports to Director	Volunteer Coordinator
11-9	Maintain all appropriate records	on-going	In-kind vouchers kept	Volunteer Coordinator
11-10	Submit required reports to HRB	monthly	Monthly Characteristics Report	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 6/30/81.

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
12-1	Train staff in restitution procedures	on-going	Trainings completed and reported quarterly	Senior Advocate
12-2	Provide individual restitution placements/sites in area community service agencies	on-going	Sites provided, monthly reports	Senior Advocate
12-3	Provide group restitution projects in area community serving agencies	on-going	Sites provided, monthly reports	Senior Advocate
12-4	Maintain responsibility of agency coordination to assure provision of restitution work.	on-going	Reports submitted monthly	Senior Advocate
12-5	Maintain records on appropriate forms	on-going	Reports submitted monthly	Senior Advocate
12-6	Submit reports required by HRB	monthly	Monthly Characteristics Report submitted	Director & Office Manager

Objective # 13 : (Restate Objective Here) To provide YSC programs in the community through public information activities by 6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
13-1	Initiate contacts with CSD, schools, & other agencies encouraging them to utilize the center.	on-going	Contacts completed & reported monthly	Director
13-2	Initiate contacts with neighborhood groups encouraging them to utilize the Center.	on-going	Contacts completed & reported monthly	Director
13-3	Produce newspaper article publicizing center services	annually	Newspaper article printed	Director
13-4	Make radio/television appearance publicizing center services	annually	Radio/television appearance	Director
13-5	Plan & initiate special public relations event to publicize the center services	annually	Special public relations	Director
13-6	Maintain active participation in the YSC system-wide PR committee	on-going	Meetings completed and reported monthly	Office Manager
13-7	Maintain all appropriate records	on-going	Annual Report	Director

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

Obj. Live # 14: (Restate Objective Here) To maintain program responsiveness through the initiation of 7 special youth/community development projects by 6/30/81.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
14-1	Provide training in values clarification, resource identification, & communication skills to area middle & high schools.	on-going	Services reported quarterly	VISTA volunteers
14-2	Provide training in values clarification, resource identification, & communication skills to area high school teachers & administrators	on-going	Services reported quarterly	VISTA volunteers
14-3	Advocate for inclusion of the peer networking training in the curriculum of area middle & high schools.	on-going	Annual Report	VISTA volunteers
14-4	Provide training in peer tutoring in area middle & high schools	on-going	Services reported quarterly	VISTA volunteers
14-5	Provide intensive family teen group, parent group counselling in conjunction with Intensive Family Intervention Program.	on-going	Monthly reports submitted	Senior Counselor
14-6	Access low income youth into existing summer recreational programs by providing financial assistance.	June-Aug	Report at project termination	CSA summer Youth Advocate
14-7	Maintain Youth Council with staff assistance	on-going	Monthly reports submitted	Senior Counselor & Office Manager

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

Obj 'ive # 15 : (Restate Objective Here) To main in effective leadership & administrative management of SEYSC by subcontracting agency by accomplishment of the activities listed in Section 4 by 6/30/81

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
15-1	Provide staff direction/supervision through staff meetings and evaluate staff performance at least on an annual basis	on-going	Staff evaluations at least on an annual basis and staff meetings minutes	YSC Director
15-2	Provide staff assistance to Advisory Council and Board of Directors at monthly meetings or as required	monthly required	Advisory Council will meet monthly staff will attend Board of Directors meetings as required	YSC Director PACT Deputy Director
15-3	Provide program review for quality control, adherence to policy and contractual compliance	on-going	Management meetings, monthly reports PACT Executive Committee Program Evaluations	PACT Deputy Director PACT Exec. Committee
15-4	Continue to identify program needs and mobilize resources	on-going	Mobilized as reported monthly	YSC and PACT staff
15-5	Participate in center Directors meetings for system coordination and planning	on-going	Center Director meetings will be held monthly	YSC Director
15-6	Provide planning, coordination and program consultation through management team meetings or as required	on-going	Minutes of Program Management team	PACT Deputy Director
15-7	Assist Citizen Advisory Board and PACT Board with budget planning	yearly & as required	Executive Director and Administrative Assistance will assist with yearly budgeting process and fiscal control as needed	PACT Accountant PACT Deputy Director
15-8	Assist SE Youth Service Center staff with program management and citizen involvement	on-going	Executive Director and project office staff will provide technical assistance and consultation to Youth Service Center Staff	PACT Executive Director and Deputy Director

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

Objective # ~~15~~ cont. (Restate Objective Here)

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
15-9	Maintain property control records on city inventory	on-going	Inventory & update all property interactions as they occur	PACT accountant Office Manager YSC
15-10	Maintain all personnel records & provide consultation & technical assistance on personnel matters as required	on-going	Establish & update individual employee files; provide administrative assistance as required	PACT Exec. Director
15-11	Process payroll & taxes for all employees on a bi-weekly & quarterly basis	bi-weekly	Employees will receive salary compensation every two weeks taxes process bi-weekly & quarterly	PACT Accountant
15-12	Maintain records & supervise use of all accumulated leave	bi-weekly	Accumulation & useage of sick leave annual leave, & comp. time will be recorded every two weeks, usuage will be monitored as appropriate	PACT accountant YSC Director
15-13	Process & provide technical assistance on all emplyeee & center insurance matters	monthly as required	Standard processing will be handled on a monthly basis; special claims or communications will be assisted with as they occur.	PACT Accountant
15-14	Process all center accounts payable & accounts receivable & maintain records of all budget matters	on-going	All monetary matters will be processed in a timely manner; accounting service & supervision provided on a continual basis.	PACT Accountant
15-15	Submit required reports & invoices in the proper form & manner	Monthly or quarterly	Program & fiscal reports & invoices submitted to HRB	PACT Accountant
15-16	Provide legal & other technical assistance as required on all pertinent matters	as required	By contract compliance	PACT Executive Dir.

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
15-17	Negotiate formal working agreements with the following SE area agencies: CSD, Morrison Ctr. COSSPO, Urban Indian League, Indochinese Cultural Center, St. Francis School.	on-going	Agreements negotiated	PACT Exec Director Deputy Director & YSC Director

Objective # 15 cont'd (Restate Objective Here)

- 6.
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.)

PACT will maintain a Youth Service Center which will be open for referrals, from the Police, Juvenile Court, self & others six days per week in a highly visible, easily accessible location within the target area.

In order to achieve the goals & objectives, qualified and trained staff will:

1. Provide direct service to assist youth & families in resolving conflict or changing behaviors which may be causing personal stress in the home or community. This will include accepting youth who are referred to the YSC for status or minor misdemeanor offenses and unmanageable problems in the home. Services will include counselling; recreation, education and employment assistance; case sharing and coordination with other agencies; restitution placement; and advocacy. A needs assessment and goal-oriented service plan, will be developed with all clients. During development of the service plan, the client and YSC Staff will decide whether further service is best provided by the Southeast Youth Service Center or by another community agency via referral by center staff. In either case, follow-up is provided to insure client needs are being met.
2. Advocate with community groups and agencies to change conditions which hinder positive youth development. Conditions or issues will be identified by staff, clients, community members, or other professionals. YSC staff will take leadership in resolving identified issues by providing technical assistance and consultation to agencies, schools, and community groups in planning new youth programs or in changing existing programs. Examples of issues addressed and programs implemented in the past are: The Contact Person Project, The Youth-Elderly Service Program, the advocacy addressing the Shoplifting Law (OR 892).
3. Involve youth in projects, program planning and in strengthening natural youth networks. Examples of youth involvement solicited by the SEYSC include an active Youth Council which assists in program planning and needs assessment; youth participation in activity group planning; and peer groups which train youth in communication skills and how to support their friends positively. Included as a focus of the 80-81 program is a peer networking project (see attachment 5a) that will involve VISTA volunteers, center staff, area schools, and middle - and high school aged youth in strengthening and supporting natural youth networks (peer referrals, peer-tutoring, etc.).

We have found this three-pronged approach to be the most effective in dealing with the needs of youth and their families in Southeast Portland. Direct services addresses the short-range needs of clients and their families. Community advocacy encourages a climate of positive youth development and an awareness on the part played by agencies dealing with youth and their families in youth development.

Involving youth in program planning and strengthening natural networks enables young people to realize that they are their own best resource and that they have responsibility for and power over their lives. It also helps young people to help one another in their positive development.

These approaches relate directly to HRB's Youth Service Center's philosophy as outlined in the Standards and Guidelines.

These approaches have been proven successful in helping youth and their families during PACT's six-year administration of the Southeast Youth Service Center.

- 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 Southeast Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 1, 2, 3.01, 3.02, 4.01, 9.01, 9.02, 10, 11.01, 11.02, 12.01, 12.02, 13.01, 14, 19, 20, 21 and portions of 8.01 and 8.02, encompassing the area west of 52nd Avenue to the Willamette River and south of 80N to the City limits.

Target Population

The population to be served during FY 1980-81 is youth between the ages of 10 to 18 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 Southeast Youth Service Center. Services are available to youth between the ages of 10 to 18 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 populations.

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

YSC Staff

Center Director- responsible for internal administrative procedures, community relations, personnel selection and management, agreement negotiation, YSS planning and coordination.

Counselors- responsible for supervision and training of para-professional counseling, client counseling, record-keeping supervision, job counseling & placement, identifies unmet needs & develops a plan to address them.

Office Manager- responsible for office management, purchasing, vehicle coordination, secretarial duties, monthly characteristics report.

Youth Advocates I & II- responsible for supervision of neighborhood problems; 3-month follow-up assignment, supervision, and training; provides assistance w/educational & recreational needs of clients as identified.

Volunteer Coordinator- responsible for recruitment, training, and supervision of volunteers to address needs as identified by Counselors & Advocates.

PACT Administration

Executive Director

Provide supervision, Administrative Support (thru Program & Administrative meetings), Technical Assistance and Program Planning/Grant Development to address unmet needs or support services.

Deputy Director

Accountant

Program Planner

Staff Selection

PACT is an affirmative action employer with standard system-wide hiring procedures as outlined in the PACT Standard Operating Procedures Manual (see attachment #5b)

YSC staff selection will be the responsibility of the YS Center Director. The selection of the Center Director will be the responsibility of the YSC Citizen Advisory Board and the PACT Deputy Director.

Staff Training

Staff training plans are developed for each YSC employee as part of the employee's work plan and employee evaluations. Staff training is focused on:

1. strengthening staff skills in the areas directly related to their job descriptions.
2. career development which upgrades and enhances an employee's overall skill level.
3. team building within the Youth Service Center.

All employees are trained in Youth Service Center procedures, policies, standards and guidelines provision and documentation of services, and available community resources. All employees are also given an orientation to the overall PACT system when employed.

Hours of Project

Normal operating hours of the Center will be 9:00 AM to 10:00 PM Monday through Friday; and Saturday from 1:00 PM to 10:00 PM.

Center will be closed on the following holidays:

1. New Year's Day (January 1)
2. Memorial Day
3. Independence Day (July 4)
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve (December 24)
7. Christmas Day (December 25)
8. All YSC employees also earn one personal holiday during the 1st, 3rd, and 4th quarters.

- 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.)

Qualifications of PACT Inc. PACT has administered Federal grants since 1967 & contracts with the City of Portland since 1972.

1. From 7-1-77 to 9-30-80 PACT managed fifteen grants for the City of Portland with a combined value of \$1,133,391 (see attachment 6a)
2. The annual audit by Charles J. Carlson & Co., an independant firm, 1978 reported no exceptions or fiscal discrepancies (1979 audit is presently in progress see attachment 6b)
3. Total PACT funding as of 1-1-80 was \$1,108,932 (34% City, 34% State, 26% Federal & 6% County see attachment 6c)

Support Services

1. PACT has applied for & received approved funding (\$17,000) from CSA Region X to manage the Summer Youth Recreation Program for the City of Portland. This Program will be managed by the SEYSC Director in coordination with the other Youth Service Centers in the City. (attachment 6d)
2. PACT has applied for & received approval for three VISTA volunteers to be assigned to the SE YSC to develop & expand the Peer Networking Program in the SE Area Schools (attachment 6e)
3. PACT participated in the planning & submission of a grant application, to HEW through Multnomah County, for coordination of services for Pregnant teenagers & will sub-contract with Multnomah County for Case Management Services at the YSC if the grant is approved (attachment 6f).
4. PACT has a written agreement with Fred Meyers for the diversion of youth shoplifters to the YSC.
5. PACT has a written agreement with Cleveland High School (Option Program) for coordination & services with the YSC.
6. PACT has a Work Study Contract with Mt. Hood Community College & Portland State University for placement and training of students at the YSC.
7. PACT has contracts with Lewis & Clark College, Portland State University, & Mt. Hood Community College for placement and training of practicum students at the YSC.
8. PACT has a formal agreement with Metro. Emergency Network for referral and follow-up services for families in crisis. Metro also provides free staff training to PACT employees in crisis intervention techniques.

PACT, Inc. manages a system of components in SE Portland designed to offer multiple options for the residents of the area. The major components of this system are:

- Youth Service Center
- Senior Service Center
- Community Action Program
- Weatherization Program
- Weatherization Materials Buying Cooperative
- Home Resource Center (Tool Library)
- Community Food & Nutrition Program
- SE Neighborhood Facility Management
 - a) Metro Emergency Service
 - b) Mens' Resource Center
 - c) Neighborhood Assistants Crew
- New Program Planning & Community Development

These Programs are community based in four separate locations in SE Portland. Seven of the Programs are supported by citizen advisory boards composed of community residents.

Because of the Multi-Service concept of the PACT System, PACT is in a unique position of being in touch with a significant segment of the SE Community and Resources.

The PACT Board of Directors is a 21 member policy-making Board that grew out of the Community Action Program and is incorporated as a non-profit corporation. The Board provides a community base for PACT programs; a sounding board for the community, legal and fiscal responsibility for grants and contracts of the corporation. The Board of Directors will monitor the program for quality and contract compliance through monthly reports; review and approve proposals for contract amendments and/or funding requests. One-fourth of the Board members are elected each year by the inner SE community. Members of the Citizen Advisory Boards and other community groups take the opportunity to become members of the board and provide linkages to their own program.

The PACT Board and the Citizen Advisory Board have a written agreement to define their respective roles and responsibilities (attachment 6g).

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.)

Planning Process : During the Fall of 1979 the PACT Board of Directors & the Youth Service Center Citizen Advisory Board began discussions regarding the role of the Youth Service Center within the PACT System. A joint Committee made up of two CAB & two PACT Board members (with staffing by PACT & YSC) was set up to research the needs of the SE Portland Youth, the availability of resources to meet those needs and to make a recommendation regarding the future role of PACT in providing direct Youth Services (see attachments 7 a & 7 b regarding this process).

At the December 1979 PACT Board Executive Committee Meeting it was decided that the needs of the SE Youth Community could best be met by PACT's retention of the YSC contract with the City and that PACT would submit a proposal to continue the operation of that center.

On January 1980, the YSC Citizen Advisory Board made a decision to "support PACT in its bid for the Center" contract with the City because of PACT's "Community Base" and "fiscal accountability" (see attachment 7 c). Since that time the Citizen Board and Youth Service Center Staff have worked together on the budget/staffing decision and the appropriate activities to achieve objectives for the 1980-81 contract. This process was completed and approved at the April 1, YSC-CAB monthly meeting and referred to the PACT Executive Committee and Board for action and approval (also see previous section on Needs Assessment).

Community Involvement & Advisory Council Relationships : Community involvement in the operation of the YSC is maintained by the active participation of community members on the Citizen Advisory Board and as Volunteers in the program.

The YSC Citizen Board decides policy as it relates to the Center operation and advises the center on implementation of programs, the CAB:

1. Assists in program development to meet identified community needs.
2. Advises on program implementation.
3. Acts as liaison with the greater community and the PACT Board and advocates on behalf of the YSC.
4. Assists in screening and hiring of the Center Director.
5. Assists in fundraising and developing alternative funding.

The YSC-CAB will advise and recommend to the Director and the PACT Board of Directors concerning issues, program planning and direction, center policies and budget development/adjustments. The Deputy Director of PACT and the YSC Director staff the YSC CAB and act as ex-official members. A PACT Board member is assigned to the YSC CAB as a liaison between the two Boards.

Efforts at involving all segments of the community in the planning and implementation are also enhanced by maintaining an active volunteer program through the employment of a volunteer coordinator on staff at the center.

Volunteers at the SE Youth Service Center are utilized in the following areas:

1. Program monitoring, needs assessment and program planning.
2. Youth Activity Group Supervision is provided by volunteers.
3. Big Brother / Big Sister Program.
4. Staff assistance activities such as special projects, client assistance and advocacy.

- 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.)

Intra-coordination among PACT programs is achieved through bi-weekly meetings of PACT Program Managers (including the YSC Director). Within the PACT organization are direct linkages with neighborhood associations, mental health services for adults and families, welfare and food stamps, advocacy, child care, planning and development expertise and assistance, emergency food and fuel and home repair. All Program Directors in PACT are directly supervised by the Deputy Director.

Using Youth Service System agreements with Police, Juvenile Court, Schools & Childrens Service Division as a guide, local informal working agreements are developed by the Center Director and appropriate local manager. Specific program and service exchanges are then decided by YSC counselors and line workers within the local guidelines.

All YSC staff will assume responsibility for coordination among agencies on the needs of individual clients. An agreement for sharing appropriate information is developed by the Center Director and the appropriate agency personnel. On going linkages will be maintained (with assistance from PACT Administration, PACT Board & Citizen Advisory Board) by the following staff at the Youth Service Center:

Director-CSD, Portland Police, Retail Merchants, Neighborhood Associations, PACT, YSC System, Citizen Advisory Board & Juvenile Court.

Counselor II - Portland Police, MESN, YS System Staff Committee, Washington/Monroe High School, Cleveland High School, Hosford School and feeder schools.

Counselor I - Franklin High School, Mt. Tabor School and feeder schools.

Youth Advocate II - Sellwood School & feeder schools, Juvenile Court & Restitution Sites.

Youth Advocate I -All recreation & employment resources and Youth Career Training.

EXHIBIT B
BUDGETS AND ATTACHMENTS

1. Budget Summary

City Support Requested

Discretionary Funds

\$139,458

Subtotal

139,458

Required Cash Match

4,313

Program Income

Subtotal

143,771

Other Project Support

Summer Youth Recreation Program (CSA)

12,687

VISTA Program (3 staff)

10,600

TOTAL

\$167,058

b. Funding Statement: (Briefly describe the duration of funding from each source listed above.)

SYRP-6-1-80 thru 9-30-80--Match and additional project support
City Discretionary Funds--July 1, 1980, through June 30, 1981
VISTA--October 1, 1980, through September 30, 1981

The information provided herein is, to the best of my knowledge, certifiable and correct.

Authorized Signature

Authorized Signature *William Starnes*

Date 5/5/50

PACT, Inc./SE YSC

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

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

APPROPRIATION UNIT
LINE ITEM WORKSHEET

Code	Object Title	CITY DISCRETIONARY FUNDS	REQUIRED CASH MATCH	TOTAL CITY CONTRACT	OTHER PACT PROJECT SUPPORT	TOTAL
110	Full-Time Employees	99,857		99,857	12,371	112,228
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	15,977		15,977	248	16,225
190	Less-Labor Turnover					
100	Total Personal Services	115,834		115,834	12,619	128,453
210	Professional Services	2,048		2,048		2,048
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance	933		933		933
260	Miscellaneous Services		4,313	4,313	8,614	12,927
310	Office Supplies	1,003		1,003		1,003
320	Operating Supplies	161		161	1,925	2,086
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education	600		600		600
420	Local Travel	550		550	129	679
430	Out-of-Town Travel					
440	Space Rental	11,232		11,232		11,232
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous	540		540		540
510	Fleet Services					
520	Printing Services	1,385		1,385		1,385
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	2,172		2,172		2,172
570	Telephone Services	3,000		3,000		3,000
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	23,624	4,313	27,937	10,668	38,605
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	139,458	4,313	143,771	23,287	167,058

BUDGET JUSTIFICATION

PERSONNEL

DATE June 12, 1980PROJECT NO. City Discretionary FundsPROJECT TITLE PACT/Southeast 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	1,352	100	12	16,224
1	Counselor II	1,145	100	12	13,740
1	Counselor I	1,058	100	12	12,696
1	Office Manager	885	100	12	10,620
1	Volunteer Coord.	906	100	12	10,872
1	Youth Advocate	803	100	12	9,636
1	Youth Advocate	729	100	12	8,748
1	Accountant	1,383	16	12	2,656**
1	Exec. Director	2,013	4	12	966**
1	Deputy Director	1,864	15	12	3,355**
1	Employment Coord.	862	100	12	10,344
SUBTOTAL, PERSONNEL					99,857
16* % FRINGE BENEFITS					15,977
**Administrative Expense					
TOTAL, PERSONNEL					115,834

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

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 13, 1980

PROJECT NO. City Discretionary Funds

PROJECT TITLE PACT/Southeast 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> Cost sharing for CWSP Audit costs Legal services--5 hours X \$50/hr.	1,298 500 250	2,048
240	<u>Repair and Maintenance:</u> Gas, repairs, and maintenance for van and stationwagon Repair of office equipment	833 100	933
310	<u>Office Supplies:</u> \$83.50/month X 12 months	1,003	1,003
320	<u>Operating Supplies:</u> Recreational supplies @ \$10/month X 12 mos Janitorial supplies	120 41	161
410	<u>Education:</u> Training conferences and seminars Films, books, subscriptions, etc.	500 100	600
420	<u>Local Travel:</u> Tri-Met tickets @ \$0.40 X 400 Mileage--527 miles for 4 staff @ \$0.185 per mile	160 390	550
440	<u>Space Rental:</u> \$936/month X 12 months	11,232	11,232
490	<u>Miscellaneous:</u> Postage @ \$45/month X 12 months	540	540
520	<u>Printing Services:</u> Fliers, brochures, stationary, posters	1,085	

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 13, 1980PROJECT NO. City Discretionary FundsPROJECT TITLE PACT/Southeast Youth Service Center

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
	Printing Services (continued): Xerox @ 500 copies/month X \$0.05/copy X 12 months	300	1,385
560	<u>Insurance:</u> Van and stationwagon Bonding and liability	1,810 362	2,172
570	<u>Telephone:</u> \$250/month X 12 months	3,000	3,000

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE June 13, 1980

PROJECT NO. Required Cash Match

PROJECT TITLE PACT/Southeast Youth Service Center

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
260	<u>Miscellaneous Services:</u> Direct costs for Summer Youth Recreation Program--camperships	4,313	4,313